

2024-2029 RFP READER WEBINAR

10/24/23





**WELCOME FROM
DCYF DIRECTOR
MARIA SU, PSYD**

Land Acknowledgement

DCYF acknowledges that it carries out its work on the unceded ancestral homeland of the **Ramaytush Ohlone**, the original inhabitants and stewards of the San Francisco Peninsula. As the government agency that stewards the Children and Youth Fund, we accept the responsibility that comes with resources derived from property taxes upon unceded and colonized land. We recognize the history and legacy of the Ramaytush Ohlone as integral to how we strive to make San Francisco a great place for life to thrive and children to grow up.



AGENDA

- Welcome & Introduction (Maria)
- Land Acknowledgement & Agenda (Aumijo)
- Our Mandate & Approach for the 2024-2029 Funding Cycle (Aumijo)
- 2024-2029 RFP Results, Service Areas & Strategies (Sherrice)
- Preparing to Read & Score (Aumijo, Mitzi & Brett)
- Reading & Scoring (Sherrice)
- Questions & Answers (Aumijo & Sherrice)

OUR MANDATE & APPROACH FOR THE 2024-2029 FUNDING CYCLE



Sec.16.108 of the San Francisco Charter requires that DCYF...

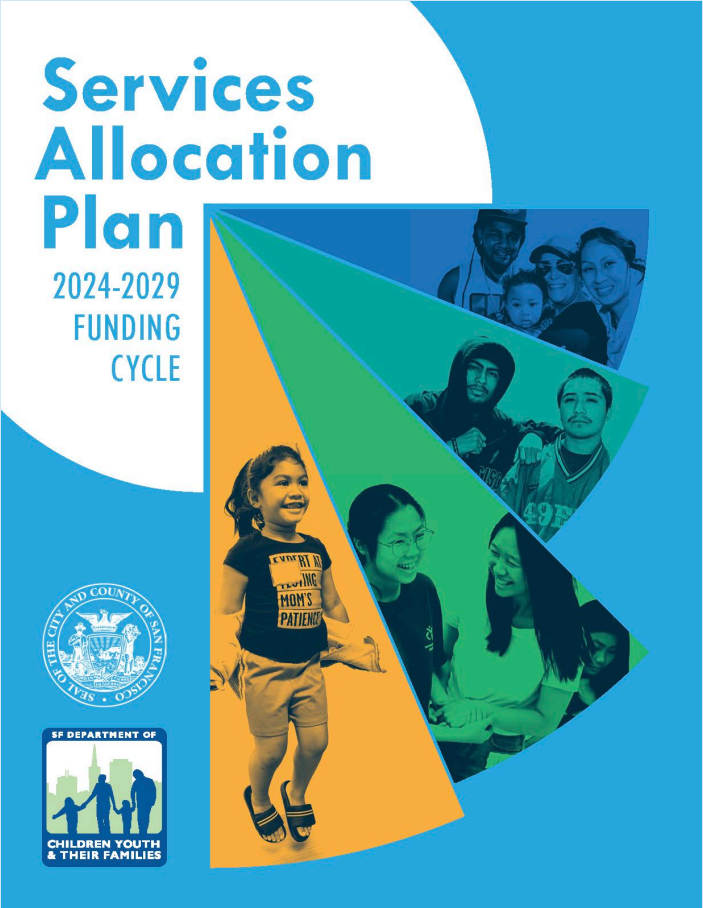
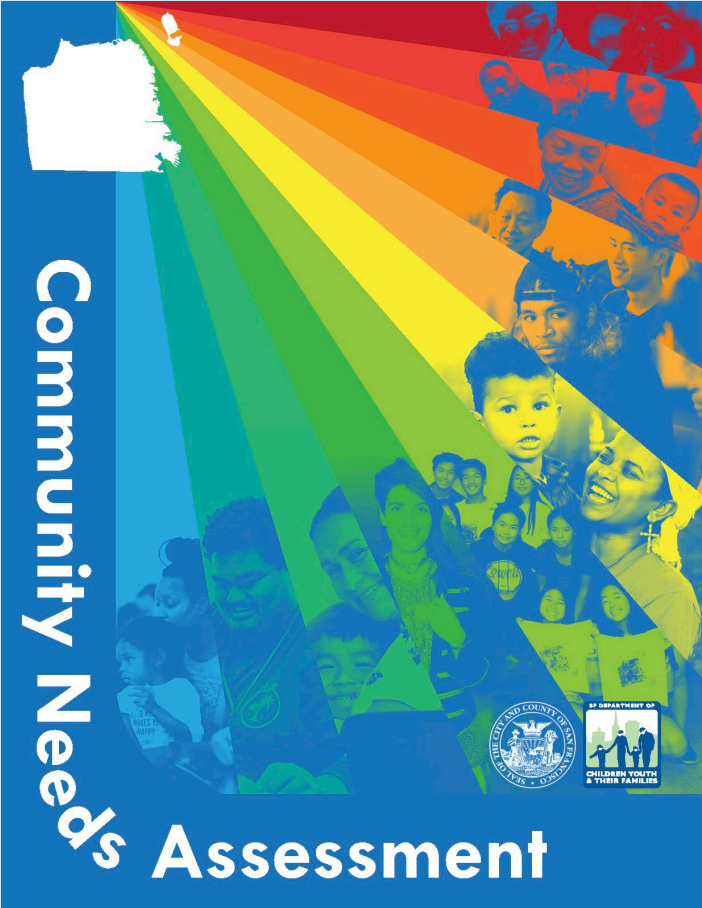
To the maximum extent feasible, to **distribute funds equitably among services for all age groups** – from infancy to TAY

Ensure that **children and youth with the highest needs receive maximum benefit from the Fund** and that **equity is a guiding principle** of the funding process

To fulfill our mandate DCYF must be both:

A **steward** of the Children & Youth Fund
An **equitable distributor** of resources

DCYF fulfills our equity mandates through our Planning Process



Our Planning Process prioritizes need.





**Using different
approaches to
achieve different results**

The 2022 CNA showed that many of the needs and disparities that have affected the City's children, youth, TAY and their families for years continue to persist.

