



SF Environment

Our home. Our city. Our planet.

A Department of the City and County of San Francisco

**Request for Proposals 0000004925 for
Zero Waste Projects and Youth Education Program**

Grant solicitation issue date: March 5, 2021

Pre- Proposal Conference: March 17, 2021 2:00 p.m. on Microsoft Teams meeting:

- Join on your computer or mobile app, [Click here to join the meeting](#)
- Or call in (audio only): 415-906-4659 Conference ID: 173 965 923#

Proposals due: April 16, 2021 5:00 p.m.

This Request for Proposals is being issued by San Francisco Department of the Environment (SF Environment) SF Environment is seeking multiple qualified community-based organizations (Proposers) to provide proposals for Zero Waste solutions that advance climate protection and enhance quality of life for all San Franciscans (Proposal).

The San Francisco Department of the Environment (SF Environment)

The mission of SF Environment is to provide solutions that advance climate protection and enhance quality of life for all San Franciscans. Our environmental vision is expressed simply as “0-80-100 Roots”— San Francisco must achieve zero (0) waste, take at least 80% of our trips sustainably, and use 100% renewable energy, while reducing consumption. While those goals are about being less harmful to the planet, our “Roots” goal is about healing the planet by protecting nature’s diversity, planting trees and promoting soil health to absorb carbon and restore natural systems.

SF Environment strives to ensure we are meeting the needs of all San Franciscans and providing in-depth programs to neighborhoods throughout the city. We will:

- Promote Healthy Communities and Ecosystems
- Achieve a Carbon-Free Future
- Strengthen Community Resilience
- Eliminate Waste
- Amplify Community Action

In keeping with our values, SF Environment is releasing grant funds for community-based organizations engaged in activities that will help the city achieve its environmental goals. SF Environment will award:

- Approximately \$1,040,000 over fiscal years 2021-2023 (approximately \$520,000/year) for projects that support the City’s Zero Waste and Climate goals. Year two funding is contingent on the SF Board of Supervisors’ approval of the City’s annual budget.
- Up to \$20,000 (\$10,000/year) to 1 (one) project provide hands-on, outdoor, Youth Education Program focused on environmental justice and Zero Waste.

Zero Waste Program Background:

For more than 20 years, San Francisco Department of the Environment’s internationally recognized Zero Waste program has provided millions of dollars in grants to a diverse range of organizations that have helped the City achieve its recycling, composting, reuse and waste reduction goals. In addition to their environmental impacts, projects have provided youth and underserved communities workforce development opportunities, zero waste educational resources and have kept valuable resources out landfill, delivering them to those most in need.

In 2009 the San Francisco Board of Supervisors provided strong legal support for the City’s 2003 Zero Waste goal (Resolution 679-02) by passing the Mandatory Recycling and Composting Ordinance, requiring all residents, businesses and facilities separate their discards into recyclables, compostables and trash. More recently, in 2018, Mayor London N. Breed, signed an international zero waste pledge committing San Francisco to the following goals:

- **Reduce municipal solid waste generation by 15% by 2030** (reducing what goes to recycling, composting, and trash).
- **Reduce disposal to landfill and incineration 50% by 2030** (in San Francisco this means reducing what goes in the black trash bins).

The City currently has a high recovery rate (recycling and composting), compared to other US cities of a similar size. However, this still leaves over 600,000 tons of material being landfilled. Of the City’s remaining material going to landfill is, over 30% organic material (including food that was once edible) and over 20% recyclable paper, bottles and cans. Additionally, the following items are high contributors to San Francisco’s landfill stream: textiles/apparel, diapers, animal feces and furniture.

Youth Education Program Background:

Since 1999, the Department’s Youth Education Program has provided environmental education to K-12 public and private schools throughout the City. In addition to classroom presentations and curriculum, the program provides access to nature and pathways to environmental careers through experiential activities such as outdoor and nature-based education, field trips, and internships. The Department is seeking an organization to provide year-round youth workforce development opportunities that support the Department’s Zero Waste work and focus on climate action through an environmental justice lens. Proposed programs must take into account on-going COVID-19 related safety requirements.

