FUNDING ANNOUNCEMENT
COVID-19 Community Prevention, Mitigation, and Wellness Grants for Vulnerable Populations

Date: October 20, 2020

To: Interested Applicants

From: San Francisco Public Health Foundation (SFPHF) in partnership with the San Francisco Department of Public Health (DPH)

Schedule of Events and Submission Deadlines

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>TIMES</th>
<th>DATES</th>
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<tbody>
<tr>
<td>Funding Application Announcement Issued</td>
<td></td>
<td>October 20, 2020</td>
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<tr>
<td>E-questions due for funding announcement</td>
<td>By 5:00 PM</td>
<td>October 26, 2020</td>
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<tr>
<td>Informational Session*</td>
<td>10:00 am -12:00 pm</td>
<td>October 28, 2020</td>
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<tr>
<td>Proposals Due</td>
<td>By 12:00 noon</td>
<td>November 10, 2020</td>
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Estimated Review and Notification Dates

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<tr>
<th>ACTIVITY</th>
<th>TIMES</th>
<th>DATES</th>
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<tbody>
<tr>
<td>Technical Review completed by</td>
<td></td>
<td>November 17, 2020</td>
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<tr>
<td>Award Notification sent out</td>
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<td>November 20, 2020</td>
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<tr>
<td>Project negotiations, MOUs developed and signed</td>
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<td>November 30, 2020</td>
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<tr>
<td>Term for Funded Projects</td>
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<td>December 1, 2020 to June 30, 2021</td>
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</table>

*A summary of the Informational session will be posted on the website: https://sfphf.org/COVID19Grants; & 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 COVID19Grants@sfphf.org | CALL at 415-504-6738
Information about this Grant Application can be found at https://sfphf.org/COVID19Grants
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I. INTRODUCTION

The San Francisco Public Health Foundation (SFPHF) is open for applications to the San Francisco Department of Public Health (DPH) for COVID-19 community prevention, mitigation, and wellness programs that include focused outreach and mobile test site support, case investigation and contact tracing (CI/CT), community care for COVID-19 positive individuals, and a community partner CI/CT training center for vulnerable populations and the neighborhoods they live in.

Each application must meet the necessary qualifications and service requirements set forth in this grant announcement. Whether an application meets these qualifications and service requirements will be determined through the Review and Selection Process described in Section IV. No applicant 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.

A. Grant Application Overview

The San Francisco Public Health Foundation, on behalf of the DPH, is providing grants to fund COVID-19 community prevention, mitigation, engagement, and wellness programs in 2 separate service categories, further detailed in Section II “Program Services Specifications”.

Please note:

- The SFDPH intends to support 10 agreements as result of this solicitation process, for up to $5,250,000.
- Applicants may submit a proposal to both service categories.
- Applicants must submit a separate proposal package for each specific service category if applying to both.
- Applicants who submit multiple proposals will only be eligible to negotiate and secure 2 contract agreements, limited to 1 in each service category.
- Eligible applicants: Community, Faith, Neighborhood-Based Organizations with experience serving identified Priority Populations and Neighborhoods.

B. Contract Term

The San Francisco Public Health Foundation (SFPHF) reserves the option to award initial contract(s) for original term(s) from December 1, 2020 to June 20, 2021 with renewals as determined by funding availability and needs identification. 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 proposals.

Awards will fund an anticipated project implementation period from approximately December 1, 2020 through June 30, 2021. Contracts resulting from this solicitation are anticipated to begin December 1, 2020.

Awardees will negotiate a final AGREEMENT, work plan, and budget with SFPHF and DPH staff. The AGREEMENT 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.
C. Funding

The estimated annual amount of funds available through this funding application is up to $5,250,000, distributed across the service categories as follows:

For Category 1, the funding amounts for each of the awards (9 total anticipated) will be guided by the overall COVID-19 test positivity rate by neighborhood and the populations most impacted within the neighborhood.

<table>
<thead>
<tr>
<th>#</th>
<th>Service Category</th>
<th>Estimated Amount Available</th>
<th>Anticipated Number of Awards</th>
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<tbody>
<tr>
<td>1</td>
<td>Community Outreach and Care</td>
<td>Up to $950,000 per neighborhood zip code</td>
<td>9</td>
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<tr>
<td></td>
<td>Tier 1:</td>
<td></td>
<td></td>
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<td></td>
<td>• 94124 (Bay View-Hunters Point)</td>
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<td>• 94134 (Sunnydale, Visitacion Valley, Portola)</td>
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<td>• 94112 (Excelsior, Outer Mission, Crocker Amazon)</td>
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<td></td>
<td>Tier 2:</td>
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<td></td>
<td>• 94127, 94132 (OMI/Lakeview)</td>
<td>Up to $450,000 per neighborhood zip code</td>
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<td></td>
<td>• 94110 (Mission, Bernal Heights)</td>
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<td></td>
<td>• 94102 (Tenderloin)</td>
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<td>Tier 3:</td>
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<td></td>
<td>• 94108 (Chinatown)</td>
<td>Up to $200,000 per neighborhood zip code</td>
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<td></td>
<td>• 94107 (Potrero Hill)</td>
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<td></td>
<td>• 94115 (Western Addition)</td>
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<tr>
<td>2</td>
<td>Community case investigation/contact tracing (CI/CT) Training Center</td>
<td>Up to $450,000</td>
<td>1</td>
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Per neighborhood zip code examples by tiers: tier 1, 94124 (Bay View-Hunters Point) can apply for up to $950,000; tier 2, 94110 (Mission, Bernal Heights) can apply for up to $450,000; and tier 3, 94107 (Potrero Hill) can apply for up to $200,000. Please note: even though OMI/Lakeview has multiple zip codes, it is considered one neighborhood and can apply for up to $450,000.

