



PUBLIC WORKS COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

London N. Breed, Mayor

Correspondence Log

August 26, 2023, through September 9, 2023

Date Received	From	Subject
8-29-2023	Project Manager Sherry Katz	Response Through the Chair Regarding Battery Capacity at 190 9 th Street
8-30-2023	Deputy Director of Finance and Administration Bruce Robertson	Response Through the Chair Regarding Grant Awards
8-31-2023	Clean City Coalition Executive Director Gia Grant	Concerns regarding the selection process for the Tree Watering Workforce program



Date: August 29, 2022

To: Public Works Commission

Through: Carla Short, Interim Public Works Director

From: Sherry Katz, Project Manager

Subject: Response Through Chair Regarding Battery Capacity at 190 9th Street

Date of Request of Department Staff: April 21, 2023

Request of Department Staff: Commissioner Turner requested information on the capacity of batteries to be installed at 190 9th Street as part of the energy efficiency upgrades and photovoltaic panels contract award.

Response: Project Manager Sherry Katz received the following response from Chris Paras, the San Francisco Public Utilities Commission representative on the project:

“As part of an ongoing effort to provide renewable energy to City facilities, SFPUC is partnering with SFPL at this site. The battery system was incorporated in the PV design in order to provide limited backup power to the site should a disaster event occur in which the grid goes down.

“The SFPUC intends the battery backup system at 190 9th St to support the server room and designated outlets for **a minimum of 4 hours**. The backup duration could substantially increase depending on weather conditions, time of day, and what loads/devices are plugged into the designated backed-up outlets.

“This installation will mark the second Solar + Storage system the SFPUC has installed. We continue to learn about the capabilities of this technology and see Solar + Storage as an important part of our installations going forward.”

– Chris Paras, Utility Specialist, Distributed Energy Resources – Projects | Power Enterprise

Additional Actions: None

Attachments: None



Date: August 30, 2023

To: Public Works Commission
Lauren Post
Lynne Newhouse Segal
Paul Woolford
Fady Zoubi
Gerald Turner

Through: Carla Short, Interim Public Works Director

From: Bruce Robertson, Deputy Director of Finance and Administration

Subject: Response Through Chair Regarding Grant Awards

Date of Request of Department Staff: August 24, 2023

Request of Department Staff: Chair Post and Commission Turner requested responses from staff at the August 18, 2023 Public Works Commission meeting. Commission Turner submitted additional questions related to the grant award recommendations presented at the meeting, which were shared via the commission secretary on August 24, 2023.

Response:
Responses to the questions have been compiled in the attached documents.

Attachments:

1. BUF WFD RFP.zip
2. Responses to Commissioner Questions.pdf

Questions posed by Commissioner Gerald Turner on 8/15/2023 and relayed to Public Works Staff by Commission Affairs Manager Bob Fuller. Commissioner Turner's questions are in **bold**.

General Questions

Can staff provide the following for all Public Works Workforce Programs & Initiatives:

- **What are the requirements/obligations for workforce development programs/initiatives at Public Works**

Generally, Workforce Development grants include these sections in the scope of work:

- **Intended Participants:** Workforce development and job training opportunities must be provided to San Francisco residents who are eligible to work but face barriers to employment, especially those in economically disadvantaged neighborhoods and communities. At least two recruitment events are required each year.
- **Training:** The grantee(s) will provide employment readiness and job search activities that will support the successful transition of participants to unsubsidized employment after program completion. The job readiness and soft-skills component of the program will include workshops to assist and support participants in their transition to the workforce. Workshop examples include resume writing, job search skills, interview skills, job applications, and using online services to find and apply for jobs, as well as conflict management and de-escalation techniques. At least two work hours per employee per month must be dedicated to workforce development.
- **Transition to Unsubsidized Employment:** Grantee(s) will support workforce participants in developing careers beyond the program by connecting them to employment and apprenticeship opportunities at Public Works, other public agencies, non-profit partners, and private companies. Participants must exit program within twelve (12) months of employment with the program. Grantee(s) must aim to place at a minimum 35% of workforce development participants in full-time positions within six months of exiting the program.

Generally, Workforce Development grants request the following service units:

- Number of targeted outreach events conducted annually to identify participants for the program
- Number of unduplicated workforce development participants to be served
- Number of work hours of workforce development training to be provided to individual workforce development participants:
- Percentage of participants placed in unsubsidized, full-time positions within six months of exiting the program

- **Performance/Outcome Measures:**

- Number of unduplicated WFD participants
- Number of training hours participants attended including job readiness training
- List of trainings/workshops
- Number of work hours provided

- Summary of successes, opportunities, challenges.
- 35% Placement rate for all participants
- **Overall # of workforce participants securing position at Public Works (annually/last five years)**
 - 33 in 2022/23
- **Overall # of workforce participants securing positions compared to OEWD (annually/last five years)**
 - OEWD does not place or employ participants, they contract with Nonprofits to provide training services and those Nonprofits assist with the employment placement.
- **Average tenure of workforce participants placed/hired with Public Works**
 - This is a statistic better tracked by Human Resources, we will work with our new HR team to track this

How does Public Works outreach to non-profits?

To promote our Grant opportunities, the department conducts the following:

- Opportunity posted on SF City Partner (Citywide website)
- Opportunity posted on SF Public Works Bid Opportunities
- Opportunity posted on SF Public Works Grant page
- Emailed RFP to non-profits signed up on the email list posted on our grant webpage
- Posted on department's social media
- Requested amplification by other City Departments to share our opportunities to non-profits

What is the plan to monitor non-profit service providers that have/had significant and recurring executive leadership change?

Grantees that meet the eligibility requirement (funding from two or more City department or grantees that receive a grant of over \$1M) will be part of the Citywide Nonprofit Monitoring and Capacity Building (CNMCB) program.

In 2005, the Controller's Office launched the Citywide Nonprofit Monitoring and Capacity Building Program in response to the 2003 report of the Nonprofit Contracting Task Force, which included recommendations for improving how the City and County of San Francisco (City) does business in this sector. CNMCB streamlines and standardizes the City's nonprofit fiscal and compliance monitoring so that nonprofits that receive funding from multiple departments participating in the Program, or have large contracts, receive a single fiscal and compliance monitoring each year. The Program streamlines fiscal and compliance monitoring for participating City departments and their nonprofit contractors that receive City funding above a certain funding threshold. This approach is designed to improve the effectiveness and efficiency of fiscal and compliance monitoring for both nonprofit contractors and City Departments. The overall goal of the Program is to ensure public funds are spent in alignment with the City's financial and administrative standards and to equip and ensure that nonprofit contractors have strong, sustainable fiscal operations.

If executive leadership changes prompt concerns about performance or fiscal oversight, the City offers the agency technical assistance through the CNMCB program. Free to the grantee, this program offers coaching tailored to the grantee's specific needs.

In addition, programmatic communication is mostly had through the Chief Program Officer or Program Manager. To date, changes in organizational leadership have not have any impact on program operations.

BUF staff onboard non-profit organizations and their Executive Directors with an introductory meeting upon contract finalization. In this initial meeting, staff clearly outline expectations and deliverables for workforce development, urban forestry services (planting, watering and young tree care) and invoicing procedures. Throughout the grant term (12 months), staff hold quarterly check-ins to review and monitor progress by the grantee. Monthly invoices submitted by the grantee are another way BUF tracks progress and performance.

Given the closeness of the Tree Watering WFD RFP scores for San Francisco Conservation Corps (86.33) and San Francisco Clean City Coalition (86.00) its assumed the most qualified project approach would have been selected, what happened?

In an effort for an open, fair and transparent procurement process, the RFP outlines the evaluation and selection process that is advertised and followed. The RFP includes the selection criteria, points assigned to each criteria, and process of evaluation that includes a panel of subject matter experts who review and score the proposals based on the established selection criteria. Their scores are combined to determine the proposer with the highest average total score. The selection is not based on project approach alone, but as one factor. Language from the RFP establishing this process is below:

“The Proposals will be evaluated by a selection committee made up of people with expertise in the service areas identified in this RFP. The committee will evaluate the Proposals based on the following criteria.” [A chart of application questions and evaluation criteria follows.]

“The final selection will be based on the combination of scores from the written proposal evaluation. The Proposer that meets the Minimum Qualifications whose Proposal receives the highest average total score from all panel members will be identified as the highest-ranked Proposer eligible to proceed with negotiations for the grant award.”

Specific Questions

Given their focus on youth, how is San Francisco Conservation Corps able to meet the daily operational needs and demands outlined in the RFP?

Program staff determined that SFCC met the MQs outlined in the RFP to perform the service. Per 21G, “Grant' means an award of funds to a Grantee for, or in furtherance of, a Public

Purpose. The Bureau of Urban Forestry determined that San Francisco Conservation Corps met the minimum requirements required in the RFP:

- At least two (2) years' experience providing workforce development to the target population
 - The applicant has 40 years of experience providing workforce development services to target population in areas of horticulture, landscaping and conservation.
- At least two (2) years' experience placing participants in unsubsidized, long-term employment
 - The applicant has eight years of experience placing Corps members in unsubsidized long-term employment.
- At least one (1) year of experience watering trees.
 - The applicant has four years of experience providing tree watering services

Is Public Works staff aware of the needs and potential of working with transitional-aged youth (“TAY”)

In this RFP, Public Works is seeking a grantee to perform the scope of work. One of the scoring criteria is “Outreach and recruitment plan instills confidence that participant goals will be met.” SFCC’s proposal defined the participants they would reach as “a diverse cohort for the program that comes from low-income underserved neighborhoods.”

Given most participants do not meet the minimum criteria for City/County positions, such as a drivers license, how will this program be effective in supporting Public Works needs? (new since 8/15)

The grantee is expected to meet the minimum service units outlined in the RFP, which include:

- Number of trees watered: 2,000
- Number of targeted outreach events conducted annually to identify participants for the program: 2 Outreach Events.
- Number of unduplicated workforce development participants to be served: 10 participants
- Number of work hours to be provided for workforce development training to individual workforce development participants: 5 hours/month. (Respondent to explain logic and rationale with proposed calculations.)
- Percentage of participants placed in unsubsidized full-time positions within six months of exiting the program: 35%

Completing due diligence on the proposers, its not clear how San Francisco Conservation Corps would have qualified and the panelist scoring also aligns with the San Francisco Clean City Coalition having the higher scoring project approach?

21G governs Grants awarded by Granting Agencies and states:

“Granting Agencies shall award all Grants through an open and competitive process...”

“Each Solicitation shall include a clear statement of the process for submitting Proposals and for evaluating Proposals, including the evaluation criteria to be used by the Granting

Agency for the ranking of Proposals and for awarding one or more Grants under the Solicitation.”

The RFP stated that the selection and evaluation process were not based on Project Approach, but rather “the highest average total score from all panel members.”

Regarding qualifications, staff reviewed the Minimum Qualifications stated in the RFP (see below) and San Francisco Conservation Corps was deemed responsible by program staff.

- The Proposer is a fully established nonprofit 501(c)(3) entity based in San Francisco and eligible to do business with the City and County of San Francisco.
- At least two (2) years’ experience providing workforce development to the target population.
- At least two (2) years’ experience placing participants in unsubsidized, long-term employment.
- At least one (1) year of experience watering trees.

	Panelist #1	Panelist #2	Panelist #3	AVG TOTAL
PROPOSERS				
San Francisco Conservation Corps				
Project Approach	28	42	39	36.3333333
Organizational Capacity	27	30	22	26.3333333
Fiscal Capacity	22	25	24	23.6666667
Total	77	97	85	86.3333333
San Francisco Clean City Coalition				
Project Approach	33	41	38	37.3333333
Organizational Capacity	25	30	24	26.3333333
Fiscal Capacity	20	25	22	22.3333333
Total	78	96	84	86

DIFFERENTIALS
-1
1.33333333
0.33333333

DIFFERENTIALS	25.6666667	32.3333333	28.3333333	86.3333333
	26	32	28	86

Requests made by Commissioner Gerald Turner during the August 18, 2023 Public Works Commission meeting (as recorded by Commission Affairs Manager Fuller).

Item 5 – Pit Stop Workforce Development Grant Agreement Award – Mission Hiring Hall

How does the Department respond when a grantee experiences leadership turnover?

If executive leadership changes prompt concerns about performance or fiscal oversight, the City offers technical assistance through the CNMCB program. Free to the grantee, this program offers coaching tailored to the grantee's specific needs.

Communication is mostly had through the Chief Program Officer or Program Manager. To date, changes in organizational leadership have not have any impact on program operations. The program manager meets with executive directors and program managers to go over expectations after Notice of Intent is issued to cover department expectations.

Who from Public Works sits on the Citywide non-profit monitoring and capacity building program body, and what is their role & qualifications?

Our grants administrator is our department liaison to the CNMCB team. She sits on the steering committee and served as lead monitor for three grantees this year. The steering committee revises policies, discusses the designation of nonprofit organizations on to Elevated Concern or Red Flag statuses.

Prior to joining San Francisco Public Works, she worked at the San Francisco Arts Commission (SFAC) for over twenty years with increasing responsibility in the Community Investments Cultural Equity Grants program. She prompted SFAC to join the CNMCB program where she served on the steering committee for three years and attends the monitoring trainings annually. In addition to over two decades as a public servant, she has worked for several years at nonprofit agencies and served on the board of directors at multiple nonprofit organizations.

What is the onboarding process for grantees?

After a Notice of Intent is issued to the CBO staff meet to cover departmental and programmatic expectations and negotiate the budget for the contract. Staff provide a copy of the Code of Safe Practices (COSP) which the grantees are expected to adhere to. The COSP outlines specific PPE guidelines and safety requirements while operating in the field. Public Works holds a grantee orientation to review contract requirements, accounting procedures, and program requirements.

How does the work of the non-profit monitoring group get translated into the scope and value of grants that are issued by Public Works?

Program scope of work and maximum grant budget are determined by the program manager based on available budget and advertised in the RFP.

The grantee will be part of the CNMCB pool if they are funding by another city department or if they receive over \$1M in funding from our department.

What gives the Department confidence that grantee organizations can deliver on their goals?

Per the RFP, “The Proposer that meets the Minimum Qualifications whose Proposal receives the highest average total score from all panel members will be identified as the highest-ranked Proposer eligible to proceed with negotiations for the grant award.” Staff make a good faith effort in these negotiations; if the terms cannot be met, staff may move on to the next highest-ranked Proposer.

