

CITY AND COUNTY OF SAN FRANCISCO

DEPARTMENT OF PUBLIC HEALTH



SOURCING EVENT ID: SFGOV-0000011970

REQUEST FOR QUALIFICATIONS 17-2026

AS-NEEDED COMMUNITY OUTREACH AND MEDIA SERVICES

ISSUED: August 10, 2026

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SECTION 1 – NOTICE OF REQUEST FOR QUALIFICATIONS

1.1 Request for Qualifications:

The Department of Public Health (hereinafter “City” or “DPH”) is issuing this Request for Qualifications (hereinafter “RFQ” or “Solicitation”) to seek statements of qualifications (hereinafter “Responses”) from qualified and experienced firms (hereinafter “Responders”) to provide the City with **As-Needed Community Outreach and Media Services** for the San Francisco Health Network (SFHN), Behavioral Health Services (BHS), and Population Health Division (PHD).

The Community Outreach and Media Services are intended to serve all San Francisco residents who qualify, regardless of race, ethnicity, national origin, gender, or sexual orientation, with focused expertise to meet the unique cultural needs of San Francisco residents suffering disparate and negative impacts from public health related issues.

Note: This RFQ 0000011970 is a reissue of RFQ 0000010081 to re-open the unranked Prequalified Lists established on March 11, 2025. Qualified vendors will be added to the Prequalified Lists on the date DPH issues Notice of Prequalified List for RFQ 0000011970. The re-opened Prequalified Lists will have an expiration date of March 11, 2029. Responders who qualified under RFQ 0000010081 will remain qualified and do NOT need to submit a statement of qualification for RFQ 0000011970 but can submit if they choose to.

1.2 Service Categories:

For this Solicitation, the City will re-open five Prequalified Lists previously called Prequalified Pools under RFQ 0000010081, one for each of the five Service Categories listed below. Responders may be included in one or more Prequalified Lists, based upon the Responder’s response to the Prequalified List Service Category Customer Certification Form (submit the applicable form(s) contained in Attachment A-1 for each Service Category for which Responder is applying). Any follow-on mini-RFP solicitation *must* include points scored for the depth of experience in one or more of the listed Service Categories.

1. **Category 1: Electronic outreach.** This includes but is not limited to e-newsletters, websites, blogs, and social media.
2. **Category 2: Print and other promotional material.** This includes but is not limited to mailings, posters, advertisements, and signage.
3. **Category 3: On-the-ground community outreach.** This includes but is not limited to tabling at community events, attending community groups’ meetings, and door-to-door flyering.
4. **Category 4: Media relations.** This includes but is not limited to marketing campaigns, TV/radio/billboard advertisements, and ethnic news media outreach.
5. **Category 5: Focus groups.** Facilitate focus groups with community stakeholders and conduct assessments to develop effective, culturally appropriate messaging for marketing material and campaigns.

1.3 Subcategories:

In order to be deemed qualified for entry into one or more of the five Prequalified Lists Service Categories, a Responder must select one or more Subcategories of expertise from each of the two Subcategories listed in the Minimum Qualifications Form (contained in Attachment A-1):

1. **Community Ties:** Responders must have deep community ties in one or more of San Francisco Neighborhoods identified as most disadvantaged, including but not limited to the following. Deep community ties are characterized by long-standing connections, regular interaction, and a deep level of commitment to the community and its members. Any follow-on mini-RFP solicitation *may* include points scored for the depth of demonstrated community ties.

Responders should not submit, and the City will not consider, any demographic data about the racial, ethnic, gender, or national origin make up of Responder's staff, leadership, and/or board of directors.

Responders must select one or more of the following for which the Responder has deep community ties:

- a. Bayview/Hunters Point
- b. Castro
- c. Chinatown
- d. Excelsior
- e. Mission
- f. South of Market
- g. Sunnydale
- h. Tenderloin
- i. Visitacion Valley
- j. Western Addition

- 2. Subject Matter Expertise:** Responders must have subject matter expertise in one or more of the following subject matter areas listed below. Subject matter expertise is characterized by in-depth knowledge and expertise in a specific area or subject matter. Any follow-on mini-RFP solicitation *may* include points scored for the depth of demonstrated subject matter expertise.

Responders must select one or more of the following for which the Responder has deep subject matter expertise:

- a. Behavioral Health
- b. Chronic Diseases
- c. Communicable Diseases
- d. Food Insecurity
- e. Homelessness
- f. Income Disparities
- g. Intentional/Unintentional Injuries
- h. Public Health
- i. Substance Use Disorders

1.4 Creation and Duration of the Prequalified List:

- A. The City shall evaluate Responses to create Prequalified Lists of suppliers (hereinafter "Prequalified List"). Responders prequalified under this Solicitation are not guaranteed a contract. The City may use the Prequalified List, at its sole and absolute discretion, on an as-needed basis.
- B. The Prequalified Lists resulting from this solicitation is valid for two years and will expire on March 11, 2029. The Prequalified Lists may NOT be extended because this is a re-opening of RFQ 0000010081's Prequalified Lists established on March 11, 2025.
- C. There will be no ranking of Responders from this RFQ. The intent of the RFQ is to re-open the unranked Prequalified Lists of Responders. When DPH identifies a project within the scope of this RFQ, DPH will issue a competitive mini-RFP that will be scored. The City will

commence contract negotiations with the highest ranked mini-RFP Proposer. The City reserves the right to award multiple contracts under each mini-RFP.

1.5 Selection of Contractor(s) and Anticipated Term of Resulting Contract(s):

- A. Selection of Contractor(s). Pursuant to Section 21.4 of the San Francisco Administrative Code, City may select contractors from the Prequalified Lists for resulting contracts pursuant to the options described below.
1. DPH may award the contract(s) through a Mini-Request for Proposal (mini-RFP) Process: The City will issue a mini-RFP and award the contract based on best value selection criteria to be provided at the time of issuance.
 2. For resulting contracts that are less than or equal to the [Minimum Competitive Amount](#), the City may select a contractor from the Prequalified List without any further solicitation. In choosing this option, the City will notify the Prequalified List of its selection. The Notice will specify the commodities and/or services awarded; their cost; and the selected Contractor's unique qualifications for having been selected without a further solicitation. Such notice must be retained for three years.
- B. Contracts issued to prequalified Responders will have terms of varying lengths (including options to extend) depending on the City's needs, but in no case longer than nine (9) years. The City reserves the right to procure services similar to or identical to the services specified in this Solicitation by any other means. No prequalified Responder is guaranteed a contract.

