1. Proposal Cover Page
   1. Proposer Information

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Organization Name |  | | | | Federal ID# | |  |
| Address |  | | | | | | |
| Director Name |  | | | | | | |
| Director Phone |  | | | Director Email | |  | |
| Contact Name |  | | | Contact Title | |  | |
| Contact Phone |  | | | Contact Email | |  | |
| Annual Proposed Budget Amount |  | | | | | | |
| Using Subcontractor? | Yes  No | If yes, Name of Subcontractor |  | | | | |

* 1. Certifications

I understand that the San Francisco Department of Homelessness and Supportive Housing (HSH) reserves the right to modify grant requirements at the time of funding and/or during the grant agreement negotiations; that a grant may be negotiated for a portion of the amount requested; that funding sources are subject to change; and that there is no grant until a written grant agreement has been signed by both parties and approved by all applicable City agencies.

Submission of a proposal signifies that the proposed services and prices are valid for 180 calendar days from the Proposals Deadline and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

I understand that as a condition of receiving a grant under this RFP, my organization is required to use the ONE System as described in the RFP.

The signatory below is a person authorized to obligate the Proposer to perform the commitments contained in the RFP and proposal. Submission of this document will constitute a representation by the organization that it is willing and able to perform the commitments and requirements contained in the RFP and proposal.

Signature of authorized representative(s):

**Name:** **Title:**

**Signature:** **Date:**

1. **Minimum Qualifications**

In no more than five pages, the Proposer must demonstrate all of the Minimum Qualifications. If a Subcontractor will be used, the Proposer must identify the subcontractor and how it meets the Minimum Qualifications. The Proposer must include the prior or current program name; funder name; funder contact name, title and email; the start/end dates; and how the Proposer or Subcontractor meet each Minimum Qualification.

1. **At least one year of experience operating a homeless shelter within the past five years**
2. **At least three years of experience working with families with children within the past five years**
3. **At least one year of experience providing nutritionally appropriate food services/meals to families**
4. **Organizational Capability and Experience**

In no more than eight pages, the Proposer must provide responses to the following:

1. **Describe agency’s experience delivering the services described in the RFP; and the agency’s organizational capability and infrastructure to deliver the services describe in the RFP**
2. **Describe the agency’s experience working with the target population**
3. **Describe agency’s experience delivering linguistically and culturally appropriate services**
4. **Describe the agency’s experience managing volunteers; and its capability/experience in leveraging and managing in-kind donations**
5. **Describe the agency’s experience providing conflict resolution and de-escalation when serving clients**
6. **Program Plan**

In no more than ten pages, the Proposer must provide responses to the following:

1. **Describe the agency’s plan to provide the emergency shelter operations; and make note of any challenges and barriers that may arise and how the agency plans to mitigate such issues**
2. **Describe the agency’s plan to integrate best practices and HSH’s Strategic Framework into the program**
3. **Describe agency’s proposed staffing structure and coverage, including brief job descriptions, qualifications, and training**
4. **Describe agency’s plan to deliver linguistically and culturally appropriate services to ensure that Spanish-speaking families and families whose primary language is other than English will be effectively served**
5. **Describe the agency’s plan to maintain good relationships with neighborhoods, including adherence to the Good Neighbor policies**
6. **Describe the agency’s plan to solicit client feedback; and how the feedback will be reported to HSH and incorporated into the program**
7. **Describe at least two specific and realistic service and outcome objectives, respectively; how they will be met and reported; and describe the agency’s process for ongoing evaluation and refinement of the program.**
8. Budget and Budget Narrative

Using Appendix 2: Budget Template Workbook the Proposer must complete/provide the following:

1. Provide a budget that appropriately allocates resources that match the scope of work, including staffing costs and operating, as appropriate
2. Provide a budget narrative that provides details on the costs included in the budget.