- Applicant has at least two years of experience providing workforce development to the target population.
 - MHH has provided workforce development, training, and employment services to the general public since 1971
- Applicant has at least two years of experience placing participants in unsubsidized, long-term employment.
 - MHH has provided employment placement services to the hard to serve populations for 51 years.
- Applicant has at least one year of experience delivering programming at a similar size and scale of the project proposed.
 - MHH has operated similar programs from the City & County San Francisco for over 20 years

Can we eliminate not-profit organizations with red flag status from a procurement process, as policy?

The CNMCB Corrective Action Policy suggests limitations for performance during the CNMCB annual review as follows:

Funding Limitations - City departments may choose to include in their solicitations that nonprofits on Red Flag Status do not meet minimum qualifications. City departments that do so should review the Red Flag Status list and perform appropriate due diligence in the scoring process and before awarding a grant or contract.

Our department reviews the annual CNMCB report for Red Flag status. Although no Proposer has been on the list, if they were, we would review the organization and make the decision on their responsibility on a project-by-project basis.

Item 4j – Nursery Workforce Development Grant Agreement Award – Friends of the Urban Forest

Does the process (weights assigned to project approach, organizational capacity, fiscal capacity) eliminate the organization with the best project approach?

No, it does not.

“The final selection will be based on the combination of scores from the written proposal evaluation. The Proposer that meets the Minimum Qualifications whose Proposal receives the highest average total score from all panel members will be

identified as the highest-ranked Proposer eligible to proceed with negotiations for the grant award.”

Program managers determine the application questions, evaluation criteria, and point value in the RFP to meet the intended public purpose. The scoring criteria are weighted per the public purpose set by the program manager. For the Nursery Workforce Development RFP, Project Approach is the highest scoring criteria at 45 points.

How does the scoring criteria differ other City/County Sister agencies

A review comparing SFPW’s scoring criteria to those on HSA, OEWD, and MOHCD’s selected grant RFPs created the following findings:

- Point allocations and application questions vary depending on the public purpose of the program. Programs have the flexibility to set point structure based in an effort to select the best grantee for that specific program.
- Similar criteria include:
 - o Proposed program
 - o Service units/outcomes/impact
 - o History/experience providing the services
 - o Staffing plan and experience
 - o Program budget
- HSA and MOHCD did not include a scoring criterion for fiscal procedures; All 20 points for both RFPs were allocated to the program budget

Item 6 – Tree Planting Workforce Development Grant Agreement Award – Friends of the Urban Forest

What are the results for Friends of the Urban Forest workforce development participants in getting full time placements? In getting hired by the City and County of San Francisco?

We have no record of FUF workforce development participants being hired by the City. However, in the recent past, five FUF employees have been hired by the City including four as Urban Forestry Inspectors with the Bureau of Urban Forestry. The FUF Executive Director did note at the Commission meeting that FUF has hired a number of their workforce development participants into full time employment.

What are the participant outcomes for workforce development participants with Friends of the Urban Forest for the past five years?

The Bureau of Urban Forestry can assemble this information but would need additional time to summarize reporting and verify staff hiring from grantee payroll/invoicing records for the five-year period requested.

Commissioner Turner requested quarterly updates on the 35 workforce development participants during the term of this grant agreement.

The Bureau will provide regular reporting to the Commission on grant progress and workforce programming.

Item 7 – Tree Watering Workforce Development Grant Agreement Award – SF Conservation Corps

What systems are in place at SF Conservation Corps for removing barrier to employment for transition-aged youth?

The organization has 40 years of experience providing barrier remediation services. These include robust training curricula involving both hard and soft skills development: resume development, job search skills, interview preparation, time management, conflict resolution, financial literacy, customer service training, career aptitude testing, goal setting. Particular barrier remediation strategies also include record expungement, referrals for trainees who are housing and food insecure, support for trainees struggling with childcare or substance abuse challenges.

What is the impediment to participants joining the City workforce?

This may be a question for City and County of San Francisco's Human Resources. This City has strict rules and regulations regarding civil service employment.

Requests a copy of this Request for Proposals. – CFO Bruce Roberts responded he would provide a copy of the RFP.

This is included in Bob's folder.

Should we award to an organization that is not ready on day one of the agreement?

See below.

How is this winner qualified if they are not ready on day one?

The Program Manager establishes the Minimum Qualifications, a pass/fail review to screen Proposers in their ability to complete the Scope of Work. Per the RFP:

“A Proposal that does not meet the minimum qualifications will be deemed ineligible and will not be eligible for consideration in the evaluation process.”

Once Proposals have been submitted, staff reviewed the Minimum Qualifications stated in the RFP (see below) and program staff deemed San Francisco Conservation Corps responsible. Below lists the Minimum Qualifications:

- At least two (2) years' experience providing workforce development to the target population
 - o The applicant has 40 years of experience providing workforce development services to target population in areas of horticulture, landscaping and conservation.
- At least two (2) years' experience placing participants in unsubsidized, long-term employment

- The applicant has eight years of experience placing Corps members in unsubsidized long-term employment.
- At least one (1) year of experience watering trees.
 - The applicant has four years of experience providing tree watering services

To honor the open, fair and transparent process outlined in 21G, staff have an obligation to negotiate with the Proposer who meets the selection process outlined in the RFP. Due to the truncated notification period, staff feels it is a reasonable onboarding period to the top ranked Proposer. If the period allotted to the Proposer only allowed the incumbent to continue the work, that impedes upon the goal of 21G to have an open, fair and transparent procurement process.

How does Public Works avoid the gifting of public funds pursuant to “allowable” capital purchases under the grant agreement? Provide department or City/County administrative code reference.

Grants are reciprocal in nature. Each party is giving and receiving something of relatively equal value in the transaction. A gift or contribution is an item given by a donor who expects nothing significant of value in return, other than recognition and disposition of the gift in accordance with the donor's wishes.

Equipment is an allowable expense in our grant agreements; purchase of a vehicle or other equipment over \$1,000 for direct use by the funded program with prior approval of Public Works. Line-item definitions in Public Work budgets have been developed based on the Controller’s Office Citywide Cost Categorization for Nonprofit Contracts document. Our advice attorneys also review and sign off on all our Grants.

Invoicing procedures will include an Acquisition and Disposition of Nonexpendable Property clause that states the following:

A. Title to all nonexpendable property (nonexpendable property is property other than real property that costs more than \$1,000.00 and has a useful life which exceeds one year) acquired by Grantee in whole or in part with funds (including WIA, WIOA, CDBG, and General Fund, unless prohibited by the source) provided under this Agreement, shall vest immediately in City for the purpose of securing Grantee's performance under this Agreement, unless City notifies Grantee to the contrary. Grantee shall take any and all steps necessary to take title to such property in City's name. Grantee shall have the right to possession of such property, and shall be solely responsible for the use and maintenance of such property and for any liability associated with the property that arises or relates to any act or omission occurring at any point prior to Grantee’s delivery of the property to City. Grantee may not alienate, transfer or encumber such property without City's prior written consent. At the end of the term or upon earlier expiration of this Agreement, possession of said property should be immediately surrendered if requested by the City.

B. Following the term or earlier expiration of this Agreement, City may release the nonexpendable property to Grantee, reallocate it to Grantee under subsequent Agreements, or allocate it to other beneficial public agencies or private nonprofit grantees.

C. Any interest of Grantee or any subcontractor, in drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, or other documents or Publications prepared by Grantee or any subcontractor in connection with this Agreement or the implementation of the Work Program or the services to be performed under this Agreement, shall become the property of and be promptly transmitted to City. Notwithstanding the foregoing, Grantee may retain and use copies for reference and as documentation of its experience and capabilities.



San Francisco Public Works Request for Proposals Bureau of Urban Forestry Workforce Development Grants

Sourcing Event ID 000006777

This Request for Proposal can be viewed at the City's Supplier Portal:

<http://www.sfpublishworks.org/biddocs>

If you need the RFP or application materials translated into Spanish, Filipino, or Chinese, or in alternative accessible formats for people with disabilities, contact the Grant Administrator as soon as possible.

Grant Administrators: robynn.takayama@sfdpw.org

Program Manager: jon.swae@sfdpw.org

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Section 1: Introduction

1.1 Purpose

San Francisco Public Works

San Francisco Public Works (Public Works) is one of the largest and most complex municipal operations in the City, with a 1,600-member workforce and a \$384 million annual operating budget. The department's active capital project portfolio exceeds \$3 billion. As one of San Francisco's oldest City departments, it is also one of the most forward-thinking.

As a 24/7 operation with a diverse set of responsibilities, Public Works touches every neighborhood in San Francisco. The staff designs and manages construction of civic buildings and streets, cleans and greens the right of way, maintains civic buildings; trains people for jobs, keeps the right of way free of hazards, paves the streets, repairs bridges and public stairways, expands accessibility and works at the forefront addressing some of San Francisco's biggest challenges, including homelessness.

The department is divided into four divisions—operations, engineering, architecture/landscape architecture and finance/administration—and includes the City Architect, the City Engineer and the County Surveyor.

Public Works relies on a large roster of partnerships to help deliver programs and projects: nonprofits, contractors, sister government agencies and volunteers. The core values of integrity, responsiveness and respect strengthen the department's foundation.

Purpose of this Request for Proposals

This Request for Proposals (RFP) includes solicitations for services from the **Bureau of Urban Forestry**, a Public Works division that enhances the City's green infrastructure by preserving and growing the trees and plants that make up our urban forest. The Bureau also repairs tree-related sidewalk damage and provides emergency tree response.

This section summarizes the funding opportunities and general application information. Continue to read later sections for more information on the application process, evaluation and selection process, and requirements for doing business with the City should you be awarded.

1.2 Grant Program Areas

Below is a list of grant opportunities with the anticipated number of awards and maximum budget request per Program Area. Public Works may change the number of grants and grant amount to be awarded. For details on the service and Scope of Work for each Program Area, visit the page noted in the table below.

Program Area	Title	Anticipated # of Awards	Maximum Budget Request	Page # with Scope of Work
A	Tree Watering Workforce Development	1	\$2,226,000	5
B	Tree Planting and Establishment Workforce Development	1	\$2,650,000	8

Successful Proposals will be funded for an initial term of **twelve months with an expected start date by August 1, 2023**. The Maximum Budget Request listed for each Program Area for the initial project term is an estimate and subject to change at any point during the grant term pending final budget approval by the City and County of San Francisco. This grant program is contingent upon approval and availability of funding by the Board of Supervisors.

Please submit budget requests according to the limits in this RFP, however, should additional funding become available, award amounts may be increased significantly beyond the originally anticipated amount. Actual awards may be less or more than the maximum budget request. Public Works may negotiate different funding allocations, grant terms, and project goals before finalizing awards.

The City may extend the term for a maximum of 24 additional months at the City's sole, absolute discretion. If the grant is extended, the annual grant amount will increase at a rate similar to the monthly expenditures negotiated in the original term.

1.3 Eligibility

These grant opportunities are available to nonprofit organizations not individual people. Organizations are eligible to apply if they meet the minimum qualifications outlined in Section 2.

1.4 RFP Schedule

The following schedule is anticipated for the entire RFP process from advertisement to grant award. If the Deadline to Submit Proposals changes, it will be posted as an addendum to the RFP.

Proposal Phase	Date
Request for Proposals Issued	Tuesday, May 9, 2023
Pre-Proposal Conference	<p>Thursday, May 18, 2023; 1 p.m.</p> <p>Microsoft Teams meeting Join on your computer, mobile app or room device Click here to join the meeting Meeting ID: 242 451 615 830 Passcode: Bb6u77 Download Teams Join on the web Or call in (audio only) +1 415-906-4659,617302832# United States, San Francisco Phone Conference ID: 617 302 832# Find a local number Reset PIN Learn More Meeting options</p>
Deadline to Submit RFP Questions:	Wednesday, May 23, 2023; 11:00 AM Email questions to the Grant Administrator.
Response to RFP Questions Posted:	Friday, May 26, 2023; 4:00 PM Questions will be addressed and published by the date noted.
Deadline to Submit Proposals	Friday, June 2, 2023; 2:00 PM

*Note: Substantive questions regarding the program areas under this RFP – such as clarifying questions regarding the eligibility of proposed projects – must be submitted by the above deadline. Purely technical questions regarding how to complete or submit the online RFP application will be answered until the proposal submission deadline. Send an email to the Grant Administrator if you have technical assistance needs.

If the RFP is postponed or cancelled, the City accepts no fiscal responsibility for impact this may have on interested Proposers.

1.5 Technical Assistance

Public Works is committed to providing as much clarity as possible during this RFP process while ensuring that all Proposers have access to the same information. All questions about the RFP must be submitted by email to the Grant Administrator. Questions will be addressed and published by the date noted above on the City's Bid and Contracts website: <http://www.sfpublicworks.org/biddocs>. It is the responsibility of the Proposer to check for RFP Addenda, Q&A postings, and other updates. Questions will not be responded to after the deadline to submit RFP questions.

From the date this RFP is issued until the date the competitive process of this RFP is completed (either by cancelation or final award), Proposers and their subcontractors, vendors, representatives and/or other parties under the Proposer's control, may communicate solely with the Program Manager and Grant Administrator whose names appear in this RFP. Any attempt to communicate with any party other than the Program Manager and Grant Administrator including any City official, representative, or employee is prohibited. Failure to follow this communications protocol may, at the sole discretion of City, result in the disqualification of the Proposer or potential Proposer from the competitive process. This protocol does not apply to communications with the City regarding business not related to this RFP.

Language Accessibility

If you need the RFP or application materials translated into Spanish, Filipino, or Chinese, or in alternative accessible formats, contact robynn.takayama@sfdpw.org and robert.loftus@sfdpw.org as soon as possible.

1.6 Pre-Proposal Conference

Public Works will hold a Pre-Proposal Conference for this RFP. Information for joining is in section 1.4 Tentative RFP Schedule. During the conference staff will describe the purpose of the program, respond to questions submitted before the conference and possibly questions submitted during the conference, review the requirements and application process for this RFP, and review the requirements that all funded organizations must adhere to. Attendance is not required.

1.7 Selection Overview

Proposals that meet Minimum Qualifications will be evaluated by a panel consisting of one or more parties with expertise related to the services being procured through this RFP. The evaluation panel may include staff from various City departments and/or subject matter experts. Proposals will be evaluated based on the criteria described in Section 4. The City will award a grant to the Proposer that meets the Minimum Qualifications of this RFP whose Proposal receives the highest-ranking score.