Proposed Zero Waste projects must:

1. Support goals and activities identified in Zero Waste Matrix

Zero Waste Matrix			
ZERO WASTE ACTIVITY OR PROJECT	TARGET WASTE STREAM OR AUDIENCE	ACTIONS	RESTRICTIONS
1. Direct material handling and infrastructure support including equipment purchases (e.g. textile or edible food recovery sorting/storing/ collection equipment , staff time to sort material for “highest and best use” —keeping materials for use as high on the waste hierarchy as possible and extracting the most value.	Residents, visitors, employees, students, seniors, businesses, institutions, events, apartment buildings etc., food pantries/banks or edible food recovery programs/ delivery, textile collection organizations, reuse operations such as building equipment reuse, and community recycling centers.	Waste reduction, recycling, reuse (including re-distribution of materials and food), composting, and toxics reduction (including safe disposal) programs and projects.	Processed materials must be generated in San Francisco but could be processed outside of San Francisco.

2. Source-reduction, waste prevention strategies and/or recovery programs targeting problematic material types in San Francisco’s waste stream. (e.g. food waste prevention software, textile or building supply reuse, cloth diapers programs, and dog feces composting programs).	Edible food, textiles (such as clothing, linens, etc), wood, diapers, carpet, animal by-products and furniture.	Develop methods of collection and recycling and composting to reduce levels going to landfill.	Must quantifiably increase recovery and or generation reduction through waste prevention, reuse, recycling and composting.
3. Education, training programs, outreach tools, digital communication, and technical assistance (including market development).	New residents, non- English speakers, commercial businesses, employees, youth, students, seniors, or anyone able to reduce their waste production. Transitional employment and business development programs for recovery-related enterprises.	Zero waste and/or toxics reduction training. Technical assistance to business and institutions to support recovery education, especially to underserved communities, other outreach methods including digital communications, social media.	Must quantifiably prevent waste, and/or increase recovery, reuse, recycling, and composting; reduce the volume of toxics in the waste stream; or reduce the use of toxics through re-formulation or use of alternative products.
4. Pilot Projects.	Under-served demographic or geographic populations, or programs focusing on difficult to manage discarded materials or new collection and sorting strategies.	Innovative projects and new programs, materials, markets or services.	Must demonstrably increase recovery or decrease generation (recycling, composting and trash).

2. Demonstrate generation reduction or disposal reduction, including cost per ton information (divide the requesting funding amount by the proposed tons of material diverted). Proposals should address:

- Generation reduction includes source reduction or reuse, disposal reduction includes source reduction, reuse, recycling or composting and recovery includes recycling and composting.
- Cost effectiveness measured in dollars per ton (this is calculated by taking grant funding requested and dividing it by the proposed tons diverted).
- Tons recovered from low diversion routes, neighborhoods, or other challenging materials or generators.
- Long-term sustainability of the project and ability to leverage additional funds, where appropriate.

Specific priority areas for zero waste funding includes:

- Preventing food waste, with an emphasis on edible food recovery and distribution to San Franciscans in need.
- Textile recovery and sorting for highest and best use along with job creation of San Franciscans.

Proposed Youth Education Projects must:

- Provide year-round youth workforce development opportunities that support the Department’s Zero Waste work and focus on climate action through an environmental justice lens. Proposed programs must take into account on-going COVID-related safety requirements.

TIMELINE FOR PROJECT SELECTION

- ◆ Request for Proposal released: **March 5, 2021**
- ◆ Pre-Application Conference: **March 17, 2021 2:00 p.m.**
- ◆ Final day for questions: **April 2, 2021 5:00 p.m.** (David.Kashani@sfgov.org, no phone calls)
- ◆ Proposals due: **April 16, 2021 5:00 p.m.**
- ◆ Projects Begin: No sooner than July 1, 2021
- ◆ **For more information:** Contact David Kashani via email at David.Kashani@sfgov.org.