1.6 Solicitation Schedule:

The following is the schedule for this Solicitation. These dates may be changed at any time as determined by City without liability. The City will implement any date changes to this Solicitation through an authorized written addendum.

Activity	Time	Date
RFQ Published		08/10/2026
Deadline for Questions	5:00PM PT	08/27/2026
Estimated Q&A Addendum Posting		09/04/2026
Deadline to Submit Responses	2:00PM PT	09/16/2026
Estimated Announcement of Prequalified List(s)		10/02/2026

1.7 Procurement Officer and Delivery Address:

Kevin Qin and Lisa Lui

City and County of San Francisco – Department of Public Health – Office of Contract Management and Compliance

101 Grove St., Room 410

San Francisco, CA 94102

Phone: (628) 271-6179 and (628) 271-7095

Email: kevin.qin@sfdph.org and lisa.lui@sfdph.org and sfdph.solicitations@sfdph.org

SECTION 2 – INSTRUCTIONS TO RESPONDERS

2.1 Obtaining RFQ Documents and Addenda:

- A. RFQ documents, including addenda, can be found on the San Francisco City Partner website: [San Francisco City Partner Event Search](#)
- B. Responders will then need to search the **Sourcing Event ID** listed above for all related documents. It is the Responder's responsibility to check the San Francisco City Partner website regularly to stay current on the documents that are available as this is the primary communication website for this RFQ.
- C. The City may modify this Solicitation, prior to the Response due date, by issuing an addendum to the Solicitation, which will be posted on the San Francisco City Partner website. Every addendum will create a new version of the Sourcing Event and Responders must monitor the event for new versions. The Responder shall be responsible for ensuring that its Response reflects any and all addenda issued by the City prior to the Response due date regardless of when the Response is submitted. Therefore, the City recommends that the Responder consult the website frequently, including shortly before the Response due date, to determine if the Responder has downloaded all Solicitation addenda. It is the responsibility of the Responder to check for any addenda, and updates, which may be posted to the subject Solicitation.
- D. The submittal of a response to this Solicitation shall explicitly stipulate acceptance by Responders of the terms found in this Solicitation, any and all addenda issued to this Solicitation, and the proposed contract terms.

2.2 Submission of Responses:

A. How to Register as a City Supplier

The following requirements pertain only to Responders not currently registered with the City as a Supplier.

Step 1: Register as a Bidder on the San Francisco City Partner website: [San Francisco City Partner Bidder Registration](#)

Step 2: Follow the [step-by-step instructions](#) on SF.gov for converting your Bidder ID to a Supplier ID. This will require you to register with the City Tax Collector's Office and submit the online 12B Declaration for Article 131 (Equal Benefits Program) compliance through the City Partner website. 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.

- 1. **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.
- 2. **Equal Benefits Program Inquiries:** For questions concerning the San Francisco Labor and Employment Code Articles 131 and 132, visit the [San Francisco Contract Monitoring Division website](#).

B. Time and Place for Submission of Responses

- 1. Prior to the Response submission deadline, Responders must upload their complete Response to the [San Francisco City Partner website](#).
- 2. Each original Response 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 Response from further consideration. Failure to adhere to the above requirements may result in the complete rejection of your Response.

3. Responders should upload and submit their Response to the San Francisco City Partner website as early as possible to allow time for any technical issues. The website will automatically close at the submission deadline, and late Responses will not be accepted. Uploading a Response is not enough, Responders must press "Submit" before the deadline.
4. Responses must be received by the due date and time shown in the RFQ. Responses that are submitted by email will not be accepted.
5. Responses must be submitted through the San Francisco City Partner website. However, if the website is not functioning, Responders must notify the Procurement Officer listed in Section 1.5 (Procurement Officer and Delivery Address) and provide proof of the issue. In such cases, the Response may be delivered in person as a backup. The deadline for in-person delivery is the same as the deadline for submission via the San Francisco City Partner website. The City is not responsible for Responses lost or not delivered by your courier of choice. Courier / package tracking is recommended if you use in-person delivery. If delivering by mail or courier, please email a tracking # (if available) or notice of mailing to the Procurement Officer listed in this RFQ.

2.3 Request for Clarifications/Questions:

- A. Questions must be submitted by email to the Procurement Officer whose name and contact information listed in Section 1.5 (Procurement Officer and Delivery Address) of this Solicitation no later than the deadline for questions. Questions received after this date and time may not be answered.
- B. Only questions that have been resolved by formal written addenda to this Solicitation will be binding. Oral and other interpretations or clarifications will be without legal or contractual effect.

2.4 Responder's Minimum Qualifications:

Each Response will be reviewed for initial determination on whether Responder meets the MQs referenced in this section. This screening is a pass or fail determination and a Response that fails to meet the Minimum Qualifications will not be eligible for further consideration in the evaluation process. The City reserves the right to request clarifications from Responders prior to rejecting a Response for failure to meet the Minimum Qualifications.

MQ #	Description
MQ1	Responder must select one or more Subcategories of expertise from each of the two Subcategories listed in the Minimum Qualifications Form.

SECTION 3 – TERMS AND CONDITIONS FOR RECEIPT OF STATEMENTS OF QUALIFICATIONS

3.1 Local Business Enterprise (LBE) Program Requirements:

A. Contract Monitoring Division (CMD) Compliance Officer

The CMD Compliance Officer (CCO) for this Solicitation and any Contract awarded pursuant to this Solicitation is:

Seth Benkle

Contract Monitoring Division

City and County of San Francisco

Phone: 650-821-7796

Email: Seth.Benkle@sfgov.org

Website: [Contract Monitoring Division website](#)

B. Application of LBE Rating Bonuses

LBE Rating Bonuses shall be applicable at each phase of the Solicitation evaluation and selection process, in accordance with the values shown below. For the purposes of Chapter 14B requirements only, and not the final contract amount in any executed agreement, the "Estimated Contract Value" for each agreement awarded under this RFQ is may be greater than \$20,000 but less than or equal to \$10,000,000.