We recognize that if we want different results we must also **operate differently.**

Doing things differently starts with this formula:





**2024-2029 RFP
RESULTS, SERVICE
AREAS &
STRATEGIES**

2024-2029 RFP OVERVIEW

DCYF GRANTS: 2024-2029 RFP
\$87.3M - \$96.5M
including Funding Strategies & Initiatives

4 RESULTS AREAS

8 SERVICE AREAS

23 FUNDING STRATEGIES

8 INITIATIVES

DCYF's Results Areas



**CHILDREN & YOUTH ARE
SUPPORTED BY NURTURING
FAMILIES & COMMUNITIES**



**CHILDREN & YOUTH
ARE PHYSICALLY &
EMOTIONALLY HEALTHY**



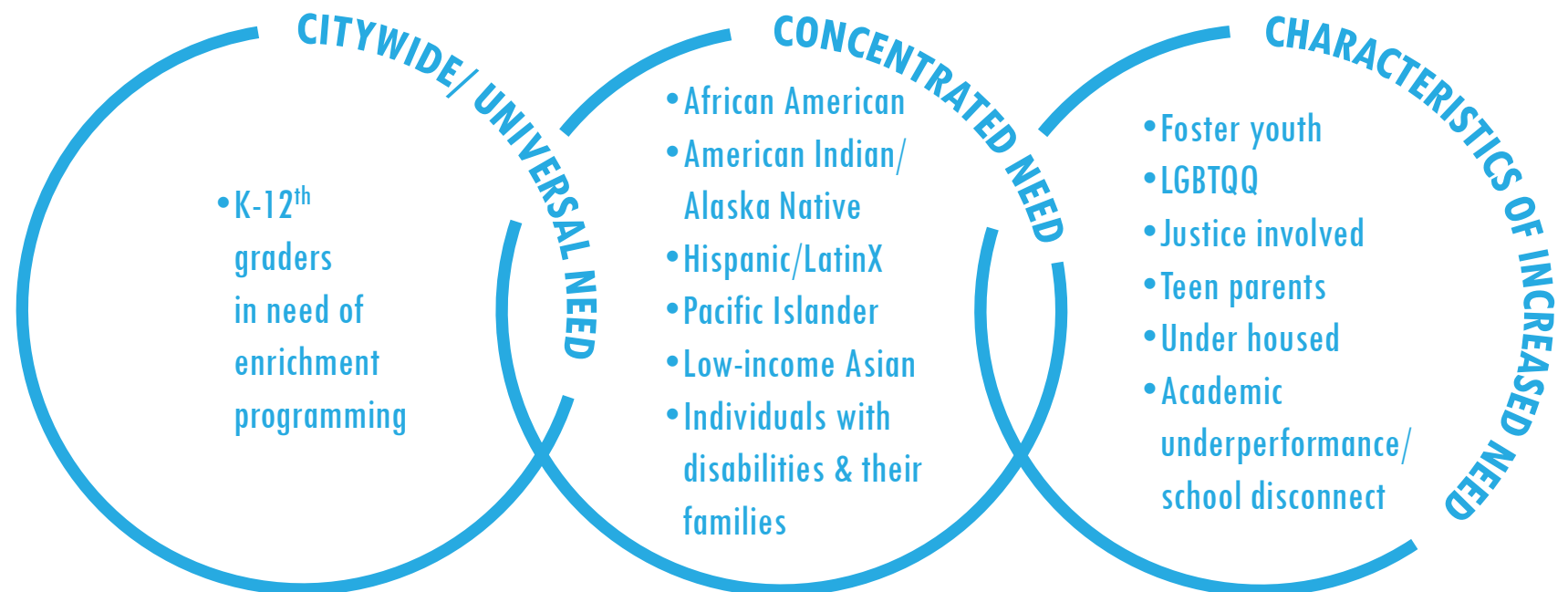
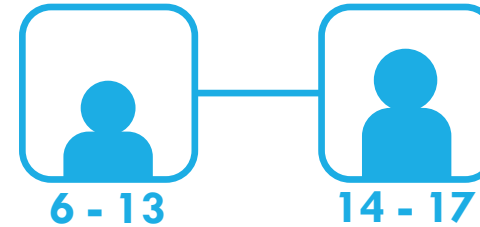
**CHILDREN & YOUTH
ARE READY TO LEARN
& SUCCEED IN SCHOOL**

**YOUTH ARE READY
FOR COLLEGE, WORK &
PRODUCTIVE ADULTHOOD**

CHILDREN & YOUTH ARE READY TO LEARN & SUCCEED IN SCHOOL

Programs, resources, supports & activities that provide opportunities for youth to learn, gain SEL skills, engage educationally & have access to needed supports.

2024-2029 RFP AGES & TARGET POPULATIONS



CHILDREN & YOUTH ARE READY TO LEARN & SUCCEED IN SCHOOL

2024-2029 RFP SERVICE AREAS & STRATEGIES

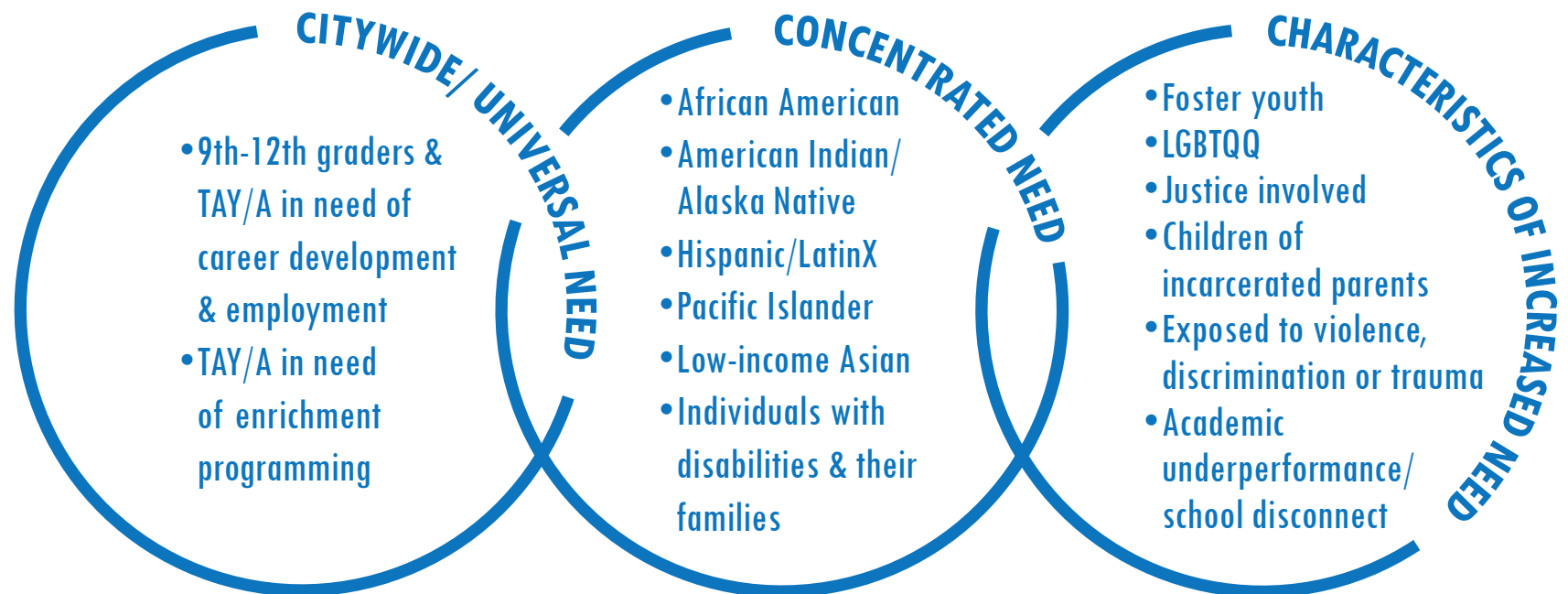
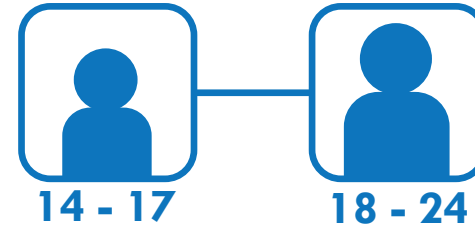
SERVICE AREA	ALLOCATION	STRATEGY/INITIATIVE
Out of School Time	\$27.7M-\$30.6M	Beacon Community Schools Comprehensive Year Round & Summer Learning
Educational Supports	\$6.0M-\$6.6M	Academic Supports Literacy Supports Summer Transitions
Enrichment & Skill Building	\$8.9M-\$9.8M	Arts & Creative Expression Identity Formation & Inclusion STEM & Environmental Sustainability