The estimated annual amount of funding available to support the services described in this funding application is subject to increase or decrease depending on changes in available Federal, State and local funding resources; or as determined by SFDPH; or other circumstances, such as coverage of the services outlined in this application.

Should additional funds become available after the release of this funding application or after awards from this funding application have been made, SFP HF and DPH reserve 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 funding application with additional funds during service periods, supporting DPH-delivered services, or issuing a new solicitation.

For Category 1, the funding amounts for each of the awards (estimated 9 total) will be guided by the overall COVID-19 test positivity rate by neighborhood and the populations most impacted within the neighborhood. The nine priority neighborhoods are identified in the Section II: Program Service Specifications and test positivity by neighborhood can be found in Appendix A-2. Overall, the level of funding to organizations to provide outreach,
testing support, CI/CT, and follow-up services will be commensurate with the burden of disease in affected populations.

**BUDGET INFORMATION**

- Applicants are required to submit a budget with their proposal that supports the initial funding.
- Applicants are asked to draft budgets with this understanding and include any start-up costs (i.e. materials and supplies or equipment purchase, staff training).
- Budget template is in Appendix A-1 Required Forms and must be used as the template.

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

1. Qualifications Statements
2. Proposal Narrative
3. Budget for FY 2020-2021

All requested documentation and instructions are outlined in the Submission Requirements in Section III of this solicitation.

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

- **Application Received**
- **Initial Screening**: Incomplete or non-compliant proposals will be rejected
- **Technical Review and Scoring of Proposals**
- **Proposals that score >65**
- **Invitation to Negotiate**
- **Contract Award Notification**

In the event that only one Proposal is submitted to this funding application 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 II. SFPHF will email Proposing Agencies a Notification Letter indicating their score from the Technical Review process on each proposal submitted.
- **Invitation to Negotiate**: SFPHF will send an Invitation to Negotiate to applicants based on outcomes from Proposal Presentations.
- **Contract Award Notification**: If the negotiation process is completed to the satisfaction of the applicant, SFPHF, and DPH, the applicant will receive a notification letter indicating the negotiated services and funding amount.

**Other Important Information**:

- **Questions about the funding application announcement?** Opportunities for applicants to ask pre-bid questions will be afforded through E-questions as specified in Section V.
- **Can we submit more than one proposal?** Organizations may submit up to one proposal to both Categories 1 and 2. A separate proposal must be submitted for each Category.
• **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/COVID19Grants.
II. PROGRAM SERVICE SPECIFICATIONS

A. Goals and Program Overview
The San Francisco Department of Public Health (DPH) is focused on ensuring health equity among all communities. This funding announcement focuses on reaching equity by focusing on populations in priority neighborhoods made vulnerable by structural barriers to health, with a goal of preventing and decreasing the transmission and severity of COVID-19.

To move toward health equity, DPH has focused this funding application announcement on populations and neighborhoods that have the greatest disparities in COVID-19 cases and death. DPH values the expertise of community members and organizations: organizations rooted in the community know best how to reach their populations.

The wisdom and expertise of community members and community organizations will be centered in planning and implementation of services. The details included in this funding announcement are drawn from community feedback and recommendations that we have received to date. The communities have important and distinct cultural differences, which need tailored and culturally informed approaches. This application process provides an outline of the main components, while recognizing that the details will be determined by the funded CBOs and their stakeholder groups; we anticipate that strategies will be specific to each community.

Despite historic and persistent racial inequities, there is a rich network of Latino/a/x, Black/African American, and Asian and Pacific Islander-led and serving organizations. They have the cultural expertise, history, and dedication to serve their communities with the highest quality care. They are in the unique position to be part of and located in the communities and deeply understand the holistic needs of their fellow residents. Since medical mistrust is rooted in racist and violent events, often perpetuated by the government, community organizations who have already built trusting relationships are best situated to meaningfully engage with the community. Trust is crucial to effective COVID-19 outreach, care, and prevention services and to address stigma. Therefore, the funding will go to community organizations with deep connections to COVID-19 communities who will lead the planning and implementation.

