REQUEST FOR PROPOSALS (RFP) #06-2019
Healthy Food Purchasing Supplements Grant

Date: June 20, 2019
To: Interested Applicants
From: San Francisco Public Health Foundation in partnership with Food Security Initiative, San Francisco Department of Public Health/ Population Health

Schedule of Events and Submission Deadlines

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>TIMES</th>
<th>DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Issued</td>
<td></td>
<td>June 20, 2019</td>
</tr>
<tr>
<td>Questions due for Informational Session</td>
<td>By 12:00 noon</td>
<td>July 8, 2019</td>
</tr>
<tr>
<td>Informational Session</td>
<td>1:30 pm -3:30 pm</td>
<td>July 10, 2019</td>
</tr>
<tr>
<td>Proposals Due</td>
<td>By 12:00 noon</td>
<td>July 24, 2019</td>
</tr>
</tbody>
</table>

Estimated Review and Notification Dates

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>TIMES</th>
<th>DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Review &amp; Oral Interviews</td>
<td></td>
<td>By late-July</td>
</tr>
<tr>
<td>Award Notification sent out</td>
<td></td>
<td>By July 31, 2019</td>
</tr>
<tr>
<td>Project negotiations, MOUs developed and signed</td>
<td></td>
<td>August 2019</td>
</tr>
<tr>
<td>Term for Funded Projects</td>
<td></td>
<td>August 2019 - June 30, 2021</td>
</tr>
</tbody>
</table>

A summary of the Informational session will be posted on the website: https://sfphf.org/RFP06-2019; & e-mailed to those who submit e-questions and/or provide an email if they attend the informational session.

For questions about the solicitation procedures or documents, please contact:
San Francisco Public Health Foundation
EMAIL at hfps@sfphf.org | CALL at 415-504-6738
Information about this RFP can be found at https://sfphf.org/RFP06-2019
TABLE OF CONTENTS

I. Introductions
II. Program Service Specifications
III. Submission Requirements
IV. Review and Selection Process
V. Informational Session and E-Questions
VI. Standard Terms and Conditions
VII. Standard Contract Requirements
VIII. Appeals Procedures

APPENDICES

A-1 REQUIRED FORMS

- Qualifications Statement
- Budget Template

A-2 REQUIREMENTS FOR CONTRACTS

- Insurance Requirements
I. INTRODUCTION

The San Francisco Public Health Foundation (SFPHF) is soliciting proposals to support the San Francisco Department of Public Health (SFDPH) Population Health Division, Food Security Initiative.

This is a Request for Proposal (RFP) process. Each proposal must meet the necessary qualifications and service requirements set forth in this solicitation. Whether a proposal meets these qualifications and service requirements will be determined through the Review and Selection Process described in Section IV. No Proposer shall have any legal or equitable right or obligation to enter into a contract or to perform the Work as a result of being selected. The program information is further detailed in the Program Services Specifications in Section II.

SOLICITATION OVERVIEW

The San Francisco Public Health Foundation, on behalf of the SFDPH Population Health Division, Food Security Initiative is soliciting proposals for Healthy Food Purchasing Supplements.

Food security is access by all people at all times to enough nutritious, culturally acceptable foods for an active, healthy life. Hunger and food insecurity are closely related, but distinct, concepts. Hunger refers to a personal, physical sensation of discomfort, while food insecurity refers to a lack of available financial resources for food at the level of the household. In 2014, San Francisco began investing in ways to increase the ability of low income San Franciscans to afford healthy food through funding Healthy Food Purchasing Supplements.

Healthy Food Purchasing Supplements (further referred to as Supplement) are interventions designed to improve food security and dietary intake by increasing the ability of food insecure San Franciscans to purchase foods that contribute to a nutritious diet. Healthy Food Purchasing Supplements have been provided in several different ways, they include, vouchers, incentives, coupons, and other programs designed to pay for healthy food. Supplement does not mean a gift or incentive to participate in another program.

SFPHF is soliciting proposals for Healthy Food Purchasing Supplement Services, further detailed in the Program Services Specifications in Section II. These funds will be awarded to one or more agencies for operating Healthy Food Purchasing Supplement interventions to improve food security and dietary intake. Agencies submitting proposals to operate Healthy Food Purchasing Supplement programs should have experience in operating this type of program.

Contracted services are estimated to begin August 2019.
All requested documentation and instructions are outlined in the Submission Requirements in Section III of this Solicitation.

In order to participate in this solicitation process, Proposers are required to submit:

1. Qualifications Statements
2. Proposal Narrative
3. Budget for FY 2019-2020
4. Supporting Documents

Proposal Review & Selection Process Summary (see Section IV Review and Selection Process):

In the event that only one Proposal is submitted for this solicitation or for a specific category within this solicitation, SFPHF will determine the viability of entering into negotiations with that applicant.

