Request for Proposals 0000007198 for Green Business Recruitment and Pre-bate Program

Grant solicitation issue date: July 11, 2022

Pre-Proposal Conference: July 25, 2022 at 1 pm 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: 292 009 099

Proposals due: August 11, 2022 by 5 pm.

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 Green Business Assistance and Green Business Recruitment Grants (Proposal).

The San Francisco Department of the Environment (SF 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: 1) administer a program to assist San Francisco businesses with the cost of products and services needed to achieve Green Business recognition 2) engage and help recruit businesses into the Green Business Program.

SF Environment will award up to four (4) grants:
• One (1) Green Business Assistance Grant: a grant of up to two-years for an amount of up to $60,000 to administer pre-bates/rebates and promote Recognized Green Businesses. (Project Pool, $30,000 Annually)
• Up to three (3) Green Business Recruitment Grants: a total of up to $90,000 for up to a two-year period will be awarded to up to three community-based organizations to engage and recruit businesses into the Green Business Program. (Project Pool, $45,000 Annually)

Grants awarded pursuant to this solicitation shall have an original term of up to two (2) years. The City at its sole, absolute discretion, shall have the option to extend the term for up to two (2) additional years for a total of up to four (4) years. Should a grant be extended, the total may proportionally increase based on the respective annualized grant amount. Funding for all services shall be contingent upon the availability of funds. The City shall not guarantee any minimum amount of funding for these services.

Projects should exemplify Department values of credibility, innovation, collaboration, equity, and impact.

**Green Business Assistance Grant (1) Program Background:**

The [San Francisco Green Business Program](https://sfenvironment.org/green-businesses) is a business assistance and recognition program, managed by SF Environment. It provides access to free city services, resources, and rebates, along with hands-on technical assistance to small and medium-sized local businesses—encouraging them to take proactive measures to green their operations and activities. To be recognized, businesses complete specific measures relevant to their businesses in areas of water conservation, energy efficiency, pollution prevention, environmental purchasing, and waste reduction. For more information visit [https://sfenvironment.org/green-businesses](https://sfenvironment.org/green-businesses).

Since 2020, the Program has provided “pre-bates” that pay for materials or services upfront, and rebates that help businesses achieve Green Business recognition. The upfront prebate support eliminates the logistical and financial burdens of going through a post-purchase rebate (although businesses can opt for a rebate if they choose). For fiscal years 22/23 and 23/24, the SF Green Business Program has up to $60,000 to be distributed in the form of pre-bates and rebates to businesses that complete the Green Business Efficiency or Certified levels.

The Green Business Program is seeking a non-profit partner (grantee) to help San Francisco businesses select and purchase materials and/or hire contractors (e.g. lighting and plumbing contractors) to help those businesses achieve Green Business recognition. The grantee will be responsible for vetting products to ensure they meet Green Business Program requirements as specified by SF Environment. For example, if purchasing cleaning products, the grantee will only purchase items that are Green Seal, UL Ecologo, or Safer Choice.
certified. For a full list of program standards, see Office/Retail checklist (Attachment C). The grantee will prioritize buying products from a SF Green Business, however if products/services are not available from a SF Green Business the grantee will purchase from a California Green Business.

Additionally, the grantee will assist SF Environment in promoting and celebrating Recognized Green Businesses. This could be done through digital and/or traditional advertising, educational forums or networking events, or the creation of promotional materials for businesses.

Eligible use of grant funds includes purchases of eligible products or services from the past six months from the date the business registered for Green Businesses; rebates paid to Green Businesses for the purchase of eligible products or services; staff time to vet products or services; purchase of ads or promotional materials; staff time spent on marketing and/or events.

The proposed Green Business Assistance project proposals should address the following:
1. History of working with small to medium-sized businesses
2. Familiarity with the Green Business Program standards
3. Experience with environmentally preferable purchasing for businesses and institutions
4. Experience working with service contractors (ex. lighting contractors and plumbers)
5. Experience implementing a rebate program
6. Experience with digital advertising and social media campaigns
7. Experience organizing events

**Green Business Recruitment Grants (up to 3) Program Background:**
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 356 Recognized Green Businesses.