The San Francisco Department of Public Health is committed to programs being led by the community, providing support with training and resources, and building stronger relationships that this funding announcement requires.

SERVICES SOLICITED
DPH is soliciting COVID-19 prevention, mitigation, and wellness services for vulnerable populations at higher risk for acquiring and/or transmitting COVID-19. DPH seeks programs in the categories listed below that:

- Have the expertise and capacity to implement culturally appropriate COVID-19 community programs;
- Are willing to aggressively contribute to decreasing COVID-19 infections and transmissions and elimination of racial disparities in access to services and health outcomes; and
- Are committed to working in a spirit of partnership and collaboration with City Departments, the COVID-19 Command Center, and other initiatives, programs, CBOs, and health care organizations with the shared purpose of meeting the needs of San Francisco’s COVID-19-affected populations.
MINIMUM REQUIREMENTS
See Services Solicited, Proposal Narrative Instructions, and Review Criteria for the minimum qualifications required for each specific service category.

- Applicants must submit the Qualifications Statement, located in Appendix A-1, certifying that all minimum qualifications are met.
- Applications must meet the specified service category minimum qualifications in order to be approved for application review process.
- Applications that do not meet the specified minimum qualifications will be eliminated from the review process.
- Should an applicant be issued an invitation to negotiate (ITN), documentation verifying compliance may be required during the negotiation process.

OTHER CONSIDERATIONS

Staff pay
According to Housing and Urban Development (HUD), in SF in 2020, a single adult is considered to be low income if they make less than $97,600 per year; for a 4-person family the cut-off is $139,400. (Source: https://www.huduser.gov/portal/datasets/il/il2020/2020summary.odn). SFDPH encourages agencies to provide livable wages to staff.

DPH In-kind resources
In order to reach those at highest risk for COVID-19 transmission, DPH is committing:
- Clinical staff provided through DPH or its contractors at the mobile testing events to collect sample and process samples
- COVID-19 testing supplies, including registration tablets, swabs, transport media, and instructions on how to retrieve and provide test results and access COVID19-command organized services.
- Disease investigation and contact tracing training for CBO staff and peer workers
- HIPAA compliance training
- Personal Protective Equipment (PPE)
- Other training/resources as needed

PROGRAM ACCOUNTABILITY

Funded applicants are required to:
1. Be actively registered with the "System for Award Management" (SAM): https://www.sam.gov/SAM/
2. Comply with the FEMA Requirements. FEMA Emergency & Exigency Contracts Requirements are found in Appendix A-2.
3. Manage and complete the 214 form for all staff allocated to the contract. Form 214 template is found in Appendix A-2.
5. Compile and submit annual narrative report (TBD).
6. Meet periodically with the SFPHF/DPH Program Liaison to discuss program progress.
7. Participate in Learning Community meetings to share best practices with other awardees and community partners.
8. Submit and maintain all required/specifed documentation in accordance with contractual guidelines.
B. Service Introduction: Overview and Target Population

BACKGROUND
San Francisco Department of Public Health’s (DPH) mission is to address health inequities, focusing on populations and neighborhoods that are disproportionately affected by COVID-19. Some risk factors contributing to COVID-19 transmission and severity include living in congregate and/or multi-generational settings, being unable to limit outings, being over the age of 60, and having certain preexisting health conditions. Frontline and essential workers are often people of color, working in low-paying jobs who are now at risk for unemployment. Immigration status and resulting discrimination also increase people’s vulnerability to COVID-19. Current data show COVID-19 has disproportionately impacted communities of color in San Francisco, California, and across the United States. Structural racism is closely tied to many of the risk factors listed above as structural barriers to homeownership, education, jobs, and health care impact current housing conditions, social determinants of health, and job opportunities. Another major factor contributing to the disproportionate geographic and racial impact on communities of color is historic discriminatory local, state and federal housing policies, such as redlining and urban renewal. Neighborhood trends may also be influenced by other factors like testing availability and the density of congregate housing. https://data.sfgov.org/stories/s/Map-of-Cumulative-Cases/adm5-wq8i/. All of these factors can make it very challenging to adhere to COVID-19 recommendations about facial covering and social distancing. The goal is to decrease the transmission and severity of COVID-19 in vulnerable communities that experience structural barriers to health, aligning the work with the San Francisco Health Advisory on Prioritizing Populations with Structural Barriers to Health that was released on June 2, 2020.

The COVID-19 pandemic has affected every aspect of people’s lives and communities of color are experiencing disproportionate rates of infections and deaths. Nationally, 33% of new confirmed infections are among Latino/a/x communities who represent 18% of the total US population. Black/African American (B/AA) communities make up 12% of the total US population and they represent 22% of COVID-19 related fatalities. In California 12% of the fatalities have been among Black/African Americans who comprise 6.5% of the state’s population. This inequity is even worse in San Francisco where most cases and/or deaths are among Latino/a/x, Black/African American, and Asian and Pacific Islander (A/PI) populations and the neighborhoods they reside in.

