

Southeast Community Center Proposal Form

Request for Proposals for Community Hub Workstation License and/or Office Lease

Organization Information

Legal Name of Organization: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Email: _____

California Secretary of State Corporation #: _____

Employer Identification Number (EIN) #: _____

Legal Name of Fiscal Sponsor (if applicable): _____

Address of Fiscal Sponsor (if applicable): _____

City Supplier ID# (if already existing): _____

Year Established as a Legal Entity: _____

Number of Part-Time Employees: _____

Number of Full-Time Employees: _____

Key Contact Information

Key Contact Name: _____

Key Contact Title: _____

Key Contact Telephone Number: _____

Key Contact Email: _____

Affirmative Statement of Accuracy

To be signed by the person who has the authority to make all commitments made in the Proposal and who is lawfully authorized to sign the license or lease on behalf of the organization or fiscal sponsor.

The undersigned represents and warrants to the San Francisco Public Utilities Commission as follows:

- a) the undersigned person(s) are authorized representatives of Proposer.
- b) the person(s) signing below is authorized by Proposer to obligate Proposer to perform the commitments contained in the Proposal.
- c) all information submitted by Proposer in the Proposal is complete, accurate, and truthful; and
- d) submission of this Proposal constitutes a representation by Proposer that it is willing and able to perform the commitments contained in this Proposal.
- e) the submission is subject to all public information laws.
- f) the SFPUC's issuance of this RFP is not a promise or agreement that the City, through the SFPUC, will enter into any license or lease.

Signature: _____

Signatory Name: _____

Signatory Title: _____

Signatory Email: _____

Indication of Interest

Please select one option:

- ☐ Only interested in Workstation License
- ☐ Only interested in Office Lease
- ☐ Interested in either Workstation License or Office Lease

Minimum Qualifications

For Questions 1-7, if you answer “No” to any of the questions, please attach a separate explanation sheet.

1. Does your organization have a minimum of three years of experience serving populations in San Francisco in one of the following Program Areas (as defined in the RFP): (1) Economic Development, (2) Environmental Justice and Advocacy, (3) Financial Empowerment, (4) Health and Well-Being, (5) Workforce Development and Education, or (6) Senior, Youth and Family?

☐ Yes ☐ No Please identify the Program Area: _____

2. Does your organization have the capacity to operate programs at the SECC open to the general public for a minimum of 720 hours per year (~15 hours per week)?

☐ Yes ☐ No

3. Does your organization have the capacity to offer drop-in programs and hours at the SECC?

☐ Yes ☐ No

4. Does your organization currently serve a minimum of 100 individuals annually in one of the following Program Areas: (1) economic development, (2) environmental justice and advocacy, (3) financial empowerment, (4) health and well-being, (5) workforce development and education, or (6) senior, youth and family?

☐ Yes ☐ No

5. Does your organization agree to provide the San Francisco Public Utilities Commission with quarterly key performance indicator (KPI) reports?

☐ Yes ☐ No

6. Have you reviewed the applicable City ordinances and other governmental requirements applicable to this opportunity, including those described in the RFP and the attached License and/or Lease, and agree that your organization will fully comply with these requirements?

☐ Yes ☐ No

7. Does your organization agree to comply with the terms of the License and/or Lease attached to the RFP, subject only to such modifications to which the SFPUC expressly agrees?

☐ Yes ☐ No

The following questions pertain to all previous leases and subleases that your organization holds or has held in the past five years. For Questions 8-13, if you answer "Yes" to any of the questions, please attach a separate explanation sheet.

In the past five calendar years:

8. Have you received a letter or Notice of Default from any landlord requesting that your organization cure any default by your organization under a lease (e.g. non-payment of rent, failure to provide insurance, failure to maintain the lease premises)?

☐ Yes ☐ No

9. Has your organization received an eviction notice from a landlord?

☐ Yes ☐ No

10. Has your organization or any of its officers filed for bankruptcy or been placed in involuntary bankruptcy?

☐ Yes ☐ No

11. Has your organization terminated a lease or sublease before the expiration of the lease term?

☐ Yes ☐ No

12. Has your organization been or is it currently on a "payment plan" to pay past due rents or fees that are owed to the landlord?

☐ Yes ☐ No

13. Are any of your organization's officers or any key personnel, or affiliated entities involved in any litigation that could have a material adverse effect on the organization's financial condition?

☐ Yes ☐ No

Relevant Experience and Qualifications (35 points)

For Questions 14-18, please attach a maximum of one page per question, unless otherwise noted. Label each response with the question number.