If more than one Proposal is received, then the proposals will progress through the Review and Selection process:

- **Initial Screening**: Incomplete or non-compliant proposals that do not meet the submission requirements as outlined in Section III: Submission Requirements will be rejected during Initial Screening.
- **Technical Review Panel**: Proposals that meet the submission requirements will be evaluated and scored by a technical review panel using the Scoring Criteria in Section III. SFPHF will email Proposing Agencies a Notification Letter indicating their score from the Technical Review process on each proposal submitted.
- **Invitation to Present Proposals**: Proposals must meet a minimum score of 75 points or higher in order to be placed on an “Eligible Applicant” list. SFPHF in collaboration with DPH Food Security Initiative will invite Eligible Applicants to an oral interview to present their proposal for further evaluation and possible selection. Final selections will be determined by proposals that best match the priorities of this RFP.
- **Invitation to Negotiate**: SFPHF will send an Invitation to Negotiate to applicants based on outcomes from Proposal Presentations, Proposal Review and RFP priorities.
- **Contract Award Notification**: If the negotiation process is completed to the satisfaction of SFPHF, key staff from the DPH PHD Food Security Initiative and the applicant, the applicant will receive a notification letter indicating the negotiated services and funding amount.
Other Important Information:

- **Questions about the RFP?** Opportunities for applicants to ask pre-bid questions will be afforded through an Informational Session on July 10, 2019 or E-questions as specified in Section V.
- **Can we submit more than one proposal?** Organizations may submit more than one proposal but only one award will be made per agency/organization.
- **What is the Appeals Procedure?** Appeals Procedures for breach of solicitation procedures are covered in Section VIII.
- **Where are all the required documents?** Required forms, standard forms, and informational documents are provided in Appendices A-1 and A-2.
- **Can I get this online?** The complete solicitation package is available for download at [https://sfphf.org/RFP06-2019](https://sfphf.org/RFP06-2019)

**CONTRACT TERM**

The San Francisco Public Health Foundation (SFPHF) reserves the option to award initial contract(s) for original term(s) of two (2) years. A contract or contract funding notice is not a guarantee of funding for a program or the continuation of services. Annual funding for contracts may vary or change according to the availability of funds. SFPHF reserves the right to re-open the solicitation to request additional proposal.

**FUNDING**

Funding is available for the following service categories:

1. Healthy Food Purchasing Supplement

SFPHF will fund up to five (5) proposals.

Depending on the availability of funds, an estimated $1,000,000 is available for this solicitation on an annual basis. Annual funding may increase or decrease depending on availability of funds.

There are no guarantees of annual funding.

Should additional funds become available, after the release of this RFP, or after awards from this RFP have been made, SFPHF reserves the right to allocate any additional grant of local funds as it deems appropriate according to program planning and service needs, including but not limited to adjusting the number and/or size of awards, supplementing awards from this RFP with additional funds during service periods, supporting solicited services, or issuing a new solicitation.
II. PROGRAM SERVICE SPECIFICATIONS

SERVICE INTRODUCTION: OVERVIEW & TARGET POPULATION

The Food Security Initiative of the San Francisco Department of Public Health focuses on improving food security in San Francisco. Food security is access by all people at all times to enough nutritious, culturally acceptable foods for an active, healthy life. Food insecurity refers to a lack of available financial resources for food at the level of the household. Approximately 1 in 4 San Franciscans have household incomes below 200% of the federal poverty level and are at high risk of food insecurity. Fifty percent of San Franciscans living below 200% of the federal poverty level are food insecure. Some of the most vulnerable groups include African American, Native Hawaiian/Pacific Islander and American Indian/Native Alaskans since these groups have the lowest household incomes by race. Additionally, San Franciscans who are pregnant and postpartum, children, transitional aged youth, people with disabilities, older adults, people without homes, immigrants, refugees, asylees, residents of Single Room Occupancy (SROs) hotels and supportive housing, and people with health disparities and diet sensitive diseases are often at high risk for food insecurity. For more information, please see the 2018 Assessment of Food Security in San Francisco, the 2019 Community Health Needs Assessment, and the SSDTAC 2019 Annual Report.

Food insecurity results in poorer nutritional intake, coping strategies that are adaptive in the short-term for preventing hunger but that often results in increased risk of chronic disease, stress, and poor health outcomes including diabetes, heart disease and hypertension. Food insecurity is also associated with stress, anxiety, depression and poor mental health. Food insecurity impairs child development and limits academic achievement. Food insecurity and hunger impacts our community in many direct and indirect ways, and the social and economic costs are passed on to society in many ways, including higher health care costs.

SFPHF is soliciting proposals to provide the following service categories to food insecure San Franciscans.

The service category is as follows:

- Healthy Food Purchasing Supplement services (Supplement)

Overall mandatory Performance Objectives for the above services include:

- Increase food security among priority populations;
- Increase dietary intake of fruits and vegetables.

Additional Performance Objectives may be suggested as additional objectives. For example, in addition to fruits and vegetables, other types of healthy food may be proposed.

SFPHF is seeking to fund proposals that:

- Address the services solicited;
- Demonstrates an ability and proven successful track record in providing Healthy Food Purchasing Supplement services to priority populations;
- Maximize the share of funds used for direct Supplements to participants from priority populations;
• Implement Interventions which will result in a measurable increase in food security and dietary intake of fruits and vegetables and other healthy food for priority populations;
• Provide services in a way that streamlined for participants from priority populations;
• Demonstrates ability to collect required data;
• Demonstrates strong linkages to other food, health and social service agencies serving the same priority populations, especially those that connect participants to other nutrition/food security and health programs such as community based and federal nutrition programs, and health programs;
• Demonstrates linkages to supplemental services such as online ordering, transportation between home and food retail; and delivery services;
• Include businesses/organizations that distribute and accept Healthy Food Purchasing Supplements that are located in neighborhoods with high health disparities; and
• Contain realistic and reasonable budget that maximize the share of funds used for direct supplements to participants.