GRANT PROCEDURES & GUIDELINES

Who can Apply – Non-profit 501c3 organizations or government agencies are eligible to apply. Current or past grant recipients may apply for continuing grant funding for existing projects or for new projects.

Grant Types and Sizes – Grants awarded pursuant to this Solicitation shall have an original term of **two (2) years**. In addition, the City shall have **one (1)** option to extend the term for a period of **two (2)** years, which the City may exercise in its sole, absolute discretion.

The total compensation for the original period is not expected to exceed **\$1,060,000**. Should the grant be extended, the annual compensation will increase at a rate similar to the per year costs of the original term. Proposers may submit proposals with greater or lesser value, and cost and reasonableness of rates will be considered as part of the evaluation.

The Department will award:

- Approximately \$1,040,000 over fiscal years 21/22 through 22/23 (approximately \$520,000/year) for projects that support the City's Zero Waste and Climate goals. Year two funding is contingent on the SF Board of Supervisors' approval of the City's annual budget.
- Up to \$20,000 to 1 (one) project to provide hands-on outdoor education focused on environmental justice and Zero Waste.

Geographic Focus – City and County of San Francisco.

Written Questions

Proposers are encouraged to submit written questions before **April 2, 2021 5:00 p.m.** to David.Kashani@sfgov.org. All questions submitted will be addressed, and any available new information will be updated weekly on the City's Supplier Portal: <https://sfcitypartner.sfgov.org/pages/Events-BS3/event-search.aspx>. It is the responsibility of Proposers to check for any updates which may be posted to the Solicitation.

Required Proposal Elements - please use the format as specified below:

- **Application Cover and Checklist – 10 points – (Attachment A)** Incomplete applications will not be accepted.
- **Proposal Narrative– 60 points– (Attachment B)** The narrative must include the following sections in the order listed, and should provide specific details on how the project supports the Department's values and goals identified with the RFP. A 10-page limit (5 sheets-front and back) applies to the

narrative. Narratives must use 12-point Times New Roman font, with 1-inch margins. Tables and budgets may use 10-point font.

1. **Project Summary** – 5 points
2. **Project Description** – 25 points
3. **Qualifications** – 10 points
4. **Project Evaluation** – 10 points
5. **Financial Sustainability Plan** – 10 points

- **Work Plan** – 15 points (Attachment C)

Show that the project is well thought-out and includes milestones and deliverables in a feasible timeline. Describe how the deliverables support the project's goals. The work plan should identify goals which reflect and measure real and desirable change.

Goals are end benefits which may not be accomplished during the length of the grant. Deliverables lead to achievement of goals. They are specific: such as the number of participants; products completed; number of workshops held, events posted on SF Environment's website; flyers created and distributed, etc. Program activities or major tasks are those services engaged in and provided to achieve deliverables and goals. Major tasks should include tasks necessary to evaluate the effectiveness of your project. Please specify who will be responsible for each task.

Work plans must include reporting, mandatory annual grantee meetings and project evaluation. Specify the dollar amount to be allocated to the tasks in each quarter and provide a quarterly total.

- **Budget Spreadsheet and Narrative, and quarterly budget from Workplan** – 15 points (Attachment D)

Show how your project is cost-effective, leverages other resources (e.g., matching grants, service fees, in-kind support) and includes a reasonable, itemized budget. As necessary, please allocate funds for participation in Department-sponsored activities. Provide a description of each line item in the budget. Provide a total project budget that includes the amount requested and any matching contributions. Please use the budget template attached which you may download a from SF Environment's website.