The Program seeks to build an inclusive green economy that supports small- and medium-sized businesses throughout the city. To help all business reap the social, economic, and environmental benefits of going green, the Program is currently recruiting businesses that generate under $250,000 in revenue annually, are non-profits that serve San Francisco communities, or are located in neighborhoods with historically low participation in the Green Business Program, such as Bayview/Hunters Point, Mission, Outer Mission/Ingleside, Excelsior, Chinatown, Tenderloin, Fillmore, Sunset, Richmond, and Japantown.

The Green Business Program is seeking community-based organization (CBO) partners with strong ties to the small business community to conduct outreach and recruitment to businesses and organizations to businesses that meet the criteria mentioned above in the criteria. The goal for the CBOs will be to recruit business into the Green Business Program and assist those businesses achieve Green Business Recognition. The number of recruited businesses will be dependent upon the number of CBOs selected for the grant. For example, should three grantees be selected to receive $15,000 a year, it would be expected that the awarded entities recruit a minimum of 15 businesses into the Green Business Program and assist at minimum of 8 of those businesses to achieve Green Business Recognition. Activities should include reaching out to the CBO’s existing network of business contacts to promote the Green Business Program through webinars, one-on-one calls, and/or other forms of engagement.

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 neighborhoods mentioned above
3. History of working with businesses owned by people of color and people who speak English as a second language
4. Dedicated staff person assigned to the project who is able to meet with business and Green Business staff in person
5. Strategy to recruit 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 work with Program staff to recruit businesses and enroll them through the SF Green Business website.

<table>
<thead>
<tr>
<th>TIMELINE FOR PROJECT SELECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>♦ Request for Proposal released: <strong>July 11, 2022</strong></td>
</tr>
<tr>
<td>♦ Pre-Application Conference: <strong>July 25, 2022 at 1pm</strong></td>
</tr>
<tr>
<td>♦ Final day for questions: <strong>July 27, 2022 at 5pm</strong>. (<a href="mailto:David.Kashani@sfgov.org">David.Kashani@sfgov.org</a>, no phone calls)</td>
</tr>
<tr>
<td>♦ Proposals due: <strong>August 11, 2022 by 5 pm.</strong></td>
</tr>
<tr>
<td>♦ Projects Begin: No sooner than <strong>September 1, 2022</strong></td>
</tr>
<tr>
<td>♦ <strong>For more information:</strong> Contact David Kashani via email at <a href="mailto:David.Kashani@sfgov.org">David.Kashani@sfgov.org</a>.</td>
</tr>
</tbody>
</table>

**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 up to **two (2) years.** In addition, the City shall have **one (1)** option to extend the term for a period of up to **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:

- One (1) Green Business Assistance Grant: up to **two-year grant of up to $60,000 total.**
- Up to three (3) Green Business Recruitment Grants: up to three (3) **two-year grants of up to $90,000 total.**

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. Funding for all services shall be contingent upon the availability of funds. The City shall not guarantee any minimum amount of funding for these services.

**Geographic Focus** – City and County of San Francisco.

**Written Questions**
Proposers are encouraged to submit written questions before **July 27, 2022 at 5pm** to [David.Kashani@sfgov.org](mailto: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](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 – Pass/Fail** (Attachment A) Incomplete applications will not be accepted.

• **Proposal Narrative** – 75 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 4-page limit (2 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 – 25 points**
  2. **Qualifications – 25 points**
  3. **Project Success -25 points**

• **Budget Spreadsheet** – 25 points (Attachment C)
  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 from SF Environment’s website.

The following items are required but will not be counted towards the 4-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.
Green Business Recruitment and Pre-bate Program Administration
Attachment A
Application Cover Page and Checklist- Applications must be received by August 11, 2022 by 5 pm.

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:
Proposal Category (Check one) if applying for multiple grants, agencies must submit a separate & individual proposal per grant application:

☐ Green Business Assistance or ☐ Green Business Recruitment

Total Project Budget: $ __________ Total agency Budget: $ __________ Length of grant in months 24

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:

☐ A. Signed Application Cover
☐ B. Proposal narrative (4 pages, 2 sheets total-front and back) and project budget
☐ C. Letter(s) of agreement – Where a partnering, collaborative and/or subcontracting relationship exists, a letter or work agreement documenting the relationship must be submitted
☐ D. Organization structure and organization chart for project team and list of board of directors
☐ E. Proof of non-profit status verifying tax-exempt status or Government agency
☐ F. Current year agency total budget, with grant project included.