Section 2: Program Areas and Scopes of Work

This RFP includes two (2) distinct programs. **Proposers may seek funding in more than one area described below, however, a separate application must be filed for each funding area.** Each application will be considered individually and the organization's overall capacity in relation to the number of projects proposed will also be considered when projects and Proposals are recommended for funding.

The scope of activities and services described in each program area is to be used as a general guide and is not intended to be a complete list of all work necessary to meet program area objectives.

2.1 Program Area A: Tree Watering Workforce Development

Anticipated Number of Awards: 1

Grant Amount: \$2,226,000

Scope of Work: San Francisco Public Works' Bureau of Urban Forestry (BUF) is committed to preserving and growing the City's tree canopy. The City of San Francisco's Urban Forest Plan set a goal of increasing the street tree population to 155,000 street trees over 20 years. To achieve this goal thousands of new trees must be planted and watered each year to grow the City's street tree current population of approximately 125,000 street trees. Tree watering provides a valuable workforce development training opportunity. With low barriers to entry, this work can offer temporary employment and career development opportunities leading to stable jobs in urban forestry, landscape maintenance and related fields. The Tree Watering Grant will provide funding to non-profit organizations who can successfully carry out the goals to increase the street tree population while simultaneously providing career pathways for those facing barriers to employment.

The Scope of Work for this program area may include, but is not limited to the following:

Workforce Development

Intended Participants: Workforce development and job training opportunities must be provided to San Francisco residents who are eligible to work but face barriers to employment, especially those in economically disadvantaged neighborhoods and communities. At least two recruitment events are required each year.

Training: The grantee(s) will provide employment readiness and job search activities that will support the successful transition of participants to unsubsidized employment after program completion. The job readiness and soft-skills component of the program will include workshops to assist and support participants in their transition to the workforce. Workshop examples include resume writing, job search skills, interview skills, job applications, and using online services to find and apply for jobs, as well as conflict management and de-escalation techniques. At least five work hours per employee per month must be dedicated to workforce development.

Transition to Unsubsidized Employment: Grantee(s) will support workforce participants in developing careers beyond the program by connecting them to employment and apprenticeship opportunities at Public Works, other public agencies, non-profit partners, and private companies. Grantee(s) must aim to place at a minimum 35% of workforce development participants in full-time positions within six months of exiting the program. Participants must exit program within twelve (12) months of employment with the program.

Tree Watering and Establishment Services

Watering and maintaining plant material within the designated locations as defined by Public Works including litter picking and weeding of tree basins. The grant involves watering at minimum 2,000 street trees.

- Water should be distributed uniformly to as much of the root system as possible. The root collar and tree trunks shall be kept dry to the maximum extent possible. Watering bags will be provided by the Grantee and should be filled completely, after thoroughly soaking the root
- Damaged or missing watering bags should be replaced. Damaged or missing tree stakes, cross braces and ties should be replaced.
- Inspect tree sites while watering to identify re-staking needs, water bag replacements, etc.
- Water and maintain trees and tree basins.
 - Grantee shall visit tree planting sites to provide weekly water for trees over a minimum one-year period with possibility of extension.
 - Watering shall be performed from a water tank or truck only. Each tree shall receive 25-30 gallons of water per week (20 gallons of water in the Treegator bag and 5-10 gallons on the rootball).
 - Recycled or reclaimed water may be required when and where feasible based on the specific site location and plant species tolerance. Use of recycled/reclaimed water will be specified by the City.
 - Water should be distributed uniformly to as much of the root system as possible. The root collar and tree trunks shall be kept dry to the maximum extent possible.
 - Watering bags will be provided by the Grantee and should be filled completely, after thoroughly soaking the root ball.
 - Weeding and litter picking of tree basins.
- At the direction of City Representative, replace dead, damaged or missing trees.

Staffing

- Limit staff overtime. All overtime requests must be made in advance of the pay- period requested and shall only be granted with pre-approval from authorized Public Works representative(s). Overtime must be justified with a valid reason typically beyond the control of the grantee.

Safety

Health and Safety training and equipment must be issued to participants and supervisors before initiating work and worn at all times including high visibility safety vest, safety glasses, hand protection, and foot protection. Hard hats must be worn when staking trees. In addition:

- Vaccine requirement includes Hepatitis A, Hepatitis B, and TDAP.
- The training shall include, but is not limited to, the Codes of Safe Practice for Landscaping (see Appendix E).

Data Reports

Grant reporting includes:

- Weekly Reports
 - Daily data collection with weekly reporting on tree planting, tree watering, and tree care
- Monthly Reports

Selected Grantee must provide monthly operations and workforce development data as part of monthly invoice submittals, which will include:

 - Number of unduplicated WFD participants
 - Number of training hours participants attended including job readiness training
 - List of trainings/workshops
 - Number of work hours provided
 - Summary of successes, opportunities, challenges.
- Quarterly Reports

Grantee will submit reports every three months to provide updates on the program and share required data collected in Appendix H: Data Reporting.
- Other Reports

Additional reporting as determined by Public Works.

Objectives

Proposers should state in measurable, quantifiable terms the service and outcome objectives they will achieve in providing these services. The major purpose of objectives is to measure quantity, quality, and impact of services. In measuring these areas, a balance should be created between the value of the information and the time/effort required to collect the information. The objectives should be specified in the Proposal to match the services to be provided. Both quantitative and qualitative analysis shall be applied to measure program efficiency and effectiveness.

Service Units to include (at a minimum):

- Number of trees watered: **2,000**
- Number of targeted outreach events conducted annually to identify participants for the program: **2 Outreach Events.**
- Number of unduplicated workforce development participants to be served: **10 participants**
- Number of work hours to be provided for workforce development training to individual workforce development participants: **5 hours/month.** (Respondent to explain logic and rationale with proposed calculations.)
- Percentage of participants placed in unsubsidized full-time positions within six months of exiting the program: **35%**

Minimum Qualifications:

- The Proposer is a fully established nonprofit **501(c)(3) entity based in San Francisco** and eligible to do business with the City and County of San Francisco. To receive a grant under this Solicitation, any nonprofit proposer must be in good standing with the California Attorney General’s Registry of Charitable Trusts by the time of grant execution and must remain in good standing during the term of the agreement. Upon request, proposer must provide documentation to the City demonstrating its good standing with applicable legal requirements.
 - Provide IRS Determination Letter and print out from the State of California Office of the Attorney General Registration of Charitable Trusts that states the organization’s Registry Status: <https://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>
 - Provide evidence the organization has a corporate address in San Francisco. A corporate address may be verified in the form of a utility bill (water/sewage, power gas/electricity or internet), telephone/cell phone bill, bank or credit card statement, signed lease agreement or mortgage statement. This document must be dated within the last three months of the RFP deadline. This document must include the applicant’s name and address in the address block:
 - It must match the street address included in your application form
 - The address cannot be a P.O. Box
- At least two (2) years’ experience providing workforce development to the target population. At least two (2) years’ experience placing participants in unsubsidized, long-term employment. At least one (1) year of experience watering trees.

Subcontracting

The City does not intend to approve any subcontractors for this Grant. Grantee shall not, either directly or indirectly, assign, transfer, hypothecate, subcontract or delegate all or any portion of this Proposal or any rights, duties or obligations of Proposer.

2.2 Program Area B: Tree Planting and Establishment Workforce Development

Anticipated Number of Awards: 1

Grant Amount: \$2,650,000

Scope of Work: San Francisco Public Works’ Bureau of Urban Forestry (BUF) is committed to preserving and growing the City’s tree canopy. The City of San Francisco’s Urban Forest Plan set a goal of increasing the street tree population to 155,000 street trees over 20 years. To achieve this goal thousands of new trees must be planted each year to grow the City’s street tree current population of approximately 125,000 street trees. Tree planting provides a valuable workforce development training opportunity. With low barriers to entry, this work can offer temporary employment and career development opportunities leading to stable jobs in urban forestry, landscape maintenance and related fields. The Tree Planting & Establishment Grant will provide funding to non-profit organizations who can successfully carry out the goals to increase the street tree population while simultaneously providing career pathways for those facing barriers to employment.

The Scope of Work for this program area may include, but is not limited to the following:

Workforce Development

Intended Participants: Workforce development and job training opportunities must be provided to San Francisco residents who are eligible to work but face barriers to employment, especially those in economically disadvantaged neighborhoods and communities. At least two recruitment events are required each year.

Training: The grantee(s) will provide employment readiness and job search activities that will support the successful transition of participants to unsubsidized employment after program completion. The job readiness and soft-skills component of the program will include workshops to assist and support participants in their transition to the workforce. Workshop examples include resume writing, job search skills, interview skills, job applications, and using online services to find and apply for jobs, as well as conflict management and de-escalation techniques. At least two work hours per employee per month must be dedicated to workforce development.

Transition to Unsubsidized Employment: Grantee(s) will support workforce participants in developing careers beyond the program by connecting them to employment and apprenticeship opportunities at Public Works, other public agencies, non-profit partners, and private companies. Grantee(s) must aim to place at a minimum 35% of workforce development participants in full-time positions within six months of exiting the program. Participants must exit program within twelve (12) months of employment with the program.

Outreach and Community Engagement

Conduct outreach to the community adjacent to planting sites to identify and build support for tree planting sites. This may include working with district supervisor offices, community-based organizations, and San Francisco residents and businesses

Tree Planting Services

Plant at minimum of 1,000 street trees annually as directed by Public Works staff to support annual citywide tree planting goals.

- Adhere to proper tree planting and establishment standards including installation of stakes, ties, cross braces, watering bags and caging of trees as directed by City representative. Please see Tree Planting Guidelines (Appendix G).
- Mark underground utilities prior to excavation through 811 USA North.
- If required, follow Public Work's guidelines for sawing concrete; contact City representative.

Tree Establishment Services

- Inspect planted tree sites to ensure that trees have avoided transplant shock or other damage.
- Develop and adhere to a maintenance schedule to provide routine and emergency-related visits to each tree over the term of the grant period.
- Provide structural pruning and other young tree care as required based on the following schedule:
 - First scheduled visit within 2 months of planting any tree.

- Second schedule visit within 2 and 18 months of planting any tree.
- Third scheduled visit within 18 and 36 months of planting any tree.
- Additional visits, as needed under direction of BUF staff or in response to reported emergencies from stakeholders.
- Water and maintain trees and tree basins.
 - Grantee shall visit tree planting sites to provide weekly water for trees over a minimum one-year period with possibility of extension.
 - Watering shall be performed from a water tank or truck only. Each tree shall receive 25-30 gallons of water per week (20 gallons of water in the Treegator bag and 5-10 gallons on the rootball).
 - Recycled or reclaimed water may be required when and where feasible based on the specific site location and plant species tolerance. Use of recycled/reclaimed water will be specified by the City.
 - Water should be distributed uniformly to as much of the root system as possible. The root collar and tree trunks shall be kept dry to the maximum extent possible.
 - Watering bags will be provided by the Grantee and should be filled completely, after thoroughly soaking the root ball.

Prospective Projects

Contingent upon funding, additional special projects may be requested such as the creation of sidewalk gardens and landscaping.

Staffing

- Limit staff overtime. All overtime requests must be made in advance of the pay- period requested and shall only be granted with pre-approval from authorized Public Works representative(s). Overtime must be justified with a valid reason typically beyond the control of the grantee.

Safety

Health and Safety training and equipment must be issued to participants and supervisors before initiating work and worn at all times including high visibility safety vest, safety glasses, hand protection, and foot protection. Hard hats must be worn when staking trees. In addition:

- Vaccine requirement includes Hepatitis A, Hepatitis B, and TDAP.
- The training shall include, but is not limited to, the Codes of Safe Practice for Landscaping (see Appendix E).

Data Reports

Grant reporting includes:

- Weekly Reports
 - Daily data collection with weekly reporting on tree planting, tree watering, and tree care
- Monthly Reports

Selected Grantee must provide monthly operations and workforce development data as part of monthly invoice submittals, which will include:

- Number of unduplicated WFD participants
- Number of training hours participants attended including job readiness training
- List of trainings/workshops
- Number of work hours provided
- Summary of successes, opportunities, challenges.
- Quarterly Reports
 - Grantee will submit reports every three months to provide updates on the program and share required data collected in Appendix H: Data Reporting.
- Other Reports
 - Additional reporting as determined by Public Works.

Service Objectives

Proposers should state in measurable, quantifiable terms the service and outcome objectives they will achieve in providing these services. The major purpose of objectives is to measure quantity, quality, and impact of services. In measuring these areas, a balance should be created between the value of the information and the time/effort required to collect the information. The objectives should be specified in the Proposal to match the services to be provided. Both quantitative and qualitative analysis shall be applied to measure program efficiency and effectiveness.

Service Units to include (at a minimum):

- Number of trees planted: **1,000**
- Number of targeted outreach events conducted annually to identify participants for the program: **2 Outreach Events.**
- Number of unduplicated workforce development participants to be served: **10 participants**
- Number of work hours for workforce development training to be provided to individual workforce development participants: **5 hours/month.** (Respondent to explain logic and rationale with proposed calculations.)
- Percentage of participants placed in unsubsidized full-time positions within six months of exiting the program: **35%**

Minimum Qualifications:

- The Proposer is a fully established nonprofit **501(c)(3) entity based in San Francisco** and eligible to do business with the City and County of San Francisco. To receive a grant under this Solicitation, any nonprofit proposer must be in good standing with the California Attorney General's Registry of Charitable Trusts by the time of grant execution and must remain in good standing during the term of the agreement. Upon request, proposer must provide documentation to the City demonstrating its good standing with applicable legal requirements. If proposer will use any nonprofit subgrantees to perform the agreement, proposer will be responsible for ensuring they are also in compliance with all requirements of the Attorney General's Registry of Charitable Trusts at the time of grant execution and for the duration of the agreement.
 - Provide IRS Determination Letter and print out from the State of California Office of the Attorney General Registration of Charitable Trusts that states the organization's Registry Status: <https://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>

- Provide evidence the organization has a corporate address in San Francisco. A corporate address may be verified in the form of a utility bill (water/sewage, power gas/electricity or internet), telephone/cell phone bill, bank or credit card statement, signed lease agreement or mortgage statement. This document must be dated within the last three months of this RFP deadline. This document must include the applicant's name and address in the address block:
 - It must match the street address included in your application form
 - The address cannot be a P.O. Box
- At least two years' experience providing workforce development to the target population. At least two years' experience placing participants in unsubsidized, long-term employment. At least three years of experience tree planting and establishment.