The following items are required but will not be counted towards the 10-page limit:

- **Organizational Chart** – Organizational chart should project team (including partners and contractors) and a list of Board of Directors. Limit: 2 pages total.
- **Letter(s) of Agreement** – Where a partnering, collaborative and/or subcontracting relationship exists, proposals must include a Memorandum of Understanding or letter from the partnering organization(s), which documents the relationship and delineates tasks for each party.
- **Proof of non-profit status verifying tax-exempt status or Government agency**– Limit: 2 pages total.

In addition, potential grantees may be asked to submit Financial Statements, a list of all current and pending grants and references. DO NOT SUBMIT with application!

Selection Process and Scoring

Proposals will be evaluated by a selection committee based on the evaluation criteria.

Past Awarded Projects: Past performance for prior grants will be taken into account during the selection process.

Non-currently funded organizations or projects: As part of the review process, staff may conduct interviews for new programs not currently receiving funds from the Department of Environment or new projects from organizations that have received funding in the past. Interviews will be scheduled only after submission of a competitive proposal.

**Zero Waste Projects and/or Youth Education Program
Application Cover Page and Checklist**

Attachment A

Downloadable at <http://www.sfenvironment.com/aboutus/grants/>

Name of Applicant/Organization: _____
 Street Address: _____ City: _____ Zip Code: _____
 Contact Person and Title: _____
 Telephone: _____ E-Mail: _____

If you have a fiscal sponsor, please provide the following information:

Fiscal Sponsor: _____ Fiscal Sponsor's Budget: \$ _____
 Contact Person: _____ Title: _____ Phone: _____
 _____ : _____

Title of Project: _____

Total Project Budget: \$ _____ Total agency Budget: \$ _____ Length of grant in months _____

Amount Requested from the City and County of San Francisco: \$ _____

Amount Received/Pending from other sources for project: \$ _____

Projected tons diverted by project _____ Cost in \$/ton: _____

Summary of Project (50 words or less):

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. APPLICATIONS MUST INCLUDE THE FOLLOWING ITEMS:

<input type="checkbox"/>	A. Signed Application Cover
<input type="checkbox"/>	B. Proposal narrative (10 pages, 5 sheets total-front and back), work plan, and project budget
<input type="checkbox"/>	C. Letter(s) of agreement – <i>Where a partnering, collaborative and/or subcontracting relationship exists, a letter or work agreement documenting the relationship must be submitted</i>
<input type="checkbox"/>	D. Organization structure and organization chart for project team and list of board of directors
<input type="checkbox"/>	E. Proof of non-profit status verifying tax-exempt status or Government agency
<input type="checkbox"/>	F. Current year agency total budget, with grant project included.
	NOTE: Do <u>NOT</u> include financial statements or review materials – these will be requested if necessary

I certify that the information in this application is true and correct.

 Executive Director (print) Signature of Executive Director Date

I certify that the Board of Directors or other governing board has approved the submission of this application.

Applications must be received by April 16, 2021 5:00 p.m.

- **Proposal Narrative– 60 points– Total**

1. **Project Summary – 5 points**

Briefly summarize the project, the amount being requested, the goals and objectives and project partners.

Insert Response: *(type here)*

2. **Project Description – 25 points**

Provide a description of the project, including the goals, objectives, and activities to be undertaken and how these are realistic and measurable, as well as how the project will be sustained after grant funding ends. Describe how the project addresses the needs of San Francisco’s diverse and/or historically underserved populations. Describe how the organization will work collaboratively with community groups and others to complete the proposed projects. Identify portions of the project for which the partnering organization(s) or individual(s) will be responsible.

Describe how your project addresses Zero Waste Projects and/or Youth Education Program goals and objectives identified in Zero Waste Matrix. For past or current grant recipients seeking additional grant funding, please describe how outcomes or performance measures build on previous accomplishments.

Grant recipients are required to work with SF Environment to promote grant-funded activities and take advantage of shared outreach opportunities. Describe how you will coordinate and partner with SF Environment staff to promote your project and support other Zero Waste and/or Youth Education Program goals. Describe project “co-benefits”, such as workforce development, job creation, youth development, environmental education, arts, etc.