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.
___________________________________________________________ ____________________________ __________
Proposal Narrative

- **Proposal Narrative– 75 points– Total**
  
  o **Project Summary 25 points (no longer than half a page)**
    Briefly summarize the project, the amount being requested, the goals and objectives and project partners.
  
  o **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.
    - For the Green Business Assistance grant, detail experience with the following:
      - History working with small to medium-sized businesses.
      - Familiarity with the SF Green Business Program and ability to vet products/services to meet environmental standards.
      - History of working with service contractors (for example, lighting and/or water fixture upgrades).
      - History of processing a rebate or similar program.
      - Experience with promoting businesses through social media or other platforms.
      - Experience organizing events with 100-300 attendees.
    - For the Green Business Recruitment grant, 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.
  
  o **Project Success -25 points**
    Describe how you would achieve the goals and intent of the funding. Describe tangible project outcomes.
    - For the Green Business Assistance grant this includes: number of businesses receiving pre-bates, number of businesses promoted via marketing and social outreach.
    - For the Green Business Recruitment grant this includes: methods of recruiting businesses, number of businesses contacted, number of businesses who register for the Green Business Program, number of businesses that complete the recognition process.
### Sample Budget
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.

### Department of the Environment-Standard Budget Form

**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.**

<table>
<thead>
<tr>
<th>PERSONNEL</th>
<th>Justification</th>
<th>Narrative</th>
<th>SFE</th>
<th>Cash Match</th>
<th>In-kind Match</th>
<th>Total Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Director</td>
<td>12%FTE from SFE; $32/hour.</td>
<td>Grant award tracking, performance measurement system, outreach, fundraising. In-kind from ABC Foundation</td>
<td>$8,000</td>
<td>$4,200</td>
<td>$0</td>
<td>$12,200</td>
</tr>
<tr>
<td>Project Manager</td>
<td>9%FTE from SFE; $20.83/hour</td>
<td>Compile program results, reporting, community and collaboration partners. Coordinate trainings</td>
<td>$3,900</td>
<td>$6,900</td>
<td>$0</td>
<td>$10,800</td>
</tr>
<tr>
<td>Gardening staff</td>
<td>$20/hr.</td>
<td>Volunteers from various community groups</td>
<td>$0</td>
<td>$0</td>
<td>$10,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>TOTAL Personnel</td>
<td></td>
<td></td>
<td>$11,900</td>
<td>$11,100</td>
<td>$10,000</td>
<td>$33,000</td>
</tr>
<tr>
<td>Fringes @ 28%</td>
<td></td>
<td></td>
<td>$3,332</td>
<td>$3,108</td>
<td>$2,800</td>
<td>$9,240</td>
</tr>
<tr>
<td>TOTAL Personnel and fringes</td>
<td></td>
<td></td>
<td>$15,232</td>
<td>$14,208</td>
<td>$12,800</td>
<td>$42,240</td>
</tr>
</tbody>
</table>

### 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       |                                     | Personnel + fringes + cont + supplies + other                          | $26,796 | $29,708 | $17,800 | $74,304       |
| Indirect Costs     | 10%                                 | Rent, utilities, etc                                                    | $2,680  | $2,971  | $1,780  | $7,430         |
| PROJECT TOTAL      | Direct + Indirect                    |                                                                       | $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 that will be adapted from the City’s grant agreement template (Link: G-100 4-19). The final grant agreement that successful Proposers are required to enter into (“Proposed Agreement”) may differ in substantive respects from the template. 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](http://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](http://sfgov.org/oca/sites/default/files/FileCenter/Documents/729-insurance_requirements.pdf)

---

**APPLICATION MATERIALS MUST BE RECEIVED BY (August 11, 2022 by 5 pm.)**

Proposers must try to upload their complete Proposals into the City’s Supplier Portal: [https://sfcitypartner.sfgov.org/pages/index.aspx](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.

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.