1. Reserved (Commodities)

2. General and Professional Services

Estimated Contract Value	Small/Micro LBEs Rating Bonus	SBA LBEs Rating Bonus
Greater than \$20,000 but less than or equal to \$400,000.	10%	0%
Greater than \$400,000 but less than or equal to \$10,000,000.	10%	5% <i>So long as it does not adversely affect a Small or Micro-LBE Responder's participation or, for Professional Services, a JV Responder's participation.</i>
Greater than \$10,000,000 but less than or equal to \$20,000,000.	2%	2%

3. Professional Services by Joint Ventures

Estimated Contract Value	Small/Micro LBE Subcontracting Level	Rating Bonus
Greater than \$20,000 but less than or equal	Equals or exceeds 35%, but less than 40%	5%

Estimated Contract Value	Small/Micro LBE Subcontracting Level	Rating Bonus
to \$10,000,000.	Equals or exceeds 40%, but less than 100%	7.5%
	100%	10%
If applying for an LBE rating discount as a Joint Venture (JV), the Micro and /or Small-LBE must be an active partner in the JV and perform work, manage the job and take financial risks in proportion to the required level of participation stated in the Response, and must be responsible for a clearly defined portion of the work to be performed and share in the ownership, control, management responsibilities, risks, and profits of the JV. The portion of the Micro and/or Small-LBE JV's work shall be set forth in detail separately from the work to be performed by the non-LBE JV. The Micro and/or Small-LBE JV's portion of the contract must be assigned a commercially useful function.		

4. Sample Rating Bonus Calculations

ABC Firm Price Response Attributes	Possible Maximum Score	14B LBE Rating Bonus (2%)	Evaluated Total Score
Is a Certified Micro LBE			
Minimum Qualifications	Pass	N/A	N/A
Technical Response	100	2	102
Interview	25	0.5	25.5
Total	125	2.5	127.5

C. LBE Subcontracting Participation Requirements

The City will seek to have LBE Participation Requirements determined or waived contract by contract after the Prequalified List has been established based on the specific scope and not-to-exceed amount of each contract that is ultimately awarded to the Prequalified List's contractors.

D. CMD LBE Forms

Failure to complete, sign and submit each of the required CMD LBE Forms with Response may result in the submission being deemed non-responsive and rejected.

CMD Packet 2 – Requirements for Architecture, Engineering & Professional Services Contracts consisting of:

(a) CMD Form 3: CMD Compliance Affidavit

The City will issue a mini-RFP and seek to have LBE Participation Requirements determined or waived contract by contract based on the specific scope and not-to-exceed amount of each contract that is ultimately awarded to the Prequalified List's contractor(s).

3.2 Form of Contract:

- A. The selected Responder will be required to enter into a contract substantially in the form presented in Attachment M (City's Contract Terms). Please note that the exhibits are intentionally not complete in the attached sample standard document. These exhibits will be conformed to reflect any changes made through the Solicitation process and will appear in the final Professional Services contract executed between the parties.
- B. Failure or refusal to enter into a contract as herein provided or to conform to any of the stipulated requirements in connection therewith shall be just cause for an annulment of the award. If the highest scoring Responder refuses or fails to execute the contract, or the contract is terminated, the City may, at its sole discretion, enter in contract with and award the contract to the second highest scoring Responder, and so on.

3.3 Responsibility of Responder:

A. Qualification of Responders

The selected Responder must possess all qualifications required for the contract and be capable of performing the work for which the Responder is being called. If applicable, the successful Responder and/or Responder's staff must be properly licensed and/or certified according to the requirements outlined in this Solicitation and remain in good standing for the duration of the contract. Any failure to demonstrate satisfaction of one or more of the requirements, if requested by the City, will be considered sufficient for the disqualification of the Responder as non-responsive and will entitle the City to terminate negotiations and move to the next highest-scoring Responder for contract award.

B. Notice of Prequalified List – Required Documentation

After the City issues a Notice of Prequalified List and prior to contract award, the selected Responder must be registered and in good standing with the government entities listed below and is solely responsible for ensuring that its legal name, including any DBA, is accurate, consistent, and identical across all registrations, filings, and submitted documents, and exactly matches the legal name provided to the City. Any discrepancies must be corrected, including updating registrations or records as needed, within ten calendar days of the issuance of the Notice of Prequalified List. Failure to demonstrate compliance or begin correcting any discrepancies within the ten-calendar day period may result in the Responder being deemed nonresponsive. Failure to remain in good standing for the duration of the contract will entitle the City to immediately terminate the contract for default, with no opportunity to cure.

1. Responder is in good standing with the California Secretary of State;
2. Responder is in good standing with the Franchise Tax Board;
3. Responder is in good standing with the Internal Revenue Service;
4. Responder (if a non-profit) is in good standing with California Attorney General's Registry of Charitable Trusts per the City's [Policy and Procedures regarding City Nonprofit Supplier Compliance with California Attorney General Registry of Charitable Trusts](#);
5. Office of Foreign Assets Control (OFAC) – applicable to state funded contracts;
6. System for Award Management (SAM) – applicable to federally funded contracts.

3.4 Public Disclosure:

- A. All documents under this Solicitation process are subject to public disclosure per the California Public Records Act (California Government Code Section §6250 et. Seq) and the San Francisco Sunshine Ordinance (San Francisco Administrative Code Chapter 67). Contracts, Responses, and all other records of communications between the City and Responders shall be open to inspection immediately after a contract has been awarded. Nothing in this Administrative Code provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a

contract or other benefit until and unless that person or organization is awarded the contract or benefit.

- B. If the City receives a Public Records Request ("Request") pertaining to this Solicitation, City will use its best efforts to notify the affected Responder(s) of the Request and to provide the Responder with a description of the material that the City deems responsive and the due date for disclosure ("Response Date"). If the Responder asserts that some or all of the material requested contains or reveals valuable trade secret or other information belonging to the Responder that is exempt from disclosure and directs the City in writing to withhold such material from production ("Withholding Directive"), then the City will comply with the Withholding Directive on the condition that the Responder seeks judicial relief on or before the Response Date. Should Responder fail to seek judicial relief on or before the Response Date, the City shall proceed with the disclosure of responsive documents.

3.5 Limitations 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 issuance of Notice of Prequalified List), Responders and their subcontractors, vendors, representatives and/or other parties under Responder's control, shall communicate solely with the Procurement Officer whose name appears in this Solicitation. Any attempt to communicate with any party other than the Procurement Officer 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 Responder or potential Responder from the competitive process. This protocol does not apply to communications with the City regarding business not related to this Solicitation.