Section 3: Submission Requirements

3.1 How to Apply

Applications must be submitted online at <https://sfdpw.tfaforms.net/10> and include all required uploads (listed in Section 3.3) or the proposal may be deemed ineligible. Emailed or faxed applications are not accepted.

The Proposal Deadline is the time stated in the RFP Schedule and determined by the United States Official Time (Pacific) accessed at www.time.gov. Allow sufficient time to complete the application as the system will reject incomplete submissions. No deadline extensions will be granted. Supplemental documents or revisions after the deadline will not be accepted.

Only one application may be submitted by a Proposer for each Program Area. If a Proposer submits multiple applications for the same Program Area, only the last timely submission will be accepted.

When you have completed the application, please make sure to click “Submit” on the final screen. You will receive an error notification pop-up if any corrections need to be made before your proposal is submitted to the City. If an error exists, the system will take you to the page in the application with the first error and provide a description of the issue(s) in orange. Please pay attention to the page numbers in the top-right side of your screen; if there are additional errors on any pages in your application, those pages will be highlighted in orange:

Page: 1 2 3 4 5

Save my progress and resume later | [Resume a previously saved form](#)

After making all necessary corrections, press “Submit” again. You will be able to review your application and confirm that it is accurate and complete. You can also print your submission for your records.

After reviewing your submission, press “Confirm” in the bottom-left corner of the screen to make your final submission, which must occur before the deadline. The system locks out at the deadline and confirmation and submission will no longer be possible.

After you click “Confirm,” the application will be locked, and further edits will not be possible. After successful submission, you will see a confirmation screen. Both you and the grant administrator will receive a time-stamped confirmation email.

You may follow up with the grant administrator at robynn.takayama@sfdpw.org if you have any questions or need technical assistance with your submission. If you have submitted a proposal in

error and need to re-file your proposal, please contact robynn.takayama@sfdpw.org. It is the applicant's responsibility to submit the revised Proposal in the same manner as the original before the Proposal Deadline.

3.2 Accommodations

Individuals with disabilities who need reasonable accommodations to take part in the application process may make their request to the Grant Administrator. Individuals must make a disability-related accommodation request at least three business days in advance of any deadlines or meetings to ensure that Public Works has an adequate opportunity to provide reasonable accommodation.

3.3 Proposal Package Checklist

The following items must be included with the application submission. Templates are provided as appendices to this RFP.

Minimum Qualifications

- Copy of **IRS determination letter** and Federal Tax ID Number to demonstrate that the Proposer is a non-profit, tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code.
- Print out from the State of California Office of the Attorney General **Registration of Charitable Trusts** that states the organization's Registry Status.
<https://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>
- Evidence the organization has a corporate address in San Francisco**
 - A corporate address may be verified in the form of a utility bill (water/sewage, power gas/electricity or internet), telephone/cell phone bill, bank or credit card statement, signed lease agreement or mortgage statement.
 - This document must be dated within the last three months of the application deadline
 - This document must include the applicant's name and address in the address block:
 - It must match the street address included in your application form
 - The address cannot be a P.O. Box
- List of projects** Be sure to meet the number of years required in Section 2 for the Program Area you are applying when listing 1) project summary, 2) budget size, 3) dates and length of service to demonstrate experience requested in the scope of work.
- IRS Form 990:** Include the most recently completed year

Proposal

- Appendix B: Application**

This document includes the questions to which applicants must respond to in the online application form. Be mindful of character limits noted in the application. We encourage using this document to prepare your responses before pasting into the online application form.

Note: The submitter guarantees that staff submitted in this application will be performing the work and cannot be changed without prior approval by the city.

- Appendix C: Proposed Budget**

Please enter the proposed project budget on this required template and submit it with your

application. Enter detail into the orange, blue, and green cells only. Do not add new lines to the budget. Applicants may submit a budget for less than the Maximum Budget Request. Any project budget that is for more than the maximum budget request amount in Section 1.2: Grant Program Areas may be deemed ineligible.

Additional Required Attachments

- Job Descriptions and Resumes:** Include job descriptions and resumes for key positions on the project team
- Appendix D: Grant Forms:** Include completed forms which contain the following sections:
 - a. Acknowledgement of Receipt of Addenda, as applicable
 - b. Chapter 12B Compliance Certification Form
 - c. Chapter 12X Compliance Certification Form
 - d. Certification of Proposer Regarding Debarment and Suspension Form
 - e. First Source Hiring Agreement
 - f. Health Care Security Ordinance (HCSO) Declaration
 - g. Minimum Compensation Ordinance Declaration Form
 - h. Release and Waiver Agreement
 - i. Submission Authorization

Section 4: Evaluation and Selection

4.1 Screening of Minimum Qualifications

Each Proposal will initially be reviewed for Minimum Qualifications as a pass or fail screening and will not be scored. A Proposal that does not meet the minimum qualifications will be deemed ineligible and will not be eligible for consideration in the evaluation process. The City reserves the right to request clarifications from Proposers prior to rejecting a Proposal for failure to meet the minimum qualifications. Clarifications are limited exchanges between the City and Proposer for the purpose of clarifying certain aspects of the Proposal and will not provide a Proposer the opportunity to revise or modify its submission. Only Proposals that meet the Minimum Qualifications can proceed to the next evaluation phases.

4.2 Evaluation and Selection Criteria

The Proposals will be evaluated by a selection committee made up of people with expertise in the service areas identified in this RFP. The committee will evaluate the Proposals based on the following criteria:

	Application Questions	Evaluation Criteria
Program Approach (total 45 points)	Describe how the Proposer would deliver the services outlined in the Scope of Work. (Limit: 5,000 characters)	Description of service delivery fully encompasses components in Scope of Work. (25 points)
	Describe the workforce development participants you will recruit and how the Proposer would conduct outreach. (Limit: 2,500 characters)	Outreach and recruitment plan instills confidence that participant goals will be met. (10 points)
	Describe the specific service and outcome objectives to be accomplished and how they will be measured including methods of data collection and documentation. (Limit: 2,500 characters)	Service units and outcome objectives are measurable and quantifiable and match the program services in the Scope of Work. Methods of data collection, record keeping, and reporting measure program efficiency and effectiveness. (10 points)
Organizational Capacity (total 30 points)	Describe the history of service related to the Scope of Work including working with the target population. (Limit: 2,500 characters)	Proposer has a well-established history of competently providing services and programming for the target populations identified in the Proposal. (15 points)

	Describe the organizational structure to execute the Scope of Work. List each key person on the project team; the role each will play in the project; and years of skills, training, and experience related to program elements detailed in the Scope of Work. (Limit: 2,500 characters)	Proposer demonstrates the management/supervisory infrastructure to deliver the proposed services. (5 points)
	<p>UPLOAD job descriptions and resumes for key positions on the project team.</p> <p>Describe training that will be provided to staff to ensure services are provided in an efficient manner. (Limit: 2,500 characters)</p>	Program is sufficiently staffed with personnel who have the necessary skills, training, and experience to provide the services requested. Workload is reasonable and job descriptions are realistic. Staff training plans are reasonable supplements to staffing to ensure services are provided in an efficient manner. (10 points)
Fiscal Capacity (total 25 points)	<p>UPLOAD Appendix C: Proposed Budget and include all expenses needed to fulfill the Scope of Work.</p> <p>Provide a narrative justification for items in the budget including unit costs for fringe benefits and non-personnel. If proposing indirect costs, identify how the requested percentage was identified. (Limit: 2,500 characters)</p>	Project budget is submitted on the required template (Appendix C: Proposed Budget Template) and includes relevant expenditures to implement the program components. Expenses are reasonable, justified, and competitive. (15 points)
	Describe the key features of your organization's financial tracking system and confirm it is capable of generating all financial information needed for required reports, including data needed to monitor, evaluate and if necessary, modify program performance. (Limit: 2,500 characters)	Fiscal controls and accounting procedures conform to requirements and would ensure the prudent use, proper and timely disbursement and accurate accounting of funds awarded under this RFP. (10 points)

The City intends to award a grant to an organization that it finds will provide the best overall program services. The City reserves the right to accept other than the lowest priced offer and to reject any Proposals that do not meet the RFP requirements.

4.3 Final Selection Process

The final selection will be based on the combination of scores from the written proposal evaluation. The Proposer that meets the Minimum Qualifications whose Proposal receives the highest average total score from all panel members will be identified as the highest-ranked Proposer eligible to proceed with negotiations for the grant award. The Public Works Grant Administrator will notify each proposer of their result by e-mail.

Section 5: Grant Award

5.1 Proposal Selection

Proposal selection does not commit the City to all terms in the Proposal. The grant terms will be discussed as noted below.

5.2 Grant Terms and Negotiations

The selected Proposal will be part of the final contract and will be used as a starting point for contract negotiations between the Program Manager and the Grantee. The successful Proposer will be required to enter into the Agreement attached as Appendix F: City's Standard Grant Agreement.

If a satisfactory contract cannot be negotiated in a reasonable time, the City, in its sole discretion, may terminate negotiations. Upon termination of negotiations, the City may begin negotiations with the next highest ranked Proposer.

5.3 Doing Business with the City and County of San Francisco

The selected Proposer must be willing and able to meet the requirements associated with receiving funds from the City and County of San Francisco. To receive a grant payment from Public Works, you must become a registered, compliant supplier within ten business days after notice of intent to award and meet the City and County of San Francisco's insurance and business tax requirements. For more information about supplier requirements, visit: <https://sfcitypartner.sfgov.org/pages/become-a-supplier.aspx>

Please note: You will only be required to register as a City Supplier if you are awarded a grant. Insurance and business tax compliance is required upon approval of grant award.

If the selected Proposer is currently an approved supplier with a supplier ID, there is no need to create another account. To find out whether you are a Supplier in PeopleSoft, contact sfcitypartnersupport@sfgov.org or call (415) 944-2442.

How to Register as a City Supplier

The following requirements pertain only to Proposers not currently registered with the City as a Supplier.

Step 1: Register as a BIDDER at City's Supplier Portal:

<https://sfcitypartner.sfgov.org/pages/index.aspx>

Step 2: Follow instructions for converting your BIDDER ID to a SUPPLIER ID. This will require you to register with the City Tax Collector's Office and submit Chapter 12B and 12C forms through the Supplier portal. Once these forms have been completed, submitted, and processed, you will be notified via email with your organization's new Supplier ID. That email will also provide instructions for completing your Supplier registration.

City Business Tax Registration Inquiries: For questions regarding business tax registration

procedures and requirements, contact the Tax Collector's Office at (415) 554-4400 or, if calling from within the City and County of San Francisco, 311.

Agreements will not be awarded to the selected Proposer unless business tax registration fees are paid in full by the time the Agreement is awarded. If deemed exempted from business registration, provide documentation of your organization's tax-exempt status in lieu of your business registration certificate of your organization by the time the Grant Agreement is awarded.

Chapter 12(B) and 12(C) Inquiries: For questions concerning the City's Chapter 12(B) and 12(C) Equal Benefits and Non-Discrimination in Contracting requirements, go to: www.sfgov.org/cmd.

Insurance Requirements

Prior to award, the successful Proposer(s) will be required to furnish evidence of insurance as outlined in Appendix F: City's Standard Grant Agreement.

- a. **Types and Amounts of Coverage.** Without limiting Grantee's liability, Grantee shall maintain in force, during the full term of this Agreement, insurance in the following amounts and coverages:
 - i. Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations;
 - ii. Sexual Misconduct Insurance: If you are working with vulnerable populations (minors-under 18 years old, elderly-over 65 years old, developmentally disabled populations) then you will need sexual misconduct insurance added to the general liability policy in amounts not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate.
 - iii. Commercial Automobile Liability Insurance with limits not less than \$1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.
 - iv. Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than \$1,000,000 each accident, injury, or illness.
- b. Additional Insured Endorsements Requirements for General and Automobile Coverage.
 - i. The Commercial General Liability and Automobile Liability Insurance policy must be endorsed to name as Additional Insured the City and County of San Francisco, its Officers, Agents, and Employees.
 - ii. Provide that such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought, except with respect to limits of liability.
- c. Waiver of Subrogation Endorsement Requirement for Workers' Compensation policy.
 - i. The Workers' Compensation policy(ies) shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Contractor, its employees, agents, and subcontractors.
 - ii. Grantee hereby agrees to waive subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Contractor, its employees, agents, and subcontractors.

- d. **Additional Requirements for All Policies.** All policies shall be endorsed to provide at least thirty (30) days' advance written notice to City of cancellation of policy for any reason, nonrenewal or reduction in coverage and specific notice mailed to City's address for notices pursuant to Article 15.
- e. **Required Post-Expiration Coverage.** Should any of the insurance required hereunder be provided under a claims-made form, Grantee shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of three (3) years beyond the expiration or termination of this Agreement, to the effect that, should occurrences during the term hereof give rise to claims made after expiration or termination of the Agreement, such claims shall be covered by such claims-made policies.
- f. **General Annual Aggregate Limit/Inclusion of Claims Investigation or Legal Defense Costs.** Should any of the insurance required hereunder be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence or claims limits specified above.
- g. **Evidence of Insurance.** Before commencing any operations under this Agreement, Grantee shall furnish to City certificates of insurance, and additional insured policy endorsements, in form and with insurers satisfactory to City, evidencing all coverages set forth above, and shall furnish complete copies of policies promptly upon City's request. Before commencing any operations under this Agreement, Grantee shall furnish to City certificates of insurance and additional insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to City, in form evidencing all coverages set forth above. Failure to maintain insurance shall constitute a material breach of this Agreement.
- h. **Effect of Approval.** Approval of any insurance by City shall not relieve or decrease the liability of Grantee hereunder.
- i. **Insurance for Subcontractors and Evidence of this Insurance.** If a subcontractor will be used to complete any portion of this agreement, the grantee shall ensure that the subcontractor shall provide all necessary insurance and shall name the City and County of San Francisco, its officers, agents, and employees and the grantee listed as additional insureds.
- j. **Failure to Provide Insurance.** Unless otherwise stated, within ten business days of the receipt of a notice of award of a Contract, the Proposer to whom the contract is awarded shall deliver the required specified insurance certificates and policy endorsements to City. If the Proposer fails or refuses to furnish the required insurance within ten days after receiving notice to award a Contract, City may, at its option, determine that the Proposer has abandoned its Proposal. Thereupon the tentative award of said contract to this Proposer shall be canceled and City shall notify the Proposer's surety and collect on the Proposer's bond (or the check accompanying its Proposal shall be deposited with the Treasurer of the City and County of San Francisco for collection) and the proceeds thereof shall be retained by City as partial liquidated damages for failure of such Proposer to properly file the bonds and insurance herein required. The foregoing in no way limits the damages which are recoverable by City whether or not defined elsewhere in the contract documents.

