



SF Environment

Our home. Our city. Our planet.

A Department of the City and County of San Francisco

Request for Proposals for Green Business Recruitment and Pre-bate Program

SF Environment will award two grants to non-profits.

- Green Business Recruitment: Two grants will be given to community-based organizations to engage and recruit businesses in historically underserved communities into the Green Business Program.

TIMELINE FOR PROJECT SELECTION

- Request for Proposal released: Monday, July 19th, 2021
- Final day for questions (email only; no phone calls): Wednesday, August 4th, 2021
- Applications due: Friday, August 6th, 2021 by 5:00pm
- Projects Begin: September 2021

For more information: Contact Kevin Kumataka via email at kevin.kumataka@sfgov.org or David Kashani via email at David.Kashani@sfgov.org.

The San Francisco Department of the Environment

The mission of the San Francisco Department of the Environment (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”— we must achieve 0 waste and 0 toxic chemicals, 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.

We have set an ambitious agenda to guide us in achieving this vision, ensuring 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 and Toxics
- Amplify Community Action

The values driving this agenda and all SF Environment initiatives include:

- **Credibility:** We are a trusted source of information about environmental challenges, drawing on deep expertise to create solutions that make a measurable difference.
- **Innovation:** We experiment and prototype to identify the best solutions to address environmental challenges, setting examples for other cities to follow.
- **Collaboration:** We understand that working with a range of partners is critical to our success. We are an engaged member of the San Francisco city family and passionately work with business and community stakeholders to advance shared civic goals.

- **Equity:** Our initiatives are underpinned by a commitment to inclusiveness and accessibility, benefit all San Francisco residents and businesses and focus on supporting those communities most in need.
- **Impact:** We know that the condition of San Francisco’s environment is critically important to the quality of life of all residents, and our programs clearly demonstrate a resilient environment is possible.

In keeping with our values SF Environment is releasing grant funds for non-profit organizations to engage and help recruit businesses in communities historically underserved communities in San Francisco.

Projects should exemplify Department values of Credibility, Innovation, Collaboration, Equity, and Impact.

Green Business Recruitment Grants

Since 2006, the San Francisco Green Business Program has worked with small and medium-sized businesses to help them green their operations and receive recognition for their accomplishments. To date, San Francisco is home to 331 Recognized Green Businesses.

To meet the Green Business Program’s equity and inclusion goals, SF Environment seeks to increase the number of Green Businesses in historically underserved communities in San Francisco.

The Green Business Program is seeking two community-based organization (CBO) partners with strong ties to the small business community to conduct outreach and recruitment to businesses in historically underserved communities. The goal for the CBOs will be to recruit a minimum of 10 businesses into the Green Business Program and assist at minimum 5 of those businesses to achieve Green Business recognition. Activities should include tapping into existing network of business contacts to promote the Green Business Program through webinars, one-on-one calls, door-to-door outreach, and/or other forms of engagement. The grantee will promote the \$500 pre-bate and the cost-saving opportunities of going green.

The proposed Green Business Recruitment project proposals should address:

1. History working with small to medium enterprises (SMEs) in San Francisco
2. History of working with businesses in historically underserved communities
3. Dedicated staff person assigned to the project
4. Strategy to recruit 10 businesses into the SF Green Business Program

SFGBP will train grantee/s on program requirements, and incentives. The primary role of the CBOs will be to recruit businesses and enroll them through the SF Green Business website and to periodically send reminders to the enrolled businesses to complete the Green Business process.

GRANT PROCEDURES & GUIDELINES

Who can Apply – Only non-profit 501c3 organizations are eligible to apply.

Grant Types and Sizes – Green Business Recruitment: Two (2) one-year grants of \$10,000/each for two community-based organizations to engage and recruit businesses in historically underserved communities. Awardees will receive \$5,000 for the first 4 months of the project, with an additional \$5,000 in the second four months contingent on performance.

