**Appendix 1: Application Template to Request for Proposal (RFP) (RFP# 138) - City Gardens (333 12th Street)**

1. **Cover Page**
   1. Applicant Information

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| **Application Type**  (select one) | Sole Applicant (one organization applying to provide both Property Management and Support Services)  Collaboration (more than one organization applying to provide services)  Specify collaborator’s names and service type that each entity will provide: |

**Property Management**

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| **Organization Name** |  | **City Supplier #** |  | **Address** |  |
| **Director Name** |  | **Director Phone** |  | **Director Email** |  |
| **Point of Contact** |  | **Point of Contact Phone** |  | **Point of Contact Email** |  |

**Support Services**

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| **Organization Name** |  | **City Supplier #** |  | **Address** |  |
| **Director Name** |  | **Director Phone** |  | **Director Email** |  |
| **Point of Contact** |  | **Point of Contact Phone** |  | **Point of Contact Email** |  |

* 1. Certifications

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

In accordance with Administrative Code Chapter 12X, I certify that my company is headquartered at the following address      . I will notify the City if my company's headquarters moves.

The signatory below is a person authorized to obligate the Applicant to perform the commitments contained in the SOI and application. Submission of this document will constitute a representation by the above organization(s) that they are willing and able to perform the commitments and requirements contained in the SOI and application.

Signature of authorized representative(s):

**Name:**       **Title:**

**Signature:**       **Date:**

**Name:**       **Title:**

**Signature:**       **Date:**

1. **Minimum Qualifications**

Applicant(s) must demonstrate that they meet all of the Minimum Qualifications (MQs):

* 1. Respondent must be a certified vendor with the City and County of San Francisco or have the ability to become a certified vendor within ten (10) days after notice of intent to award.
  2. For each service type (e.g. Support Services; Property Management), whether provided through a single entity, collaboration, and/or subcontractor, Applicants must demonstrate at least three years of experience delivering similar services, respectively.
  3. Applicants must demonstrate the following experience for **Property Management**:

Operation of a project similar in scope and size to the proposed project; or

Operation of at least two affordable rental housing projects in the last ten years, with at least one of those projects containing at least one unit housing a tenant who qualifies as a member of the served population.

* 1. Applicants must submit a completed Appendix 2a: Budget Template and Appendix 2b: Budget template for a 12-month period with each tab completed. The budget must stay within 2 percent of the allocated budget amount. The annual proposed amount for Property Management is $2,760,000, please do not exceed 2 percent of this amount ($2,815,200). The annual proposed amount for Support Services is $2,580,000, please do not exceed 2 percent of this amount ($2,631,600).

**Property Management (please add boxes as needed).**

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| Prior or Current Program Name |  |
| Funder Name |  |
| Funder Contact Name |  |
| Funder Contact Title |  |
| Funder Contact Email Address |  |
| Start and End Dates of Services |  |
| Briefly describe how Applicant meets this Minimum Qualification: |  |

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| --- | --- |
| Prior or Current Program Name |  |
| Funder Name |  |
| Funder Contact Name |  |
| Funder Contact Title |  |
| Funder Contact Email Address |  |
| Start and End Dates of Services |  |
| Briefly describe how Applicant meets this Minimum Qualification: |  |

**Support Services (please add boxes as needed).**

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| --- | --- |
| Prior or Current Program Name |  |
| Funder Name |  |
| Funder Contact Name |  |
| Funder Contact Title |  |
| Funder Contact Email Address |  |
| Start and End Dates of Services |  |
| Briefly describe how Applicant meets this Minimum Qualification: |  |

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| Prior or Current Program Name |  |
| Funder Name |  |
| Funder Contact Name |  |
| Funder Contact Title |  |
| Funder Contact Email Address |  |
| Start and End Dates of Services |  |
| Briefly describe how Applicant meets this Minimum Qualification: |  |

1. **Project Approach**
2. Applicants must describe the plan for collaboration between Support Services and Property Management to successfully deliver the services in this RFP.

**Property Management and Support Services**

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1. For Support Services and Property Management, Applicants must describe the plan to engage and maintain housing stability for a diverse population of formerly homeless/at risk families with children, including non-English speakers, persons with disabilities, and individuals with a history of homelessness, substance use and/or mental health challenges

**Property Management**

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**Support Services**

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1. For Support Services and Property Management, Applicants must describe the plan to deliver services to achieve the service and outcome objectives described in this RFP.

**Property Management**

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**Support Services**

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1. **Organizational Experience & Capacity**
2. For Support Services and Property Management, Applicants must describe the policies and procedures that they have in place that demonstrate how the following principles are implemented:

* Delivering services with equity; and
* Housing First and housing stability principles to deliver the services as outlined in the Solicitation.
* Applicants must describe any policies or procedures that are in place that demonstrate how these principles will be/are implemented.
* Applicants must describe intake requirements and tenant selection criteria.
* Property Management applicant must also describe resident selection criteria.

Examples of existing policies/procedures are encouraged. Applicants may attach an existing policy/procedure that is relevant to the principles above.

**Property Management**

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**Support Services**

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4.2 For each service type, Applicants must describe their organizational experience in delivering services, managing buildings, including Asset Management,

including, but not limited to:

* Years of experience delivering each service type,
* Average building vacancy and turnover rates in existing portfolio;
* Challenges and learnings with each service type;
* Serving a diverse population of tenants, including non-English speakers, persons with disabilities, and individuals with a history of homelessness, substance use and/or mental health challenges;
* Delivering services with equity; and
* Engaging in collaborative service partnerships.

**Property Management**

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**Support Services**

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* 1. For Support Services and Property Management, Applicants must describe their respective organizational capacity, including, but not limited to:
* Their current employee vacancy rates;
* Employee turnover rates;
* Capacity to hire, train, and retain staff;
* Capacity to deliver services on-time and within budget; and
* Organizational capacity to track and report service and outcome data.

Property Management

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**Support Services**

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1. Fiscal Capacity - Budget

5.1 For each service type (Support Services and Property Management), Applicants must submit one completed Appendix 2a: Budget Template and one

completed Appendix 2b: Budget Template for a 12-month period with each tab completed.

Property Management

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**Support Services**

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