Section 6: Terms and Conditions for Receipt of Proposals

6.1 RFP Errors and Omissions

Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify the City, in writing and to the Grant Administrator if the Proposer discovers any ambiguity, discrepancy, omission, or other error in the RFP. Any such notification should be directed to the City promptly after discovery, but in no event later than the deadline for questions. Addenda may be issued with modifications and clarifications as described below.

6.2 Objections to RFP Terms

Should a Proposer object on any ground to any provision or legal requirement in this RFP, the Proposer must, in no event later than the deadline for submittal of questions specified in the RFP schedule, provide written notice to the Department setting forth with specificity the grounds for the objection. The failure of a Proposer to object in the manner in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

6.3 Addenda and Change Notices

The Department may modify the RFP prior to the Proposal due date by issuing an Addendum to the RFP, which will be posted on the San Francisco Supplier Portal. Every Addendum will create a new version of the Sourcing Event and Proposers must monitor the event for new versions. **The Proposer is responsible for ensuring that its Proposal reflects any and all RFP Addenda issued by the Department prior to the Proposal due date regardless of when the Proposal is submitted.** Therefore, the City recommends that the Proposer consult the website frequently, including shortly before the Proposal due date, to determine if the Proposer has downloaded all RFP Addenda. It is the responsibility of the Proposer to check for any Addenda, Question and Answer documents, and updates, which may be posted to the subject RFP. **Refer to Appendix D: Grant Forms to certify acknowledge of Addenda issued to this RFP.**

6.4 Proposal Term

Submission of a Proposal signifies that the proposed services and prices are valid from the Proposal due date until the start of contract negotiations; and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

6.5 Revision of Proposal

A Proposer may revise a Proposal on the Proposer's own initiative at any time **before the Proposal Deadline**. The Proposer must contact the contract administrator to re-open the submitted application. It is the applicant's responsibility to submit the revised Proposal in the same manner as the original before the Proposal Deadline. 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.

At any time during the Proposal evaluation process, the Department may require a Proposer to provide oral or written clarification of its Proposal. The Department reserves the right to make an award without further clarifications of Proposals received.

6.6 Errors and Omissions in Proposal

Proposers are responsible for reviewing all portions of this Solicitation. Proposers are to promptly notify the City, in writing and to the Solicitation contact person if the Proposer discovers any ambiguity, discrepancy, omission, or other error in the Solicitation. Any such notification should be directed to the City promptly after discovery, but in no event later than the deadline for questions. Modifications and clarifications will be made by Addenda as provided below.

6.7 Financial Responsibility

The City accepts no financial responsibility for any costs incurred by a firm in responding to this RFP. Submissions to the RFP will become the property of the City and may be used by the City in any way deemed appropriate.

6.8 Proposer's Obligations under the Campaign Reform Ordinance

If a contract grant awarded pursuant to this RFP has (A) a value of \$100,000 or more in a fiscal year and (B) requires the approval of an elected City official, Proposers are hereby advised:

- a. Submission of a Proposal in response to this RFP may subject the Proposers to restrictions under Campaign and Governmental Conduct Code Section 1.126, which prohibits City contractors, Proposers, and their affiliates from making political contributions to certain City elective officers and candidates; and
- b. Before submitting a Proposal in response to this RFP, Proposers are required to notify their affiliates and subcontractors listed in the awarded contract or Proposal of the political contribution restrictions set forth in Campaign and Governmental Conduct Code section 1.126.

This restriction applies to the party seeking the grant, the party's board of directors, chairperson, chief executive officer, chief financial officer, chief operating officer, any person with an ownership interest greater than ten percent, and any political committees controlled or sponsored by the party, as well as any subcontractors listed in the awarded contract or Proposal. The law both prohibits the donor from giving contributions and prohibits the elected official from soliciting or accepting them.

The people and entities listed in the preceding paragraph may not make a campaign contribution to the elected official at any time from the submission of a Proposal for a contract until either: (1) negotiations are terminated and no contract is awarded; or (2) twelve months have elapsed since the award of the contract.

A violation of Section 1.126 may result in criminal, civil, or administrative penalties. For further information, Proposers should contact the San Francisco Ethics Commission at [\(415\) 252-3100](tel:4152523100) or go to <https://sfethics.org/compliance/city-officers/city-contracts/city-departments/notifying-bidders-and-potential-bidders>

For additional information, visit: <https://sfethics.org/compliance/city-officers/citycontracts/organizations-bidding-on-city-contracts>

Main page: <https://sfethics.org/compliance/city-officers/city-contracts>

For further information, Proposers should contact the San Francisco Ethics Commission at ethics.commission@sfgov.org or (415) 252-3100.

6.9 Sunshine Ordinance

In accordance with S.F. Administrative Code Section 67.24(e), Proposers' 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.

6.10 Chapter 12L: Public Access to Meetings and Records

If a Proposer is a nonprofit entity that receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the S.F. Administrative Code, the Proposer must comply with Chapter 12L. The Proposer must include in its Proposal (1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to Proposer's meetings and records, and (2) a summary of all complaints concerning the Proposer's compliance with Chapter 12L that were filed with the City in the last two years and deemed by the City to be substantiated. The summary shall also describe the disposition of each complaint. If no such complaints were filed, the Proposer shall include a statement to that effect. Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in Proposer's Chapter 12L submissions shall be grounds for rejection of the Proposal and/or termination of any subsequent Agreement reached on the basis of the Proposal.

6.11 Reservations of Rights by the City

The issuance of this RFP does not constitute an agreement by the City that any contract will actually be entered into by the City. The City expressly reserves the right at any time to:

- a. Waive or correct any defect or informality in any response, Proposal, or Proposal procedure
- b. Reject any or all Proposals
- c. Reissue a Request for Proposals
- d. Prior to submission deadline for Proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFP, or the requirements for contents or format of the Proposals
- e. Procure any materials, equipment or services specified in this RFP by any other means
- f. Determine that no project will be pursued

6.12 No Waiver

No waiver by the City of any provision of this RFP shall be implied from any failure by the City to recognize or take action on account of any failure by a Proposer to observe any provision of this RFP.

6.13 Other

The City may make such investigation, as it deems necessary, prior to the award of this contract to determine the conditions under which the goods are to be delivered or the work is to be performed. Factors considered by the City shall include, but not be limited to:

- a. Any condition set forth in this RFP;
- b. Adequacy of Proposer's plant facilities and/or equipment, location and personnel location to properly perform all services called for under the Purchase Order; and
- c. Delivery time(s).

City reserves the right to inspect an awarded Proposer's place of business prior to award of and/or at any time during the contract term (or any extension thereof) to aid City in determining an awarded Proposer's capabilities and qualifications.

Failure to timely execute a contract, or to furnish any and all insurance certificates and policy endorsements, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another Proposer and may proceed against the original selectee for damages.

City reserves the right to reject any Proposal on which the information submitted by Proposer fails to satisfy City and/or if Proposer is unable to supply the information and documentation required by this RFP within the period of time requested.

Any false statements made by a Proposer or any related communication/clarification may result in the disqualification of its Proposal from receiving further evaluation and a contract award.

A disputed resolution procedure has not been established to address issues that are not resolved administratively by other department remedies.

Section 7: City's Social Policy Requirements

7.1 City's Social Policy Requirements

The San Francisco Municipal Code establishes several requirements for people seeking to do business with the City ("Social Policy Requirements"). The Social Policy Requirements set forth below are NOT intended to be a complete list of all Social Policy Requirements applicable to this RFP and any contracts awarded to a Proposer resulting from this RFP. Proposers are encouraged to carefully review the Social Policy Requirements contained in Appendix F: City's Standard Grant Agreement of this RFP, and ensure they are able to comply at the time of contract award. **Proposers will be required to certify acknowledgement of City's Proposed Agreement terms provided in Appendix D: Grant Forms, as part of its Proposal Submission.**

7.2 Proposers Unable to do Business with the City

a. Generally

Proposers that do not comply with laws set forth in San Francisco's Municipal Codes may be unable to enter into a contract with the City. Laws applicable to this RFP are set forth below and in City's Proposed Agreement Terms.

b. Administrative Code Chapter 12X

Proposers are advised that this Solicitation is subject to the requirements of [Administrative Code Chapter 12X](#), which prohibits the City from entering into a contract with a Proposer that has its headquarters in a state with laws that perpetuate discrimination against LGBTQ people; restrict abortion prior to the viability of the fetus; or suppress voting rights. The list of Covered States is available [here](#). When permitted, City, in its sole and absolute discretion, may elect to obtain a waiver to the requirements of Chapter 12X based on one or more exceptions permitted thereunder. **Proposers will be required to certify compliance with Chapter 12X, as provided in Appendix D: Grant Forms, as part of its Proposal, unless the City determines that a statutory exception applies.**

c. Administrative Code Chapter 12B

A Proposer selected pursuant to this Solicitation may not, during the term of the Contract, in any of its operations in San Francisco, on real property owned by San Francisco, or where work is being performed for the City elsewhere in the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in §12B.2(b) of the San Francisco Administrative Code. *Refer to Appendix 6, City's Standard Grant Agreement for additional details related to the application of this Policy to a contract awarded pursuant to this Solicitation.* **Proposers will be required to certify compliance with Chapter 12B, as provided in Appendix D: Grant Forms, as part of its Proposal.**

d. Contractor Vaccination Policy Attestation Form

Proposers must agree to comply with the requirements of the 38th Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency ("Emergency Declaration"), dated February 25, 2020, and the Contractor Vaccination Policy for City Contractors issued by the City

Administrator (“Contractor Vaccination Policy”), as those documents may be amended from time to time. A copy of the Contractor Vaccination Policy can be found here: <https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors>. If Proposer is unable to comply with this Policy, it will be deemed non-responsive unless a City is able to secure a waiver on Proposer’s behalf. Refer to Appendix 6, City’s Standard Grant Agreement for additional details related to the application of this Policy to a contract awarded pursuant to this Solicitation.

7.3 Prevailing Wage Ordinance

Services to be performed by a Proposer selected pursuant to this Solicitation may involve the performance of trade work covered by the provisions of Section 6.22(e) [Prevailing Wages] of the Administrative Code or Section 21C [Miscellaneous Prevailing Wage Requirements] (collectively, "Covered Services"). The provisions of Section 6.22(e) and 21C of the Administrative Code are incorporated as provisions of the Agreement awarded as part of this Solicitation as though fully set forth therein and will apply to any Covered Services performed by the awarded Proposer and its subcontractors.

All craft and trade positions that are under the purview of the California Department of Industrial Relations (DIR) are required to be paid prevailing wage rates and will be required to submit, at a minimum, monthly certified payroll reports.

- a. Pursuant to Section 1776 of the California Labor Code, no progress payments will be processed until consultant and/or subconsultants have submitted to the City a certified payroll for the time period involved for all employees including subcontractors, suppliers, or creditors working on the job site.
- b. Each consultant and subconsultants may be required to submit weekly certified payroll records (CPRs) and labor compliance documentation using DIR’s electronic certified payroll reporting system.
- c. Electronic submittal of the certified payroll records and labor compliance documents shall occur via an online system on the World Wide Web through a web browser. Each consultant shall be assigned a log-on identification and password to access the City’s new electronic certified payroll software, the Labor Compliance Program Tracker ("LCPtracker").
- d. Use of the LCPtracker may require consultants and/or subconsultants to enter additional data relating to weekly payroll information, including, but not limited to, employee identification, labor classification, total hours worked and hours worked on this project, and wage and benefit rates paid.
- e. The City will provide basic training in the use of the LCPtracker at a scheduled training session. To view the latest training and webinar schedule, please click on the following link: <https://sfgov.org/olse/trainings>
- f. The Consultant(s) shall comply with the electronic submittal of certified payroll records and labor compliance documentation at no additional cost to the City.
- g. The City will not be liable for costs arising from the delay in making progress payments due to the Consultant(s) failure to make a timely or accurate submittal of the certified payroll.

7.4 Minimum Compensation Ordinance

Where applicable, a Proposer selected pursuant to this Solicitation shall comply with Administrative Code Chapter 12P. A Proposer selected pursuant to this Solicitation shall pay covered employees who are not subject to Prevailing Wage no less than the minimum

compensation required by San Francisco Administrative Code Chapter 12P, including a minimum hourly gross compensation, compensated time off, and uncompensated time off. A Proposer selected pursuant to this Solicitation is subject to the enforcement and penalty provisions in Chapter 12P. Information about and the text of the Chapter 12P is available on the web at <http://sfgov.org/olse/mco> Refer to Appendix F, City's Standard Grant Agreement for additional details related to the application of this Policy to a contract awarded pursuant to this Solicitation. **Proposers will be required to declare compliance, as applicable to Chapter 12P ordinance, as provided in Appendix D: Grant Forms, as part of its Proposal.**

7.5 First Source Hiring Program

A Proposer selected pursuant to this Solicitation shall comply with all of the applicable provisions of the First Source Hiring Program, Chapter 83 of the San Francisco Administrative Code. Refer to Appendix F, City's Standard Grant Agreement for additional details related to the application of this Policy to a contract awarded pursuant to this Solicitation.

7.6 Health Care Security Ordinance

Under the Health Care Security Ordinance, all nonprofit employers with more than 49 workers must:

- a. Satisfy the Employer Spending Requirement
- b. Maintain records sufficient to establish compliance with the employer spending requirement

Proposers should visit the HCSO website to understand the requirements.

<https://sfgov.org/olse/health-care-security-ordinance-hcso>

7.7 Sweatfree Procurement

A contract awarded pursuant to this Solicitation shall be subject to the City's Sweatfree Contracting Ordinance, Chapter 12U of the San Francisco Administrative Code ("Chapter 12U"). Proposers must use Forms P-12U-C and P-12U-I, included in the City's Price Proposal template, to identify relevant information about themselves, their First Tier Subcontractors, and certain Lower Tier Subcontractors.

A "First Tier Subcontract" is a contract of any amount directly between the awarded Contractor and its subcontractor. A "Lower Tier Subcontract" is a contract between a First-Tier Subcontractor and its subcontractors, or a contract between the subcontractors of the First Tier Subcontractor.

