



REQUEST FOR PROPOSALS (RFP) #01-2025

Public Health Emergency Preparedness and Response Strategic Planning Grants for Visitation Valley and Sunnydale Community-Based Organizations

Date: May 1, 2025

To: Community Based Organizations Serving Residents of the Visitation Valley and Sunnydale Neighborhoods

From: San Francisco Public Health Foundation in partnership with Public Health Preparedness and Response (PHEPR) Branch, San Francisco Department of Public Health

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

San Francisco Public Health Foundation via email at VVSDRFP@sfphf.org

Download this RFP #01-2025 at [SFPHF.org/rfp-01-2025-phepr](https://sfphf.org/rfp-01-2025-phepr)

Schedule of Events and Submission Deadlines

ACTIVITY	TIMES	DATES
RFP Issued	By 8am	May 1, 2025
Informational session* Zoom details below	10am	May 7, 2025
E-Questions due: VVSDRFP@sfphf.org Subject line: #01-2025 E-Question	By 12:00 noon	May 8, 2025
E-Question Answers Posted in SFPHF.org/rfp-01-2025-phepr	By 5pm	May 9, 2025
Proposals Due	By 5pm	June 2, 2025
Estimated Review and Notification Dates		
Proposal Review	By 5pm	June 20, 2025
Award Notifications sent out	By 5pm	June 26, 2025
MOUs developed and sent	By 5pm	July 2, 2025
MOUs signed	By 5pm	July 9, 2025
Orientation with the PHEPR & SFPHF Zoom details will be sent to Award Recipients	10am	July 14, 2025
Term for Funded Projects		July 9, 2025 – September 30, 2025
*A summary of the Information session will be posted on the website: SFPHF.org/rfp-01-2025-phepr ; &		

emailed to those who submit e-questions and/or provided an email if they attend the Information session.
Informational Session Zoom Details

Join Zoom Meeting

<https://us02web.zoom.us/j/89529611096?pwd=1DJwZyausgrxSb77coLGoWGFXZH1a.1>

Meeting ID: 895 2961 1096

Passcode: 047682

One tap mobile

+16694449171,,89529611096#,,,*047682# US

+16699006833,,89529611096#,,,*047682# US (San Jose)

Dial by your location

- +1 669 444 9171 US
- +1 669 900 6833 US (San Jose)
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 719 359 4580 US
- +1 689 278 1000 US
- +1 929 436 2866 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 646 931 3860 US

Meeting ID: 895 2961 1096

Passcode: 047682

Find your local number: <https://us02web.zoom.us/j/kcmzg7S>

ABOUT US: San Francisco Public Health Foundation

SFPHF is a nonprofit organization dedicated to advancing public health initiatives that improve the health and well-being of San Francisco residents. We fulfill our mission through three primary avenues:

- **Friends of the San Francisco Department of Public Health:** As a close partner to the San Francisco Department of Public Health (SFDPH), we mobilize resources and secure philanthropic support to advance community health services and other public health goals.
- **Fiscal Intermediary Services:** We collaborate with SFDPH to channel DPH resources to small community-based organizations (CBOs), empowering them to deliver vital health programs that benefit our diverse communities.
- **Fiscal Sponsorship:** We support emerging health initiatives by providing essential administrative, financial, and strategic services, fostering innovative approaches to health and wellness.

Our efforts encompass a broad range of public health priorities, including disease prevention, health education, social justice, and community wellness. To learn more about our initiatives and impact, please visit our website: www.sfphf.org.

Funding Background

San Francisco Department of Public Health's Center for Learning & Innovation (CLI) was awarded funding through the CDC to make significant investments in the department's workforce and foundational capabilities. A component of the funded CLI project, called Project INVEST (Innovations that Value Equity and Strengthen Teams), includes language to support partnership between CLI and the Public Health Emergency Preparedness and Response (PHEPR) branch to develop community public health emergency-resilience programming in Visitacion Valley/Sunnydale - a neighborhood/district with high social vulnerability and limited health care access. PHEPR's Community Health Resilience Section plans to work closely with a cross-sector network of community stakeholder organizations that, in partnership with City agencies, will support the co-creation, development and implementation of a community-driven resilience strategic plan that guides community investment in mitigation, preparedness, and response strategies at the individual, organizational and community levels.