14. (10 Points) Describe your organization's mission statement, experience, and history serving San Francisco residents. Please note any relevant experience serving residents in the 94124, 94107, and/or 94134 zip codes.
15. (10 Points) Provide annual aggregate impact data from the last year detailing participants who received services in one of the following primary Program Areas (as defined in the RFP): (1) Economic Development, (2) Environmental Justice and Advocacy, (3) Financial Empowerment, (4) Health and Well-Being, (5) Workforce Development and Education, or (6) Senior, Youth, and Family. At a minimum, the report **(two pages maximum)** should include:
 - (a) Program name(s) and description(s)
 - (b) Program objectives and outcomes
 - (c) Number of participants served (annual basis)
 - (d) Participant demographics
 - (e) Service location(s)
16. (5 Points) Demonstrate your organization's commitment to serving a broad cross-section of populations within San Francisco.
17. (5 Points) Demonstrate your organization's approach and experience in recruiting participants for community programs.
18. (5 Points) See Appendix C: Form of License: Exhibit G [Reporting Form] or Appendix F: Form of Lease: Exhibit H [Reporting Form]. Describe your organization's internal processes to track and report on the following key performance indicators every quarter:
 - (a) Number of participants served
 - (b) Participants served by race
 - (c) Participants served by zip code
 - (d) Participants served by gender (including non-binary)
 - (e) Number of events and attendees
 - (f) Programmatic hours per quarter
 - (g) Participant success stories

Program Management Plan (35 points)

For Questions 21-23, please attach a maximum of one page per question, unless otherwise noted. Label each response with the question number.

19. (5 Points) Identify what Local Community Services (as defined in the RFP) your organization proposes to provide at the SECC. Please see the Program Area descriptions in the RFP.

Primary Program Area (select one):

- ☐ Economic Development
- ☐ Environmental Justice and Advocacy
- ☐ Financial Empowerment
- ☐ Health and Well-Being
- ☐ Workforce Development and Education Services
- ☐ Senior, Youth, and Family

Any additional Program Areas, if applicable and not required:

- ☐ Economic Development
- ☐ Environmental Justice and Advocacy
- ☐ Financial Empowerment
- ☐ Health and Well-Being
- ☐ Workforce Development and Education Services
- ☐ Senior, Youth, and Family

20. (5 Points) Detail your organization's business hours at the SECC, including the proposed schedule for offering drop-in programs and pre-registered programs.

General Days/Hours of Operation: _____

Drop-In Program(s) Days/Hours: _____

Pre-Registered Program(s) Days/Hours: _____

21. (10 Points) **Using a maximum of two pages**, describe the programs your organization proposes to operate at the SECC, including:

- (a) Description of how proposed programs and services will address the Program Area(s) identified in Question 19
- (b) Description of drop-in program(s)
- (c) Description of pre-registered program(s)
- (d) Proposed program schedule (total # of weeks, # of days, # of hours). Please note that the SECC is open to the public Monday through Friday, 7 a.m. – 7 p.m. If you are proposing any program outside of SECC's normal business hours, please describe.
- (e) Proposed program objectives and expected outcomes for program participants
- (f) Collaborations or partnerships that will support program and service delivery, if applicable. Please include the names of the organizations and their role in operating the programs.

22. (5 points) Outline your organization's staffing plan for programs at the SECC, including:

- (a) Program Name(s)
- (b) Employee Name(s) (leave blank if hiring)
- (c) Employee Title/Position
- (d) Employee Qualifications (include hiring qualifications)
- (e) Employee Responsibilities

23. (10 points) Describe your organization's approach to contacting San Francisco residents through outreach, marketing, and recruitment efforts to create awareness about the SECC and the proposed programs.

Financial Capacity (30 points)

For Questions 24-27, there are no page limits; however, please attach a maximum of one page for Question 24. Label each response with the question number.

24. (10 Points) Please describe your organization's revenue model **using a maximum of one page**. If applicable, please describe how your organization relies upon grant funding, in whole or in part.
25. (5 Points) Please provide your organization's financial statements for the past three most recent years.
26. (5 Points) Please provide an operating budget for your organization's proposed programs at the SECC and associated funding sources. Please note if any of the funding sources are for a duration of less than three years.
27. (10 Points) Please provide documents demonstrating your organization's ability to fund its continuing operations for the three-year license term or two-year lease term (e.g. grant agreements, notice of awards from philanthropic entities, fundraising plans, and/or endowments, etc.).

Additional Attachments

28. Attach signed Appendix E: Release of Liability.
29. Attach proof of tax-exempt status as a non-profit corporation with a public benefit or charitable purpose, organized and qualified to do business in the State of California.
30. If a Proposer is a non-profit corporation that receives a cumulative total per City fiscal year of at least \$1,000,000 in City-funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the San Francisco Administrative Code, the Proposer must comply with Chapter 12L.

The Proposer must include in its Proposal: (1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to the Proposer's meetings and records, and (2) a summary stating, to the best of the non-profit's knowledge, all complaints concerning the Proposer's compliance with Chapter 12L that were filed with the City in the last two years and deemed by the City to be substantiated. The summary shall also describe the disposition of each complaint.

If no such complaints were filed, the Proposer shall include a statement to that effect.