Form P-12U-C: Proposers shall complete one Form P-12U-C for each of their First-Tier Subcontractors, indicating the amount to be paid by the Proposer to the First-Tier Subcontractor. In this form, Proposers shall also identify all Lower Tier Subcontractors, along with the amounts to be paid to each of them by the First Tier Subcontractor. Based on Proposers' entries, Form P-12U-C will state if a Lower Tier Subcontractor is subject to Chapter 12U. Lower Tier Subcontractors who are being paid less than the lesser of (A) \$25,000 or (B) 10% of the higher-tier subcontract are not subject to Chapter 12U.

Form P-12U-I: Once Proposers have identified the First and Lower Tier Subcontractors subject to Chapter 12U, Proposers must complete Form P12U-I on behalf of each identified entity. In so doing, Proposers shall first ask its First Tier or Lower Tier Subcontractor to review Chapter 12U and respond to the questions in Form P-12U-I. Proposers are encouraged to keep documentation of the replies received from each Subcontractor in the event City requests evidence for Proposers' replies to Forms P-12U-I.

7.8 Compliance with Other Laws

Appendix F, City's Standard Grant Agreement, identifies the City's applicable social policy provisions related to a contract awarded pursuant to this Solicitation. Proposers are encouraged to carefully review these terms and ensure they are able to comply with them.

Section 8: Protest Procedures

8.1 Protest of Non-Responsiveness Determination

Within five working days of the City's issuance of a notice of non-responsiveness, any applicant 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. Such notice of protest must be received by the City on or before the fifth working day following the City's issuance of the notice of non-responsiveness. 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 Proposer 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.

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8.2 Protest of Grant Award

Within five calendar days of the City's issuance of a notice of intent to award the contract, any firm that has submitted a responsive proposal and believes that the City has incorrectly selected another proposer for award may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth calendar day after the City's issuance of the notice of intent to award.

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 proposer, 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.

8.3 Delivery of Protests

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

Appendix A: Submittal Checklist

Proposers may use the RFP Submittal Checklist below to gather items in advance of entering their package to the online application page at <https://sfdpw.tfaforms.net/4>.

Minimum Qualifications

- Copy of **IRS determination letter** and Federal Tax ID Number to demonstrate that the Proposer is a non-profit, tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code.
- Print out from the State of California Office of the Attorney General **Registration of Charitable Trusts** that states the organization's Registry Status.
<https://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>
- Evidence the organization has a corporate address in San Francisco**
 - A corporate address may be verified in the form of a utility bill (water/sewage, power gas/electricity or internet), telephone/cell phone bill, bank or credit card statement, signed lease agreement or mortgage statement.
 - This document must be dated within the last three months of the application deadline
 - This document must include the applicant's name and address in the address block:
 - It must match the street address included in your application form
 - The address cannot be a P.O. Box
- List of projects** Be sure to meet the number of years required in Section 2 for the Program Area you are applying when listing 1) project summary, 2) budget size, 3) dates and length of service to demonstrate experience requested in the scope of work.
- IRS Form 990:** Include the most recently completed year

Proposal

- Appendix B: Application**

This document includes the questions to which applicants must respond to in the online application form. Be mindful of character limits noted in the application. We encourage using this document to prepare your responses before pasting into the online application form.

Note: The submitter guarantees that staff submitted in this application will be performing the work and cannot be changed without prior approval by the city.

- Appendix C: Proposed Budget**

Please enter the proposed project budget on this required template and submit it with your application. Enter detail into the orange, blue, and green cells only. Do not add new lines to the budget. Applicants may submit a budget for less than the Maximum Budget Request. Any project budget that is for more than the maximum budget request amount in Section 1.2: Grant Program Areas may be deemed ineligible.

Additional Required Attachments

- Job Descriptions and Resumes:** Include job descriptions and resumes for key positions on the project team
- Appendix D: Grant Forms:** Include completed forms which contain the following sections:

- j. Acknowledgement of Receipt of Addenda, as applicable
- k. Chapter 12B Compliance Certification Form
- l. Chapter 12X Compliance Certification Form
- m. Certification of Proposer Regarding Debarment and Suspension Form
- n. First Source Hiring Agreement
- o. Health Care Security Ordinance (HCSO) Declaration
- p. Minimum Compensation Ordinance Declaration Form
- q. Release and Waiver Agreement
- r. Submission Authorization

Proposal Packages should include all required attachments and be submitted at the online application page mentioned in Section 3.1 using the templates provided to be considered for funding or your proposal may be deemed ineligible. Alternative formats of templates may also be provided to individuals with disabilities by contacting robynn.takayama@sfdpw.org before the submission deadline.

Proposal Package Submission

When all items are complete, submit the entire Proposal Package at the online submission page referenced in Section 3.1 by the deadline in this RFP.

Upon successful submission, you will receive an email response to confirm your submission was received by the deadline. Save this information for future reference.

Appendix B: Application

(Issued as a separate document)

Appendix C: Proposed Budget Template

(Issued as a separate document)

Appendix D: Grant Forms

(Issued as a separate document)

Appendix E: Public Works Code of Safe Practices

(Issued as a separate document)

Appendix F: City Standard Grant Agreement

(Issued as a separate document)

Appendix G: Tree Planting Guidelines

(Issued as a separate document)

Appendix H: Data Reporting

Intake Data

- i. Participant Names
- ii. Start Date
- iii. Participant Demographics including:
 - Gender identity
 - Female
 - Male
 - Trans Male
 - Trans Female
 - Genderqueer or Gender Non-binary
 - Not listed, specified
 - Declined to state
 - Data Unknown or Unavailable.
- Age (enter years)
 - Declined to state
 - Data Unknown or Unavailable
 - Race and Ethnicity
 - American Indian or Alaska Native, alone
 - Asian, alone
 - Black or African-American, alone
 - Hispanic, Latino, or Spanish
 - Middle Eastern or North African, alone
 - Native Hawaiian or Other Pacific Islander, alone
 - White, alone
 - Other Race, alone
 - Two or More Races
 - Declined to state
 - Data Unknown or Unavailable
 - Residence Location
 - Enter Zip Code of Residence
 - Homeless (using DSHS definition)
 - Outside of San Francisco Resident
 - Declined to state
 - Data Unknown or Unavailable
 - School Enrollment
 - Not in School
 - In Middle School
 - In High School
 - In GED Program
 - In Vocational Education Program
 - In Postsecondary Institution
 - Declined to state
 - Data Unknown or Unavailable
 - Educational Attainment
 - Less than High School Equivalent

- High School Graduate (or equivalency)
- Some College, no degree
- Associate's Degree
- Bachelor's Degree
- Graduate Degree
- Declined to state
- Data Unknown or Unavailable
 - Priority Populations (noting all that apply)
- English Language Learners
- Active or Formerly Justice-Involved Individuals
- Active or Former Foster Care Youth
- Homeless or Formerly Homeless
- HOPE SF Residents
- Individuals with Disability
- Long-term Unemployed (age 25 and older)
- Public Benefits Recipients
- Public Housing Residents
- Employed
- Underemployed (age 25 and older)
- Unemployed
- Women and Gender Minorities
- Veterans (age 25 and older)
- Data Unknown or Unavailable
 - Individual Employment Earnings, Pre-Program (i.e. taxable wages at program intake)

Exiting Data

- i. Participant names
- ii. End Date
- iii. Total hours worked
- iv. Number of interviews and employment offers
- v. Job placement information including salary, job title, employer
- vi. Job placement type (private, nonprofit, public)
- vii. Number of participants promoted to full-time work
- viii. Employment Retention
- ix. Percentage of participants that found employment within 6 months of leaving the program



Carla Short, Interim Director | Director's Office

carla.short@sfdpw.org | T. 628.271.3078 | 49 South Van Ness Ave. Suite 1600, San Francisco, CA 94103

ADDENDUM NO. 1
Sourcing Event ID: 000006777
Bureau of Urban Forestry Workforce Development Request for Proposals

May 26, 2023

Sourcing ID No. **000006667** is amended in accordance with the following revisions which are made part of said Request for Proposals (RFP).

Acknowledge receipt of this Addendum in the space provided on the Acknowledgement of Receipt of Addendum / Addenda Form in Appendix D. Failure to do so may subject Proposer to disqualification.

CHANGES TO PROPOSAL AND CONTRACTING REQUIREMENTS:

Red with strikethrough texts are deleted texts;
Blue texts are revised or added texts.

1. 2.1 Program Area A: Tree Watering Workforce Development section Tree Watering and Establishment Services is amended as follows:

Tree Watering and Establishment Services

Watering and maintaining plant material within the designated locations as defined by Public Works including litter picking and weeding of tree basins. The grant involves **weekly** watering at minimum 2,000 street trees.

- Water should be distributed uniformly to as much of the root system as possible. The root collar and tree trunks shall be kept dry to the maximum extent possible. Watering bags will be provided by the Grantee and should be filled completely, after thoroughly soaking the root
- Damaged or missing watering bags should be replaced. Damaged or missing tree stakes, cross braces and ties should be replaced.
- Inspect tree sites while watering to identify re-staking needs, water bag replacements, etc.
- Water and maintain trees and tree basins.
 - Grantee shall visit tree planting sites to provide weekly water for trees over a minimum one-year period with possibility of extension.
 - Watering shall be performed from a water tank or truck only. Each tree shall receive 25-30 gallons of water per week (20 gallons of water in the Tregator bag and 5-10 gallons on the rootball).

- Recycled or reclaimed water may be required when and where feasible based on the specific site location and plant species tolerance. Use of recycled/reclaimed water will be specified by the City.
- Water should be distributed uniformly to as much of the root system as possible. The root collar and tree trunks shall be kept dry to the maximum extent possible.
- Watering bags will be provided by the Grantee and should be filled completely, after thoroughly soaking the root ball.
- Weeding and litter picking of tree basins.
- At the direction of City Representative, replace dead, damaged or missing trees.

2. 2.2 Program Area B: Tree Planting and Establishment Workforce Development section Workforce Development Training is amended as follows:

Training: The grantee(s) will provide employment readiness and job search activities that will support the successful transition of participants to unsubsidized employment after program completion. The job readiness and soft-skills component of the program will include workshops to assist and support participants in their transition to the workforce. Workshop examples include resume writing, job search skills, interview skills, job applications, and using online services to find and apply for jobs, as well as conflict management and de-escalation techniques. At least **two five** work hours per employee per month must be dedicated to workforce development.

3. 2.2 Program Area B: Tree Planting and Establishment Workforce Development Workforce Development section Tree Planting Services is amended as follows:

Tree Planting Services

Plant at minimum of 1,000 street trees annually as directed by Public Works staff to support annual citywide tree planting goals. **A recommended street tree list is available at <https://sfpublicworks.org/services/recommended-street-tree-and-plant-lists>**

- Adhere to proper tree planting and establishment standards including installation of stakes, ties, cross braces, watering bags and caging of trees as directed by City representative. Please see Tree Planting Guidelines (Appendix G).
- Mark underground utilities prior to excavation through 811 USA North.
- If required, follow Public Work’s guidelines for sawing concrete; contact City representative. **It is estimated that 45 percent of the tree sites may require concrete sawing.**

RESPONSES TO PRE-PROPOSAL CONFERENCE QUESTIONS AND GENERAL QUESTIONS:

No.	Questions	Answers
1	Who is required to get vaccines? And why is this a requirement?	Staff funded by the program are required to be vaccinated for the health and safety of the workers.
2	These programs have a 35% placement of participants after 6	Grantee(s) must aim to place at a minimum 35% of workforce development participants in full-time positions within six months of exiting the

	months, but the program is only for one year.	program. The grant term is for one year, and there is an option to extend for a total of two years.
3	Do we need both job descriptions and resumes for staff who are already in place?	You may submit job description and resume for staff already in the position.
4	In Program B, concrete sawing may be required. Do you have an estimate of how many sites may require concrete cutting? This would impact the budget.	There are fewer locations with basins that are open to plant. We estimate that 45% of the tree sites may require concrete sawing.
5	Is subcontracting allowed, which would be needed for concrete cutting?	Subcontracting is allowed for Program B.
6	The service outcomes list minimum requirements; what do we do if we plan to exceed them?	We have identified the minimum service units and request that proposers state in measurable, quantifiable terms the service and outcome objectives they will achieve in providing these services.
7	Will trees be provided by DPW; will you provide a list of trees?	No, Public Works will not provide the trees. A recommended street tree list is available here: https://sfpublicworks.org/services/recommended-street-tree-and-plant-lists
8	Will the target population be identified by Public Works beyond “those in economically disadvantaged neighborhoods and communities”?	The target population is broadly defined in the RFP. We ask the proposers to define the specific population in this question in the application: Describe the workforce development participants you will recruit and how the Proposer would conduct outreach.
9	Will this grant be paid as a fee for service or a cost reimbursement basis?	Invoicing is on a monthly reimbursable basis.
10	For the Program A, do all 2,000 trees have to be watered each week?	Yes.
11	For Program B: Can the 1,000 trees be planted in any month or are there any restrictions?	There are no restrictions.
12	For Program B: Will the 1,000 planted trees have to be watered each week?	Grantee shall visit tree planting sites to provide weekly water for trees over a minimum one-year period with possibility of extension.
13	For Program B: what estimated percentage of the 1,000 tree plantings will require concrete sawing?	We estimate 45% of the tree sites will require concrete sawing.

End of Addendum



Carla Short, Interim Director | Director's Office

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ADDENDUM NO. 2
Sourcing Event ID: 000006777
Bureau of Urban Forestry Workforce Development Request for Proposals

June 1, 2023

Sourcing ID No. **000006667** is amended in accordance with the following revisions which are made part of said Request for Proposals (RFP).

Acknowledge receipt of this Addendum in the space provided on the Acknowledgement of Receipt of Addendum / Addenda Form in Appendix D. Failure to do so may subject Proposer to disqualification.

CHANGES TO PROPOSAL AND CONTRACTING REQUIREMENTS:

Red with strikethrough texts are deleted texts;
Blue texts are revised or added texts.

1. **1.4 RFP Schedule** is amended as follows:
1.4 RFP Schedule

The following schedule is anticipated for the entire RFP process from advertisement to grant award. If the Deadline to Submit Proposals changes, it will be posted as an addendum to the RFP.

