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DEPT. OF CHILDREN, YOUTH & THEIR FAMILIES (DCYF) RFP & RFQ APPEALS PROCESS

The following document provides general information about the Appeals Process that will be used by DCYF in response to our *2018-23 RFP & RFQ* and our *2017/2018 Community Grants RFP*.

Important Note: The 2018-23 RFP & RFQ stated an Appeals deadline of February 8th at 5pm and required hard copies of all Appeals to be submitted by hand. Due to our delay in releasing the results of the RFP & RFQ **the deadline for Appeals has been moved to February 13th at 5pm**. In addition, all Appeals will now be accepted by email at appeals@dcyf.org as well as by hard copies submitted to our office.

APPEALS INFORMATION:

Applicants received letters that included the following information about appeals:

*You have the right to appeal this decision. If you choose to do so, please submit a written statement outlining the grounds of your appeal to: appeals@dcyf.org. DCYF will also accept hard copies of Appeals delivered to our offices at 1390 Market Street, Suite 900, San Francisco, CA 94102, Attn: RFP Appeals. The deadline for receipt of an appeal is **5:00 p.m. on Tuesday, February 13**. A panel selected by DCYF staff will review all submissions and make a final determination.*

INFORMATION TO SUBMIT FOR APPEALS:

Appeals are most likely to be successful when they are based on technical errors on DCYF's part that may have affected our decision. When appealing an RFP & RFQ decision applicants should submit the following:

- Agency Name
- Name of the proposal being appealed
- The reason for the appeal: applicants should describe the reason(s) they feel a new decision is warranted. In addition to technical errors, DCYF will take into account new information or changes in circumstance that have emerged since the RFP submission date.

The following items represent insufficient grounds for an appeal:

- Inaccurate observations made by readers, as shown in their comments
- Variations in individual reader's scores
- Impact on the program, agency, or youth served (these considerations were taken into account during the RFP review process)
- Past history of being a DCYF grantee

APPEALS TIMELINE:

DCYF will provide written decisions to applicants submitting an appeal on or before **February 28th, 2018**. All decisions made about Appeals will be final and no additional Appeals will be accepted.

If you have any questions about this process please contact Brett Conner, Grants Manager at brett.conner@dcyf.org.