



San Francisco

Office of Economic and Workforce Development

2010 - 2011

Request For Proposals

Information Packet

For Community Development Block Grant (CDBG),
Workforce Investment Act (WIA), and
SF Redevelopment Agency (SFRA) Economic Development,

! All proposals must be submitted by February 4, 2010 (Thursday) at 5:00 p.m. through our online system

Programs

Economic Development
Workforce Development

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ANNOUNCEMENT: OEWD Request For Proposals (RFP) #108

City and County of San Francisco Office of Economic and Workforce Development (OEWD) Request for Proposals #108

OEWD is pleased to announce the availability of the Request for Proposals (RFP) for 2010-2011 economic and workforce development programs under three funding sources: Community Development Block Grant (CDBG), Workforce Investment Act (WIA) and San Francisco Redevelopment Agency (SFRA) tax increment funding.

The RFP will be posted on OEWD's website at <http://www.oewd.org/Economic-Development-Funding.aspx> and http://www.oewd.org/Workforce_Development_Funding.aspx beginning Monday, December 21, 2009 by 5pm. Alternative formats for persons with disabilities will be available upon request to [OEWD](#) (see contact information below). **All proposals must be submitted electronically through the designated online proposal system by 5:00 pm on Thursday, February 4, 2010. No exceptions.**

Access to On-line RFP

The online proposal system will be available beginning Tuesday, January 5, 2010. Detailed information on accessing the RFP system can be found at <http://www.oewd.org/Economic-Development-Funding.aspx> and http://www.oewd.org/Workforce_Development_Funding.aspx by 5pm December 21, 2009. You must have a user account in order to access the online system. Account set-up information will also be available on the OEWD website by 5pm December 21, 2009.

Technical Assistance Workshops

OEWD and SFRA will conduct two technical assistance workshops to assist interested applicants in assessing the eligibility and scope of proposed projects, and in completing the required elements of proposals using the online proposal system. Please note, the workshops are not identical, and each will discuss separate program areas included in this RFP.

- **WORKFORCE SERVICES ONLY (WIA and CDBG)**
DATE: Wednesday, January 6, 2010
TIME: 1:00-3:00 PM
LOCATION: San Francisco Main Branch Library (lower level);
Koret Auditorium; 100 Larkin Street (at Grove), San Francisco,
CA 94102
- **ECONOMIC DEVELOPMENT ACTIVITIES ONLY (CDBG & SFRA)**
DATE: Wednesday, January 13, 2010
TIME: 10:00 am – 12:00 PM
LOCATION: City Hall, 1 Dr. Carlton B Goodlett Place, Room
421, San Francisco, CA 94102

For additional information on Economic Development funding, contact:

Holly Lung, Neighborhood Economic Development Program Manager,
(415) 554-6628 or holly.lung@sfgov.org.

You may also direct correspondence to

OEWD, Holly Lung,

1 Dr. Carlton B. Goodlett Place, Room 448 San Francisco, CA 94102.

For additional information on Workforce Services funding, contact:

Kris Damalas, Contracts Administrator

(415) 581-2334 or kristine.damalas@sfgov.org.

You may also direct correspondence to

OEWD, Contract Management,

50 Van Ness Avenue, San Francisco, CA 94102.

OVERVIEW: RFP #108

The City and County of San Francisco Office of Economic & Workforce Development (OEWD) and the San Francisco Redevelopment Agency (SFRA) are issuing this Request for Proposals (RFP). Through this RFP, funding will be made available to organizations to provide workforce development services to San Francisco jobseekers and to implement economic development activities for San Francisco businesses and neighborhoods.

There are two distinct funding areas included in this RFP that are subsequently divided into separate Proposal Areas. The two major funding areas are:

1. Economic Development
2. Workforce Development

Please read this introduction and the relevant sub-sections of this RFP carefully, to determine whether your organization and your proposed project align with the goals and priorities outlined in the RFP and with the City's broader strategies, planning processes, and initiatives. These will be the basis upon which all funding decisions are made.

Economic Development Funding & Strategic Priorities

(Proposal Areas ED-I. through ED- V.)

Economic Development Funds in this RFP will be administered through OEWD's Economic Development Division. These funds include:

- U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Formula Funds allocated for Economic Development Activities. These funds will be administered by OEWD's Economic Development Division.
- SFRA Redevelopment Area Funds. These funds will be administered by OEWD's Economic Development Division in partnership with SFRA.