Service Introduction

Application and Review Process

This solicitation is a Request for Proposal (RFP) process. Each proposal must address the required qualifications and services detailed in this RFP. Proposals will be evaluated based on eligibility and alignment with the goals and service criteria specified. Note that selection does not obligate SFPHF to contract with the proposer or guarantee project funding. SFPHF encourages organizations to apply, provided they can effectively reach the target populations and demonstrate a commitment to developing an organizational and community public health preparedness and response strategic plan.

Program Overview and Goals

The San Francisco Public Health Foundation (SFPHF) invites proposals to support the San Francisco Department of Public Health (SFPDH) Population Health Division, Public Health Emergency Preparedness and Response (PHEPR) Community Health Resilience section. This RFP seeks to fund community-based organizations serving the Visitacion Valley and Sunnydale neighborhoods to engage in capacity building exercises leading to the development of agency public health emergency preparedness and response strategic plans.

Funded organizations will receive comprehensive technical assistance from PHEPR, City and County of San Francisco staff, and agency partners in the development of organizational strategic plans. Prior experience in public health emergency preparedness and response is not required, but desirable.

The PHEPR Strategic Planning Community Grants aim to provide targeted, culturally responsive public health emergency preparedness and response services to build organizational and community capacity to demonstrate resiliency in both small- and large-scale emergencies. With support from PHEPR staff and agency partners, funded organizations will engage in efforts (surveys, meetings, convenings, briefings) leading to strategic plans for each funded organization.

Ultimately, the goal of this community-informed strategic planning process is to foster equity and inclusion by collaborating with community stakeholders and the Department of Public Health. It aims to lay the foundation for individual organizational strategic plans and develop a unified Visitacion Valley and Sunnydale neighborhood(s) public health emergency preparedness and response framework. Through listening sessions with community leaders and stakeholders, the process will gather insights into their experiences, capabilities, and capacities to co-create a community-facing public health and emergency preparedness strategy in partnership with the Community Health Resilience section and its collaborators.

Public health emergency preparedness and response strategic plans will focus on the ability of agencies to develop capacity and build capabilities to deliver services compatible to the following principles:

Awareness—developing communication and messaging strategies and infrastructure that inform residents of small and large emergency incidents.

Preparedness—identifying and developing organizational strategies that build capacity and capability of the agency to support residents' preparation for small-and-large scale incidents.

Training—participating in and coordinating public health emergency training for both agency staff and community residents.

Response—identifying and developing organizational capacity and capabilities to assist SFPDH and CCSF emergency responders to support the resiliency of neighborhood residents in both small- and large-scale incidents.

While experience in delivering public health emergency preparedness and response services is not required, applicants must demonstrate strong connections within the target neighborhood(s) and an ability to demonstrate institutional commitment to developing and delivering services identified in strategic plans.

Role of Funded Organizations

Funded organizations will serve as trusted community partners, who have the capacity, capability and institutional commitment to partner with DPH and its partners in the delivery of services that support awareness, education, preparedness and response to public health emergencies. Their responsibilities include:

- **Planning Sessions:** Staff will participate in facilitated strategic planning sessions to develop organizational public health emergency preparedness and response strategic plans.
- **Strategic Plan Development:** Development of an agency public health emergency preparedness and response strategic plan that includes community needs assessment, resources, and organizational capacity and capability analysis.
- **Convenings:** Host a minimum of one community briefing to brief community residents on organization strategic plan and include appropriate findings in the final agency strategic plan.
- **Agency and Partner Briefings:** Attend PHEPR and CCSF partner briefings to receive technical assistance and align agency efforts with broader (community and Citywide) emergency preparedness strategies.
- **Communication Planning and Development:** Raise awareness about public health emergency preparedness utilizing a strategy that includes both in-person and online communication strategies.
- **Agency Plan and Evaluation:** Document findings, develop reports, and share lessons learned to enhance the program's impact.

Grant Details and Funding

Contract Start Date: Estimated to begin in July 2025

Grant Amount: A total of \$70,000 is available for up to ten organizations to participate in a three-month strategic plan development process grant period. Exact award amount is dependent on the number of awarded organizations. Additionally, up to \$5,000 will be available to provide support for funded organizations to host community briefings during the strategic planning period.