Proposal Phase	Date
Request for Proposals Issued	Tuesday, May 9, 2023
Pre-Proposal Conference	<p>Thursday, May 18, 2023; 1 p.m.</p> <p>Microsoft Teams meeting</p> <p>Join on your computer, mobile app or room device</p> <p>Click here to join the meeting</p> <p>Meeting ID: 242 451 615 830</p> <p>Passcode: Bb6u77</p> <p>Download Teams Join on the web</p> <p>Or call in (audio only)</p> <p>+1 415-906-4659,,617302832# United States, San Francisco</p> <p>Phone Conference ID: 617 302 832#</p>

	Find a local number Reset PIN Learn More Meeting options
Deadline to Submit RFP Questions:	Wednesday, May 23, 2023; 11:00 AM Email questions to the Grant Administrator.
Response to RFP Questions Posted:	Friday, May 26, 2023; 4:00 PM Questions will be addressed and published by the date noted.
Deadline to Submit Proposals	Friday, June 2 Friday, June 9, 2023; 2:00 PM

*Note: Substantive questions regarding the program areas under this RFP – such as clarifying questions regarding the eligibility of proposed projects – must be submitted by the above deadline. Purely technical questions regarding how to complete or submit the online RFP application will be answered until the proposal submission deadline. Send an email to the Grant Administrator if you have technical assistance needs.

If the RFP is postponed or cancelled, the City accepts no fiscal responsibility for impact this may have on interested Proposers.

2. 3.3 Proposal Package Checklist section Proposal is amended as follows:

Proposal

Appendix B: Application

This document includes the questions to which applicants must respond to in the online application form. Be mindful of character limits noted in the application. We encourage using this document to prepare your responses before pasting into the online application form.

Note: The submitter guarantees that staff submitted in this application will be performing the work and cannot be changed without prior approval by the city.

Appendix C: Proposed Budget

Please enter the proposed project budget on this required template and submit it with your application. Enter detail into the orange, blue, and green cells only. Do not add new lines to the budget. Applicants may submit a budget for less than the Maximum Budget Request. Any project budget that is for more than the maximum budget request amount in Section 1.2: Grant Program Areas may be deemed ineligible.

Be sure to review section 7.3 Prevailing Wage Ordinance. Under Personnel Title of Position note the positions that qualify under prevailing wage, the job classification, and apply the appropriate, current rate.

3. Appendix A Submittal Checklist section Proposal is amended as follows:

Proposal

Appendix B: Application

This document includes the questions to which applicants must respond to in the online application

form. Be mindful of character limits noted in the application. We encourage using this document to prepare your responses before pasting into the online application form.

Note: The submitter guarantees that staff submitted in this application will be performing the work and cannot be changed without prior approval by the city.

Appendix C: Proposed Budget

Please enter the proposed project budget on this required template and submit it with your application. Enter detail into the orange, blue, and green cells only. Do not add new lines to the budget. Applicants may submit a budget for less than the Maximum Budget Request. Any project budget that is for more than the maximum budget request amount in Section 1.2: Grant Program Areas may be deemed ineligible.

Be sure to review section 7.3 Prevailing Wage Ordinance. Under Personnel Title of Position note the positions that qualify under prevailing wage, the job classification, and apply the appropriate, current rate.

4. **2.1 Program Area A: Tree Watering Workforce Development section Staffing** is amended as follows:

Staffing

- **Some positions in this scope of work may fall under Prevailing Wage, such as Tree Maintenance Laborer: Groundsperson Area 1. Please refer to section 7.3 Prevailing Wage Ordinance in this RFP, this page: <https://sf.gov/information/understanding-prevailing-wage>, and contact OLSE with questions at prevailingwage@sfgov.org**
- Limit staff overtime. All overtime requests must be made in advance of the pay- period requested and shall only be granted with pre-approval from authorized Public Works representative(s). Overtime must be justified with a valid reason typically beyond the control of the grantee.

5. **2.2 Program Area B: Tree Planting and Establishment Workforce Development Workforce Development section staffing** is amended as follows:

Staffing

- **Some positions in this scope of work may fall under Prevailing Wage, such as Tree Maintenance Laborer: Groundsperson Area 1 and Laborer/Group 3 Area 1. Please refer to section 7.3 Prevailing Wage Ordinance in this RFP, this page: <https://sf.gov/information/understanding-prevailing-wage>, and contact OLSE with questions at prevailingwage@sfgov.org**
- Limit staff overtime. All overtime requests must be made in advance of the pay- period requested and shall only be granted with pre-approval from authorized Public Works representative(s). Overtime must be justified with a valid reason typically beyond the control of the grantee.

End of Addendum



Carla Short, Interim Director | Director's Office

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ADDENDUM NO. 3
Sourcing Event ID: 000006777
Bureau of Urban Forestry Workforce Development Request for Proposals

June 1, 2023

Sourcing ID No. **000006667** is amended in accordance with the following revisions which are made part of said Request for Proposals (RFP).

Acknowledge receipt of this Addendum in the space provided on the Acknowledgement of Receipt of Addendum / Addenda Form in Appendix D. Failure to do so may subject Proposer to disqualification.

CHANGES TO PROPOSAL AND CONTRACTING REQUIREMENTS:

Red with strikethrough texts are deleted texts;
Blue texts are revised or added texts.

- 1. **1.4 RFP Schedule** is amended as follows:
1.4 RFP Schedule

The following schedule is anticipated for the entire RFP process from advertisement to grant award. If the Deadline to Submit Proposals changes, it will be posted as an addendum to the RFP.

Proposal Phase	Date
Request for Proposals Issued	Tuesday, May 9, 2023
Pre-Proposal Conference	Thursday, May 18, 2023; 1 p.m. Microsoft Teams meeting Join on your computer, mobile app or room device Click here to join the meeting Meeting ID: 242 451 615 830 Passcode: Bb6u77 Download Teams Join on the web Or call in (audio only) +1 415 906 4659,,617302832# United States, San Francisco Phone Conference ID: 617 302 832# Find a local number Reset PIN

	<p>Learn More Meeting options</p> <p>Monday, June 5, 2023; 1 p.m. Join on your computer, mobile app or room device Click here to join the meeting Meeting ID: 244 843 647 011 Passcode: uqELLw Download Teams Join on the web Or call in (audio only) +1 415-906-4659,,430653890# United States, San Francisco Phone Conference ID: 430 653 890# Find a local number Reset PIN</p>
Deadline to Submit RFP Questions:	<p>Wednesday, May 23, 2023; 11:00 AM Tuesday, June 6, 2023; 11:00 AM Email questions to the Grant Administrator.</p>
Response to RFP Questions Posted:	<p>Friday, May 26, 2023; 4:00 PM Wednesday, June 7, 2023; 4:00 PM Questions will be addressed and published by the date noted.</p>
Deadline to Submit Proposals	<p>Friday, June 2 Friday, June 9, 2023; 2:00 PM</p>

*Note: Substantive questions regarding the program areas under this RFP – such as clarifying questions regarding the eligibility of proposed projects – must be submitted by the above deadline. Purely technical questions regarding how to complete or submit the online RFP application will be answered until the proposal submission deadline. Send an email to the Grant Administrator if you have technical assistance needs.

If the RFP is postponed or cancelled, the City accepts no fiscal responsibility for impact this may have on interested Proposers.

End of Addendum



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ADDENDUM NO. 4
Sourcing Event ID: 000006777
Bureau of Urban Forestry Workforce Development Request for Proposals

June 6, 2023

Sourcing ID No. **000006667** is amended in accordance with the following revisions which are made part of said Request for Proposals (RFP).

Acknowledge receipt of this Addendum in the space provided on the Acknowledgement of Receipt of Addendum / Addenda Form in Appendix D. Failure to do so may subject Proposer to disqualification.

RESPONSES TO PRE-PROPOSAL CONFERENCE AND GENERAL QUESTIONS:

No.	Questions	Answers
1	Due to the inability to exceed the hourly pay rate once it is in the budget (should we be awarded the grant), we input a higher pay rate to account for mid-year salary increases. In the past we would show a pay range to avoid not being able to bill the actual rate if it exceeded the budget figure. With the requirement to apply the appropriate current rate if we think the position would qualify under prevailing wage, how do we account for salary increases?	Prevailing wage is a minimum wage. You can always pay more. We will approve increases to payrates to meet prevailing wage and minimum compensation increases.
2	We utilize corps member that don't qualify for benefits package. Would they be required to be paid the fringe benefits?	Yes.
3	What if we already pay for workers' health insurance?	The DIR Wages and Employer Payments includes a base rate and benefits (health and welfare, pension, vacation, and other). The base hourly rate is a strict requirement - it must be paid directly to the worker. The statutes provide some flexibility when it comes to paying fringe benefits. Fringe benefits can be paid directly to the worker OR

		can be paid to a third-party benefit provider on the workers behalf.
4	Could Landscape Maintenance Laborer be considered instead of Tree Maintenance Laborer?	The scope of work for the Landscape Maintenance Laborer excludes tree maintenance, so the craft/classification that applies is Tree Maintenance Laborer.
5	Where can we find the OLSE scope and salary table that Mr. Hewitt was referencing during the session?	https://www.dir.ca.gov/OPRL/2023-1/PWD/Northern.html

End of Addendum



Carla Short, Interim Director | Director's Office

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ADDENDUM NO. 5
Sourcing Event ID: 000006777
Bureau of Urban Forestry Workforce Development Request for Proposals

June 8, 2023

Sourcing ID No. **000006667** is amended in accordance with the following revisions which are made part of said Request for Proposals (RFP).

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CHANGES TO PROPOSAL AND CONTRACTING REQUIREMENTS:

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- 1.4 RFP Schedule** is amended as follows:
1.4 RFP Schedule

The following schedule is anticipated for the entire RFP process from advertisement to grant award. If the Deadline to Submit Proposals changes, it will be posted as an addendum to the RFP.
The following schedule is anticipated for the entire RFP process from advertisement to grant award. If the Deadline to Submit Proposals changes, it will be posted as an addendum to the RFP.

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Request for Proposals Issued	Tuesday, May 9, 2023
Pre-Proposal Conference	Monday, June 5, 2023; 1 p.m. Join on your computer, mobile app or room device Click here to join the meeting Meeting ID: 244 843 647 011 Passcode: uqELLw Download Teams Join on the web Or call in (audio only) +1 415-906-4659,,430653890# United States, San Francisco Phone Conference ID: 430 653 890# Find a local number Reset PIN

Deadline to Submit RFP Questions:	Tuesday, June 6, 2023; 11:00 AM Email questions to the Grant Administrator.
Response to RFP Questions Posted:	Wednesday, June 7, 2023; 4:00 PM Questions will be addressed and published by the date noted.
Deadline to Submit Proposals	Friday, June 9, 2023 Thursday, June 22; 2:00 PM

*Note: Substantive questions regarding the program areas under this RFP – such as clarifying questions regarding the eligibility of proposed projects – must be submitted by the above deadline. Purely technical questions regarding how to complete or submit the online RFP application will be answered until the proposal submission deadline. Send an email to the Grant Administrator if you have technical assistance needs.

If the RFP is postponed or cancelled, the City accepts no fiscal responsibility for impact this may have on interested Proposers.

End of Addendum



Carla Short, Interim Director | Director's Office

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ADDENDUM NO. 6
Sourcing Event ID: 000006777
Bureau of Urban Forestry Workforce Development Request for Proposals

June 21, 2023

Sourcing ID No. **000006667** is amended in accordance with the following revisions which are made part of said Request for Proposals (RFP).

Acknowledge receipt of this Addendum in the space provided on the Acknowledgement of Receipt of Addendum / Addenda Form in Appendix D. Failure to do so may subject Proposer to disqualification.

CHANGES TO PROPOSAL AND CONTRACTING REQUIREMENTS:

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- 1.4 RFP Schedule** is amended as follows:
1.4 RFP Schedule

The following schedule is anticipated for the entire RFP process from advertisement to grant award. If the Deadline to Submit Proposals changes, it will be posted as an addendum to the RFP.
The following schedule is anticipated for the entire RFP process from advertisement to grant award. If the Deadline to Submit Proposals changes, it will be posted as an addendum to the RFP.

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Pre-Proposal Conference	Monday, June 5, 2023; 1 p.m. Join on your computer, mobile app or room device Click here to join the meeting Meeting ID: 244 843 647 011 Passcode: uqELLw Download Teams Join on the web Or call in (audio only) +1 415-906-4659,,430653890# United States, San Francisco Phone Conference ID: 430 653 890# Find a local number Reset PIN

Deadline to Submit RFP Questions:	Tuesday, June 6, 2023; 11:00 AM Email questions to the Grant Administrator.
Response to RFP Questions Posted:	Wednesday, June 7, 2023; 4:00 PM Questions will be addressed and published by the date noted.
Deadline to Submit Proposals	Friday, June 22, 2023 Thursday, June 30; 2:00 PM

*Note: Substantive questions regarding the program areas under this RFP – such as clarifying questions regarding the eligibility of proposed projects – must be submitted by the above deadline. Purely technical questions regarding how to complete or submit the online RFP application will be answered until the proposal submission deadline. Send an email to the Grant Administrator if you have technical assistance needs.

If the RFP is postponed or cancelled, the City accepts no fiscal responsibility for impact this may have on interested Proposers.

End of Addendum



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ADDENDUM NO. 7
Sourcing Event ID: 000006777
Bureau of Urban Forestry Workforce Development Request for Proposals

June 28, 2023

Sourcing ID No. **000006667** is amended in accordance with the following revisions which are made part of said Request for Proposals (RFP).

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CHANGES TO PROPOSAL AND CONTRACTING REQUIREMENTS:

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Pay special attention to IMPORTANT changes to scope of work and wages in sections 2.1 and 2.2

- 1. **1.4 RFP Schedule** is amended as follows:
1.4 RFP Schedule

The following schedule is anticipated for the entire RFP process from advertisement to grant award. If the Deadline to Submit Proposals changes, it will be posted as an addendum to the RFP.

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Proposal Phase	Date
Request for Proposals Issued	Tuesday, May 9, 2023
Pre-Proposal Conference	Monday, June 5, 2023; 1 p.m. Join on your computer, mobile app or room device Click here to join the meeting Meeting ID: 244 843 647 011 Passcode: uqELLw Download Teams Join on the web Or call in (audio only) +1 415-906-4659,,430653890# United States, San Francisco

	Phone Conference ID: 430 653 890# Find a local number Reset PIN
Deadline to Submit RFP Questions:	Tuesday, June 6, 2023; 11:00 AM Email questions to the Grant Administrator.
Response to RFP Questions Posted:	Wednesday, June 7, 2023; 4:00 PM Questions will be addressed and published by the date noted.
Deadline to Submit Proposals	Thursday, June 30; Wednesday, July 5; 2:00 PM

*Note: Substantive questions regarding the program areas under this RFP – such as clarifying questions regarding the eligibility of proposed projects – must be submitted by the above deadline. Purely technical questions regarding how to complete or submit the online RFP application will be answered until the proposal submission deadline. Send an email to the Grant Administrator if you have technical assistance needs.