Insert Response: *(type here)*

3. **Qualifications – 10 points**

Describe your organization’s services, qualifications, accomplishments, and past experience with similar projects. Describe how your organization has effectively managed other grants. List qualifications of the key members of the project team.

Insert Response: *(type here)*

4. Project Evaluation – 10 points

Describe tangible project outcomes. Both quantitative and qualitative analysis should be identified to measure program efficiency and effectiveness. For additional co-benefits, include a description of the evaluation methods that will be employed. If available, please submit sample evaluation forms and processes from similar projects as attachments. Applicants should seek the help of experts in evaluation design and implementation, as necessary.

Insert Response: *(type here)*

5. Financial Sustainability Plan – 10 points

Describe how the proposed project leverages other resources and funding. Describe how will the project be sustained after SF Environment grant funds have been expended? Please specify how you will distinguish work performed with SF Environment funds from those performed through other sources of funding. Describe any pending funds and potential funders that you have approached. As appropriate, detail derived income from the project and/or by your organization generally, such as service or material sales.

Insert Response: *(type here)*

Work plan

Attachment C

Downloadable in Excel format at <http://www.sfenvironment.com/aboutus/grants/>

Department of the Environment Workplan					
Organization		Project			
Show that the project is well thought-out and includes activities and deliverables in a feasible timeline. Workplans should clearly articulate activities and plans for meeting project goals and objectives. Funding may be withheld if work plan deliverable are not completed according to approved schedule.					
Time Frame	Goals	Deliverables	Responsible	Budget Item	Amount
First Quarter					
				Personnel	
				Equipment/Supplies	
				Contractors	
				Others	
				Indirect	
				Q1 Total	0
Second Quarter					
				Personnel	
				Equipment/Supplies	
				Contractors	
				Others	
				Indirect	
				Q2 Total	0
Third Quarter					
				Personnel	
				Equipment/Supplies	
				Contractors	
				Others	
				Indirect	
				Q3 Total	0
Fourth Quarter					
				Personnel	
				Equipment/Supplies	
				Contractors	
				Others	
				Indirect	
				Q4 Total	0
				YEAR 1 TOTAL	0

Fifth Quarter					
				Personnel	
				Equipment/Supplies	
				Contractors	
				Others	
				Indirect	
			Q5 Total	0	
Sixth Quarter					
				Personnel	
				Equipment/Supplies	
				Contractors	
				Others	
				Indirect	
			Q6 Total	0	
Seventh Quarter					
				Personnel	
				Equipment/Supplies	
				Contractors	
				Others	
				Indirect	
			Q7 Total	0	
Eighth Quarter					
				Personnel	
				Equipment/Supplies	
				Contractors	
				Others	
				Indirect	
			Q8 Total	0	
				YEAR 2 TOTAL	0
				PROJECT TOTAL	0

Sample Budget

Attachment D

Include total project costs, amount requested, total amount to be allocated to the lead and each partnering organization, and matching amounts that will be contributed by the lead agency and partnering organizations.