Funding Scope: Up to ten community-based organizations will be selected to develop organizational public health emergency preparedness and response strategic plans. It is anticipated, but not required, that individual organization plans will be coordinated into the creation of a task force or community collective of organizations serving Visitacion Valley and Sunnydale neighborhood(s). Funding should be used to cover the cost of staff participation in both in-person and virtual meetings, including appropriate materials, equipment, supplies and space needed to complete project deliverables.

Project Goals

The PHEPR Strategic Planning Community Grants, developed in response to CLI grant guidelines and community input, will lead to the creation of funded organizations' public health emergency preparedness strategic plans.

Program Participation Expectations and Requirements:

1. Expertise and Target Population

Applicants must demonstrate proven expertise in working effectively with residents of the target neighborhoods in the delivery of services that impact the health and well-being of residents. Although not required, priority will be given to organizations that have demonstrated experience providing services in public health emergency incidents.

2. Commitment to Adaptation and Delivery

Applicants must be willing to develop and implement public health emergency preparedness and response services (Awareness, Preparation, Training, Response) as defined in their strategic plans and in collaboration with the SFDPH PHEPR branch, CCSF agency partners and target neighborhood organizations.

3. Staff Designation for Training and Coalition meetings

Funded projects must designate a minimum of two representatives to participate in strategic planning development sessions, trainings, and agency briefings. A minimum of one representative from each funded agency is required to attend all required meetings.

4. Facility Requirements

The funded project must provide a suitable meeting space (both virtual and in-person) for each required meeting.

5. Budget Allocation for Agency Support

Projects should allocate sufficient funding to cover the cost of staff participation in both in-person and virtual meetings, including appropriate materials, equipment, supplies and space needed to complete project deliverables.

6. Deliverables:

Grant recipients will be expected to complete the following deliverables as a condition successful completion of grant requirements:

- a. Attend Strategic Plan Meetings: Staff assigned to the grant will attend two-hour, bi-weekly meetings during the grant period of July-September 2025 (dates may vary). Bi-weekly meetings will consist of training, plan development, and agency briefings.
- b. Written Strategic Plan: all grant awardees will be required to complete a written agency public health emergency preparedness strategic plans, which will include, but not limited to: organizational structure, community outreach plan, communications plan, recovery and response plan, staffing plan, organization and community training plan, agency partnership plan.
- c. Host Community Briefing: All grantees will be required to present strategic plans at either a community briefing in Visitacion Valley and/or Sunnysdale neighborhood(s). Community briefing host agency(s) will be eligible for funding to sponsor community briefings.

7. Community and Agency Briefing

At the conclusion of the project, funded projects must be prepared to (co)host (1) community and (1) agency strategic plan briefing for each target neighborhood no later than October 2025.

8. Agency Policy on Public Health Emergency Preparedness and Response

Funded projects must either have or be prepared to develop a policy that supports public health emergency preparedness and response for their agency in their target community.

These requirements are intended to ensure that funded projects are well-equipped to support identified neighborhood public health emergency preparedness capacities.

SUBMISSION REQUIREMENTS

All forms are available for download on the PHF website at [SFPHF.org/rfp-01-2025-phepr](https://sfphf.org/rfp-01-2025-phepr)

Deadlines and Delivery

SFPHF must receive complete Proposal Packages via email by **June 2, 2025 at 5pm** at the email address listed below:

To: VVSDRFP@sfphf.org

Subject line: **RFP #01-2025** Application Attn: Program Coordinator **Sheldon**

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Applicants must submit proposals by email, *preferably as a single PDF document, if possible*. Applicants will receive an email confirmation within 24 hours of receipt of application package.

Late Submission

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 June 3, 2025. Decisions of the Executive Director to accept or reject the proposal during the grace period will not be appealable. If the proposal is accepted, a 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 VVSDRFP@sfphf.org, include “RFP #01-2025 Late Submission Request” in the subject area.

Eligibility Criteria:

General Experience: Demonstrated experience working within the target neighborhood(s). A registered 501(c)3.