If the RFP is postponed or cancelled, the City accepts no fiscal responsibility for impact this may have on interested Proposers.

2. 2.1 Program Area A: Tree Watering Workforce Development section Tree Watering and Establishment Services is amended as follows:

Tree Watering and Establishment Services

Watering and maintaining plant material within the designated locations as defined by Public Works including litter picking and weeding of tree basins. The grant involves watering at minimum 2,000 street trees.

- Water should be distributed uniformly to as much of the root system as possible. The root collar and tree trunks shall be kept dry to the maximum extent possible. Watering bags will be provided by the Grantee and should be filled completely, after thoroughly soaking the root
- Damaged or missing watering bags should be replaced. Damaged or missing tree stakes, cross braces and ties should be replaced.
- Inspect tree sites while watering to identify re-staking needs, water bag replacements, etc.
- Water and maintain trees and tree basins.
 - Grantee shall visit tree planting sites to provide weekly water for trees over a minimum one-year period with possibility of extension.
 - Watering shall be performed **by a Tree Maintenance Laborer as the lead and driver with a Landscape Maintenance Laborer in support, if needed**, from a water tank or truck only. Each tree shall

receive 25-30 gallons of water per week (20 gallons of water in the Treegator bag and 5-10 gallons on the rootball).

- Recycled or reclaimed water may be required when and where feasible based on the specific site location and plant species tolerance. Use of recycled/reclaimed water will be specified by the City.
- Water should be distributed uniformly to as much of the root system as possible. The root collar and tree trunks shall be kept dry to the maximum extent possible.
- Watering bags will be provided by the Grantee and should be filled completely, after thoroughly soaking the root ball.
- Weeding and litter picking of tree basins.
- At the direction of City Representative, replace dead, damaged or missing trees.

3. **2.1 Program Area A: Tree Watering Workforce Development section Staffing** is amended as follows:

Staffing

- Some positions in this scope of work may fall under Prevailing Wage, such as Tree Maintenance Laborer: Groundsperson Area 1 **and Landscape Maintenance Laborer**. Please refer to section 7.3 Prevailing Wage Ordinance in this RFP, this page: <https://sf.gov/information/understanding-prevailing-wage>, and contact OLSE with questions at prevailingwage@sfgov.org. **These links may also be helpful: Tree Maintenance Laborer: Scope, Wage, and (Predetermined Increases) Landscape Maintenance Laborer: Scope and Wages (No Predetermined Increases).**
- Limit staff overtime. All overtime requests must be made in advance of the pay- period requested and shall only be granted with pre-approval from authorized Public Works representative(s). Overtime must be justified with a valid reason typically beyond the control of the grantee.

4. **2.2 Program Area B: Tree Planting and Establishment Workforce Development Workforce Development section Tree Planting Services** is amended as follows:

Tree Planting Services

Plant at minimum of 1,000 street trees annually as directed by Public Works staff to support annual citywide tree planting goals.

- Adhere to proper tree planting and establishment standards including installation of stakes, ties, cross braces, watering bags and caging of trees as directed by City representative. Please see Tree Planting Guidelines (Appendix G).
- ~~Mark underground utilities prior excavation through~~ **Prior to planting, contact 811 USA North, to have underground utilities marked.**
- ~~If required,~~ **A subcontractor will be required for any concrete work, augering, and stump grinding and must** follow Public Work's guidelines ~~for sawing concrete;~~ contract City representative.

2.2 Program Area B: Tree Planting and Establishment Workforce Development Workforce Development section Tree Establishment Services is amended as follows:

Tree Establishment Services

- **A Tree Maintenance Laborer drives a vehicle to sites and inspects** ~~inspect~~ planted tree sites to ensure that trees have avoided transplant shock or other damage. **Landscape Maintenance Laborers may ride with the Tree Maintenance Laborer.**
- Develop and adhere to a maintenance schedule to provide routine and emergency-related visits to each tree over the term of the grant period.
- **The Tree Maintenance Laborer may use a ladder or climb to prune, but the Landscape Maintenance Laborer shall only prune from the ground with hand tools.** Provide structural pruning and other young tree care as required based on the following schedule:
 - First scheduled visit within 2 months of planting any tree.
 - Second scheduled visit within 2 and 18 months of planting any tree.
 - Third scheduled visit within 18 and 36 months of planting any tree.
 - Additional visits, as needed under direction of BUF staff or in response to reported emergencies from stakeholders.
- Water and maintain trees, **remove litter and weeds from** ~~and~~ tree basins.
 - Grantee shall visit tree planting sites to provide weekly water for trees over a minimum one-year period with possibility of extension.
 - Watering shall be performed **by a Tree Maintenance Laborer as the lead and driver with a Landscape Maintenance Laborer in support, if needed,** from a water tank or truck only. Each tree shall receive 25-30 gallons of water per week (20 gallons of water in the Treegator bag and 5-10 gallons on the rootball).
 - Recycled or reclaimed water may be required when and where feasible based on the specific site location and plant species tolerance. Use of recycled/reclaimed water will be specified by the City.
 - Water should be distributed uniformly to as much of the root system as possible. The root collar and tree trunks shall be kept dry to the maximum extent possible.
 - Watering bags will be provided by the Grantee and should be filled completely, after thoroughly soaking the root ball.

5. **2.2 Program Area B: Tree Planting and Establishment Workforce Development Workforce Development section Staffing** is amended as follows:

Staffing

- Some positions in this scope of work may fall under Prevailing Wage, such as Tree Maintenance Laborer: Groundsperson Area 1 and ~~Laborer/Group 3 Area 1~~ **Landscape Maintenance Laborer**. Please refer to section 7.3 Prevailing Wage Ordinance in this RFP, this page: <https://sf.gov/information/understanding-prevailing-wage>, and contact OLSE with questions at prevailingwage@sfgov.org. **These links may also be helpful:**
Tree Maintenance Laborer: Scope, Wage, and (Predetermined Increases)
Landscape Maintenance Laborer: Scope and Wages (No Predetermined Increases)

- Limit staff overtime. All overtime requests must be made in advance of the pay- period requested and shall only be granted with pre-approval from authorized Public Works representative(s). Overtime must be justified with a valid reason typically beyond the control of the grantee.

6. 3.3 Proposal Package Checklist section Proposal is amended as follows:

Proposal

▪ **Appendix B: Application**

This document includes the questions to which applicants must respond to in the online application form. Be mindful of character limits noted in the application. We encourage using this document to prepare your responses before pasting into the online application form.

Note: The submitter guarantees that staff submitted in this application will be performing the work and cannot be changed without prior approval by the city.

▪ **Appendix C: Proposed Budget**

Please enter the proposed project budget on this required template and submit it with your application. Enter detail into the orange, blue, and green cells only. Do not add new lines to the budget. Applicants may submit a budget for less than the Maximum Budget Request. Any project budget that is for more than the maximum budget request amount in Section 1.2: Grant Program Areas may be deemed ineligible.

Be sure to review section 7.3 Prevailing Wage Ordinance. Under Personnel Title of Position note the positions that qualify under prevailing wage, the job classification, and apply the appropriate, current rate.

Should you wish to utilize the Communications line item described on the DPW Line Item Description tab, you may place it on the Program Materials and Supplies line.

7. Appendix A Submittal Checklist section Proposal is amended as follows:

Proposal

▪ **Appendix B: Application**

This document includes the questions to which applicants must respond to in the online application form. Be mindful of character limits noted in the application. We encourage using this document to prepare your responses before pasting into the online application form.

Note: The submitter guarantees that staff submitted in this application will be performing the work and cannot be changed without prior approval by the city.

▪ **Appendix C: Proposed Budget**

Please enter the proposed project budget on this required template and submit it with your application. Enter detail into the orange, blue, and green cells only. Do not add new lines to the budget. Applicants may submit a budget for less than the Maximum Budget Request. Any project budget that is for more than the maximum budget request amount in Section 1.2: Grant Program Areas may be deemed ineligible.

Be sure to review section 7.3 Prevailing Wage Ordinance. Under Personnel Title of Position note the

positions that qualify under prevailing wage, the job classification, and apply the appropriate, current rate.

Should you wish to utilize the Communications line item described on the DPW Line Item Description tab, you may place it on the Program Materials and Supplies line.

End of Addendum



San Francisco Clean City Coalition

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August 31, 2023

Public Works Commission
49 South Van Ness Street
San Francisco, CA 94103

Dear Commission Members:

SF Clean City would like to share our concerns regarding the selection process for the Tree Watering Workforce program. After reviewing the scoring sheets, the Request for Proposals (RFP), and learning that the San Francisco Conservation Corp is unable to start the services outlined in the grant for four to six months because they lack both the staffing and equipment to perform the work, we have questions about the selection process. We are respectfully asking you to review these inconsistencies before awarding the new contract.

SF Clean City has requested a copy of the proposal submitted by the San Francisco Conservation Corp, but we were informed by Public Works staff that we won't receive a copy until after the contract has been awarded per SF Admin Code 67.24(e). Therefore, we acknowledge that our questions and comments lack complete information. However, we have discussed the matter with the Acting Superintendent of BUF, Nicholas Crawford, and watched the presentation to the Commission on August 18, 2023.

SF Clean City has some general questions/comments related to the integrity of the RFP responses. The first question on the RFP application asks the proposer to describe how they would deliver the services outlined in the scope of work. Did the San Francisco Conservation Corp's response to this question include a staffing plan and four-month start-up timeline to obtain tree watering equipment? Did they state that they currently do not own, lease or rent any tree watering equipment? Did their proposal state that they would need the support and

assistance of Public Works staff to build a functioning operation? How could San Francisco Conservation Corp receive an almost identical number of points as SF Clean City in this scoring section when we have a fully staffed, experienced watering operation with seven custom built commercial watering trucks that have been providing the identical services issued in the RFP for nearly four years?

More specifically, on the scoring sheet under "Organization Capacity" there is a section worth 10 potential points that asks the panel members if the program is sufficiently staffed with personnel that have the necessary skills, training, and experience to provide the services requested. This section also asks about workload, job descriptions and staff training to ensure services are provided in an efficient manner. The exact language and points awarded by each panelist are included at the end of this letter. In our proposal, SF Clean City attached the resumes of seven current Tree Watering Operators and a Tree Watering Manager. Our Tree Watering Manager has four years' experience in our tree watering workforce operation. Four of our seven Tree Water Operators have three years' experience, and all but one of the remaining staff have been working in the tree watering workforce operation for more than a year. Cumulatively our field tree watering staff has approximately 16 years' experience in this RFP's exact tree watering workforce operation. All of the resumes for our staff were attached to our RFP proposal. Given that the SF Conservation Corp has no current tree watering staff, how is it possible that they were given more total points in this section?

In the RFP, the Objectives section states the following:

Proposers should state in measurable, quantifiable terms the service and outcome objectives they will achieve in providing these services. The major purpose of objectives is to measure quantity, quality, and impact of services.

In response to this section SF Clean City included the service outcome of watering a minimum of 2800 trees. We are currently watering this number of trees with excellent reviews from Public Works. It appears from the resolution presented to the Commission that San Francisco Conservation Corp proposed watering a minimum of 2000 trees. The additional watering of 800 trees per week for a year, based on our costs in the proposal, represents a value of \$636,064 in added service. We also proposed a minimum employment

placement of 50% of our workforce participants within six months versus the RFP minimum of 35% within one year. Our employment placement rate for FY 22-23 was 70% of participants within six months. This represents another substantial increase in service outcomes. Where in the evaluation process are the measurable, quantifiable outcome objectives reflected? Why does the resolution presented to the Commission lack any reference to the workforce outcomes or other objectives that are part of this workforce grant?

The RFP process appears to have selected a grantee that has no current watering staff, no truck-mounted or tank watering equipment, and an agency that proposed watering 800 less trees a week at a potential loss of \$636,064 dollars' worth of service to San Francisco tax- payers and/or public funding sources.

Finally, in the RFP for the Tree Water Workforce grant, the minimum qualification (see language below) was at least one year watering trees. The RFP mandates that the watering is from a water tank or truck only. SF Clean City would like to understand how SF Conservation Corp met this minimum qualification if they don't currently have any watering trucks, water tanks, or watering staff? The tree watering in this grant RFP requires driving commercial sized trucks or watering tanks carrying thousands of pounds of water that navigate narrow and busy streets and pedestrian walkways. This is a public works grant that requires extensive safety measures in many locations.

At least two (2) years' experience providing workforce development to the target population. At least two (2) years' experience placing participants in unsubsidized, long-term employment. At least one (1) year of experience watering trees.

Despite the language on page 2 of the RFP that states a "successful proposal with be funded for an initial term of twelve months starting on August 1, 2023" Public Works is disregarding this timeline. Is it reasonable to give a grantee four to six months, literally half the term of the grant, to prepare to provide the services? The Public Works Commission would be setting a precedent that any grantee can be awarded a contract that they are not prepared to provide the services for in a timely manner. Is this a legal precedent that you are willing to set with all Public Works grants and Public Works contracts?

The urban tree canopy in San Francisco is smaller than most cities. San Francisco is nowhere near meeting our goals for annual tree planting. And you can't increase tree planting without more tree watering. This Tree Watering Workforce Grant represents a fundamental piece of addressing the quality of life in San Francisco, particularly for lower-income residents, while attempting to mitigate the effects of climate change. The evaluation process and qualifications of the grantee for this RFP are essential.

SF Clean City has a deep respect for the history and programs of the San Francisco Conservation Corp. Our concern over this process in no way reflects a change in our appreciation for their work in the community.

Sincerely,

A handwritten signature in black ink that reads "Gia Grant". The signature is written in a cursive, flowing style with a long horizontal stroke extending from the end of the name.

Gia Grant
Executive Director

SF Clean City

Panelist MVF

Program is sufficiently staffed with personnel who have the necessary skills, training, and experience to provide the services requested. Workload is reasonable and job descriptions are realistic. Staff training plans are reasonable supplements to staffing to ensure services are provided in an efficient manner	10	7
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Panelist SN

Program is sufficiently staffed with personnel who have the necessary skills, training, and experience to provide the services requested. Workload is reasonable and job descriptions are realistic. Staff training plans are reasonable supplements to staffing to ensure services are provided in an efficient manner	10	10
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Panelist DH

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SF Conservation Corp

Panelist MVF

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