Downloadable in Excel format at <http://www.sfenvironment.com/aboutus/grants/>

Department of the Environment-Standard Budget Form						
Organization:		Project:				
Expenses incurred prior to grant awards are not eligible for funding. Insert additional rows as needed. Please round to the nearest dollar. A match is not required to receive grant but it will be looked on favorably.						
PERSONNEL	Justification	Narrative	SFE	Cash Match	In-kind Match	Total Project
Executive Director	12%FTE from SFE; \$32/hour.	Grant award tracking, performance measurement system, outreach, fundraising. In-kind from ABC Foundation	\$8,000	\$4,200	\$0	\$12,200
Project Manager	9%FTE from SFE; \$20.83/hour	Compile program results, reporting, community and collaboration partners. Coordinate trainings	\$3,900	\$6,900	\$0	\$10,800
Gardening staff	\$20/hr.	Volunteers from various community groups	\$0	\$0	\$10,000	\$10,000
TOTAL Personnel			\$11,900	\$11,100	\$10,000	\$33,000
Fringes @	28%		\$3,332	\$3,108	\$2,800	\$9,240
TOTAL Personnel and fringes			\$15,232	\$14,208	\$12,800	\$42,240
CONTRACTUAL						
XYZ Inc.	10 workers @\$800 for 6 months	Stipends for youth workers, in-kind from Governor's PDQ fund and volunteers	\$3,000	\$5,000	\$2,000	\$10,000
Technical Consultant	\$70/hr @ 50 hrs	Conduct trainings	\$0	\$3,500	\$0	\$3,500
TOTAL Contractual			\$3,000	\$8,500	\$2,000	\$13,500
SUPPLIES						
Gardening tools		shovels, hoses, rakes	\$5,064	\$5,000	\$0	\$10,064
Outreach materials		flyers, signage	\$2,000	\$2,000	\$0	\$4,000
TOTAL Supplies			\$7,064	\$7,000	\$0	\$14,064
OTHER						
Bulk mailings	2 @ \$750/mailing	to local CBO's and others	\$1,500	\$0	\$3,000	\$4,500
TOTAL Other			\$1,500	\$0	\$3,000	\$4,500
DIRECT TOTAL			\$26,796	\$29,708	\$17,800	\$74,304
Indirect Costs	10%	rent, utilities, etc	\$2,680	\$2,971	\$1,780	\$7,430
PROJECT TOTAL			\$29,476	\$32,679	\$19,580	\$81,734

Limitation on Communications During Solicitation

From the date this Solicitation is issued until the date the competitive process of this Solicitation is completed (either by cancelation or final Award), Proposers and their subcontractors, vendors, representatives and/or other parties under Proposer's control, shall communicate solely with the Contract Administrator whose name appears in this Solicitation. Any attempt to communicate with any party other than the Contract Administrator whose name appears in this Solicitation – including any City official, representative or employee - is strictly prohibited. Failure to comply with this communications protocol may, at the sole discretion of City, result in the disqualification of the Proposer or potential Proposer from the competitive process. This protocol does not apply to communications with the City regarding business not related to this Solicitation.

Grant Agreement, Requirements, and Payment Process

Successful Proposers will be required to enter into a Grant Agreement (Link: [G-100 4-19](#)). Proposers are responsible for reviewing all portions of the Proposed Agreement. Failure to timely execute the Proposed Agreement, or to furnish any and all insurance certificates and policy endorsement, or other materials required in the Proposed Agreement, shall be deemed an abandonment of the Proposal and City, in its sole discretion, may select another Proposer.

The payment process for grants and contracts is cost-reimbursement. SF Environment will consider providing an advance in situations where an applicant can demonstrate a legitimate fiscal need. All responses and submittals in response to this RFP are public information and shall be the property of the City and County of San Francisco. The City may use such Submissions for any purpose whatsoever, without compensation to the provider or any other person or entity and shall not be liable for any use or disclosure of any Submissions.

How to Register as a City Supplier

Before the City can award funding, the grantee must become an approved city vendor. This process should be started as early as possible or risk grant awards being held up.

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

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

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

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

- **City Business Tax Registration Inquiries:** For questions regarding business tax registration procedures and requirements, contact the Tax Collector's Office at (415) 554-4400 or, if calling from within the City and County of San Francisco, 311.
- **Chapter 12(B) and 12(C) Inquiries:** For questions concerning the City's Chapter 12(B) and 12(C) Equal Benefits and Non-Discrimination in Contracting requirements, go to: www.sfgov.org/cmd

For insurance requirements and copies of sample insurance certification forms visit:
http://sfgov.org/oca/sites/default/files/FileCenter/Documents/729-insurance_requirements.pdf

APPLICATION MATERIALS MUST BE RECEIVED BY April 16, 2021 5:00 p.m.