- The Latino/a/x communities make up 15% of the city’s population, 51% of the COVID-19 cases and 28% of COVID-19 related deaths.
- The Black/African American communities make up 5% of the city’s population, about 6% of the COVID-19 cases and 9% of COVID-19 related deaths.
- The Asian and Pacific Islander communities make up 38% of the city’s population, 13% of new cases and 34% of all COVID-19 related deaths (https://data.sfgov.org/stories/s/w6za-6st8).

PROGRAM SERVICE CATEGORIES
Applicants may apply for two (2) service categories:

1. Community Outreach and Care (pages 10-16) and/or

2. Community case investigation/contact tracing (CI/CT) Training Center (pages 17-20)
1. Background
The Community Outreach and Care Teams will use a person-centered, cultural and linguistically competent approach to provide harm reduction-based, low barrier, wrap-around services within their communities. This will include:

- Prevention and risk-reduction outreach, health education, and promotion, appropriate messaging, provision of vaccine (flu or COVID) as requested and distribution of facial coverings.
- Community mobile testing support: participant registration, pre- and post-test counseling, linkage to needed services, care packages with PPE, hand sanitizer, and clear information about isolation and quarantine options.
- Supportive after-care services and case management for people who have tested positive for COVID-19.
- Peer-focused services that hire and support people from the community. Peer workers will be meaningfully compensated with a living wage determined by the CBOs.
- Case investigation and contact tracing (CI/CT)

SFDPH seeks to fund Community Outreach and Care Teams in priority neighborhoods (by zip code) that focus on vulnerable racial/ethnic populations that experience structural barriers to health and therefore have disproportionate rates of COVID-19 infections and deaths. We recognize that the epidemic is dynamic, and other neighborhoods may be prioritized over time.

Please see list of Priority Neighborhoods and Vulnerable Populations below.

2. Priority Neighborhoods by zip code
- 94124 (Bayview-Hunter’s Point)
- 94110 (Mission, Bernal Heights)
- 94134 (Visitacion Valley, Sunnydale, Portola)
- 94102 (Tenderloin)
- 94112 (Excelsior, Outer Mission, Crocker Amazon)
- 94115 (Western Addition)
- 94107 (Potrero Hill)
- 94127, 94132 (OMI/Lakeview)
- 94108 (Chinatown)

3. Vulnerable Populations
The following vulnerable racial/ethnic populations are outlined in the San Francisco Health Advisory on Prioritizing Populations with Structural Barriers to Health that was released on June 2, 2020:

- Latino/a/x
- Black/African American
- Asian
- Native Hawaiian/Pacific Islander
- Native American/Indigenous community
**Please note: One CBO/Faith Based Organization (FBO)/Neighborhood Based Organization (NBO) in each priority neighborhood will receive one (1) award to deliver services to the vulnerable populations that reside in the neighborhood. Collaboration with other organizations through subcontracting, MOU, and/or other partnership is key and highly encouraged to expand the ability to deliver the five required services listed in item #1 above to the selected priority neighborhood. Applicants are encouraged to include organizations in the neighborhood that have provided COVID-19 support for the community. If your organization wants to provide services to multiple neighborhoods, you may serve as lead agency in only ONE neighborhood and serve as a subcontractor to another organization for other neighborhoods.**

4. **Agency Eligibility/Service Category Minimum Qualifications**
   - Applicant organization must already provide services in one of the nine (9) priority neighborhoods community.
   - Applicant must be currently providing services and resources to vulnerable populations in priority neighborhoods.
   - Applicants must have a demonstrated track record of reaching vulnerable populations in priority neighborhoods—the most impacted by COVID-19 and experience structural barriers to health. Applicants need not be experts on COVID-19 but must demonstrate expertise and experience reaching priority populations.
   - Funding is restricted to non-profit community-, faith- or neighborhood-based organizations (CBO/FBO/NBO). City and County of San Francisco government departments/sections may NOT apply.
   - If you are an agency that does not have a non-profit status, you may apply with a 501(c)3 nonprofit agency as a fiscal sponsor.
   - All CBOs/FBOs/NBOs and/or their fiscal sponsors applying for COVID-19 prevention/mitigation and engagement funds must have the administrative capacity to enter into a business subcontract/consultant agreement with SFPHF.

