



REQUEST FOR PROPOSALS (RFP) #01-2024

Tobacco Free Project - Community Engagement Agreement Grants

Date: Feb 12, 2023

To: Community Based Organizations Serving Priority Populations

From: San Francisco Public Health Foundation in partnership with Community Health Equity & Promotion Branch, San Francisco Department of Public Health

Schedule of Events and Submission Deadlines

For questions about the solicitation procedures or documents, please contact:

San Francisco Public Health Foundation via email at

rfp.tfp@sfphf.org | CALL at 415-504-6738

Download this RFP #01-2024 at sfphf.org/rfp-01-2024-tfp

ACTIVITY	TIMES	DATES
RFP Issued		February 12, 2024
E-Questions due: rfp.tfp@sfphf.org	By 12:00 noon	February 20, 2024
E-Question Answers Posted	By 5pm	February 22, 2024
Proposals Due	By 5pm	February 26, 2024
Estimated Review and Notification Dates		
Proposal Review		By March 13, 2024
Award Notifications sent out		By March 20, 2024
Project negotiations, MOUs developed and signed		By April 1, 2024
Term for Funded Projects		April 1, 2024 - June 30, 2024

TFP Community Engagement Agreement Pilot Grants - \$50,000 total

Five (5) grants of **\$5,000-\$10,000 each**. These funds will be awarded to community-based organization(s) to support a 3-month community engagement and/or education activity to be conducted between April 1, 2024, and June 30, 2024. The activities may include but are not limited to: (1) Sharing information on tobacco use prevention and treatment services, and other wellness services with priority population(s) in non-traditional settings and/or at community events, or (2) Other proposals aligned with the Tobacco Free Project Priorities and reaching Priority Populations.

These grants will have a short term (about 3 months) and they are intended to invite non-traditional partners who have not previously engaged in tobacco use prevention and tobacco control work to partner with the Tobacco Free Project.

Eligible agencies:

1. Non-profit agencies and organizations with a demonstrated track record of working with TFP's priority populations. Past TFP-funded grantees may apply. Current TFP-funded grantees are not eligible for this funding opportunity.
2. Applicants do *not* need to have experience in tobacco use prevention or control work.
3. Funding is restricted to non-profit community -, faith-, or neighborhood-based organizations (CBO/ FBO/ NBO).
4. A 501 (c) 3 nonprofit agency may serve as a fiscal sponsor for a project of an agency that does not have a non-profit status.
5. All CBOs/ FBOs/ NBOs and/or their fiscal sponsors applying for these funds must have the administrative capacity to enter into a business subcontract/ consultant agreement with PHF.

Contracted services are estimated to begin April 2024.

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

1. Qualifications Statement and Cover Page
2. Proposal Narrative
3. Budget

Service Introduction: Overview

The Tobacco Free Project (TFP) of the San Francisco Department of Public Health is part of the Statewide effort, funded by the California State Propositions 99 and 56, as well as the 1999 San Francisco voter initiative Proposition A to use tobacco master settlement funds for tobacco prevention. The TFP provides staff support and technical assistance to a local tobacco control coalition, the San Francisco [Tobacco-Free Coalition](#), which has championed numerous public policies addressing the three priority areas as well as policies addressing the global tobacco epidemic.

The TFP aims to reduce tobacco use in San Francisco by addressing the three state-mandated priorities to:

1. Reduce exposure to environmental smoke;
2. Reduce youth access to tobacco; and
3. Counter pro-tobacco influences of advertising and promotion.

Priority Populations

Priority populations that the TFP Community Engagement Agreement projects will focus on for these grants are:

- Youth (ages 12-24)
- Black, African American
- Asian
- Pacific Islander
- Latinx
- Lesbian Gay Bisexual Transgender Queer (LGBTQ)

Program Service Categories:

Applicants may apply for one of two program categories:

Category 1: SHARING INFORMATION on tobacco use and overdose prevention services with priority population(s) in non-traditional settings and/or at community events.

The Tobacco Free Project seeks to increase awareness of tobacco use treatment and other wellness services in priority communities, and support community service providers' comfort level around discussing tobacco cessation and other harm reduction topics.

The intention of the "Category 1" Community Engagement Agreement grants is to remove some financial barriers to the engagement of new or non-traditional partners in the Project's work, and the city-wide Tobacco-Free Coalition's efforts. Community-, Faith-, and Neighborhood-based organizations who have not previously engaged with the Tobacco Free Project are strongly encouraged to apply.