The focus for funds is on low income San Francisco residents with incomes <200% Federal Poverty Level (FPL - as defined by the U.S. Department of Health & Human Services). We are particularly interested in the following priority populations:

• Pregnant and post-partum San Francisco residents on Medi-Cal (an estimated 60-80% of funds)
• Recipients of Supplemental Security Income (SSI) and other food insecure residents of San Francisco. Please note that African American, Native Hawaiian/Pacific Islander and American Indian/Native Alaskans have the lowest household incomes by race. (an estimated 20-40% of funds)

These funds will be used for services that are not reimbursed by any other source of revenue.

**CONTRACT TERM**

Awards will fund a 24-month project implementation period that will run from approximately August 2019 through June 30, 2021. Awardees will negotiate a final Memorandum of Understanding (MOU), work plan and budget with San Francisco Public Health Foundation (SFPHF) and DPH Food Security Initiative. The MOU will further specify deliverables and ensure that the project meets all the requirements of the Program Administration agency, San Francisco Public Health Foundation, which serves as the contract holder. SFPHF will manage and distribute funds.

It is anticipated that organizations awarded this funding will be funded for 2 years, contingent on successfully progressing in year 1 deliverables. All awarded organizations awarded funding in the first year are required to renegotiate a contract for the second year.
AGENCY ELIGIBILITY

1. Funding is restricted to non-profit community-based organizations (CBOs). Groups that are not established nonprofits may apply with a 501(c)3 nonprofit as fiscal sponsor.
2. All CBOs and/or its fiscal sponsors applying for Healthy Food Purchasing Supplement funds must have the administrative capacity to enter into a business subcontract/consultant agreement with SFPHF.

SFPHF intends to fund organizations to increase food security and dietary intake of fruits and vegetables among priority populations. SFPHF is particularly seeking proposals that serve populations disproportionately impacted by food insecurity and health disparities, and which implement programs to address the needs identified by priority populations which increase their ability to purchase healthy food.

USE OF FUNDS

Available funds shall only be used to support project costs that are direct or indirect expenses related to the requirements provided for each funding strategy.

Funds are intended to primarily support the purchase of fruits and vegetables and other healthy food.

Examples of eligible uses of funds include:

1. Dollar value of Healthy Food Purchasing Supplements;
2. Administration - costs up to 18% of the Total Dollar Value of Healthy Food Purchasing Supplements.

FUNDING

Contracts resulting from this solicitation are anticipated to begin August 2019.

Continuing funding is dependent on the availability of funds and/or successful completion of prior year deliverables. Grant funding is based on the conditions of the grant award. There are no guarantees of continued or annual funding.

Should additional funds become available after the release of this RFP or after awards from this RFP have been made, SFPHF reserves the right to allocate these additional funds as it deems appropriate according to program planning and service needs, including but not limited to adjusting the number and/or size of awards, supplementing awards from this RFP with additional funds during service periods, supporting SFPHF-delivered services, or issuing a new solicitation.

BUDGET INFORMATION

- Applicants are required to submit a budget with their proposal that supports the initial FY2019-20
- Budget template is in Appendix A-1 Required Forms and must be used as the template.

SERVICES SOLICITED AND SPECIFICATIONS
Services solicited: Healthy Food Purchasing Supplement services

Funded applicants are required to:
1. Complete and submit deliverables as required;
2. Submit monthly invoices as required;
3. Compile and submit quarterly narrative reports that include:
   a. progress of the program with respect to its implementation;
   b. achievement in meeting program objectives;
   c. Process and outcome measures;
   d. reasons for any difficulties in staying within timelines;
   e. any barriers encountered and plans to address noted barriers.
4. Meet regularly with the SFPHF Program Liaison and SFDPH Food Security staff to discuss program progress;
5. Participate in program development activities coordinated by SFPHF; and
6. Submit and maintain all required/specifed documentation in accordance with contractual guidelines.

C. SUBMISSION REQUIREMENTS

The applicant’s full Application Package will consist of the following:

1. Qualifications Statements
2. Proposal Narrative
3. Budget for FY 2019-2020
4. Supporting Documents

1. QUALIFICATION STATEMENT
   • The Qualifications Statement form can be found in Appendix A-1. The Qualifications Statement must be signed by a person authorized to bind the Proposer to the representations, commitments, and statement contained in the Qualifications Statement.
   • Qualifications statements must use the form in Appendix A-1.
   • One Qualification Statement must be submitted with each proposal.
   • Applications packages that do not include a completed and signed Qualifications Statement will be rejected.

2. PROPOSAL NARRATIVE
   • Complete all areas of the narrative as outlined in the order listed on the next page.
   • The narrative may not exceed 10 pages with the following parameters:
     o 12-point font
     o One-inch margins
Describe all the components of the proposed program here, even if some components are funded by another source. Be clear about which portion of the budget you are asking SFPHF to fund.

**Narrative Content Information Instructions (Please respond to each bullet under each heading):**

A. **Organizational Information and Relevant Experience:**

Proposers must have experience in providing Healthy Food Purchasing Supplement services.

- Please describe the number of years your agency has as a provider of this service and demonstrate agency experience as a provider of this service.
- Please provide a history of your organization, the mission and purpose, and how the organization has worked on food security in the past. Descriptions should include your organizational capacity and resources, including facilities and equipment relevant to the application, to handle various funding levels and/or number of program projects.
- Describe how the Healthy Food Purchasing Supplement goals align with the mission, vision, and goals of your agency.
- Please provide a description of the professional background, experience and qualifications of the staff that will be assigned to the proposed projects. If they are not yet hired, please indicate so and describe the desired experience and skills for the position.