3.6 Response Selection Shall Not Imply Acceptance:

The acceptance and/or selection of any Response shall not imply acceptance by the City of all terms of the Response, which may be subject to further approval before the City may be legally bound thereby.

3.7 Cybersecurity Risk Assessment:

- A. As part of City's evaluation process, City may engage in Cybersecurity Risk Assessment (CRA). CRA may be performed for each entity manufacturing the product, performing technical functions related to the product's performance, and/or accessing City's networks and systems. Where a prime Responder or reseller plays an active role in each of these activities, CRA may also be required for the prime Responder or reseller.
- B. To conduct a CRA, City may collect as part of this Solicitation process one of the following two reports:
 - 1. **SOC-2 Type 2 Report:** Report on Controls at a Service Organization Relevant to Security, Availability, Processing Integrity, Confidentiality or Privacy; or
 - 2. **City's Cyber Risk Assessment Questionnaire:** Responder's responses to a City's Cyber Risk Assessment Questionnaire.
 - 3. The above reports may be requested at such time City has selected or is considering a potential Responder. The reports will be evaluated by the soliciting Department and the City's Department of Technology to identify existing or potential cyber risks to City. Should such risks be identified, City may afford a potential Responder an opportunity to cure such risk within a period of time deemed reasonable to City. Such remediation and continuing compliance shall be subject to City's on-going review and audit through industry-standard methodologies, including but not limited to: on-site visits, review of the entities' cybersecurity program, penetration testing, and/or code reviews.

3.8 Solicitation Errors and Omissions:

Responders are responsible for reviewing all portions of this Solicitation. Responders are to promptly notify the City, in writing and to the Procurement Officer if the Responder 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.

3.9 Objections to Solicitation Terms:

Should a Responder object on any ground to any provision or legal requirement set forth in this Solicitation, the Responder must, no later than the deadline for questions, provide written notice to the City setting forth with specificity the grounds for the objection. The failure of a Responder to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

3.10 Protest Procedures:

A. Protest of Solicitation Content

Any Responder who contends that the terms, conditions, or specifications of this Solicitation are unduly restrictive, improperly limit competition, or appear to be written in a manner that favors a particular vendor, may submit a written protest of the Solicitation content. Such protest must be received by the City no later than the deadline for submission of questions as set forth in the Solicitation schedule. The written protest must clearly identify each allegedly restrictive specification, explain in detail why the specification is deemed restrictive or biased, and include all supporting facts, evidence, and any applicable law, rule, ordinance, or procedure. The protest must be signed by an individual authorized to represent the Responder. Failure to submit a timely protest will be deemed a waiver of the Responder's right to challenge the content of the Solicitation.

B. Protest of Non-Responsiveness Determination

Within three business days of the City's issuance of a Notice of Non-Responsiveness, a Responder may submit a written Notice of Protest of Non-Responsiveness. 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 Responder, 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.

C. Protest of Non-Responsible Determination

Within three business days of the City's issuance of a Notice of Non-Responsibility, a Responder 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 Responder, 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.

D. Protest of Prequalified List Creation

Within three business days of the City's issuance of a Notice of Prequalified List, a Responder may submit a written Notice of Protest of Prequalified List. 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 Responder, 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. Please note that a

disagreement with how an individual evaluator scored a Response does not constitute valid grounds for a protest.

E. Delivery of Protests

A Notice of Protest must be delivered to the Procurement Officer whose name and contact information appears in this Solicitation, and to My Lan Do Nguyen, Manager of Contractual Pre-Award, at mylando.nguyen@sfdph.org. A Notice of Protest must be written; protests made orally (e.g., by telephone) will not be considered. It must be transmitted by a means that will objectively establish the date the City received the Notice of Protest, and received by the due dates stated above. If a Notice of Protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein.

3.11 Response Term:

Submission of a Response signifies that the proposed products, services and prices are valid for 180 calendar days from the Response due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity. At Responder's election, the Response may remain valid beyond the 180-day period.

3.12 Revision to Response:

A Responder may revise a Response on the Responder's own initiative at any time before the deadline for submission of Response. The Responder must submit the revised Response in the same manner as the original. A revised Response must be received on or before, but no later than the Response due date and time. In no case will a statement of intent to submit a revised Response, or commencement of a revision process, extend the Response due date for any Responder. At any time during the Response evaluation process, the City may require a Responder to provide oral or written clarification of its Response. The City reserves the right to make an award without further clarifications of Response received.

3.13 Response Errors and Omissions:

Failure by the City to object to an error, omission, or deviation in the Response will in no way modify the Solicitation or excuse the Responder from full compliance with the specifications of this Solicitation or any contract awarded pursuant to this Solicitation.

3.14 Financial Responsibility:

The City accepts no financial responsibility for any costs incurred by a Responder in responding to this Solicitation. Responders 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.

3.15 Responder's Obligations under the Campaign Reform Ordinance:

- A. If a contract awarded pursuant to this Solicitation has (A) a value of \$100,000 or more in a fiscal year and (B) requires the approval of an elected City official, Responders are hereby advised:
- B. Submission of a Response in response to this Solicitation may subject the Responders to restrictions under Campaign and Governmental Conduct Code Section 1.126, which prohibits City Contractors, Responders, and their affiliates from making political contributions to certain City elective officers and candidates; and
- C. Before submitting a Response in response to this Solicitation, Responders are required to notify their affiliates and subcontractors listed in the awarded contract or Response of the political contribution restrictions set forth in Campaign and Governmental Conduct Code section 1.126.
- D. This restriction applies to the party seeking the contract, the party's board of directors, chairperson, chief executive officer, chief financial officer, chief operating officer, any person

with an ownership interest greater than 10%, and any political committees controlled or sponsored by the party, as well as any subcontractors listed in the awarded contract or Response. The law both prohibits the donor from giving contributions and prohibits the elected official from soliciting or accepting them.

- E. 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 Response for a contract until either: (1) negotiations are terminated and no contract is awarded; or (2) twelve months have elapsed since the award of the contract.
- F. A violation of Section 1.126 may result in criminal, civil, or administrative penalties. For further information, Responders should contact the San Francisco Ethics Commission at [\(415\) 252-3100](tel:4152523100) or go to:

<https://sfethics.org/compliance/city-officers/city-contracts/city-departments/notifying-bidders-and-potential-bidders>.