Scoring Threshold: Applicants will only be eligible for funding if their application scores above 70% by the review panel. See scoring rubric ahead.

Requirement Criteria:

Responsiveness: Applicants must respond to requests from PHEPR and/or SFPHF within 48 business hours.

Desirable Qualifications:

Preferred Experience: Demonstrated experience providing public health community response services in the target neighborhood.

Components:

1. Cover Sheet
2. Certification Statement
3. Application Narrative (3 pages)
4. Supplemental items (resumes of project staff)

GRANT APPLICATION NARRATIVE

Application Formatting & Length:

- 3 pages total for the Narrative
- Times New Roman, 12-point font
- One-inch margins
- 1.5 spacing between lines

APPLICATION QUESTIONS

1. Experience and Expertise with Priority Population.

- a. What lived or work experience does your organization have delivering public health emergency preparedness and response services/activities?
- b. What lived or work experience does your organization have with the delivery of services in the target neighborhood?

2. Commitment to Adaptation and Delivery.

- a. What experience does your organization have in developing and delivering communications/messaging to neighborhood residents that improves their awareness or education of critical needs or services?
- b. Provide examples of how you have previously adapted educational or health materials to suit unique community needs?
- c. What experience does your organization have in conducting community meetings to collect or disseminate information?

3. Staff Designation for Training

- a. Who on your team will be designated to attend the strategic plan development, briefings and training sessions? Please include a resume, or a job description of the staff member(s).
- b. How will you ensure continuity if a designated staff member becomes unavailable?

4. Agency Policy on Public Health Emergency Preparedness and Response

- a. Does your organization currently have a policy supporting public health emergency preparedness and response? If selected, briefly describe what steps will you take to develop and implement a public health emergency preparedness and response strategic plan within your agency or site?

PROPOSAL SCORING CRITERIA AND RATING SCALE

The following scale and criteria will be utilized to score the applications.

Rating Scale	
Excellent: Exceeds all expectations; response is comprehensive, fully relevant, and demonstrates outstanding understanding or performance.	5
Good: Meets all expectations with minor enhancements possible; response is relevant, complete, and demonstrates a solid understanding.	4
Satisfactory: Meets basic requirements; response is mostly relevant and adequate but lacks depth or completeness in some areas.	3
Needs Improvement: Partially meets requirements; response has limited relevance or clarity, with significant gaps in understanding or performance.	2
Poor: Does not meet expectations; response is incomplete, off-topic, or shows lack of understanding or effort.	1

1. Experience with Related Projects & Diverse Communities and Priority Populations	
a) Organization demonstrates experience working with residents in the target neighborhood.	0/5
b) Organization demonstrates experience delivering public health emergency preparedness and response services in the target neighborhood.	0/5
2. Experience working in Adaptation and Delivery	
a) Organization demonstrates experience working with target neighborhood organizations in the delivery of services to target neighborhood residents.	0/5
b) Organization demonstrates unique qualities in planning, conducting, and delivering public health emergency preparedness and response services in collaboration with SFDPH.	0/5
4. Staff Designation for Strategic Planning	
a) Organization demonstrates a concrete plan to designate staff member for plan development, trainings and briefings.	0/5
5. Agency Policy on Public Health Emergency Preparedness and Response	
a) Organization has a Policy on public health emergency preparedness and response or describe plan to institute one.	0/5

PROPOSAL REVIEW & SELECTION PROCESS

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 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 21 points (70%). The top ten scoring applicant will receive funding.
- If there is a tie among applicants for the tenth award, a second round of scoring will take place with a new review panel.

STANDARD TERMS & CONDITIONS FOR RECEIPT OF PROPOSALS

1. 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 at VVSDRFP@sfpfhf.org, but in no event later than five working days prior to the date for receipt of proposals.

2. 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 VVSDRFP@sfpfhf.org.

3. 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 provide written notice to SFPHF no more than 72 hours before the Proposal Deadline, 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.

4. 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 SFPHF.org/rfp-01-2025-phepr. The Proposer shall be responsible for ensuring that its proposal reflects any and all Change Notices issued by 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.

5. 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.

6. 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 the proposal. SFPHF reserves the right to make an award without further clarifications of proposals received.

7. 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.

8. 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 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.