The specific economic activities being solicited through this section of the RFP include:

PROPOSAL AREA ED-I. Business Technical Assistance

(CDBG funding)

PROPOSAL AREA ED-II. Commercial Corridor Revitalization

(CDBG funding)

PROPOSAL AREA ED-III. Commercial Rehabilitation and Improvement

(CDBG funding)

PROPOSAL AREA ED-IV. Bayview/ Hunters Point Project Area

(SFRA funding)

PROPOSAL AREA ED-V. South of Market Project Area

(SFRA funding)

Workforce Development Funding & Strategic Priorities

(Proposal Areas WF- I. through WF-VI.)

Workforce Development Funds in this RFP will be administered through OEWD's Workforce Division. These funds include:

- U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Formula Funds allocated for Workforce Development Services
- U.S. Department of Labor (DOL) Workforce Investment Act (WIA) Adult and Dislocated Worker Formula Funds
- OEWD General Funds allocated for workforce development services

The underlying workforce development strategy in this RFP is to maximize the impact of each of the individual funding sources. The overall goal is to coordinate a stronger system of services aligned along a comprehensive workforce development framework. In support of this strategy and goal, the specific services being solicited through this section of the RFP include:

PROPOSAL AREA WF-I. One Stop Career Link Centers (One Stops)

(WIA & General Fund)

- A. Bayview/Hunters Point
- B. Mission
- C. Chinatown

PROPOSAL AREA WF-II. WIA Child Care Resources Administrator

(WIA & General Fund)

PROPOSAL AREA WF-III. Job Readiness Services (JRS)

(CDBG & General Fund)

PROPOSAL AREA WF-IV. One-Stop Complementary Services

(CDBG & General Fund) (Five Modules)

- A. Adult Basic Education Skills Training
- B. Basic Computer Skills training
- C. Criminal Justice Re-Entry Employment Services
- D. Disability Employment Services
- E. Limited English Proficiency Services

PROPOSAL AREA WF-V. Sector-based Vocational Skills Training

(CDBG & General Fund) (Two Modules)

- A. Vocational Skills training for Construction, Green, Health Care, or Social Services Sector Academies
- B. Vocational Training Programs for Other Sectors

PROPOSAL AREA WF-VI. Youth Sector Bridge Services

(CDBG & General Fund)

Introduction

OEWD's Mission is to support the ongoing economic vitality of San Francisco. OEWD provides city-wide leadership for workforce development, business attraction and retention, and neighborhood commercial revitalization with a commitment to progress and improvement especially in our lowest income and most vulnerable neighborhoods.

OEWD is committed to assessing impact by measuring strategic indicators of progress. **Funded agencies will be required to submit regular cost and progress reports through OEWD-identified on-line reporting systems – there are no exceptions to this rule. Required data elements vary by program area and will be described during the contracting process. These data elements are subject to change, based on the mandates of the fund source and/or of other local, state, or federal requirements.**

We anticipate at best flat funding at the Federal level for CDBG and WIA grants and, therefore, we do not foresee any increase in the overall CDBG or WIA allocation for fiscal year 2010-2011. As a result, our grant making will be highly competitive.

Applicants for funding through the SF Redevelopment Agency's Economic Development Program will apply through the Economic Development section of the RFP.

We have solicited input at community meetings and gathered information through our interactions with grantees, non-grantees, foundations and residents to guide us with our allocations citywide. The Consolidated Plan provides broad parameters and direction for CDBG funding targeted at low- and moderate-income residents. The information and input we have gathered through the year is designed to make sure that funding decisions meet the unique needs of specific neighborhoods. We will also be guided by the City's other strategic planning documents that target our communities-in-need to ensure a coordinated and fully leveraged citywide system of services.