5. **Program Requirements/Activities**
   Applicants applying to the Community Outreach and Care category will be required to implement the following activities:

   A. **Community Outreach**
      - Knowledge of neighborhood and populations that reside in community
      - Develop and/or modify existing linguistic and culturally appropriate COVID-19 health education materials and messages
      - Support community mobile testing sites
         - i. Register community members for testing
         - ii. Conduct pre/post-test counseling
      - Conduct community and street outreach
      - Evaluate testing experience
      - Provide provision of vaccine (flu or COVID) as requested
      - Other activities as necessary
      - Develop community oriented social marketing campaigns (optional)

   B. **Culturally competent Case investigation/contact tracing (CI/CT) (up to 7 days a week)**
      - Collaborate with DPH to conduct case investigation of COVID-19 positive cases that were tested at community mobile testing sites
      - Collaborate with DPH to conduct contact tracing of contacts associated with selected cases
      - Ensure contacts get tested
d. Provide guidance on isolation and quarantine (I&Q), including referrals to City-supported I&Q hotels for eligible persons

C. Community Care
Provide social and emotional support to vulnerable populations who test positive for COVID-19 in order to address potential barriers for them and their households to safely self-isolate and quarantine throughout the duration of the recommended. Community care also provides direct and ongoing support to COVID-19 positive participants to enroll in health insurance and to establish or re-connect with a primary care provider and access community resources in order to create a foundation to support their positive physical and mental health beyond the quarantine period.

Activities include:

a. Provide information on COVID-19 specific symptoms and what to monitor for
b. Provide information on how to prevent spread of COVID-19 including appropriate use of PPE, hygiene and cleaning procedures, and isolation procedures.
c. Linkage to care about where to go for evaluation if worsening of symptoms
d. Provide instruction and ensure linkage for household members to get tested for COVID-19
e. Provide daily communication with patient during quarantine period to assess patient needs and morale
f. Ensure all information and materials provided are culturally and linguistically appropriate
g. Provide information and support to enroll in health insurance and establish primary healthcare services
h. Home-based deliveries of essential goods to ensure facilitate safe isolation and quarantine
   i. Personal protective equipment (latex gloves, disposable masks)
   ii. Cleaning Supplies (disinfecting surface cleaner, sponges, toilet brush)
   iii. Hygiene products (hand sanitizer, toilet paper)
   iv. Groceries for 2 weeks
i. Provide exit package supplies after quarantine period is over
   i. Grocery vouchers
   ii. Reusable cloth masks
   iii. Educational and community resource materials (community food resources, San Francisco primary care linkage hotline, COVID-19 and flu vaccination information to be shared with friends and family, including free community testing sites)

Note: This is not an exhaustive list. There may be other activities that funded agencies may propose and have approved. In addition, as promising approaches are developed, such as home-based CI/CT, testing, COVID-19 vaccination, and wellness responses, SFDPH will work closely with funded agencies to integrate them into the overall approach.

6. Collaborations
Collaboration with other community-based organizations (CBOs), clinics, and other organizations may be required in order to ensure populations have access to required services. Although two (2) or more agencies are involved, the preference is for these collaborations to result in one (1) cohesive program for the clients they serve.
CATEGORY 1 Proposal Requirements
The applicant’s full Application Package will consist of the following:

1. Qualifications Statements
2. Proposal Narrative
3. Budget for FY 2020-2021

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 6 pages with the following parameters:
     o Times New Roman, 12-point font
     o One-inch margins
     o 1.5 spacing between lines

PROPOSAL NARRATIVE (up to 6 pages as outlined below):

Section 1: NEIGHBORHOOD AND POPULATION/S OF FOCUS DESCRIPTION (no more than 4 pages)

1. NOT SCORED. What neighborhood will the applicant’s COVID program serve? Choose the neighborhood of your organization’s brick and mortar or the neighborhood that your organization primarily serves
   □ 94124 (Bayview-Hunter’s Point)
   □ 94110 (Mission, Bernal Heights)
   □ 94134 (Visitacion Valley, Sunnydale, Portola)
   □ 94102 (Tenderloin)
   □ 94112 (Excelsior, Outer Mission, Crocker Amazon)
   □ 94115 (Western Addition)
   □ 94107 (Potrero Hill)
   □ 94127, 94132 (OMI/Lakeview)
   □ 94108 (Chinatown)

   a. NOT SCORED. What other SF neighborhoods, outside of your primary neighborhood, does your organization serve and/or have the capacity to serve? Please list.

2. NOT SCORED. What populations will your organization serve? These might be the populations that your organization or group currently serves, and/or plans to reach through this grant.
☐ Latino/a/x
☐ Black/African American
☐ Asian
☐ Native Hawaiian/Pacific Islander
☐ Native American/Indigenous community

3. Describe your organization’s experience providing services to the populations identified in #2. What kind of services? How many years of providing services? If your organization has been providing services to the community in the COVID-19 pandemic, please describe those as well.

4. Where will program activities take place?

   a. Briefly describe the neighborhood and how the (social, political, physical) environment contributes/poses barriers to COVID prevention and mitigation.

   b. How will the funded services address some of the barriers and how will the community members benefit?

Section 2: ORGANIZATIONAL CAPACITY (no more than 2 pages)

5. Describe your organization’s experience with and/or capacity to perform the required program services/activities outlined in this announcement.