Funds may be utilized to offset staff time expenses (I.e. salary of staff attending meetings/ training), purchase of materials that are not provided for free by Tobacco Free Project (I.e. wall mounted brochure/ educational material displays to hold the free materials provided), and or other organizational expenses that would support grant goals.

Category 2: OTHER PROPOSALS aligned with the Tobacco Free Project Priorities and reaching Priority Populations.

Example case studies highlighting past Tobacco Free Project work and aligned with the Project Priorities, can be found here: <https://sanfranciscotobaccofreeproject.org/case-studies/>

Other project examples may include, but are not limited to:

- Efforts focused reducing exposure to environmental smoke through creation of smoke-free spaces and/or tobacco litter abatement (must meet CBO/ FBO/ NBO and/or fiscal intermediary minimum requirement)
- Projects countering tobacco industry influences, advertising and promotion

Contract Term and Requirements

1. **All grantees must attend a quarterly San Francisco Tobacco Free Coalition meeting scheduled on Wednesday April 17, 2024, and/or engage in at minimum one (1) San Francisco Tobacco Free Coalition event held during the grant period.**
2. All grantees are required to submit a final report, and photos of their projects using TFP-provided report template, and present a brief report at the Wednesday July 17, 2024, San Francisco Tobacco Free Coalition meeting.
3. Share [Kick It CA message on social media](#) and/or any digital or print newsletter. Support with social media posts, and/or alternative messaging about community-based cessation resources can be provided upon request.
4. Grantees may *not* serve any drinks with added sugar, or tobacco products, at events and/or trainings funded by these pilot grants, if applicable.
5. Grantees must include logo/ sponsorship on event advertisements, agendas, and other materials, if applicable.
6. Grant funds must be expended by June 30, 2024

Resources that can be provided upon request by the Tobacco Free Project to support selected grantees:

- FREE SF Quits! kits (<https://sanfranciscotobaccofreeproject.org/sf-quits-kits/>).
- FREE Kick It CA printed materials (<https://www.tecc.org/kick-it-california-order-form/>).
- FREE “no smoking” signage for buildings ([SF Health Code 19F](#) compliant), and events ([SF Health Code 19L](#) compliant).
- Other free printed educational materials fitting the need of the project, such as those focusing on the dangers of second hand smoke, may also be provided.
- Staff training and technical assistance, as needed (in person or virtual). Topics may include, but are not limited to: Tobacco 101, tobacco harm reduction best practices, tobacco and social justice, opioid overdose prevention and reversal, and sugary drink education.

I. COMMUNITY ENGAGEMENT AGREEMENT GRANT APPLICATION COMPONENTS

1. Qualifications Statement & Cover Sheet
2. Proposal Narrative
 - 2a. Organization Description
 - 2b. Project Description
 - 2c. Fiscal Agency Capacity/Staff Qualifications
3. Budget

1. Qualifications Statement & Cover Sheet

- The Qualifications Statement form must be used and can be found at sfphf.org/rfp-01-2024-tfp
 - 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.
- Applications packages without a completed and signed Qualifications Statement will be disqualified.

2. Proposal Narrative (5 pages max)

Complete all areas of the narrative. Answer all questions in the order listed.

- The narrative includes:

a. Organization Description

b. Project Description

c. Fiscal Agency Organizational Capacity (ONLY for projects using a fiscal agent) This section may be completed in no more than one page on a separate sheet that does not count toward the 5-page max.

- The Narrative may not exceed 5 pages and must follow these parameters:
 - Times New Roman, 12-point font
 - One-inch margins
 - 1.5 spacing between lines

Panelists will not be provided materials past page 5

Organization Description

1. Provide a brief description of your agency/ organization.
 - a. What is your agency's mission and what services do you provide?
 - b. Please list neighborhoods where your agency's services and activities take place. *Example: Mission, and Tenderloin.*
 - c. Who does your program serve? *Example: client ethnicities, ages, languages, etc.*
 - d. Please describe how your program communicates with the San Francisco residents you work with. *For example: social media, newsletters, word of mouth, etc.*
 - e. How is the community you serve impacted by tobacco use and/or exposure to secondhand smoke?
2. Provide a brief description of the proposed project and/or services:
 - a. **CEA Grants Category 1: SHARING INFORMATION:** What services and/or event(s) would you like to bring more tobacco use treatment and prevention messaging and/or other wellness education to? Please briefly describe how the funding will be used to support your project goals, and make sure that the project description and your budget narratives align.
 - b. **CEA Grant Category 2: OTHER:** Please describe your idea, and how it aligns with the Tobacco Free Project priorities. Please briefly describe how the funding will be used to support your project goals, and make sure that the project description and your budget narratives align.
 - c. **BOTH CATEGORIES:**