3.16 Reservations of Rights by the City:

The issuance of this Solicitation does not constitute a guarantee by the City that a contract will be awarded or executed by the City. The City expressly reserves the right at any time to:

1. Waive or correct any defect or informality in a Response or in the Response submission procedure;
2. Reject any or all Responses;
3. Reissue the Solicitation;
4. Prior to submission deadline for Response, 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 Response;
5. Procure any materials, equipment or services specified in this Solicitation by any other means; or
6. Determine that the subject goods or services are no longer necessary.

3.17 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 Responder's failure to comply with this Solicitation.

3.18 Investigations:

- 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:
 1. Any condition set forth in this Solicitation;
 2. Adequacy of Responder's plant facilities and/or equipment, location and personnel location to properly perform all services called for under the Purchase Order; and
 3. Delivery time(s).
- B. City reserves the right to inspect an awarded Responder's place of business prior to award of and/or at any time during the contract term (or any extension thereof) to aid City in determining an awarded Responder's capabilities and qualifications.
- C. Failure to timely execute a contract, or to furnish any and all insurance certificates and policy endorsements, surety bonds 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 Responder and may proceed against the original selectee for damages.

- D. City reserves the right to reject any Response on which the information submitted by Responder fails to satisfy City and/or if Responder 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 Responder or any related communication/clarification may result in the disqualification of its Response from receiving further evaluation and a contract award.

3.19 Insurance:

Sample insurance provisions are contained in Attachment A-3 (City's Contract Terms) included in the Solicitation.

3.20 Compliance with Law:

Responder warrants that all services rendered shall be performed in accordance with all applicable federal, state, and local laws, statutes, ordinances, lawful orders, rules, and regulations.

3.21 City Nonprofit Supplier Compliance with California Attorney General Registry of Charitable Trusts:

Nonprofit Responders are required to review the City's [Policy and Procedures regarding City Nonprofit Supplier Compliance with California Attorney General Registry of Charitable Trusts](#). To receive a contract under this Solicitation, any nonprofit Responder must be in good standing with the California Attorney General's Registry of Charitable Trusts by the time of contract execution and must remain in good standing during the term of the contract. Upon request, Responder must provide documentation to the City demonstrating its good standing with applicable legal requirements. If Responder will use any nonprofit subcontractors to perform the contract, Responder will be responsible for ensuring they are also in compliance with all requirements of the Attorney General's Registry of Charitable Trusts at the time of contract execution and for the duration of the contract.

3.22 Licenses, Permits, Fees and Assessments:

Responder represents and warrants to City that it will obtain all licenses, permits, qualifications, and approvals of whatever nature that are legally required to practice its profession and perform the work and services requested in this Solicitation. Responder represents and warrants to City that Responder shall, at its sole cost and expense, keep in effect at all times during the term of the contract if so awarded, any license, permit, qualification, or approval that is legally required for Responder to perform the work and services under the contract if so awarded. Responder shall have the sole obligation to pay for any fees, assessments, and taxes, plus applicable penalties, and interest, which may be imposed by law and arise from or are necessary for the Responder's performance of the work and services required under the contract if so awarded. Responder shall indemnify, defend, and hold harmless City against any such fees, assessments, taxes, penalties, or interest levied, assessed, or imposed against City to the fullest extent permitted by law.

3.23 Right to Accept or Reject Responses:

The City reserves the right to waive any informality or technical defect in a Response and to accept or reject, in whole or in part, any or all Responses and to cancel all or part of this Solicitation and seek new Responses, as best serves the interests of the City. The City furthermore reserves the right to contract separately with others certain tasks if deemed in the best interest of the City.

3.24 Non-Collusion:

The undersigned, by submission of Response, hereby declares that the Response is made without collusion with any other business making any other Response, or which otherwise would make a Response.

3.25 Signed Response:

Submission of a signed Response will be interpreted to mean that the firm responding to this Solicitation has hereby agreed to all the terms and conditions set forth in the Solicitation, and any attached sample contract.

3.26 Green Purchasing Requirements:

Prior to submitting any Response to this Solicitation, Responders are required to review the City's [Mandatory Green Purchasing Requirements](#) to ensure that all goods and services offered to the City pursuant to this Solicitation comply with the City's Green Purchasing Requirements. Responders are further encouraged to refer to Attachment M (City's Contract Terms) for additional details regarding the Green Purchasing Requirements applicable to any contract awarded pursuant to this Solicitation.

3.27 Protected Health Information and Business Associate Agreement

The City is a Covered Entity as defined in the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and must comply with the HIPAA Privacy Rule governing the access, use, disclosure, transmission, and storage of protected health information (PHI), and with the Security Rule under the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 ("the HITECH Act").

A Business Associate Agreement (BAA) applies to this Solicitation if the services described will require Responder to do one or more of the following:

- A. Create, receive, maintain, or transmit PHI for or on behalf of City/DPH (including storage of PHI, digital or hard copy, even if Responder does not view the PHI or only does so on a random or infrequent basis); or
- B. Receive PHI, or access to PHI, from City/DPH or another Business Associate of City, as part of providing a service to or for City/DPH, including legal, actuarial, accounting, consulting, data aggregation, management, administrative, accreditation, or financial; or
- C. Transmit PHI data for City/DPH and require access on a regular basis to such PHI, such as health information exchanges (HIEs), e-prescribing gateways, or electronic health record vendors).

If any of the above apply, Responder will be a Business Associate of City/DPH as defined under HIPAA. The DPH Business Associate Agreement will automatically become part of any resulting contract, and Responder must comply with its terms.

If none of the above apply, Responder will not be a Business Associate of City/DPH, and the DPH Business Associate Agreement will not apply to any resulting contract.

3.28 Protected Health Information

Responder, and any subcontractors, agents, and employees of Responder or its subcontractors, must comply with all federal and state laws governing the transmission, storage, and protection of private health information disclosed by City in the performance of any resulting contract. Any failure to comply with federal, state, or local privacy laws will be a material breach of the contract. If City pays a regulatory fine or is assessed civil penalties or damages through private rights of action based on an impermissible use or disclosure of protected health information given to Responder or its subcontractors or agents by City, Responder will indemnify City for the amount of such fine, penalties, or damages, including notification costs. In addition to any other remedies available under equity or law, City may terminate the contract in such an event.

