# Attachment B: Application and Minimum Qualifications - RFP#DEC2024-05

**Proposer Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Organization Name** |  | **City Supplier # (if applicable)** |  | **Federal Employer #** |  |
| **Director Name** |  | **Director Phone** |  | **Director Email** |  |
| **Point of Contact** |  | **Point of Contact Phone** |  | **Point of Contact Email** |  |
| **Address** |  | **City, State** |  | **Zip code** |  |

# Please indicate which Service Area this proposal is for (select only one). Please submit a separate application if you wish to apply to multiple Service Areas.:

* Service Area I: Data Mapping and Data Governance
* Service Area II: Evaluation Implementation **(Please submit a separate application if you wish to apply to multiple initiatives)**

*Which initiative within Service Area II is this proposal for? (select only one)*

* + Access and Enrollment
  + Program Quality Improvement
  + Compensation and Workforce
  + Early Childhood Mental Health Consultation
  + Family Resource Centers
  + Universal Screening and Early Intervention
* Service Area III: Landscape Analysis
* Service Area IV: Data systems Development and Systems Project Management

**SF Contract Monitoring Division (CMD) Certified Local Business Enterprise? (Yes or No):**

# Annual Amount(s) Requested:

**Acknowledgement of Terms and Conditions**

I understand that the City reserves the right to modify agreement requirements at the time of funding and/or during the agreement negotiations; that an agreement may be negotiated for a portion of the amount requested; that funding sources are subject to change; and that there is no agreement until a written contract has been signed by both parties and approved by all applicable City agencies.

Submission of an application indicates an Applicant’s acceptance of the terms and conditions contained in **RFP Section X. Terms and Conditions for Receipt of Proposals** and in **Attachment A: City’s Contract Terms** unless clearly and specifically noted otherwise in the application responses. The City may discontinue its selection, contract negotiations, or contract award processes with any Proposer if it is determined that the Proposer has not accepted or adhered to the terms and conditions contained therein.

The signatory below is a person authorized to obligate the Proposer to perform the commitments contained in the RFP and application. Submission of this document will constitute a representation by the above organization(s) that they are willing and able to perform the commitments and requirements contained in the RFP and application.

Signature of authorized representative(s):

**Name:**

**Title:**

**Signature:**

**Date:**

**Name:**

**Title:**

**Signature:**

**Date:**

# Proposer Certification of Truth, Accuracy, and Completeness.

I certify that based on information and belief formed after reasonable inquiry, the statements and information contained in this document are true, accurate, and complete. Additionally, by submitting this proposal, I attest that I have reviewed and accepted all terms found in this solicitation, any and all addenda issued to this solicitation, and City’s contract terms.

**Name:**

**Title:**

**Signature:**

**Date:**

**Minimum Qualifications**

|  |  |  |
| --- | --- | --- |
| **MQ #** | **Description** | **Response** |
| MQ1 | Current certified vendor or the ability to become a certified vendor with the City and County of San Francisco within ten (10) days of notice of award. | * Yes ☐No |
| MQ2 | Proposers have at least three (3) years of experience providing community centered program evaluation and/or data and technological support to early childhood organizations or similar agencies working with target populations as described in the RFP. | Number of Years:  Proposers must provide additional information below. |
| MQ3 | Must be willing and able to comply with the City contracting requirements set forth in this RFP. | * Yes ☐No |
| MQ4 | Proposers must submit a format compliant proposal that includes all required forms and attachments. | * Yes ☐No |

Please provide more details regarding Minimum Qualifications # 2:

1. Proposers must demonstrate at least THREE (3) years of experience providing community centered program evaluation and/or data and technological support to early childhood organizations or similar agencies working with target populations as described in the RFP. **Please be concise and short with your answers, this portion of the application is to screen Minimum Qualifications.**

|  |  |
| --- | --- |
| Prior or Current Project Name |  |
| Project Lead Name |  |
| Project Contact Name |  |
| Project Contact Title |  |
| Project Contact Email Address |  |
| Start and End Dates of Services |  |
| Project Annual Budget |  |
| Briefly describe how Proposer meets this Minimum Qualification: |  |
| **Project Scope:** Briefly describe your project or program. The project or program must have been operational must have focused on providing  services that fall within the Scope of Work described in RFP Section II. |  |

**Additional Programs may be added below:**

|  |  |
| --- | --- |
| Prior or Current Program Name |  |
| Project Lead Name |  |
| Project Contact Name |  |
| Project Contact Title |  |
| Project Contact Email Address |  |
| Start and End Dates of Services |  |
| Briefly describe how Proposer meets this Minimum Qualification: |  |
| **Project Scope:** Briefly describe your project or program. The project or program must have been operational must have focused on providing services that fall within the Scope of Work described in RFP Section II. |  |

|  |  |
| --- | --- |
| Prior or Current Program Name |  |
| Project Lead Name |  |
| Project Contact Name |  |
| Project Contact Title |  |
| Project Contact Email Address |  |
| Start and End Dates of Services |  |
| Briefly describe how Proposer meets this Minimum Qualification: |  |
| **Project Scope:** Briefly describe your project or program. The project or program must have been operational must have focused on providing services that fall within the Scope of Work described in RFP Section II. |  |