- i. Who would be reached by your project? Please include the priority population(s), and the anticipated number of individuals reached.
- ii. How would your proposed service benefit the communities you serve?
- iii. How would your organization meet the requirements of attending Coalition meetings? Who would come to the required meetings and be the primary person communicating with the TFP staff?
- iv. What training and/or supplies would you need from the Tobacco Free Project to succeed?

3. Fiscal Agency Organizational Capacity/ Staff Qualifications

This section is only required for projects using a fiscal sponsor.

- a. brief description and history of the organization with respect to fiscal and contract management. Descriptions should include your organizational history and capacity to provide fiscal sponsorship and contract management.
- b. Describe professional background, experience and qualifications of the current staff that will provide fiscal management services.

3. Budget (required template)

Please make sure Budget and Budget Justification is in alignment with Project Description. Funds may be utilized to offset staff time expenses (I.e., salary of staff attending meetings/ training), purchase of materials that are not provided for free by Tobacco Free Project (I.e., wall mounted brochure displays to hold the free materials provided), and or other organizational expenses that would support project goals and TFP priorities.

Funds may not be used to purchase tobacco, cannabis, alcohol, or sugar sweetened beverages.

Funds may not be used to purchase gift cards, but other types of incentives may be allowed.

Budget template can be downloaded on the website and must be used: sfphf.org/rfp-01-2024-tfp

II. PROPOSAL SCORING CRITERIA AND RATING SCALE

Community Engagement Agreement Proposals will be scored based on Proposal Scoring Criteria outlined in the Proposal Scoring table below.

PROPOSAL SCORING Each question below, is scored based on the following point allocations: 0=not at all 1=minimally 2=somewhat 3= very	
Organization Qualifications	Max. 9 pts
To what degree did the organization demonstrate well-established experience, skills, and competence working with the selected priority population?	/3
How well does the agency demonstrate the ability to communicate (social media, newsletter, word of mouth, etc.) with their priority population?	/3
How clearly does the agency describe the impact of tobacco and/or secondhand smoke on the priority population served?	/3
Project Description	Max 6 pts
How well does the proposal describe the project or event?	/3
How well does the proposed project align with one of the Tobacco Free Project priorities?	/3
Budget	Max 6 pts
How well does the budget justification explain expenses?	/3
How well does the budget match the project idea described in the narrative?	/3
New Partnerships (yes=1, no =2)	Max 2 pts
Has the agency received funding from the Tobacco Free Project in the last 5 years?	/2
PROPOSAL GUIDELINES (0=not at all; 1=somewhat; 2=very)	Max 2 pts
To what degree does proposal meet RFP guidelines (attachments, formatting guidelines, length, etc.)	/2
TOTAL POINTS	Maximum 25 points

III. PROPOSAL REVIEW & SELECTION PROCESS SUMMARY

SELECTION PROCESS FOR ELIGIBLE APPLICANTS

In the event that only one Proposal is submitted for this solicitation or for a specific category within this solicitation, PHF 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 described above. To be considered for funding, applications must earn at least 19 points (76%). Those applications with 19 points or more, will be reviewed by PHF and SFDPH for final decisions. Final decisions will take into account Priority Populations, diversity of interventions, geographic distribution, etc. PHF will email Proposing Agencies a Notification Letter indicating their score from the Technical Review process.
- Invitation to Negotiate: PHF will send an Invitation to Negotiate to applicants based on outcomes from proposals, proposal review, geographic and priority population distribution and RFP priorities.
- Contract Award Notification: If the negotiation process is completed to the satisfaction of PHF, SFDPH and the applicant, the applicant will receive a notification letter indicating the negotiated services and funding amount.