YOUTH ARE READY FOR COLLEGE, WORK & PRODUCTIVE ADULthood

Programs, resources, supports and activities that help youth and TAY gain exposure, skills and abilities that prepare them for successful transitions into adulthood.

2024-2029 RFP AGES & TARGET POPULATIONS



YOUTH ARE READY FOR COLLEGE, WORK & PRODUCTIVE ADULTHOOD



2024-2029 RFP SERVICE AREAS & STRATEGIES

SERVICE AREA	ALLOCATION	STRATEGY/INITIATIVE
Youth Workforce Development	\$23.4M-\$25.8M	Youth Workforce Development (General)
		Youth Workforce Development (TAY/A)
		Mayor's Youth Employment & Education Program (MYEEP)
		Opportunities for All - YouthWorks
		High School Partnerships
Educational Supports	\$6.0M-\$6.6M	Alternative Education Academic Supports

YOUTH ARE READY FOR COLLEGE, WORK & PRODUCTIVE ADULTHOOD



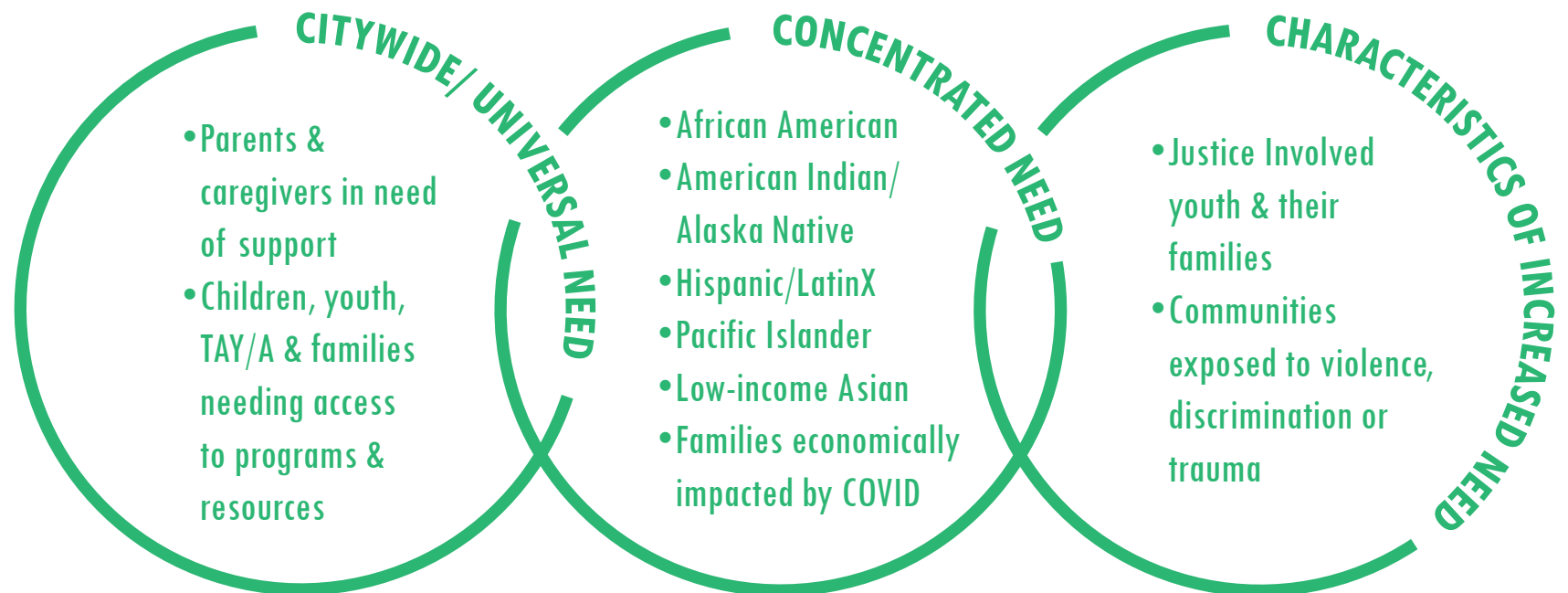
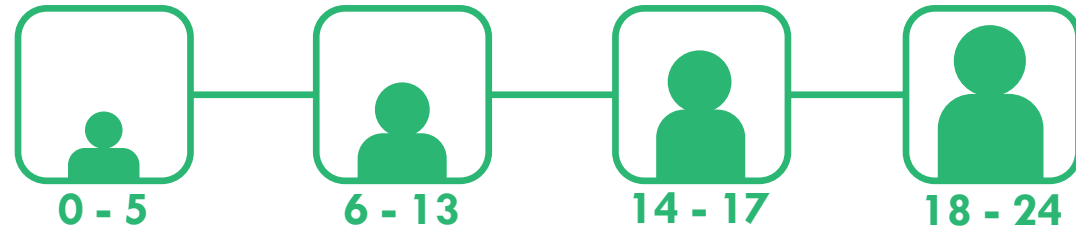
2024-2029 RFP SERVICE AREAS & STRATEGIES

SERVICE AREA	ALLOCATION	STRATEGY/INITIATIVE
Justice Services	\$12.7M-\$14.0M	Custody-Based Services Justice Services Care Coordinators Credible Messenger/Life Coach SF Community Assessment & Referral Center (CARC) Young Adult Court Case Management
Enrichment & Skill-Building	\$8.9M - \$9.8M	Arts & Creative Expression Identity Formation & Inclusion STEM/Environmental Sustainability
Youth Empowerment	\$3.9M - \$4.4M	Youth-Led Philanthropy Youth Leadership & Organizing

CHILDREN & YOUTH ARE SUPPORTED BY NURTURING FAMILIES & COMMUNITIES

Programs, resources, supports and activities that increase the ability for families to nurture their children and for communities to be safe, connected and engaged.