B. **Priority Population and Need for the Program**

- Please provide detailed information on the priority population/s you intend to serve through this funding. Please describe the demographics (age, race/ethnicity, income, etc.), geographic location, and any other information that describes the priority population.
- Please describe the need for this program.
- Please provide your experience successfully providing culturally competent services with the priority population.

C. **Program Description.** Please include the following information in your description of the program:

* **Program Goals and Objectives:**
  - What is the goal of the program?
  - What are key objectives of your program? Please write SMART objectives: (Specific, Measurable, Achievable, Realistic, and Time-oriented).

* **Program Design:**
  - Please describe the type of Supplement your program administers.
  - Are there eligibility requirements to receive the Supplement? If so, please describe.
  - What foods are eligible for your Supplement?
  - What is the amount of Supplement provided to participants and for how long?
• How do participants receive the Supplement? Please describe how the Supplements are provided to clients.
• How do participants directly choose the food items that they purchase?
• Please explain how the program design will achieve the RFP Performance Objectives?
• What is the number of Supplement distribution sites? (describe what type of businesses/organizations that distribute the Supplement, and what type of agreements are in place with each organization).
• What is the number of Supplement redemption sites (describe what type of businesses/organizations that accept the Supplement, and what type of agreements are in place with each organization.)
• What is the geographic location of Supplement distribution and redemption sites? Describe how the locations support the needs of the priority population/s you are serving.
• Please describe the policies and procedures you have in place to ensure accountability and security for the a. receipt, b. inventory, c. storage, d. transportation, e. distribution, f. issuance, g. reconciliation, h. security and i. disposition of all Supplements that are issued to participants, voided or returned.
• Please describe the payment processing system for the Supplements.

Program Reach:
• How do you intend to reach the priority population? Please describe partners?
• How many unique participants (individuals) do you anticipate reaching with this funding?
• What is the average dollar value of Supplements you anticipate being distributed and redeemed per participant? (weekly / monthly / annually).
• What is the estimated dollar value of Supplements you intend to distribute? (per year/ per population group).
• What is the dollar value of Supplements you anticipate being redeemed? (per year / per population group).

Linkages to other programs and services:
• Does your program include linkages to supplemental services such as online ordering, transportation between home and food retail; and delivery services? If so, please describe.
• Does your program include linkages to other food, health and social service agencies serving the same priority population/s? If so, please describe.

D. Program Activities and Implementation Plan
• What steps will your organization take to implement your proposed course of action?
• What is your timeline?
• What is the plan to scale and/or sustain your intervention over time?

E. Measuring Performance Objectives: Data Collection, Evaluation, and Quality Assurance
State the agreed measurable process and food security and health outcome objectives for the program as a whole. Describe how these will be measured or how the applicant will demonstrate whether or not the process and outcome objectives have been achieved. This description should include how the objectives will be measured (including tools or instruments to be used), staff responsibilities related to evaluation, as well as define the standards for success related to each objective.

Performance Objectives for Healthy Food Purchasing Supplement Services

- Increase food security
- Increase dietary intake of fruits and vegetables

Additional Performance Objectives may be suggested as additional objectives. For example, in addition to fruits and vegetables, other types of healthy food may be proposed.

You will be required to submit quarterly reports and a final report by July 31, 2020. Describe how you will collect data to track your contracted deliverables. Required data elements must include:

- Pre and post survey of a sample of participants to determine changes in food security status, dietary intake, and satisfaction with intervention.
- Process measures to be included will include number of participants, number of Supplements distributed, number of Supplements redeemed, number of distribution sites, number of redemption sites, participant retention. If more than one method of distribution is used, please track this also.
- Demographics of participants.
- Connections to other health, nutrition and clinical programs.

3. BUDGET

Please submit an 11-month proposed budget for FY1: 8/1/2019-6/30/2020 not to exceed $500,000. Please use the attached Budget Template, in Proposal Budget (use the Budget Forms located in Appendix A-1), including Budget Justification (separate page) to detail costs associated with this RFP. Please make sure Budget and Budget Justification is in alignment with Program Description.

3. SUPPORTING DOCUMENTS

Please include:
Two (2) letters of recommendation including the name, address and telephone number for references.

SCORING CRITERIA AND RATING SCALE

Proposals will be scored on a 100-point scale based on the Scoring Criteria outlined in table on next page.

EVALUATION OF PROPOSAL BY TECHNICAL REVIEW COMMITTEE

The Proposals submitted will be evaluated by a Technical Review Committee comprised of parties with expertise in the services specified in this RFP. SFPHF intends to evaluate the Proposals generally in accordance with the criteria itemized below.
**SELECTION PROCESS FOR ELIGIBLE APPLICANTS**

Proposals must meet a minimum score of 75 points or higher in order to be eligible to list as an “Eligible Applicant.” Status as an Eligible Applicant on this list does not guarantee immediate or future contract awards. SFPHF will invite Eligible Applicants to an oral interview to present their proposal for further evaluation and possible selection. SFPHF and staff from the DPH Food Security Initiative will interview invited Eligible Applicants. Submitted references may be contacted to verify experience. Final selections will be determined by proposals that best match the priorities of this RFP.

Proposal Statements will be evaluated using the criteria established below and ranked by a selection committee comprised of experts. At any time during the evaluation process, the SFPHF may require a Proposer to provide oral interviews or written clarification of its Proposal Statements.

SFPHF reserves the right to review and evaluate qualifications received without further clarification.