Proposers must try to upload their complete Proposals into the City's Supplier Portal:
<https://sfcitypartner.sfgov.org/pages/index.aspx>.

Late submissions will not be considered. Each original Proposal received will be screened to ensure that all content required by this Solicitation is included. Partial or complete omission of any required content may disqualify Proposals from further consideration. Late Proposal submissions will not be considered and failure to adhere to the above requirements may result in the complete rejection of your Proposal.

Proposers are encouraged to upload their Proposals to the SF Supplier Portal as early as possible to address any technical issues that may arise during the submission process. **In the event a Proposer is unable to upload its complete Proposal into the SF Supplier Portal, Proposer must email its Proposal to the Contract Administrator whose name and contact information appears on the cover page of this Solicitation prior to the Proposal submission deadline and request confirmation of receipt.** Proposer must include in its email: (a) documentation (e.g. screenshots) verifying its inability to upload its Proposal into the SF Supplier Portal and (b) a detailed justification explaining why it was not able to have the issue addressed prior to the submission deadline.

Protest Procedures

1. **Protest of Non-Responsiveness Determination**-Within (3) three business days of the City's issuance of a Notice of Non-Responsiveness, a Proposer may submit a written Notice of Protest of Non-Responsibility. The Notice of Protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The Notice of Protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or Solicitation provision on which the protest is based. In addition, the Notice of Protest must specify facts and evidence sufficient for the City to determine the validity of the protest.
2. **Protest of Grant Award**: Within (3) three business days of the City's issuance of a Notice of Intent to Award, a Proposer may submit a written Notice of Protest of Grant Award. The Notice of Protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The Notice of Protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or Solicitation provision on which the protest is based. In addition, the Notice of Protest must specify facts and evidence sufficient for the City to determine the validity of the protest.
3. **Delivery of Protests**: A Notice of Protest must be written. Protests made orally (e.g., by telephone) will not be considered. A Notice of Protest must be delivered by mail or email to the Contract Administrator whose name and contact information appears on the cover page to this Solicitation and received by the due dates stated above. A Notice of Protest shall be transmitted by a means that will

objectively establish the date the City received the Notice of Protest. If a Notice of Protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein.

Terms and Conditions for Receipt of Proposals

1. **Solicitation Errors and Omissions:** Proposers are responsible for reviewing all portions of this Solicitation. Proposers are to promptly notify the City, in writing and to the Solicitation contact person if the Proposer discovers any ambiguity, discrepancy, omission, or other error in the Solicitation. Any such notification should be directed to the City promptly after discovery, but in no event later than the deadline for questions. Modifications and clarifications will be made by Addenda as provided below.
2. **Objections to Solicitation Terms:** Should a Proposer object on any ground to any provision or legal requirement set forth in this Solicitation, the Proposer must, no later than the deadline for questions, provide written notice to the 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.
3. **Solicitation Addenda:** The City may modify this Solicitation, prior to the Proposal due date, by issuing an Addendum to the Solicitation, which will be posted on the San Francisco Supplier Portal. Every Addendum will create a new version of the Sourcing Event and Proposers must monitor the event for new versions. The Proposer shall be responsible for ensuring that its Proposal reflects any and all Solicitation Addenda issued by the City prior to the Proposal due date regardless of when the Proposal is submitted. Therefore, the City recommends that the Proposer consult the website frequently, including shortly before the Proposal due date, to determine if the Proposer has downloaded all Solicitation Addenda. It is the responsibility of the Proposer to check for any Addenda, Questions and Answers documents, and updates, which may be posted to the subject Solicitation.
4. **Proposal Term:** Submission of a Proposal signifies that the proposed services and prices are valid for 180 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. At Proposer's election, the Proposal may remain valid beyond the 180-day period in the circumstance of extended negotiations.
5. **Revision to 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, but no later than the Proposal due date and time. In no case will a statement of intent to submit a revised Proposal, or commencement of a revision process, extend the Proposal deadline for any Proposer. At any time during the Proposal evaluation process, the City may require a Proposer to provide oral or written clarification of its Proposal. The City reserves the right to make an award without further clarifications of Proposals received.
6. **Proposal Errors and Omissions:** Failure by the City to object to an error, omission, or deviation in the Proposal will in no way modify the Solicitation or excuse the Proposer from full compliance with the specifications of this Solicitation or any grant awarded pursuant to this Solicitation.