2024-2029 RFP AGES & TARGET POPULATIONS



**CHILDREN & YOUTH
ARE SUPPORTED BY
NURTURING FAMILIES
& COMMUNITIES**

2024-2029 RFP SERVICE AREAS & STRATEGIES

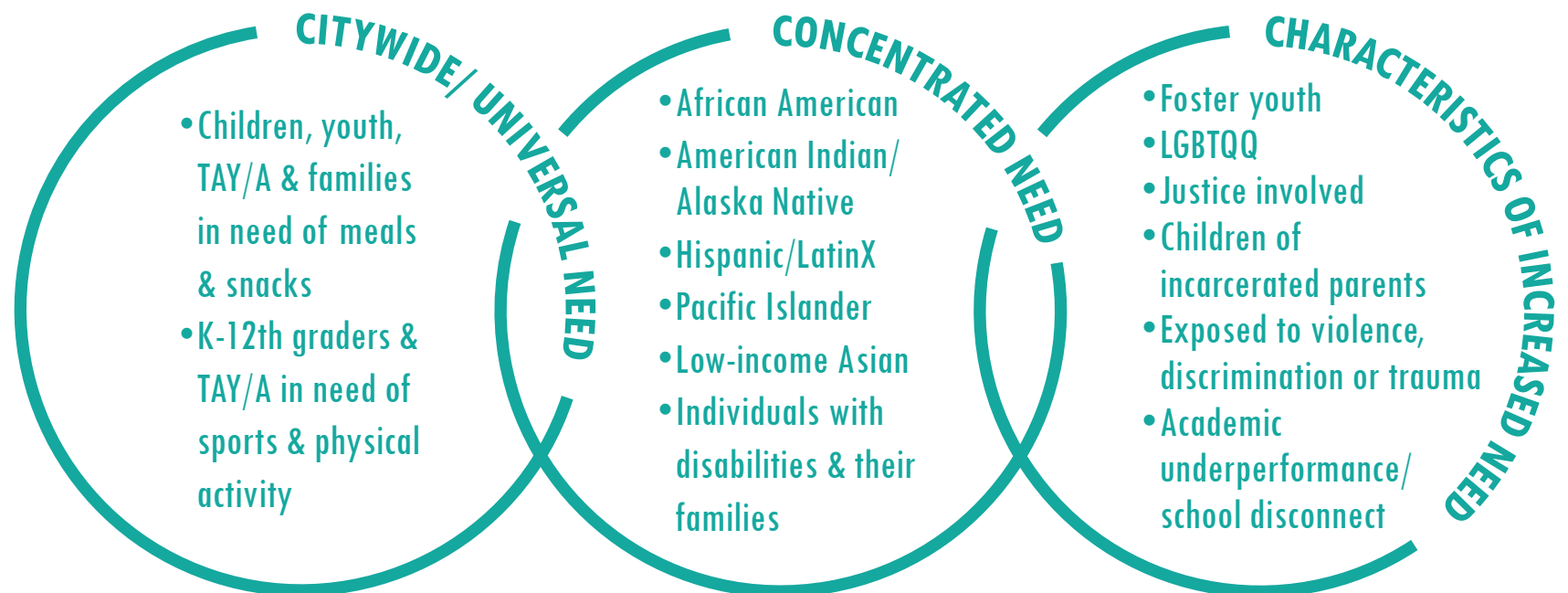
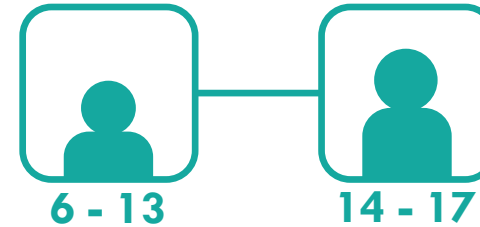
SERVICE AREA	ALLOCATION	STRATEGY/INITIATIVE
Justice Services	\$12.7M-\$14.0M	Whole Family Support Out-of-Home Placement School Crisis Support
Family Empowerment	\$6.0M-\$8.0M	Collaboratives
Outreach & Access	\$1.0M-\$2.0M	Community Navigators



CHILDREN & YOUTH ARE PHYSICALLY & EMOTIONALLY HEALTHY

Programs, resources, supports and activities that promote physical, emotional, behavioral and mental health as well as healing from trauma.