- Vendors must have a total score of 75 or more to be eligible for selection.
- The proposals will be evaluated by a selection/review committee comprised of parties with expertise in the services outlined in the solicitation.

**Scoring Criteria:**

<table>
<thead>
<tr>
<th></th>
<th>DESCRIPTION WITH POINTS</th>
<th>Maximum Points Available</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Narrative Section:</strong></td>
<td>Adequacy of description of organization’s mission and/or purpose, services provided and past history of working on food security (1 point)</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Extent of experience in providing Healthy Food Purchasing Supplement services. (6 points)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Adequacy of organization capacity and resources to handle funding level and/or number of program projects. Adequacy of organizational structure and staffing plan to oversee the project. (3 points)</td>
<td></td>
</tr>
<tr>
<td><strong>Organizational Information and Relevant Experience</strong></td>
<td>Adequacy of description of the priority population/s (1 point)</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Extent to which the project focuses on the priority population/s (5 points)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>How well does the proposal document the community’s wants/needs these services? (2 points)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Extent of experience the agency has providing culturally competent services to the priority population/s. (2 points)</td>
<td></td>
</tr>
<tr>
<td><strong>Priority Population/s and the Need for the Program</strong></td>
<td>Adequacy of description of the priority population/s (1 point)</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Extent to which the project focuses on the priority population/s (5 points)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>How well does the proposal document the community’s wants/needs these services? (2 points)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Extent of experience the agency has providing culturally competent services to the priority population/s. (2 points)</td>
<td></td>
</tr>
<tr>
<td>Section</td>
<td>Criteria</td>
<td>Points</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Program Description</td>
<td>• Extent to which the program goals and objectives meet the RFP objectives (5 points)</td>
<td>35</td>
</tr>
<tr>
<td></td>
<td>• Program Design: Appropriate program design for the priority population(s) (16 points)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Program reach: Appropriate of reach based on design (10 points)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Linkages to other programs and services: (4 points)</td>
<td></td>
</tr>
<tr>
<td>Program Activities and Implementation</td>
<td>• Effective description of the program activities and plan (5 points)</td>
<td>10</td>
</tr>
<tr>
<td>Plan</td>
<td>• Extent to which the timeline is realistic (2 points)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Adequate description of the plan to scale and/or sustain the intervention over time (3 point)</td>
<td></td>
</tr>
<tr>
<td>Measuring Performance</td>
<td>• Complete description of plan to collect data and track deliverables and objectives including measurement tools, staffing plan, and standards for success for each process and outcome objective. Include required process and outcome objectives. (5 points)</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>• Achievable plan to collect required data elements. Required outcome data includes pre and post food security status, dietary intake, satisfaction with the intervention level of satisfaction (5 points)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Achievable plan to collect required process measures and demographic information of participants (3 points)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Connections to other health, nutrition and clinical programs are described and include linkages with other programs that serve the identified target population(s). (2 points)</td>
<td></td>
</tr>
<tr>
<td>Budget and Budget Justification</td>
<td>• Extent to which the budget and justification are consistent with the proposal narrative (6 points)</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>• Extent to which the budget maximize the share of funds used for direct supplements to participants from priority populations (5 points)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Reasonableness of administrative costs. Rates must be below caps. (4 points)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• To what degree is the number of people being reached reasonable in context of proposed budget and project activities? (5 points)</td>
<td></td>
</tr>
</tbody>
</table>

**NARRATIVE AND BUDGET SECTION MAXIMUM AVAILABLE POINTS:** 100
III. SUBMISSION REQUIREMENTS

All forms are available for download at the SFPHF website at https://sfphf.org/RFP06-2019.

DEADLINES AND DELIVERY LOCATION
SFPHF must receive Qualifications Statements and Proposal Packages by the following deadline and at the email address listed below:

By: 12:00 Noon  On: July 24, 2019
Attn: Executive Director  RFP #06-2019
San Francisco Public Health Foundation
Email address: hfps@sfphf.org

Applicants must submit proposals by email. Applicants will receive an email response once SFPHF receives applications.

Proposals received after the deadline but within 24 hours may be accepted for extenuating circumstances at the sole discretion of the Executive Director of the San Francisco Public Health Foundation. Applicants that submit proposals within this grace period must provide a letter to the Executive Director explaining the extenuating circumstances by 12 noon on 07/25/2019. Decisions of the Executive Director to accept or reject the proposal during the grace period will not be appealable. If the proposal is accepted, the letter of explanation will be provided to the Technical Review Panel. Following the 24-hour grace period no late proposals will be accepted for any reason and there will be no appeal. Email letter to XXX@sfphf.org, include “Late Submission Request” in the subject area.

SOLICITATION PACKAGE DOCUMENTATION
The process requires submission of a proposal package consisting of the following documentation:

1. Qualifications Statement (Required Form; use as cover page)
2. Proposal Narrative (10 pages) and
3. Budget and Budget Justification for the corresponding periods, by line-item, for projected expenses by agency or organization section (Required Form)
4. Supporting Documentation: 2 Letters of Recommendation

Additional pages beyond any limits specified will be eliminated before the proposal is reviewed.

Applicants may not submit other items not listed above. For example, do not submit curricula or policies and procedures manuals. Anything submitted that is not on the list above will be discarded.

QUALIFICATIONS STATEMENT
To respond to this solicitation, a Proposer must follow the submittal steps outlined in this Submissions Requirements Section, to include a Qualifications Statement along with a complete and assembled
proposal package by the deadline cited below. The Qualifications Statement can be found in Appendix A-1 and is also available for download at https://sfphf.org/RFP06-2019.