Geographic Focus – City and County of San Francisco

Application Format and submission– Proposals should be no more than 4 pages in length, in 12-point font, with 1-inch margins. Responses to RFP questions must follow the format as it is presented.

APPLICATION MATERIALS MUST BE RECEIVED BY
FRIDAY, August 6th at 5:00 PM

Applications must be emailed as pdf. documents to: kevin.kumataka@sfgov.org and David.Kashani@sfgov.org with “Grants Program” in subject line. Files should be labeled “Name of Applicant.DocumentName”. If an email application is not feasible, contact kevin.kumataka@sfgov.org or David.Kashani@sfgov.org.

LATE SUBMISSIONS WILL NOT BE CONSIDERED!

Funding Limitations, Grant Agreement/Contract Requirement, and Payment Process - Before the City can award funding, the grantee must become an approved city vendor and meet Human Rights Commission requirements. This process should be started as early as possible or risk grant awards delayed. Required forms may be downloaded from <http://www.sfgov.org/oca/purchasing/forms.htm>. For more information, please contact 415-252-2500. For insurance requirements and copies of sample insurance certification forms visit http://sfgov.org/oca/sites/default/files/FileCenter/Documents/729-insurance_requirements.pdf

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.

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

- **Application Cover and Checklist - 10 points** - Incomplete applications will not be accepted.
- **Proposal Narrative - 65 points** The narrative must include the following sections in the order listed, and should provide details on how the project supports the Department’s values, business assistance and community outreach goals. The 6-page limit applies to the narrative, budget and work plan.
 - **Project Summary 15 points** (no longer than half a page)
Briefly summarize the project, the amount being requested, the goals and objectives and project partners.
 - **Qualifications -25 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 key members of the project team. Describe:
 - History working with small to medium-sized businesses in San Francisco.
 - The communities and/or constituencies you focus on and the predominant language(s) spoken.
 - Systemic barriers that underrepresented businesses in your community face and ways your organization can help them overcome these barriers.
 - **Project Success -25 points**
Describe how you would achieve the goals and intent of the funding. Describe tangible project outcomes.
 - Include number of businesses contacted, number of businesses who register for the Green Business Program, and number of businesses that complete the recognition process.
- **Budget Spreadsheet with Narrative descriptions, and Workplan Budget- 25 points (Attachment C)**

Show how your project is cost-effective and reasonable. Provide a total project budget that includes the amount requested with a description of each line item.

The following items are required but will not be counted towards 4 page limit:

- **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** – 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. Staff may conduct interviews of a competitive proposal.

Green Business Recruitment Grant Attachment A

Application Cover Page and Checklist

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: \$ _____

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, and project budget (4 pages)
<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. Proof of non-profit status verifying tax-exempt status
	NOTE: Do NOT 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 5:00 pm Friday, August 6th, 2021

Sample Budget

Attachment C

Include total project costs, amount requested, and matched funding.

		Justification	Narrative	SFE Grant funded	Total Project
PERSONNEL					
	Executive Director		Grant award tracking, performance measurement system, outreach, fundraising. In-kind from ABC Foundation	\$2,000	\$2,000
	Project Manager		calling businesses, emailing businesses, setting up webinars	\$5,500	\$5,500
	TOTAL Personnel			\$8,000	\$8,000
	Fringes @ 28%			\$2,000	\$2,100
	TOTAL Personnel and fringes			\$10,000	\$10,100
SUPPLIES/ Other					
	Business promotion		Paid social media posts	\$1,000	\$1,000
	TOTAL Supplies			\$1,000	\$1,000
TOTAL					
			Personnel and supplies/other	\$10,000	\$10,100

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

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.

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 August 6, 2021 5:00 p.m.

Applications must be emailed as pdf. documents to: kevin.kumatata@sfgov.org with “Grants Program” in subject line. Files should be labeled “Name of Applicant.DocumentName”. If an email application is not feasible, contact kevin.kumatata@sfgov.org.

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.

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.