3.29 Exclusion Lists and Employee Verification

Upon hire and monthly thereafter, Responder must check the exclusion lists published by the Office of the Inspector General (OIG), General Services Administration (GSA), and the California Department of Health Care Services (DHCS) to confirm that no employee, temporary employee,

volunteer, consultant, or governing body member responsible for overseeing, administering, or delivering state or federally funded services appears on these lists. Anyone on an exclusion list may not work on the program or with the agency. Responder must retain proof of these checks for seven years.

3.30 Prevention of Fraud, Waste and Abuse.

Responder shall comply with all laws designed to prevent fraud, waste, and abuse, including, but not limited to, provisions of state and Federal law applicable to healthcare providers and transactions, such as the False Claims Act (31 U.S.C. § 3729 et seq.), the Anti-Kickback Statute (42 U.S.C. § 1320a-7b(b)), the Physician Self-Referral Law (Stark Law, 42 U.S.C. § 1395nn), and California Business & Professions Code § 650. Contractor shall immediately notify City of any suspected fraud, waste, and abuse under state or federal law.

3.31 Participate In DPH Performance Improvement Process (PIP) and Monitoring

DPH requires vendors to participate in periodic and annual review of the contract deliverables. DPH will work with the Responder to select appropriate measurable data to use as a measure of satisfactory delivery of the service or products. This may include delivering various reports or data periodically to DPH.

3.32 Web Content Accessibility Guidelines (WCAG) 2.1 Level AA

If the technology to be procured under this Solicitation will be public facing (i.e., members of the public will use it to learn about, apply for, pay for, or otherwise access City services or information), the following requirements apply: A Responder selected pursuant to this Solicitation shall adhere to the requirements of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. Sec. 1201 et seq.), including the Web Content Accessibility Guidelines (WCAG) 2.1, Level AA, as specified in the Department of Justice's Title II Rule on the accessibility of web content and mobile applications. The awarded Responder shall ensure that all information content and technology provided under the resulting contract fully conforms to the Department of Justice's Title II rules and, where applicable, the applicable Revised 508 Standard, prior to delivery and before the City's final acceptance of the Services and/or Deliverables.

SECTION 4 – SCOPE OF WORK

4.1 Background:

The Department of Public Health (hereinafter “City” or “DPH”) is issuing this Request for Qualifications (hereinafter “RFQ” or “Solicitation”) to seek statements of qualifications (hereinafter “Responses”) from qualified and experienced firms (hereinafter “Responders”) to provide the City with As-Needed Community Outreach and Media Services for the San Francisco Health Network (SFHN), Behavioral Health Services (BHS), and Population Health Division (PHD).

The Community Outreach and Media Services are intended to serve all San Francisco residents who qualify, regardless of race, ethnicity, national origin, gender, or sexual orientation, with focused expertise to meet the unique cultural needs of San Francisco residents suffering disparate and negative impacts from public health related issues.

Note: This RFQ 0000011970 is a reissue of RFQ 0000010081 to re-open the unranked Prequalified Lists established on March 11, 2025. Qualified vendors will be added to the Prequalified Lists on the date DPH issues Notice of Prequalified List for RFQ 0000011970. The re-opened Prequalified Lists will have an expiration date of March 11, 2029. Responders who qualified under RFQ 0000010081 will remain qualified and do NOT need to submit a statement of qualification for RFQ 0000011970 but can submit if they choose to.

4.2 Scope of Work:

A. Service Categories:

For this Solicitation, the City will re-open five Prequalified Lists previously called Prequalified Pools under RFQ 0000010081, one for each of the five Service Categories listed below. Responders may be included in one or more Prequalified Lists, based upon the Responder’s response to the Prequalified List Service Category Customer Certification Form (submit the applicable form(s) contained in Attachment A-1 for each Service Category for which Responder is applying). Any follow-on mini-RFP solicitation must include points scored for the depth of experience in one or more of the listed Service Categories.

1. **Category 1: Electronic outreach.** This includes but is not limited to e-newsletters, websites, blogs, and social media.
2. **Category 2: Print and other promotional material.** This includes but is not limited to mailings, posters, advertisements, and signage.
3. **Category 3: On-the-ground community outreach.** This includes but is not limited to tabling at community events, attending community groups’ meetings, and door-to-door flyering.
4. **Category 4: Media relations.** This includes but is not limited to marketing campaigns, TV/radio/billboard advertisements, and ethnic news media outreach.
5. **Category 5: Focus groups.** Facilitate focus groups with community stakeholders and conduct assessments to develop effective, culturally appropriate messaging for marketing material and campaigns.

B. Subcategories:

1. **Community Ties:** Responders must have deep community ties in one or more of San Francisco Neighborhoods identified as most disadvantaged, including but not limited to the following. Deep community ties are characterized by long-standing connections, regular interaction, and a deep level of commitment to the community and its members. Any follow-on mini-RFP solicitation *may* include points scored for the depth of demonstrated community ties.

Responders should not submit, and the City will not consider, any demographic data about the racial, ethnic, gender, or national origin make up of Responder's staff, leadership, and/or board of directors.

Responders must select one or more of the following for which the Responder has deep community ties:

- a. Bayview/Hunters Point
- b. Castro
- c. Chinatown
- d. Excelsior
- e. Mission
- f. South of Market
- g. Sunnydale
- h. Tenderloin
- i. Visitacion Valley
- j. Western Addition

- 2. Subject Matter Expertise:** Responders must have subject matter expertise in one or more of the following subject matter areas listed below. Subject matter expertise is characterized by in-depth knowledge and expertise in a specific area or subject matter. Any follow-on mini-RFP solicitation *may* include points scored for the depth of demonstrated subject matter expertise.

Responders must select one or more of the following for which the Responder has deep subject matter expertise:

- a. Behavioral Health
- b. Chronic Diseases
- c. Communicable Diseases
- d. Food Insecurity
- e. Homelessness
- f. Income Disparities
- g. Intentional/Unintentional Injuries
- h. Public Health
- i. Substance Use Disorders

4.3 Reserved (Schedule):

4.4 Reserved (Compensation):

SECTION 5 – RESPONSE FORMAT AND ORGANIZATION

5.1 Reserved (Response Requirements):

5.2 Reserved (Response Content):

5.3 Structure of Solicitation and Overall Qualification Process

A. Service Category Selection – Customer Certification Form

Responders must comply with the Customer Certification Form requirements **in order to select one or more Service Categories and be deemed responsive**. A Responder that does not satisfy the Customer Certification Form requirements will be deemed nonresponsive and will not proceed to the next evaluation stage.