*This is the only form that can be used for the Qualifications Statement. Qualifications Statements that do not use this form will be rejected.*

A person authorized to bind the Proposer to the representations, commitments and statements contained in the Qualifications Statement must sign the Qualifications Statement document. The Qualifications Statement must contain the following information and any applicable supporting documents:

- **Authorized Representative:** The name, address, telephone number, and e-mail address of the person authorized to represent the Proposer with respect to all notices, negotiations, discussions and other communications relating to this solicitation and to any negotiations relating to a contract.
- **Representations Regarding Good Standing, Licenses, etc.:** A representation that the Proposer is in good standing in the State of California and has all necessary licenses, permits, approvals and authorizations necessary in order to perform the Work and conduct the Proposer’s business.
- **Representations Regarding San Francisco City & County Contracting Requirements:** A representation that the Proposer is able and willing to comply with all of the contracting requirements described in “Section VII. Standard Contract Requirements.”
IV. REVIEW AND SELECTION PROCESS

A. INITIAL SCREENING
Any proposal submitted without the required Qualifications Statement and a complete proposal package will be rejected without further review.

During the review process, any proposal that does not demonstrate that the Proposer meets Eligibility Requirements and Minimum Qualifications specified in the Program Service Specifications, Section II, of this solicitation will be considered non-responsive and will not be eligible for further review or consideration.

B. TECHNICAL REVIEW AND SCORING OF PROPOSALS
The proposals will be reviewed and rated by (a) Technical Review Panel with expertise in the services required. This Technical Review Panel will be recruited with strict attention to ensuring that no conflict of interest exists related to any member of the panel and the anticipated proposals. The Technical Review Panel will review and score each proposal according to criteria outlined in the “Submission Requirements, Section III, Scoring Criteria” of this solicitation. SFPHF will email Proposing Agencies a Notification Letter indicating their score from the Technical Review process on each proposal submitted.

C. INVITATION TO PRESENT PROPOSALS
Proposals must meet a minimum score of 75 points or higher in order to be placed on the “Eligible Applicant” list. Status as an Eligible Applicant on this list does not guarantee immediate or future contract awards. SFPHF will invite Eligible Applicants to an oral interview to present their proposal for further evaluation and possible selection. SFPHF and the DPH Food Security Initiative will interview invited Eligible Applicants. Submitted references may be contacted to verify experience. Final selections will be determined by proposals that best match the priorities of this RFP.

D. INVITATION TO NEGOTIATE
An Invitation to Negotiate with the SFPHF will be sent to applicants based on outcomes from Proposals, Presentations, and RFP priorities. SFPHF may recommend proposals from one or more Proposer to move forward for negotiation. During negotiations, any aspect of the proposal will be considered negotiable, including the budget, the services to be provided, and the priority population(s). Receiving an Invitation to Negotiate and entering into negotiations does not obligate either SFPHF or the applicant to enter into a contract; either party may decide to end the negotiations at any time for any reason. If the negotiations fail to result in a contract award in a reasonable period of time, the SFPHF reserves the right to invite
another Proposer to negotiate or to issue another solicitation for the services. If upon execution of a subsequent contract, based on performance or other issues, the SFPHF needs to select another provider, another Proposer from the Eligible Applicant list that best matches the RFP priorities will be invited to negotiate to provide the solicited services. If that Proposer refuses the offer, the SFPHF will continue to contact Proposers until the offer to provide the solicited services is accepted or the list is exhausted.

E. CONTRACT AWARD NOTIFICATION

If the negotiation process is completed to the satisfaction of both the applicant and the SFPHF in collaboration with the DPH Food Security Initiative, the applicant will receive a notification letter indicating the negotiated services and funding amount.

The anticipated start date for contracts resulting from this solicitation is August 2019. Failure to negotiate the contract in a timely manner, or to furnish any and all certificates, bonds, or other materials required in the contract, shall be deemed an abandonment of the contract offer.

The SFPHF reserves the right to award a single contract or multiple contracts from the RFP; however, each agency will only be funded for up to one contract.

F. STIPULATIONS

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

1. Waive or correct any defect or informality in any response, proposal, or proposal procedure;
2. Reject any or all proposals;
3. Reissue this solicitation;
4. Procure any materials, equipment, or services specified in this solicitation by any other means;
5. Ensure that all target populations are served and service requirements are met; and
6. Determine that no project will be funded.

In addition to the ability to provide the specified services, the applicant must comply with SFPHF contractual requirements, general SFDPH and City and County of San Francisco contractual requirements, including insurance requirements (Appendix A-3, Insurance Requirements), Standard Terms and Conditions for Receipt of Proposals (Section VI of this RFP), the Standard Contractual Requirements (Section VII of this RFP), and the SFDPH, Population Health Division, Food Security Initiative’s reporting requirements.
V. INFORMATIONAL SESSION AND E-QUESTIONS

SFPHF in collaboration with SFDPH Population Health Food Security Initiative will host an Informational Session to answer questions related to this RFP. You may submit your E-Questions by email prior to the Informational Session, and by noon on July 8, 2019.