6. Describe your organization’s ability to build and sustain collaborative partnerships. What partnerships (subcontractors, MOUs, other) will you utilize to ensure the populations in your neighborhood have access to the require program services/activities outlined in the announcement?

3. BUDGET

Please submit a proposed budget for the period December 1, 2020 to June 30, 2020 not to exceed the amount of money specified in the neighborhood tier.

<table>
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<tr>
<th>Service Category</th>
<th>Estimated Amount Available</th>
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<tr>
<td>• 94112 (Excelsior, Outer Mission, Crocker Amazon)</td>
<td></td>
</tr>
<tr>
<td>Tier 2:</td>
<td>Up to $450,000 per neighborhood zip code</td>
</tr>
<tr>
<td>• 94127, 94132 (OMI/Lakeview)</td>
<td></td>
</tr>
<tr>
<td>• 94110 (Mission, Bernal Heights)</td>
<td></td>
</tr>
<tr>
<td>• 94102 (Tenderloin)</td>
<td></td>
</tr>
<tr>
<td>Tier 3:</td>
<td>Up to $200,000 per neighborhood zip code</td>
</tr>
<tr>
<td>• 94108 (Chinatown)</td>
<td></td>
</tr>
<tr>
<td>• 94107 (Potrero Hill)</td>
<td></td>
</tr>
<tr>
<td>• 94115 (Western Addition)</td>
<td></td>
</tr>
</tbody>
</table>
Per neighborhood zip code examples by tiers: tier 1, 94124 (Bay View-Hunters Point) can apply for up to $950,000; tier 2, 94110 (Mission, Bernal Heights) can apply for up to $450,000; and tier 3, 94107 (Potrero Hill) can apply for up to $200,000. Please note: even though OMI/Lakeview has multiple zip codes, it is considered one neighborhood and can apply for up to $450,000.

Include all necessary supplies and materials in the budget.

Awards will range from $200,000 up to $950,000 and will commensurate with the burden of disease in neighborhood among affected populations. Please use the attached Budget Template, in Proposal Budget (use the Budget Forms located in Appendix A-1), including Budget Justification to detail costs associated with this funding announcement. Please make sure Budget and Budget Justification is in alignment with the Program Narrative.

**CATEGORY 1 Proposal Scoring Criteria and Rating Scale**

Proposals will be scored on a 100-point scale based on Proposal 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 announcement. 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 65 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. Final selections will be determined by proposals that best match the priorities of this announcement, such as priority categories and priority populations.

This table provides the scoring criteria and rating system for **Category 1 proposals**.
<table>
<thead>
<tr>
<th>Question Number</th>
<th>Scoring Criteria</th>
<th>Max. Pts. per Criterion</th>
<th>Max. Pts. per Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Extent to which the applicant has the experience providing services in the priority neighborhood to all vulnerable populations in the neighborhood.</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>4a</td>
<td>Extent to which the applicant demonstrates an understanding of how the environment contributes/poses barriers to COVID prevention and mitigation.</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>4b</td>
<td>Extent to which applicant addresses how the required program activities will address barriers</td>
<td>15</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>Extent to which applicant addresses how the community will benefit from the required program services</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Ability, through the organization’s experience and capacity, to perform the required program activities</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>6</td>
<td>Ability of the organization to build and sustain collaborative partnerships</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Budget Detail Expenses are appropriate and support the proposed services. Budget should meet any capped rates as related to service, including, fringe benefits rate at 40% and indirect rate at 15% of direct expenses</td>
<td>10</td>
<td>10</td>
</tr>
</tbody>
</table>

**TOTAL POINTS** 100
1. **Background**

DPH is developing a comprehensive strategy to provide more timely, culturally responsive, and linguistically concordant support for people with COVID-19 positive results. A community-based care approach to better support residents and more effectively reduce onward transmission of COVID-19 in communities most impacted. DPH seeks to increase engagement and collaboration with community-based organizations (CBOs) in this effort as essential partners in San Francisco’s COVID-19 response.

Over the past few months, SFDPH has trained and on boarded staff from CBOs to strengthen and expand the DPH case investigation, contact tracing, and isolation and quarantine (I&Q) support team capability with culturally competent and linguistically concordant staff, SFDPH is currently seeking a partner to serve as the community-based COVID-19 response ‘training center’ to scale up this effort. This includes organizing and providing training to CBO staff from multiple organizations, engaging other CBOs to be a part of the training effort, and curriculum development under SFDPH COVID-19 guidelines. The goal of the training center will be to build a diverse team of trainers representing all communities in San Francisco - especially those most impacted by COVID-19 - to develop and conduct culturally and linguistically concordant training of community-based case investigators, contact tracers, and I&Q support navigators, in addition to pre- and post-test counseling and other COVID-19 related skills. The selected ‘training center partner will work in collaboration with DPH to manage and coordinate this diverse team, ensuring quality assurance/quality improvement (QA/QI), and meet technology needs. The selected organization will serve as an “agent” of the City and County of San Francisco, certifying CBO trainees, ensuring HIPAA/privacy compliance, and ensuring quality services.