It is critical that agencies seeking funding pay close attention to the description of the proposal area to which they are applying. Each proposal area description outlines a set of eligibility standards and criteria for OEWD funding. ***Applications that do not meet these eligibility standards will not be reviewed. Agencies that do not respond to the appropriate program criteria may not be considered eligible for funding in this category.***

San Francisco CDBG Program

CDBG OVERALL PROGRAM GOALS

Although this RFP only includes CDBG funds that are specifically allocated for economic and workforce development activities, these CDBG funds are tied into a broader City-wide strategy. OEWD’s proposed 2010-2014 CDBG five-year goals are listed below. For a full view of the 2005-2009 Consolidated Plan goals, objectives, and strategies, please see the OEWD website. The 2010-2014 Consolidated Plan will be submitted to HUD in May of 2010.

1. Promote economic self-sufficiency for low- and moderate-income families
2. Strengthen neighborhood vitality
3. Increase the provision of timely, relevant and effective social services
4. Implement culturally and linguistically relevant funding strategies
5. Promote equity-based public policy strategies
6. End widespread chronic homelessness in San Francisco

CDBG REVIEW PROCESS

Proposals will be reviewed by OEWD and presented to the Citizen’s Committee on Community Development for transmission to the Mayor. The Mayor will make the final recommendations to the Board of Supervisors (BOS). Below is an approximate timeline for key elements of the review process. The City reserves the right to adjust these dates as needed.

All proposals due	February 4, 2010 at 5:00 p.m.
Proposal review	February 2010
Preliminary recommendations to the Mayor	Late February 2010
Public hearing on preliminary recommendations	Early March 2010
Recommendations to BOS Finance Committee	April 2010
Consideration by BOS	Late April/Early May 2010
Mandatory orientations for funded agencies	Week of May 17, 2010
Execution of grant agreements	May and June 2010
Projects begin	July 2010

GENERAL CRITERIA FOR ALL CDBG APPLICANTS

Please note that applicants should review the entire plan or strategy through the attached link if the applicant intends to submit a proposal that would come under the purview of that strategy. The goals and recommendations included on this sheet reflect some of the most relevant items, but are not intended to be a comprehensive summary of the relevant strategy.

National Objectives (CDBG applicants only)

CDBG activities must meet at least one of three national objectives:

1. Principally benefit low and moderate-income persons OR
2. Eliminate slums and blight OR
3. Meet an urgent need (such as earthquake recovery)

Note: Most, if not all, CDBG applications tend to qualify under the first objective. OEWD will determine if each application meets a national objective.

HUD Consolidated Plan Goals

Proposed program must achieve one of the following six overarching goals as identified in the planning process for the 2010-2014 Five-Year Consolidated Plan:

1. Promote economic self-sufficiency for low- and moderate-income families
2. Strengthen neighborhood vitality
3. Increase the provision of timely, relevant and effective social services
4. Implement culturally and linguistically relevant funding strategies
5. Promote equity-based public policy strategies
6. End widespread chronic homelessness in San Francisco

For further background information, please review the 2005-2009 Consolidated Plan.

<http://www.sfgov.org/site/uploadedfiles/mocd/2005-2010%20Consolidated%20Plan%20-%20revised%20Sept2006.pdf>

Leveraging

Leveraging of resources is required. For non-capital projects, CDBG funds should not comprise more than 50% of the total agency budget.

Eligible Applicants (CDBG)

CDBG Eligible applicants include:

- 501(c)(3) registered non-profit corporations with proposed program based in San Francisco. Applicants should have a Board of Directors with a minimum of 7 members that reflect the diversity of the program(s) and clients being served;
- Governmental entities, including public agencies, commissions or authorities that are independent of the City and County of San Francisco's government (e.g. S.F. Housing Authority);
- Churches that meet the requirements of IRC section 501(c)(3), regardless of their application and recognition from the IRS; and
- Institutes of higher education.

All community-based organizations must become City-approved vendors before receiving funding. Organizations that are not yet City-approved vendors should begin the certification process as soon as possible in order to ensure that they are able to meet this requirement if awarded a grant. The City's Office of Contract Administration offers all of the necessary forms on their website, which can be found at www.sfgov.org/oca/purchasing/forms.htm. Subcontractors are not required to be City-approved vendors; only the lead organization or fiscal sponsor must be City-approved.

Board of Directors/Leadership/Stability

- Board and staff must have broad based experience and skills to satisfactorily manage and guide the organization
- The Board of Directors must provide vision, oversight and direction to the organization
- The Board of Directors should include San Francisco residents or demonstrate knowledge of the needs of low and moderate income San Franciscans. Representation on the board of low income residents and from the target neighborhood/population is encouraged.