2024-2029 RFP AGES & TARGET POPULATIONS



**CHILDREN & YOUTH
ARE PHYSICALLY &
EMOTIONALLY HEALTHY**

2024-2029 RFP SERVICE AREAS & STRATEGIES

SERVICE AREA

ALLOCATION

STRATEGY/INITIATIVE

Enrichment & Skill
Building

\$8.9M-\$9.8M

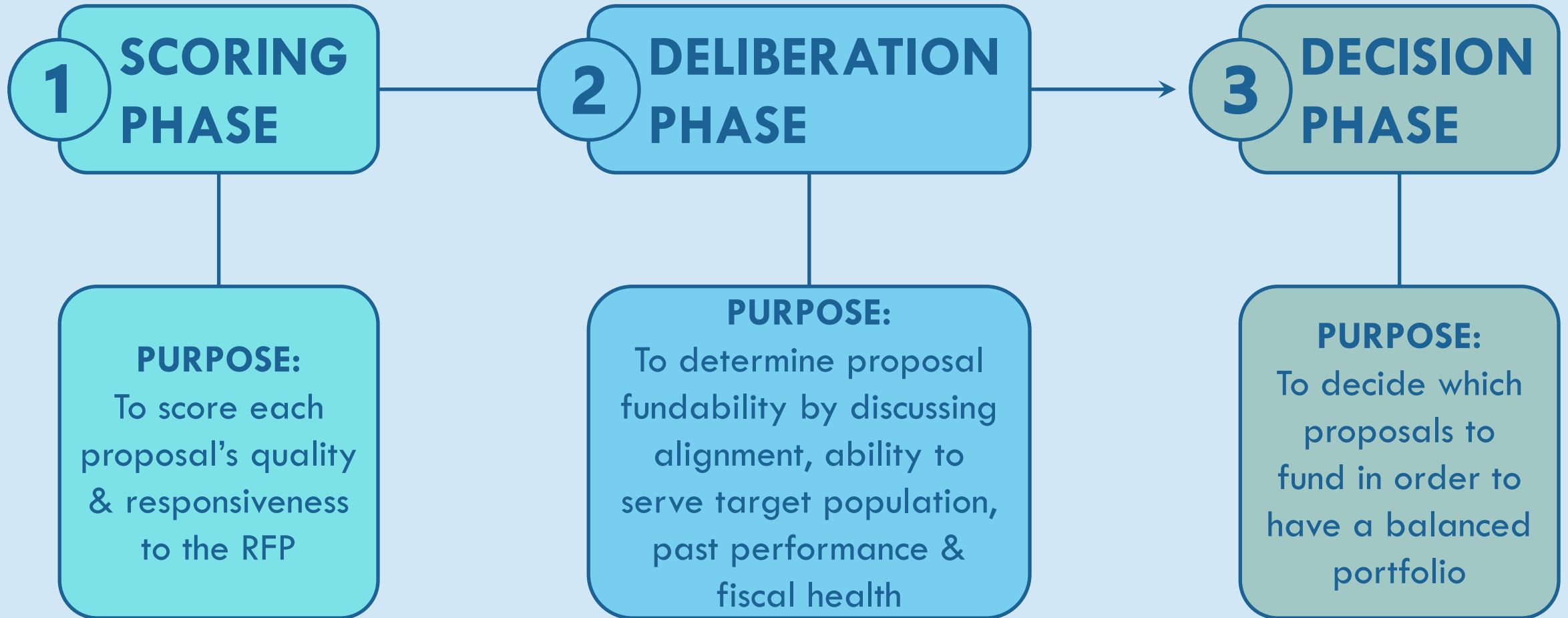
Sports & Physical Activity





**PREPARING TO
READ & SCORE**

The Scoring phase is the first phase of DCYF's RFP decision making process.



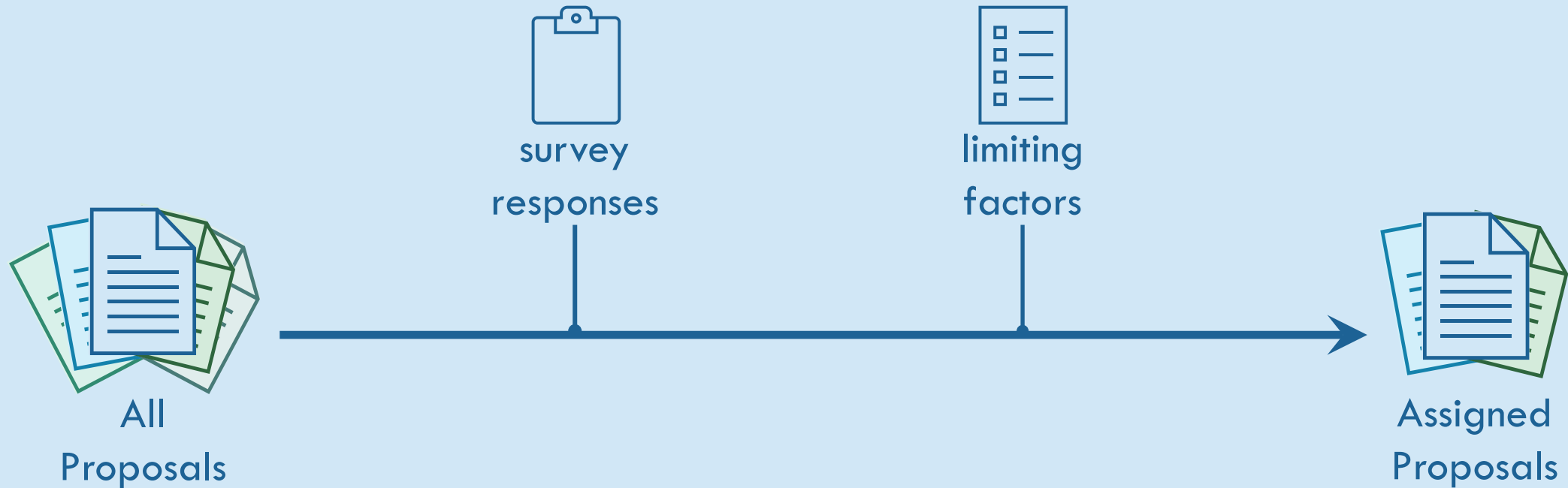
1 SCORING PHASE

All proposals scored online in RFP System

Non DCYF staff readers assigned up to 10 proposals each

Readers score responses to RFP questions and provide funding recommendation

DCYF uses your expertise survey responses and limiting factors to match our RFP Readers to the profiles they will score.



CONFLICTS OF INTEREST

RFP READERS CANNOT BE:

- An employee or board member of any applicant
- Have an immediate relative that is an employee or board member of any applicant
- Communicate with or advise any applicant
- Have any vested interest in the outcome of the RFP process

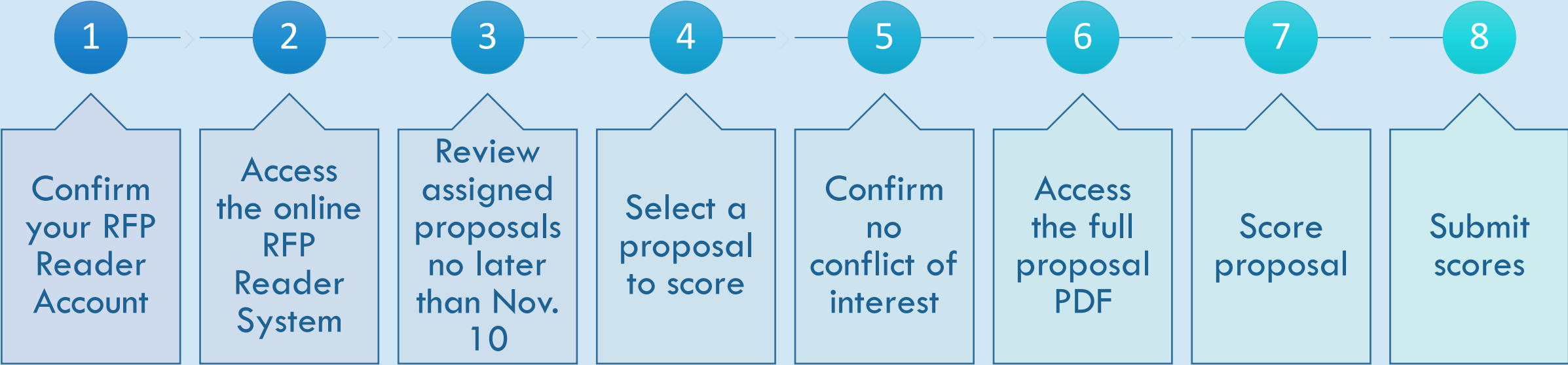
Readers were asked to identify conflicts upon sign up. Responses will be used to assign proposals.

Readers will be asked again, for each proposal they are assigned, if they have a conflict with the applicant.