The training approach will be built on the existing base training curriculum and approach that has been developed with greater focus on timely and client centered I&Q Support/wellness and will continue to evolve as we improve and update the community response model, e.g., develop training on point of care testing if and when a rapid test becomes available.

2. **Agency Eligibility/Service Category Minimum Qualifications**

- Experience developing culturally appropriate training curriculum. Can subcontract with organization(s) that have expertise with the communities to be served.
- Experience conducting trainings with groups, organizations, etc.
- Experience working with people, populations, and communities impacted by COVID-19.
- Funding is restricted to non-profit community-, faith- or neighborhood-based organizations (CBO/FBO/NBO). City and County of San Francisco government departments/sections may NOT apply.
- If you are an agency that does not have a non-profit status, you may apply with a 501(c)3 nonprofit agency as a fiscal sponsor.
- All CBOs/FBOs/NBOs and/or their fiscal sponsors applying for COVID-19 prevention/mitigation and engagement funds must have the administrative capacity to enter into a business subcontract/consultant agreement with SFPHF.
3. **Program Requirements/Activities**
   a. Develop Training Center that provides community-based expert training of trainers for case investigation and contact tracing from community organizations and includes pre- and post-test counseling.
   b. Collaborate with DPH to build on current basic curriculum, incorporate DPH privacy and confidentiality requirements.
   c. In partnership with DPH, engage with and bring on community-based trainers; serve as coordinator, supporting a diverse team of trainers.
   d. Develop training plans and schedule for training of new CBO staff including maintenance of training calendar and registration system.
   e. Manage pre- and post- training requirements, including evaluation of training sessions for continuous improvement.
   f. Develop and implement training curriculum, approved by DPH.
   g. Conduct refresher/continuing education training for CBO staff already supporting testing and CI/CT work.
   h. Certify CBO trainees aligned with SFDPH requirements; manage and maintain a Community COVID-19 CI/CT staff database (like HIV counselor database).
   i. Develop strong understanding and management of privacy and confidentiality regulations and protocols set by DPH.

**CATEGORY 2 Proposal Requirements**
The applicant’s full Application Package will consist of the following:

1. Qualifications Statements
2. Proposal Narrative
3. Budget for FY 2020-2021

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 5 pages with the following parameters:
     - Times New Roman, 12-point font
     - One-inch margins
     - 1.5 spacing between lines
PROPOSAL NARRATIVE (up to 5 pages as outlined below):

TRAINING EXPERIENCE (no more than 2 pages)
1. Describe your organization’s experience planning and conducting training with organizations, groups, etc. How many years? What kind of trainings? Please list trainings.

CASE INVESTIGATION/CONTACT TRACING EXPERIENCE (no more than 1 page)
2. Describe organization’s familiarity with case investigation and contact tracing (CI/CT). Please include if staff has participated in CI/CT training and if staff is currently performing CI/CT activities.

ORGANIZATIONAL EXPERIENCE AND CAPACITY (no more than 2 pages)
3. Describe organization’s experience working with people, populations, and communities impacted by COVID-19
4. Describe your organization’s capacity to perform the required program services/activities outlined in this announcement.

3. BUDGET
Please submit a proposed budget for the period December 1, 2020 through June 30, 2021 not to exceed $500,000. Include all necessary supplies and materials in the budget.

Please use the Budget Template, in Proposal Budget (use the Budget Forms located in Appendix A-1), including Budget Justification to detail costs associated with this announcement. Please make sure Budget and Budget Justification is in alignment with the Proposal Narrative.

CATEGORY 2 Proposal Scoring Criteria and Rating Scale

Proposals will be scored on a 100-point scale based on Proposal 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 announcement. 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 65 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. Submitted references may be contacted to verify experience. Final selections will be determined by proposals that best match the priorities of this funding announcement, such as priority categories and priority populations.
This table provides the scoring criteria and rating system for **Category 2 proposals**.

<table>
<thead>
<tr>
<th>Question Number</th>
<th>Scoring Criteria</th>
<th>Max. Pts. per Criterion</th>
<th>Max. Pts. per Question</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Category 1: Community CI/CT Training Hub</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Extent to which the applicant has experience in planning and conducting trainings</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td><strong>Section 2: CI/CT Experience (20 points)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Extent to which the applicant is familiar with case investigation and contact tracing</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td><strong>Section 3: Organizational and Fiscal Capacity (50 points)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Extent to which applicant works with people, populations, and communities impacted by COVID-19</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>4</td>
<td>Ability, through the organization’s experience and capacity, to perform the required program activities</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>5</td>
<td>Budget Detail Expenses are appropriate and support the proposed services. Budget should meet any capped rates as related to service, including, fringe benefits rate at 40% and indirect rate at 15% of direct expenses</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td><strong>TOTAL POINTS</strong></td>
<td></td>
<td></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>
### III. Submission Requirements

All forms are available for download at the SFPHF website at [https://sfphf.org/COVID19Grants](https://sfphf.org/COVID19Grants).