Non-CDBG Proposal Areas (WIA and SFRA)

WIA-FUNDED (Workforce) PROPOSAL AREAS

Please review the “Workforce Development-- Program Objectives” section of this RFP for more information on WIA funding, strategic focus, and related requirements.

Proposals for WIA-funded Proposal Areas will be reviewed by OEWD and funding recommendations will be presented to the WISF (Workforce Investment San Francisco). Below is an approximate timeline for key elements of the review process. The City reserves the right to adjust these dates as needed.

All proposals due	February 4, 2010 at 5:00 p.m.
Proposal review	February 2010
WISF Approval of Funding Recommendations	Late February 2010/ Early March 2010
Execution of grant agreements	March 2010
Projects begin	March/ April 2010

*See Workforce Development subsections of this RFP for additional detail on WIA requirements.

SFRA FUNDED (Economic Development) PROPOSAL AREAS

Please review the *Economic Development* sections of this RFP for more information on SFRA funding, strategic focus, and related requirements.

Proposals for SFRA-funded Proposal Areas will be reviewed by SFRA and funding recommendations will be presented to the SFRA Commission. SFRA, through its Executive Director, reserves the right at any time and from time to time, and for its own convenience, in its sole and absolute discretion, to modify or suspend any and all aspects of the selection process, including, but not limited to this RFP, and all or any portion of the contractor selection process in or subsequent to the RFP; to obtain further information from any contractor, to waive any defects as to form or content of the RFP or any other step in the selection process; to reject any and all responses submitted; to reissue the RFP; procure the desired services by any other means or not proceed in procuring the services; to negotiate with any, all, or none of the respondents to this RFP as to fees, scope of services, or any other aspect of the RFP or services; to negotiate and modify any and all terms of an agreement; and to accept or reject any applicant for entry into a Personal Services Contract.

GENERAL CITY CONTRACTING REQUIREMENTS

All applicants must comply with each of the following:

- 1) Applicants must demonstrate a history of meeting contract outcome requirements for other similar programs.
- 2) Successful applicants must comply with all applicable local government regulations.
- 3) Successful applicants must comply with all reporting and monitoring requirements to capture the overall efficacy of this funding opportunity and of the specific program(s).
- 4) Successful applicants must provide proof of insurance during the contracting process.
- 5) Successful applicants must either be an approved City vendor or be able to meet all City vendor requirements and not be on the City Vendor Debarred list. All applicants must be able to become an approved City vendor within ten days of notice of award. Vendor application packets can be obtained from the Office of Contract Administration at City Hall, Room 430 1 Dr. Carlton B. Goodlett Place San Francisco, CA 94102 or downloaded from their website at <http://www.sfgov.org/oca>.
- 6) Successful applicants must confirm they:
 - a) Are not listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs in accordance with Executive Orders 12549 and 12689, "Debarment and Suspension." This list includes the names of parties debarred, suspended, or otherwise excluded by agencies, and the names of contractors declared ineligible under statutory or regulatory authority other than Executive Order 12549;
 - b) Have not, within the previous three years been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or Local) with commission of any of the offenses enumerated in subsection above; and,
 - d) Have not, within the previous three years, had one or more public transactions (Federal, State or local) terminated for cause or default; or
 - e) Are otherwise not presently debarred, suspended, proposed for debarment, or declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.

Additional Local Requirements

Funds are subject to numerous local requirements which are listed below:

- 1) **Accessibility:** Programs and services must be accessible to persons with disabilities. Program access can be achieved in many cases without having to alter the existing facility.

- 2) **Non-Discrimination:** Agencies must comply with federal and SF Human Rights Commission prohibitions against discrimination in fair housing and equal employment opportunity, and in awarding grants. Agencies must also comply with the Equal Benefits Ordinance for domestic partners. Additional information concerning these items can be found on the HRC website at http://www.sfgov.org/site/sfhumanrights_index.asp.
- 3) **Environmental Review:** Agencies must complete this review before funds can be utilized.
- 4) **Procurement:** Projects must comply with federal conflict of interest regulations, and regulatory procedures for obtaining and granting for goods and services.
- 5) **Ineligible Reimbursements:** Funds for activities occurring prior to the commencement date of the grant agreement cannot be reimbursed.
- 6) **Religious Activity:** Funds may not be used for religious purposes or for the improvements of property owned by religious entities except where the grant recipient is a secular non-profit organization with a long term lease.
- 7) **Political Activity:** No federal funds received through this RFP shall be used to provide financial assistance for any program that involves political activities. Contractor shall comply with the provisions of the Hatch Act (U.S.C. 1501-1508 and 7324-7328), which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds. In addition, proposers must comply with Section 1.126 of the S.F. Campaign and Governmental Conduct Code. Details can be found at: http://www.sfgov.org/site/ethics_index.asp?id=13730