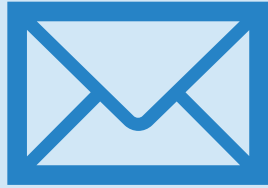
Readers must be **truthful** and **forthcoming** to ensure the integrity of our RFP process

RFP readers should review assigned proposals and complete the Conflict of Interest prompt for each by Nov. 10th, 2023 to allow proposals to be reassigned if needed.

SCORING PROPOSALS IN THE RFP SYSTEM



ACCESSING THE RFP SYSTEM



1. Confirm your RFP Reader Account

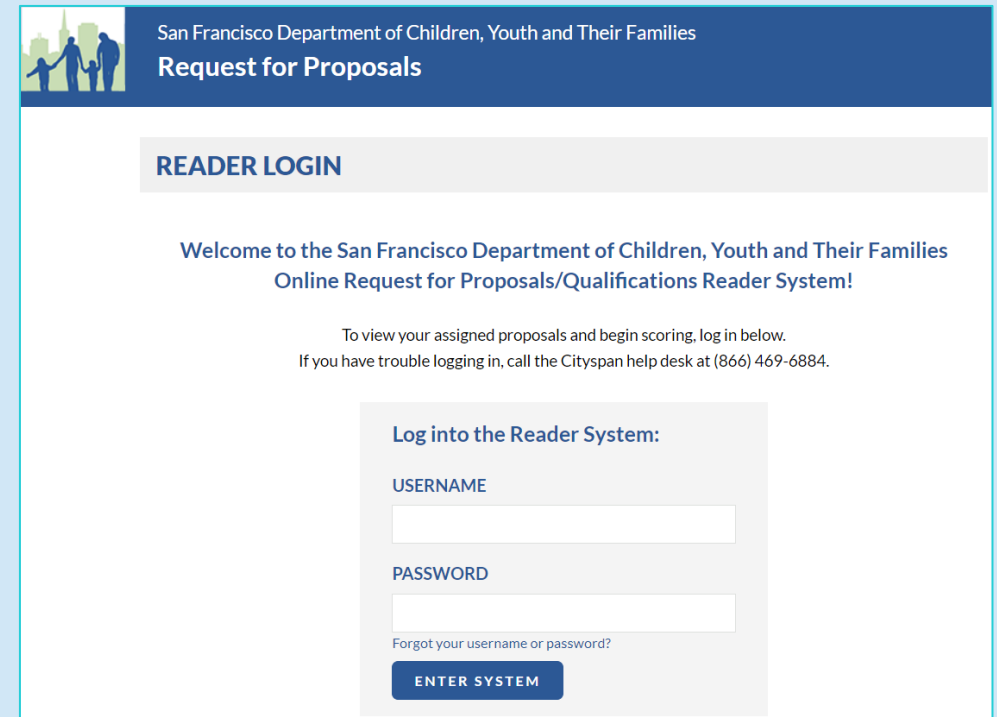
Access the verification email containing your RFP Reader Account credentials.

Be sure to check your spam/junk inbox. The account verification email will be sent from donotreply@cityspan.com



2. Log in to the DCYF RFP Reader System at:

<https://www.contracts.dcyf.org/rfp-reader>



The screenshot shows the login page for the San Francisco Department of Children, Youth and Their Families Request for Proposals system. The page has a dark blue header with the department name and logo. Below the header is a light gray box titled "READER LOGIN". The main content area is white and contains a welcome message, instructions for logging in, and a login form. The login form has fields for "USERNAME" and "PASSWORD", a "Forgot your username or password?" link, and an "ENTER SYSTEM" button.

San Francisco Department of Children, Youth and Their Families
Request for Proposals

READER LOGIN

Welcome to the San Francisco Department of Children, Youth and Their Families
Online Request for Proposals/Qualifications Reader System!

To view your assigned proposals and begin scoring, log in below.
If you have trouble logging in, call the Cityspan help desk at (866) 469-6884.

Log into the Reader System:

USERNAME

PASSWORD

[Forgot your username or password?](#)

ENTER SYSTEM

NAVIGATING THE RFP SYSTEM

- Review assigned proposals in the *Proposal Assignments* form.
- Agency names are listed in the grey header. Proposals submitted by an agency are nested under the agency name.
- Located to the right of each proposal name, is the DCYF Strategy that a proposal was submitted for.
- To score a proposal, click on the proposal name.

San Francisco Department of Children, Youth and Their Families
Request for Proposals

LOGOUT

Proposal Assignments

Account Settings

PROPOSAL ASSIGNMENTS

test reader (417587)

AGENCY/PROGRAM	STRATEGY	PROPOSAL SCORING STATUS
^ A Sample Agency		
STEM for All	Alternative Education	✗ Unsubmitted
^ Awesome Agency 1		
df	Collaboratives Initiative	✗ Unsubmitted
Navigating City Services	High School Partnerships	✗ Unsubmitted
^ Sample Agency 1		
Supporting Families	Whole Family Supports	✗ Unsubmitted
Workforce for TAYA	Collaboratives Initiative	✗ Unsubmitted

NAVIGATING THE RFP SYSTEM

- After selecting a proposal to score, you will be prompted to indicate whether you have a *Conflict of Interest*. For support, contact Bonnie Ma at bonnie.ma@dcyf.org.
- Access a copy of the Reader Handbook, DCYF's full RFP, and the applicant's complete proposal PDF by clicking on the PDF icons located to the right of the *Proposal Scoring* form.

PROPOSAL SCORING


DEADLINE: December 8, 2023 at 5:00:00 PM


CONFLICT OF INTEREST


DCYF's conflict of interest policy states that RFP readers cannot be an employee or board member of any applicant, have an immediate relative that is an employee or board member of any applicant, communicate with or advise any applicant, or have any vested interest in the outcome of the RFP process.

I confirm that I have no conflict of interest in reading this application.

I have no conflict I do have a conflict and cannot read this application

RFP READER PACKET 

RFP DOCUMENT 

FULL PROPOSAL 

NAVIGATING THE RFP SYSTEM

- The *Reader Score Summary* tracks points earned for each proposal section.
- Scores and comments are submitted for each the following 4 sections:
 1. Target Population Need
 2. Program Overview
 3. Program Design and Implementation
 4. Program Impact
- The *Scoring Guidelines* provide definitions for each type of score.