Dates/Period when E-Questions will be accepted:

Begin:        June 19, 2019
End:          July 8, 2019 by 12:00 PM

All E-Questions are to be directed to the following e-mail address: hfps@sfphf.org. Please write “E-Questions RFP 06-2019” in the Subject line. SFPHF will compile and answer the questions in collaboration with SFDPH Food Security staff. The compilation of questions and answers will be returned by email to the questioners, distributed at the Informational Session, and will be available online at https://sfphf.org/RFP06-2019

SFPHF will host the Informational Session on the following date, time and location:

DATE:    July 10, 2019
TIME:   1:30 pm – 3:30 pm
LOCATION: Fox Plaza 1390 Market Street, Room 910

Summary of the Informational Session will be sent by email to those who submit E-Questions by the deadline, attendees of the Informational Session who provide email addresses, and also be available online at http://sfphf.org/RFP06-2019
V. Standard Terms and Conditions for Receipt of Proposals

A. Errors and Omissions in Solicitation
Proposers are responsible for reviewing all portions of this solicitation. Proposers are to promptly notify the SFPHF, in writing, if the Proposer discovers any ambiguity, discrepancy, omission, or other error in the solicitation. Any such notification should be directed to the SFPHF promptly after discovery, but in no event later than five working days prior to the date for receipt of proposals.

B. Inquiries Regarding This RFP
Technical or procedural inquiries regarding this solicitation, other than programmatic questions addressed at either an Informational Session or through the E-Questions procedure described in Section V, above, must be directed to SFPHF Executive Director at hfps@sfphf.org.

C. Objections to RFP Terms
Should a Proposer object on any ground to any provision or legal requirement set forth in this RFP, the Proposer must, not more 72 hours before the Proposal Deadline, provide written notice to SFPHF setting forth with specificity the grounds for the objection. The failure of a Proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

D. Change Notices
SFPHF may modify the solicitation, prior to the proposal due date, by issuing Change Notices, which will be posted on the website at https://sfphf.org/RFP06-2019. The Proposer shall be responsible for ensuring that its proposal reflects any and all Change Notices issued by the SFPHF prior to the proposal due date regardless of when the proposal is submitted. Therefore, the SFPHF recommends that the Proposer consult the website frequently, including shortly before the proposal due date, to determine if the Proposer has downloaded all Change Notices.

E. Term of Proposal
Submission of a proposal signifies that the proposed services and prices are valid for 120 calendar days from the proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

F. Revision of Proposal
A Proposer may revise a proposal on the Proposer’s own initiative at any time before the deadline for submission of proposals. The Proposer must submit the revised proposal in the same manner as the original. A revised proposal must be received on or before the proposal due date.

In no case will a statement of intent to submit a revised proposal, or commencement of a revision process, extend the proposal due date for any Proposer.

At any time during the proposal evaluation process, SFPHF may require a Proposer to provide oral or written clarification of its proposal. SFPHF reserves the right to make an award without further clarifications of proposals received.
G. ERRORS AND OMISSIONS IN PROPOSAL
Failure by the SFPHF to object to an error, omission, or deviation in the proposal will in no way modify the
solicitation or excuse the applicant from full compliance with the specifications of the solicitation or any
contract awarded pursuant to the solicitation.

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

I. PROPOSER’S OBLIGATIONS UNDER THE CAMPAIGN REFORM ORDINANCE
Because contracts resulting from this RFP will funded with City/County of San Francisco dollars, Proposers
must comply with Section 1.126 of the S.F. Campaign and Governmental Conduct Code, which states:

“No person who contracts with the City and County of San Francisco for the rendition of personal
services, for the furnishing of any material, supplies or equipment to the City, or for selling any land or
building to the City, whenever such transaction would require approval by a City elective officer, or the
board on which that City elective officer serves, shall make any contribution to such an officer, or
candidates for such an office, or committee controlled by such officer or candidate at any time between
commencement of negotiations and the later of either (1) the termination of negotiations for such
contract, or (2) three months have elapsed from the date the contract is approved by the City elective
officer or the board on which that City elective officer serves.”

If a Proposer is negotiating for a contract that must be approved by an elected local officer or the board
on which that officer serves, during the negotiation period the Proposer is prohibited from making
contributions to:

- The officer’s re-election campaign
- A candidate for that officer’s office
- A committee controlled by the officer or candidate.

The negotiation period begins with the first point of contact, either by telephone, in person, or in writing,
when a contractor approaches any city officer or employee about a particular contract, or a city officer or
employee initiates communication with a potential contractor about a contract. The negotiation period
ends when a contract is awarded or not awarded to the contractor. Examples of initial contacts include:
(1) a vendor contacts a city officer or employee to promote himself or herself as a candidate for a
contract; and (2) a city officer or employee contacts a contractor to propose that the contractor apply for
a contract. Inquiries for information about a particular contract, requests for documents relating to a
Request for Proposal, and requests to be placed on a mailing list do not constitute negotiations.

Violation of Section 1.126 may result in the following criminal, civil, or administrative penalties:
Criminal. Any person who knowingly or willfully violates section 1.126 is subject to a fine of up to $5,000 and a jail term of not more than six months, or both.

Civil. Any person who intentionally or negligently violates section 1.126 may be held liable in a civil action brought by the civil prosecutor for an amount up to $5,000.

Administrative. Any person who intentionally or negligently violates section 1.126 may be held liable in an administrative proceeding before the Ethics Commission held pursuant to the Charter for an amount up to $5,000 for each violation.

For further information, Proposers should contact the San Francisco Ethics Commission at (415) 581-2300.

J. **SUNSHINE ORDINANCE**

In accordance with S.F. Administrative Code Section 67.24(e), contractors’ bids, responses to solicitations 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.