#### A. Deadlines and Delivery Location

SFPHF must receive Qualifications Statements, Proposal Narratives, and Budgets by the following deadline and at the email address listed below:

By: 12:00 Noon  On:  November 10, 2020

Email address: COVID19Grants@sfphf.org

Subject line: COVID 19 Grant Application

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 November 11, 2020**. 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 COVID19Grants@sfphf.org, include “Late Submission Request” in the subject area.

#### B. Solicitation Package Documentation

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

1. **Introductory Documents**
   1. Qualifications Statement (Required Form; use as cover page)
   2. Proposal Narrative
      1. Category 1: Community Outreach and Care (6 pages) **OR**
      2. Category 2: Community CI/CT Training Hub (5 pages)
   3. Budget and Budget Justification for the corresponding periods, by line-item, for projected expenses by agency or organization section (Required Form)

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

1. **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/COVID19Grants](https://sfphf.org/COVID19Grants).

*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:
• **Description of Proposer:** A description of the Proposer’s organizational structure (e.g., corporation, partnership, limited liability company, etc.), the jurisdiction in which the Proposer is organized and date of such organization.

• **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.”

• **Category Choice:** Indicate which category your agency is applying for:
  - □ Category 1: Community Outreach and Care
  - □ Category 2: Community CI/CT Training Hub

• If applying for Category 1, indicate which neighborhood and which priority populations
# IV. Review and Selection Process

<table>
<thead>
<tr>
<th>Proposal Received</th>
<th>Initial Screening</th>
<th>Technical Review and Scoring of Proposals</th>
<th>Invitation to Negotiate</th>
<th>Contract Award Notification</th>
</tr>
</thead>
</table>

### B. 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 Minimum Qualifications specified in the solicitation will be considered non-responsive and will not be eligible for further review or consideration.

### C. 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 two scoring criteria areas 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 Negotiate

An Invitation to Negotiate with the SFPHF will be sent to applicants based on outcomes from Technical Review scores and funding announcement 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 Priority Categories and funding announcement 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.

### D. Contract Award Notification

If the negotiation process is completed to the satisfaction of both the applicant and the SFPHF in collaboration with SFDPH, 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 December 1, 2020. 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 funding announcement; however, each agency will only be funded for up to one contract.

**E. 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-2, Insurance Requirements), Standard Terms and Conditions for Receipt of Proposals (Section VI of this funding announcement), the Standard Contractual Requirements (Section VII of this funding announcement), and the SFDPH, Population Health Division, Community Health Equity and Prevention Branch’s Program reporting requirements.
V. INFORMATIONAL SESSION AND E-QUESTIONS

SFPHF in collaboration with DPH will host an Informational Session to answer questions related to this funding announcement. You may submit your E-Questions by email prior to the Informational Session, and by noon on DATE.

Dates/Period when E-Questions will be accepted:

Begin: October 20, 2020
End: October 26, 2020 by 5:00 PM

All E-Questions are to be directed to the following e-mail address: COVID19Grants@sfphf.org. Please write “E-Questions” in the Subject line. SFPHF will compile and answer the questions in collaboration with DPH 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/COVID19Grants.

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

DATE: October 28, 2020
TIME: 10:00 AM to 11:59 AM
LOCATION: Will be announced on https://sfphf.org/COVID19Grants

The Informational Session will be available by video conferencing. Information about accessing the video conference will be available on the website above.

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 will also be available online at https://sfphf.org/COVID19Grants.
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.

i. **Inquiries Regarding This Funding Announcement**

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 COVID19Grants@sfphf.org

ii. **Objections to Funding Announcement Terms**

Should a Proposer object on any ground to any provision or legal requirement set forth in this funding announcement, the Proposer must, not more 72 hours before the Proposal Deadline, provide written notice to PHF 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.

iii. **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/COVID19Grants. 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.

iv. **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.

v. **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.

vi. **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.
vii. **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.

viii. **Proposer’s Obligations under the Campaign Reform Ordinance**

Because contracts resulting from this funding announcement will be 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.

ix. **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.

**x. 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.

**xi. 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/mco. Note 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 set forth in Appendix A-2 - Business Associate Addendum
- Not Applicable - Contractor will not have access to Protected Health Information.

H. Insurance Requirements
Upon award of contract, Contractor shall furnish to the SFP HF 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.

VII. 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 SFP HF 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 COVID19Grants@sfphf.org with ‘Appeal: COVID19Grants’ in the subject line. Protests made by mail, orally (face to face or by telephone), or by Fax will not be considered.