READER SCORE SUMMARY			
SECTION	# OF QUESTIONS	POINTS EARNED	POSSIBLE POINTS
TARGET POPULATION NEED	2	0.0	10
Program Overview	2	0.0	25
Program Design and Implementation	6	0.0	55
Program Impact	2	0.0	10
Total		0.0	100.0

SCORING GUIDELINES	
Very poor	Answer fails to address question and/or presents no understanding of the question.
Poor	Answer provides minimal demonstration of expertise/capacity in relation to the question and/or presents minimal understanding of the question.
Fair	Answer somewhat demonstrates expertise/capacity in relation to the question; needs work.
Good	Answer provides an adequate demonstration of expertise/capacity in relation to the question.
Very Good	Answer provides a strong demonstration of expertise/capacity in relation to the question.
Excellent	Answer thoroughly addresses question and provides a very strong and comprehensive demonstration of expertise/capacity in relation to the question.

NAVIGATING THE RFP SYSTEM

- After reading each question and response, select a score according to the *Scoring Guidelines*.
- As you score each response, the system will assign total *Points Earned*.
- Readers are required to submit comments under each proposal question section.

TARGET POPULATION NEED (10 points total) ⊖

RFP Question: What is your experience serving the target population(s) you selected? Please include how many years you have served this population. Provide examples of any approaches (i.e., cultural, gender responsive etc.) that increase the impact of your program.

Agency Response:
Test

Score
Fair ▾

Points earned: 2.5

Possible points: 5.0

RFP Question: Describe your proposed program's approach to outreach, recruitment and retention of participants. In addition, describe any challenges with engagement and retention that are specific to your intended target population(s). Provide an example of how you have addressed these challenges.

Agency Response:
Test

Score
Good ▾

Points earned: 3.3

Possible points: 5.0

Additional Comments

NAVIGATING THE RFP SYSTEM

- After you provide a funding recommendation, be sure to submit proposal scores and comments by clicking on the *Submit* icon. Required fields with missing responses will be noted by a red flag.
- Note, proposal scores and comments cannot be edited once submitted.
- Save your work! The RFP Reader System will log you out after 90 minutes of inactivity and all unsaved progress will be lost. Click on the Save icons located on the right of the *Proposal Scoring* form.

FUNDING RECOMMENDATION

Would you recommend funding this proposal?

Yes Yes with reservations No

Please describe the reasoning behind your recommendation.

Reservations described here

SUBMIT

Are you sure you want to submit scores for this proposal?

After submitting, scores will be sent to DCYF and cannot be revised.

CANCEL **SUBMIT**

READER PAYMENTS

Certain readers will receive a \$25 stipend for each proposal they score.

To receive this stipend, you must:

Be a resident of the
United States

Not be an
employee of the
City and County of
San Francisco

Inform DCYF of
your interest in
receiving a stipend

PREPARING FOR PAYMENT

- Eligible readers must file an IRS Form W-9 with DCYF to receive a stipend
- W-9 forms must be signed & submitted electronically using DocuSign
- DCYF will send all eligible readers a W-9 form to complete in DocuSign the week of October 23
- W-9 FORMS ARE DUE FRIDAY DEC 1ST

Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service		Request for Taxpayer Identification Number and Certification		Give Form to the requester. Do not send to the IRS.
		▶ Go to www.irs.gov/FormW9 for instructions and the latest information.		
1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.				
2 Business name/disregarded entity name, if different from above				
Print or type. See Specific Instructions on page 3.	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.			4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC	<input type="checkbox"/> C Corporation	<input type="checkbox"/> S Corporation	Exempt payee code (if any) _____
	<input type="checkbox"/> Partnership	<input type="checkbox"/> Trust/estate	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____	Exemption from FATCA reporting code (if any) _____
	Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.			(Applies to accounts maintained outside the U.S.)
<input type="checkbox"/> Other (see instructions) ▶ _____				
5 Address (number, street, and apt. or suite no.) See instructions.			Requester's name and address (optional)	
6 City, state, and ZIP code				
7 List account number(s) here (optional)				
Part I Taxpayer Identification Number (TIN)				
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later.				
Social security number				
[] [] [] - [] [] - [] [] [] []				
or				
Employer identification number				
[] [] - [] [] [] [] [] [] [] [] [] []				
Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.				

DocuSign®

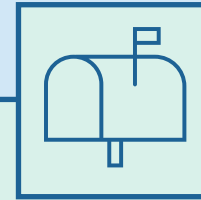
PROCESSING READER PAYMENTS



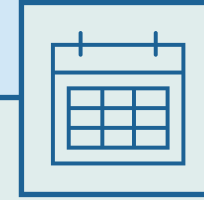
Payments will be overseen by the Controller's Office & select DCYF staff