7. **Financial Responsibility:** The City accepts no financial responsibility for any costs incurred by a Proposer in responding to this Solicitation. Proposers acknowledge and agree that their submissions in response to this Solicitation will become the property of the City and may be used by the City in any way deemed appropriate.
8. **Proposer's Obligations under the Campaign Reform Ordinance:** Proposers must comply with Section 1.126 of the S.F. Campaign and Governmental Conduct Code. Local law prohibits City elected officials from soliciting or accepting contributions from any person or entity seeking to enter into a contract or grant worth \$100,000 or more with the City, if the contract or grant requires their approval or the approval of their appointees to the board of a state agency. This restriction applies to the party seeking the contract or grant, the party's board of directors, chairperson, chief executive officer, chief financial officer, chief operating officer, any person with an ownership interest greater than ten percent, and any political committees controlled or sponsored by the party, as well as any subcontractors listed in the awarded contract or Proposal. The law both prohibits the donor from giving contributions and prohibits the elected official from soliciting or accepting them.

A person or entity that contracts with the City may not make a campaign contribution to an elected official if the contract would require approval by that official, a board on which the official serves, or a board of a state agency on which an appointee of the official sits. The people and entities listed in the preceding paragraph may not make a campaign contribution to the elected official at any time from the submission of a Proposal for a contract until either: (1) negotiations are terminated and no contract is awarded or no grant is approved; or (2) twelve months have elapsed since the award of the contract or approval of the grant.

A violation of Section 1.126 may result in the criminal, civil, or administrative penalties. For further information, Proposers should contact the San Francisco Ethics Commission at [\(415\) 252-3100](tel:4152523100).

9. **Reservations of Rights by the City:** The issuance of this Solicitation does not constitute a guarantee by the City that a grant will be awarded or executed by the City. The City expressly reserves the right at any time to:
 - a. Waive or correct any defect or informality in any response, Proposal, or Proposal procedure;
 - b. Reject any or all Proposals;
 - c. Reissue the Solicitation;
 - 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 the subject goods or services are no longer necessary.

10. **No Waiver:** No waiver by the City of any provision of this Solicitation shall be implied from the City's failure to recognize or take action on account of a Proposer's failure to comply with this Solicitation.

11. **Other**

- a. The City may make such investigation, as it deems necessary, prior to the award of this contract to determine the conditions under which the goods are to be delivered or the work is to be performed. Factors considered by the City shall include, but not be limited to:
 - i. Any condition set forth in this Solicitation;
 - ii. Adequacy of Proposer's plant facilities and/or equipment, location and personnel location to properly perform all services called for under the Purchase Order; and
 - iii. Delivery time(s)..
- b. City reserves the right to inspect an awarded Proposer's place of business prior award of and/or at any time during the contract term (or any extension thereof) to aid City in determining an awarded Proposer's capabilities and qualifications.
- c. Failure to timely execute a grant, or to furnish any and all insurance certificates and policy endorsements, or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another.
- d. City reserves the right to reject any Proposal on which the information submitted by Proposer fails to satisfy City and/or if Proposer is unable to supply the information and documentation required by this Solicitation within the period of time requested.
- e. Any false statements made by a Proposer or any related communication/clarification may result in the disqualification of its Proposal from receiving further evaluation and a contract award.