The Interagency Council (IAC)

Formed in May 2009, the IAC seeks to coordinate the implementation of San Francisco's efforts to improve the lives of our most vulnerable populations citywide with a special focus on public housing residents, multi-system involved families, at-risk transitional age youth (ages 16 –24), formerly incarcerated individuals, and CALWORKS sanctioned families. The human services components of previously separate initiatives under the Mayor's Office – Communities of Opportunity, the HOPE SF Initiative, the Transitional Age Youth Task Force, and the Violence Prevention Initiative —are being coordinated by the IAC. Current IAC initiatives include:

1. Implementing the SF CAN DO (**S**trengthening **F**amilies: **C**ommunities, **A**gencies and **N**eighborhoods **D**eciding as **O**ne), a coordinated care management initiative for those children, youth and families in crisis and involved in more than one public system;
2. Piloting an intentional service network model (the "Daisy Wheel Network") to connect fragile and hard to serve populations with voluntary services (currently focused on the Southeast sector of San Francisco);
3. Developing targeted and efficient data systems and agreements to support these efforts.

If requested, participation in IAC initiatives will be a condition of some funding awards. This may include working with families served through the SF CAN DO pilot project in Bayview or participating in one or more Daisy Wheel Networks. In addition, providers

may be requested to participate in data reporting and collection efforts such as the Youth Data Archive to provide research on the results of these IAC targeted service strategies.

Extendibility of Procurement Justification

This RFP procurement process, and the proposals received as a result of it, may be used to justify contract funding decisions for other similar services and/or other funding that becomes available through OEWD, SFRA, or any other City Department.

Collaborations

Collaborative consortia, joint ventures or a team of organizations with complementary skills and experience are permitted and highly encouraged to respond to this RFP.

Lead Agencies: Proposals from collaborative consortia, joint ventures, or teams must designate a lead agency which will serve as the fiscal agent for the partners. This lead agency or organization will be responsible and accountable for effectively and efficiently planning, managing and delivering the services and activities described in this RFP, while providing excellent customer service and achieving the granted performance outcomes. The lead agency must also demonstrate the management and financial capability needed to effectively and efficiently deliver the program proposed and account for the grant funds.

Subcontracting: Applicants may include subcontracting arrangements with other organizations; however, these arrangements must be made prior to submission of the proposal. Confirmation of a memorandum of understanding or other formal agreement between the Applicant and subcontractor may be requested by OEWD.

Severability of Collaborative Proposals: OEWD, SFRA, and/or any other City departments who use this RFP solicitation as a procurement process for other funds, reserve the right, at their own discretion, to fund select activities or partners, (and remove or eliminate others) within a proposal submitted by a collaborative or group of agencies.

Conditions of Proposal

- A. A proposer may revise a proposal on the proposer's own initiative at any time before the deadline for submission of proposals. The proposer must submit the revised proposal in the same manner as the original. A revised proposal must be received on or before the proposal due date. In no case will a statement of intent to submit a revised proposal, or commencement of a revision process, extend the proposal due date for any proposer.
- B. Applicant agrees that submission of a proposal properly completed and signed off by an owner or officer of the proposing firm, agency, or organization who is duly authorized to bind the applicant, shall constitute an agreement to accept all conditions, provisions, requirements, and specifications contained in the City and County of San Francisco Request for Proposals. It is the responsibility of the lead agency to ensure that all named partners are in agreement with the proposal prior to submission. The Proposal shall be binding for no less than one hundred twenty (120) days. The contractor must comply with City and County ordinances and contracting requirements. For more detailed information, see the Office of Contract Administration website at <http://www.sfgov.org/site/oca>. The contract requirements include general

liability and auto insurances, compliance with equal benefits ordinance, and current SF business tax certificate, if applicable.