Submit the signed (e-signatures are acceptable) Customer Certification Form.pdf contained in Attachment A-1 for each Service Category for which the Responder is applying.

Note: Customers listed elsewhere in the Submission cannot be submitted in lieu of completing the signed customer certification form. If no customer is listed on the signed customer certification form you will be disqualified.

*If a customer is unable to sign a customer certification form, the respondent must include valid contact information for The City to contact and verify services indicated above. The City will only attempt to contact the listed customer contact three (3) times. **The City reserves the right to deem non-responsive** any Responder who submits invalid customer contact, or if the customer contact is unreachable*

1. Customer Certification Requirement for Category 1: **Electronic outreach.**

- a) Provide one Customer Certification for Category 1 using the form located in Attachment A-1. Any Responder that Fails to provide the Customer Certification will be deemed non-responsive and will not be eligible for inclusion in the Prequalified List:

The Customer Certification must demonstrate that the Responder has successfully provided electronic outreach services. This includes but is not limited to developing e-newsletters, websites, blogs, and social media.

2. Customer Certification Requirement for Category 2: **Print and other promotional material.**

- a) Provide one Customer Certification for Category 2 using the form located in Attachment A-1. Any Responder that Fails to provide the Customer Certification will be deemed non-responsive and will not be eligible for inclusion in the Prequalified List:

The Customer Certification must demonstrate that the Responder has successfully provided print and other promotional material. This includes but is not limited to creating and distributing posters, advertisements, and signage.

3. Customer Certification Requirement for Category 3: **On-the-ground community outreach.**

- a) Provide one Customer Certification for Category 3 using the form located in Attachment A-1. Any Responder that Fails to provide the Customer Certification will be deemed non-responsive and will not be eligible for inclusion in the Prequalified List:

The Customer Certification must demonstrate that the Responder has successfully provided on-the-ground community outreach services. This includes but is not limited

to tabling at community events, attending community groups' meetings, and door-to-door flyering.

4. Customer Certification Requirement for Category 4: **Media relations.**

- a) **Provide one Customer Certification for Category 4 using the form located in Attachment A-1. Any Responder that Fails to provide the Customer Certification will be deemed non-responsive and will not be eligible for inclusion in the Prequalified List:**

The Customer Certification must demonstrate that the Responder has successfully provided media relations services. This includes but is not limited to developing marketing campaigns, TV/radio/billboard advertisements, and ethnic news media outreach.

5. Customer Certification Requirement for Category 5: **Focus groups.**

- a) **Provide one Customer Certification for Category 5 using the form located in Attachment A-1. Any Responder that Fails to provide the Customer Certification will be deemed non-responsive and will not be eligible for inclusion in the Prequalified List:**

The Customer Certification must demonstrate that the Responder has successfully facilitated focus groups with community stakeholders and conducted assessments to develop effective, culturally appropriate messaging for marketing material and campaigns.

B. SUBCATEGORY SELECTION - MINIMUM QUALIFICATIONS (MQS)

After selection of one or more Service Categories based upon submission of Customer Certification Form(s), Responders must select one or more Subcategories of expertise from each of the two Subcategories in the Minimum Qualifications Form (contained Attachment A-1) in order to be deemed responsive. A Responder that does not satisfy the MQ requirements will be deemed nonresponsive and will not proceed to the next evaluation stage.

1. **Community Ties:** The City seeks Responders with deep community ties in *one or more* of San Francisco Neighborhoods identified as most disadvantaged, including but not limited to the following. Deep community ties are characterized by long-standing connections, regular interaction, and a deep level of commitment to the community and its members. Any follow-on mini-RFP solicitation *may* include points scored for the depth of demonstrated community ties. **Responders should not submit, and the City will not consider, any demographic information about the racial, ethnic, gender, or national origin make up of Responder's staff, leadership, and/or board of directors.**

Responders must select one or more of the following for which the Responder has deep community ties:

- a. Bayview/Hunters Point
- b. Castro
- c. Chinatown
- d. Excelsior
- e. Mission
- f. South of Market
- g. Sunnydale
- h. Tenderloin

- i. Visitacion Valley
 - j. Western Addition
2. **Subject Matter Expertise:** The City seeks Responders with subject matter expertise in one or more of the following subject matter areas. Subject matter expertise is characterized by in-depth knowledge and expertise in a specific area or subject matter. Any follow-on mini-RFP solicitation *may* include points scored for the depth of demonstrated subject matter expertise.

Responders must select one or more of the following for which the Responder has deep subject matter expertise:

- a. Behavioral Health
- b. Chronic Diseases
- c. Communicable Diseases
- d. Food Insecurity
- e. Homelessness
- f. Income Disparities
- g. Intentional/Unintentional Injuries
- h. Public Health
- i. Substance Use Disorders

This screening process is a pass or fail determination made by DPH Contract staff.

SECTION 6 – STATEMENT OF QUALIFICATIONS EVALUATION

6.1 Evaluation of Responses:

Step 1 – DPH Responsiveness Review

1. **Service Category Selection:** DPH staff will review the Customer Certification Form to determine whether the Responder satisfies the Service Category selection requirements. For each Service Category the Responder is applying for, Responder must submit the applicable Customer Certification Service Category form contained in Attachment A-1.
2. **Subcategory Selection:** DPH staff will review the Minimum Qualifications Form to determine whether the Responders satisfy the Subcategory selection requirements. Responders must select one or more Subcategories of expertise from each of the two Subcategories in the Minimum Qualifications Form contained Attachment A-1 in order to be deemed responsive.
3. **Confirmation of Submission of All Other Required Forms:** If the Responder satisfies the Customer Certification Form and Minimum Qualification Form requirements, DPH staff will confirm that the Responder has submitted all applicable forms (items a-c, listed below) contained in Attachment A-1.
 - a. Responder Contact Information.pdf
 - b. 12L Compliance (Mandatory for Non-Profits Only)
 - c. CMD Form 3: CMD Compliance Affidavit

Step 2 – Prequalified List Notice of Placement

If a Responder meets the requirements of Step 1 (DPH Responsiveness Review, Items 1-3), the City will provide Responder with a written “Prequalified List Notice of Placement.” The Prequalified List Notice of Placement is not a contract award or a commitment by the City to proceed further with the Solicitation process.