Only necessary staff will have access to private reader information

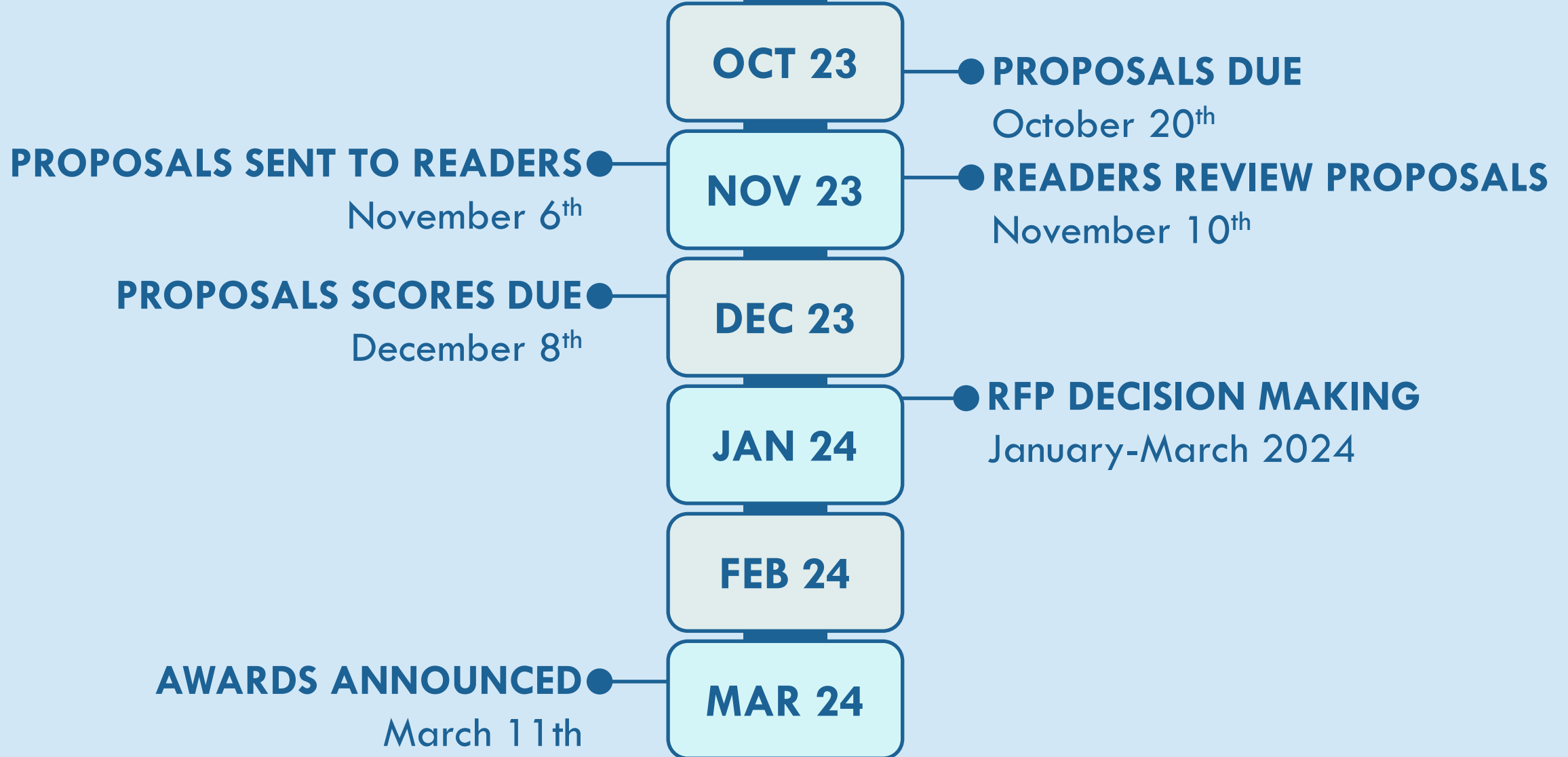


Stipend checks will be delivered by U.S. Mail to the address listed on the W-9

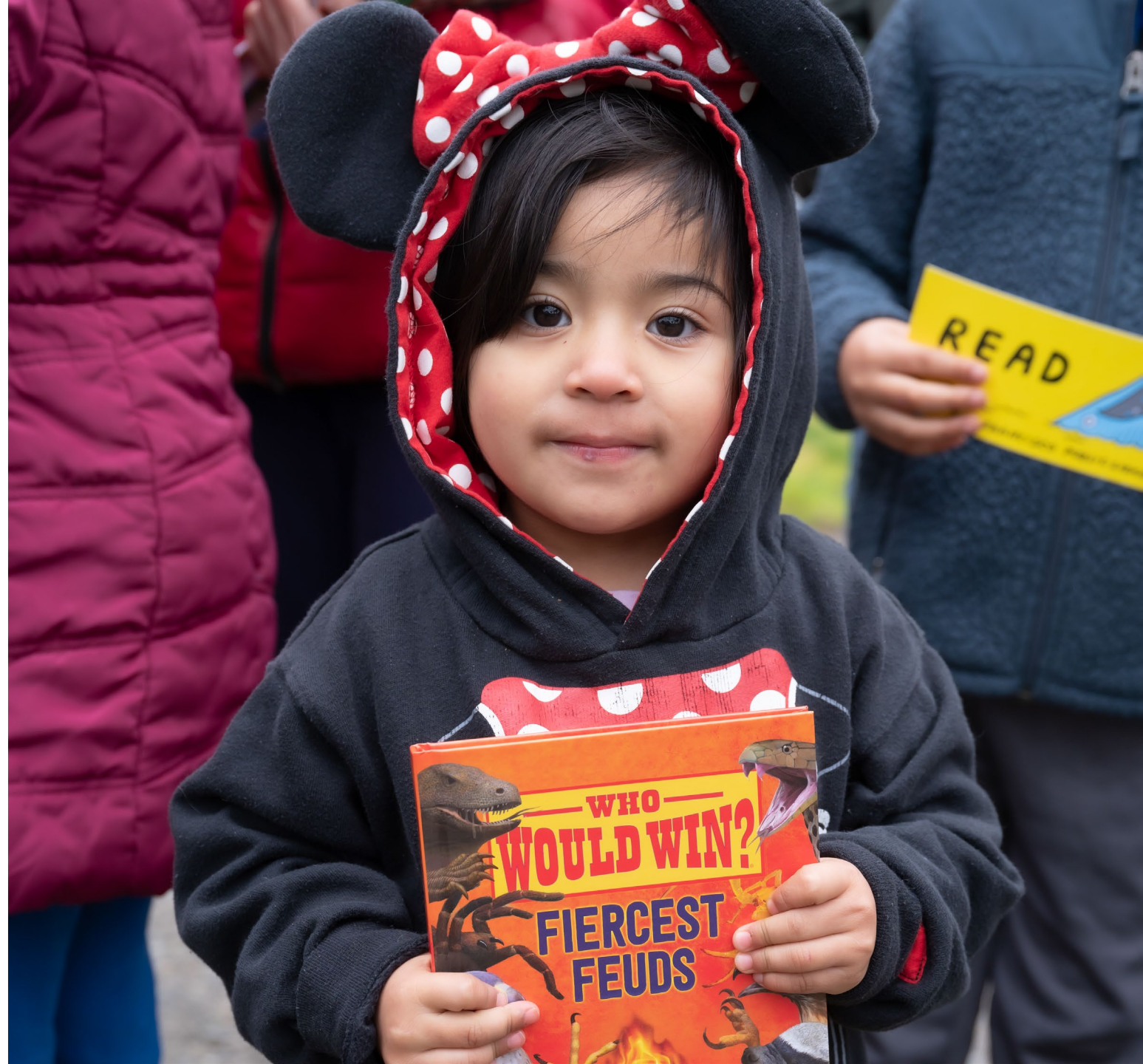


We expect payments will be finalized before the end of 2023

TIMELINE



READING & SCORING



WHAT TO EXPECT WHEN PROPOSALS GO OUT

PROPOSALS SENT TO READERS

Nov 6th, 2023

Via email, RFP Readers will receive:

From DCYF

From RFP System:



Reader
handbook



RFP
document



Link to
webinar



DCYF
contact Info



Links to
proposals

READING & SCORING DOS



**Read The RFP
before scoring to
ensure full
understanding of
the strategy**



**Give yourself
enough time to
score thoughtfully
and completely**



**Provide comments
as required to
explain your scores**

Note: Comments
can be requested by
the public under
Sunshine Laws



**Be as consistent as
possible by scoring
all proposals using
the same criteria**

READING & SCORING DON'TS



Don't score the proposal based on its grammar, wording or correctness of spelling

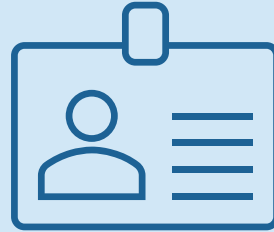


Don't base your scoring on outside information not included in the proposal



Don't discuss your scores with other RFP readers or applicants

CONTACTING DCYF



Bonnie Ma

Assistant to the Director of
Program, Planning & Grants

Bonnie.Ma@dcyf.org

(628) 652-7107

QUESTIONS & ANSWERS





THANK YOU!