- C. Applicant agrees that all costs incurred in developing this proposal are the Applicant's responsibility and at the Applicant's cost.
- D. Applicant agrees to provide adequate staff to carry out the project and to work with City staff in ensuring that all provisions in the grant agreement are met, including timely reporting using City client tracking reporting systems.
- E. Applicant understands and agrees that any proposal may be rejected if it is conditional, incomplete, and/or deviates from the specifications contained in this City and County of San Francisco Request for Proposals. Applicant further understands and agrees that the City's representatives have the right to reject any or all proposals or to waive deviations, which are immaterial to performance. Applicant understands and agrees that minor defects may be waived at the discretion of the City. The waiver will not excuse an applicant from full performance if Applicant should be awarded the contract. Justification supporting the reason for any type of rejection will be submitted to the Applicant.
- F. In accordance with S.F. Administrative Code Section 67.24(e), contractors' bids, responses to RFPs and all other records of communications between the City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefits until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

Process

The City will verify that the proposals have met all the requirements to be considered responsive. Failure to comply with the proposal requirements contained in this RFP may result in elimination of that proposal from consideration. All responsive proposals will then be submitted to a Proposal Review Panel for scoring.

- A. The City may contact the applicants to clarify any portion of the proposal. All questions to the applicants will be submitted in writing and the answers, in writing, will be submitted, along with the proposals, to the Proposal Review Panel for scoring.
- B. A Proposal Review Panel will review and score all responsive proposals.
- C. The Proposal Review Panel may consist of non-City staff and other individuals who have experience in the service areas requested in this RFP.
- D. The City will select the members of this Panel.
- E. Any attempt by an applicant to contact a member of the Review Panel during the proposal review process may result in the elimination of that proposal from consideration.
- F. After the Proposal Review Panel has concluded its evaluation and scoring of the proposals, the results will be submitted to the Director of OEWD, and the appropriate oversight bodies, if appropriate, for review and determination of

the award. The tentative awardees whose proposal(s) are determined to meet the needs of the City will be recommended to negotiate a contract.

- G. All applicants will be notified of the results of the evaluation scoring in writing.
- H. The tentative award may be conditioned on inclusion of changes/additional terms. Negotiations over the specific terms and language may be required before submission to the Civil Services Commission for approval, if applicable.
- I. If the City is unable to negotiate a satisfactory agreement with the winning applicant(s), the City may terminate negotiations with that applicant and proceed to negotiate with other qualified applicants in the order of their ranking in the evaluation process. This process may be repeated until a satisfactory contractual agreement has been reached.
- J. Final award of the contract may be subject to approval by the Civil Service Commission, Board of Supervisors, Mayor, or other governing body.

Protest Procedures

Protest of Non-Responsiveness Determination

Within ten calendar days of the City's issuance of a notice of non-responsiveness, any respondent that has submitted a proposal and believes that the City has incorrectly determined that its proposal is non-responsive may submit a written notice of protest. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the respondent, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

Protest of Grant/Contract Award

Within ten calendar days of the City's issuance of a notice of intent to award the contract, any respondent that has submitted a responsive proposal and believes that the City has incorrectly selected another respondent for award may submit a written notice of protest.

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the respondent, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

Delivery of Protests

All protests must be received by 5:00 p.m. of the due date. If a protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that will objectively establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) or via e-mail will not be considered.

If the City determines that a meeting with the party submitting the appeal is necessary, such meeting will be scheduled within ten (10) calendar days of the receipt of a protest to review and attempt to resolve the protest.

- ***For Workforce Development Proposal Areas I - VI protests must be delivered to:***
Workforce Director
Office of Economic & Workforce Development
Workforce Development Division
OEWD RFP #108
50 Van Ness Avenue
San Francisco, CA 94102
- ***For Economic Development Proposal Areas I – V protests must be delivered to:***
OEWD Director
Office of Economic & Workforce Development
City Hall, 1 Dr. Carlton B Goodlett Place, room 421,
San Francisco, CA 94102

Cancellation

The procurement process for this RFP or any of its component Proposal Areas or Modules may be delayed, suspended, or canceled if the City determines that such action is in the best interest of the City.