6.2 Request for Proposal Process:

1. Selection from a Prequalified List (Competitive Issuance of an mini-RFP to the Prequalified List of Responders)

Step 1: Mini-RFP: When a project is identified under this Solicitation, DPH will issue a competitive Mini-Request for Proposals to Responders in the applicable Prequalified List Service Category(ies). Prequalified List members may apply for a contract mini-RFP by submitting an Mini-RFP Proposal and following the mini-RFP instructions.

Step 2: Review Panel: A separate subject matter expert review panel will review and evaluate the mini-RFP Proposals based on criteria in the mini-RFP announcement.

Step 3: Tie Scores: Tie scores may be resolved using any process, including a coin flip, deemed reasonable by the City acting in its sole discretion.

Note: The City reserves the right, acting in its sole discretion, to award multiple contracts in response to an mini-RFP.

6.3 Mini-RFP Service Category Work Will be Task Order Based:

1. Task Order Based Project

Responders are notified that all work under the awarded contract(s) will be Task Order based.

- a. **Hybrid Model:** Task Order work may be based upon a hybrid model of on-site and remote work. All remote work hours/component(s) must be approved in advance by the City acting in its sole discretion.

- b. **Subject Matter Expertise:** All Task Orders will require the successful Responder(s) to have subject matter expertise to achieve the Task Order objectives.
- c. **Task Order Submission:** The successful Responder(s) may not proceed with any task until each of the following occurs and the City has received and approved in writing items b, c, and d, below:
 - i. **Task Order:** The City issues a specific Task Order;
 - ii. **Schedule:** The Contractor provides a detailed cost and resource loaded Task Order Schedule (showing the completion due date; the early and late starts for all activities; the number of on-site and/or remote work hours planned for each activity; the cost per activity; the total float available for completion of the Task Order work).
 - iii. **Staffing Plan:** The Contractor provides a Task Order Staffing Plan;
 - iv. **Budget:** The Contractor provides a not-to-exceed Task Order budget;
- d. **Payment:** Depending on the Task Order, payment may be deliverable based or based on actual costs/time and materials, as directed by the City in the Task Order acting in its sole discretion. Professional services will be paid in arrears in increments detailed in each Task Order.
- e. **Task Closeout Requirements:** Each Task Order will require a final piece of work-product/deliverable ("Task Closeout"). Regardless of the payment method, final payment for each Task Order is not due until Contractor has completed all Task Closeout requirements.

2. Continuous Quality Improvement

Continuous Quality Improvement (CQI) will be developed jointly during the contract negotiations. If acceptable CQI's cannot be developed the City acting in its sole discretion will terminate negotiations and move to the next highest ranked Responder.

6.4 Responder Staff Requirements:

- 1. **Assigned Staff and Resumes:** For each mini-RFP, Contractor must list and provide resumes for all Staff to be assigned to the project. No staff substitutions may be made without formal written City approval, acting in its sole discretion.
- 2. **Licenses:** Contractor must possess all licenses and/or permits necessary to provide the services specified and as required by the laws of the United States, the State of California, and the City and County of San Francisco.
- 3. **Optional Reference Checks:** Responders may be subject to reference checks and/or interviews prior to DPH selection for contract negotiations.
- 4. **Right To Dismiss:** The City has the absolute right to approve or disapprove of any persons sent by any Contractor in response to orders for services and/or the right to dismiss assigned personnel at any time

6.5 Reserved (Cooperative Agreement):

Reserved (SECTION 7 – CITY’S CONTRACT TERMS)

SECTION 8 – RFQ ATTACHMENTS

8.1 RFQ Attachments:

The following Attachments (A-1, A-2, A-3) are available in three separate zip archives available for download at the San Francisco City Partner site at:

<https://sfcitypartner.sfgov.org/pages/Events-BS3/event-search.aspx>

Click on the Event ID and follow the instructions.

Attachment A-1: Items 1-5 must be completed and submitted with your submission in order to be considered.

- Files included:
1. Responder Contact Information.pdf **(Mandatory)**
 2. Customer Certification Form **(Mandatory; Responder must submit the applicable form(s) for each Service Category they are applying for)**
 - a. Customer Certification Form Service for Category 1.pdf
 - b. Customer Certification Form Service for Category 2.pdf
 - c. Customer Certification Form Service for Category 3.pdf
 - d. Customer Certification Form Service for Category 4.pdf
 - e. Customer Certification Form Service for Category 5.pdf
 3. Minimum Qualifications Form.pdf **(Mandatory)**
 4. 12L Compliance.pdf **(Mandatory; Non-Profits Only)**
 5. CMD Form 3: CMD Compliance Affidavit **(Mandatory)**

Attachment A-2: Forms and steps a successful Responder must submit or complete after receiving a Notice of Intent to Award.

Responder shall be in compliance with City Vendor requirements in order to sign the City Contract and it is **strongly suggested** that Responders begin compliance immediately at the time of responding to this RFQ or no later than the notice of intent to award from the Department.

- Files included:
1. MCO Declaration.pdf
 2. HCAO Declaration.pdf
 3. Register as a bidder in F\$P (for companies that have never done business with the City and County of San Francisco)
<https://sfcitypartner.sfgov.org/pages/BidderRegistration-BS3/bidder-registration-1.aspx>
 4. Register for a Business Tax License
<http://sftreasurer.org/registration>
 5. Non-Construction First Source Employer's Projection of Entry Level Positions. First Source Workforce & Fact Sheet 9.2.2022.pdf
<https://oewd.org/first-source>
(After a contract is awarded)
 6. Compliance with Chapter 12B Equal Benefits. Once registered please apply online through the vendor portal:
<https://sfCitypartner.sfgov.org/pages/become-a-supplier.aspx> For assistance please call (415) 581-2310.

Attachment A-3: For Information Only

- Files included:
1. P-600 Professional Services Template
 2. Insurance Requirements
 3. Business Associate Agreement (01-10-2024).pdf

4. Privacy and Security Agreement and All Attachments (06-07-2017)
5. City-Risk-Assessment_v1.1
6. SFDPH Third Party Computer System Access Agreement (11-20-2023)
7. Green Purchasing Requirements (02-22-2021)