IV. SUBMISSION REQUIREMENTS

All forms are available for download on the PHF website at sfphf.org/rfp-01-2024-tfp

A. Deadlines and Delivery Location

PHF must receive complete Proposal Packages via email by the following deadline and at the email address listed below:

By: 5pm On: February 26, 2024

To: rfp.tfp@sfphf.org

Subject line: RFP #01-2024; Attn: San Francisco Public Health Foundation Executive Director

Applicants must submit proposals by email, *preferably as a single PDF document, if possible*. Applicants will receive an email confirmation within 2 hours of receipt of application package.

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 5pm on 02/26/2024. 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 rfp.tfp@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. Qualifications Statement and Cover Page (Required Form; use as cover page)
To respond to this solicitation, an applicant 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 & Cover Sheet is available for download the website. *This is the only form that can be used for the Qualifications Statement. Applicants that do not use this form will be rejected.*
2. Proposal Narrative (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.

Only submit items that are 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.

C. 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 PHF 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 rfp.tfp@sfphf.org with 'Appeal: RFP 01-2023' in the subject line. Protests made by mail, orally (face to face or by telephone), or by Fax will not be considered.

V. E-QUESTIONS

The Public Health Foundation in collaboration with SFDPH will answer questions related to this RFP via email and posted on the website.

Dates/Period when E-Questions will be accepted:

Begin: February 12, 2023

End: February 22, 2023 by 5:00 PM

All E-Questions are to be directed to the following e-mail address rfp.tfp@sfphf.org. Please write "E-Questions RFP 01-2024" in the Subject line. PHF will compile and answer the questions in collaboration with DPH staff and post answer to the website sfphf.org/rfp-01-2024-tfp

VI. STANDARD TERMS & 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 PHF, in writing, if the Proposer discovers any ambiguity, discrepancy, omission, or other error in the solicitation. Any such notification should be directed to the PHF 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 PHF Executive Director at rfp.tfp@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 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.

D. CHANGE NOTICES

PHF may modify the solicitation, prior to the proposal due date, by issuing Change Notices, which will be posted on the website at sfphf.org/rfp-01-2024-tfp. The Proposer shall be responsible for ensuring that its proposal reflects any and all Change Notices issued by the PHF prior to the proposal due date regardless of when the proposal is submitted. Therefore, the PHF 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, PHF may require a Proposer to provide oral or written clarification of its proposal. PHF reserves the right to make an award without further clarifications of proposals received.

G. ERRORS AND OMISSIONS IN PROPOSAL

Failure by the PHF 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 PHF 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 PHF and may be used by the PHF in any way deemed appropriate.

I. RESERVATIONS OF RIGHTS BY THE SAN FRANCISCO PUBLIC HEALTH FOUNDATION

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

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

VII. Contract Appendices: 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 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 Section V of this solicitation. PHF will email Proposing Agencies a Notification Letter indicating their score from the Technical Review process.

C. Invitation to Negotiate

An Invitation to Negotiate with the PHF will be sent to applicants based on outcomes from Proposal Presentations and RFP priorities. PHF 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 PHF 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 PHF 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 PHF needs to select another provider, another Proposer from the Eligible Applicant list that best matches **RFP priorities** will be invited to negotiate to provide the solicited services. If that Proposer refuses the offer, the PHF 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 PHF 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 April 1, 2024. 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 PHF 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.

E. Stipulations

The issuance of this solicitation does not constitute an agreement by the PHF that any contract actually will be entered into by the PHF. The PHF 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 PHF contractual requirements, general SFDPH and City and County of San Francisco contractual requirements, including insurance requirements, Standard Terms and Conditions for Receipt of Proposals, the Standard Contractual Requirements, and the SFDPH, Population Health Division, Community Health Equity and Prevention Branch's TFP Program reporting requirements.

VIII. CONTRACT TERM & FUNDING AMOUNTS

A contract or contract funding notice is not a guarantee of funding for a program or the continuation of services. PHF reserves the right to re-open the solicitation to request additional proposals. Awards will fund a 3-month period that will run from April 1, 2024 through June 30, 2024.

Awardees will negotiate a final Memorandum of Understanding (MOU), work plan and budget with San Francisco Public Health Foundation (PHF) and SFDPH staff. 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. PHF will manage and distribute funds.

Should additional funds become available after the release of this RFP or after awards from this RFP have been made, PHF 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 PHF-delivered services, or issuing a new solicitation.

PLEASE NOTE:

Compliance with the TFP Program Minimum Requirements and Agency Eligibility criteria will be assessed through the contents of the proposal. Any application that does not clearly document compliance with meeting minimum qualifications may be disqualified by PHF or SFDPH.