K. **PUBLIC ACCESS TO MEETINGS AND RECORDS**

If a Proposer is a non-profit 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.

L. **RESERVATIONS OF RIGHTS BY THE SAN FRANCISCO PUBLIC HEALTH FOUNDATION**

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

- Waive or correct any defect or informality in any response, proposal, or proposal procedure;
- Reject any or all proposals;
- Reissue a Request for Proposals;
• 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 solicitation, or the requirements for contents or format of the proposals;
• Procure any materials, equipment or services specified in this solicitation by any other means; or
• Determine that no project will be pursued.
VI. **Standard Contract Requirements**

A. **Standard Contract Provisions (Legal Agreement)**

Upon award of a contract, the Proposer will be required to enter into and sign a legal agreement ("Agreement") containing standard terms and conditions. Failure to timely execute the contract, or to furnish any and all insurance certificates and policy endorsement, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The SFPHF, in its sole discretion, may select another Proposer.

Proposers are urged to pay special attention to the requirements of Administrative Code Chapters 12B and 12C, Nondiscrimination in Contracts and Benefits, the Minimum Compensation Ordinance; the Health Care Accountability Ordinance; the First Source Hiring Program; and applicable conflict of interest laws, as set forth in paragraphs B, C, D, E and F below.

B. **Nondiscrimination in Contracts and Benefits**

The successful Proposer will be required to agree to comply fully with and be bound by the provisions of Chapters 12B and 12C of the San Francisco Administrative Code. Generally, Chapter 12B prohibits the SFPHF from entering into contracts utilizing City funding with any entity that discriminates in the provision of benefits between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of employees. The Chapter 12C requires nondiscrimination in contracts in public accommodation. Additional information on Chapters 12B and 12C is available on the HRC’s website at www.sfgov.org/sfhumanrights.

C. **Minimum Compensation Ordinance (MCO)**

The successful Proposer will be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in S.F. Administrative Code Chapter 12P. Generally, this Ordinance requires contractors to provide employees covered by the Ordinance who do work funded under the contract with hourly gross compensation and paid and unpaid time off that meet certain minimum requirements.

For the amount of hourly gross compensation currently required under the MCO, see www.sfgov.org/olse/mcoNote that this hourly rate may increase on January 1 of each year and that contractors will be required to pay any such increases to covered employees during the term of the contract.

D. **Health Care Accountability Ordinance (HCAO)**

The successful Proposer will be required to agree to comply fully with and be bound by the provisions of the Health Care Accountability Ordinance (HCAO), as set forth in S.F. Administrative Code Chapter 12Q. Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the HCAO is available on the web at www.sfgov.org/olse/hcao.
E. FIRST SOURCE HIRING PROGRAM (FSHP)
If the contract is for more than $50,000, then the First Source Hiring Program (Administrative Code Chapter 83) may apply. Generally, this ordinance requires contractors to notify the First Source Hiring Program of available entry-level jobs and provide the Workforce Development System with the first opportunity to refer qualified individuals for employment.

Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the FSHP is available on the web at www.onestopsf.org, under the “Employers” menu, and from the First Source Hiring Administrator, (415) 401-4960.

F. CONFLICTS OF INTEREST
The successful Proposer will be required to agree to comply fully with and be bound by the applicable provisions of state and local laws related to conflicts of interest, including Section 15.103 of the City's Charter, Article III, Chapter 2 of City’s Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California. The successful Proposer will be required to acknowledge that it is familiar with these laws; certify that it does not know of any facts that constitute a violation of said provisions; and agree to immediately notify the City if it becomes aware of any such fact during the term of the Agreement.

Individuals who will perform work for the City on behalf of the successful Proposer might be deemed consultants under state and local conflict of interest laws. If so, such individuals will be required to submit a Statement of Economic Interests, California Fair Political Practices Commission Form 700, to the City within ten calendar days of the City notifying the successful Proposer that the City has selected the Proposer.

G. HEALTHCARE INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)
The parties acknowledge that City is a Covered Entity as defined in the Healthcare Insurance Portability and Accountability Act of 1996 (“HIPAA”) and is therefore required to abide by the Privacy Rule contained therein. The parties further agree that Contractor may be defined as one of the following definitions under the HIPAA regulations:

- A “Covered Entity” meaning an entity that receives reimbursement for direct services from insurance companies or authorities and thus must comply with HIPAA.
- A Business Associate subject to the terms to be discussed during negotiations
- Not Applicable - Contractor will not have access to Protected Health Information.

H. INSURANCE REQUIREMENTS
Upon award of contract, Contractor shall furnish to the SFPHF a Certificate or Certificates of Insurance, with applicable Additional Insured Endorsements, stating that there is insurance presently in effect for Contractor with limits of not less than those established by the City.

Requirements are listed in Appendix A-2.
VIII. **Appeals Procedures**

An appeal of the Notification Letter indicating their score from the Technical Review may be filed if the Proposer has reason to believe that there was a substantial failure by the SFPHF in following standard solicitation procedures. The appeal must be filed within five (5) working days of receipt of the notification letter. Appeals will be ruled on, and the appealing entity notified in writing, within five (5) working days after its receipt. All decisions are final. If you wish to appeal, prepare a written statement describing the procedural breach that is the reason for your appeal via email to hfps@sfphf.org with ‘Appeal: RFP 06-2019’ in the subject line. Protests made by mail, orally (face to face or by telephone), or by Fax will not be considered.