



City and County of San Francisco
DEPARTMENT ON THE STATUS OF WOMEN

Emily M. Murase, PhD
Director



London N. Breed
Mayor

**Gender-Based Violence Prevention and Intervention Grants Programs
Request for Proposals (RFP) Bidder's Conference**

Thursday, December 12, 2019, 10 am – 11:30 am
25 Van Ness Avenue, Suite 70
Lower Level Conference Room
San Francisco, CA 94102

MINUTES

I. Welcome and Introductions

Director Dr. Emily Murase opened the meeting, welcomed everyone, introduced staff, and asked attendees to introduce themselves.

II. Explanation of Request for Proposals for Gender-Based Violence Prevention and Intervention Grants Program RFP

A. Background and Funding Opportunity

Associate Director Carol Sacco provided a brief overview of the Department's history and funding priorities around gender-based violence prevention and intervention services. She announced that with the release of this RFP the Department is opening approximately \$8.5M in grant funding to competitive bid for the next five-year funding cycle. She stated that the grant priorities include funding direct services to women and girl survivors of domestic violence, sexual assault, human trafficking and sexual exploitation.¹

B. Application Minimum Requirements and Forms

Ms. Sacco reviewed the minimum eligibility criteria and highlighted that applicants must be an approved City Vendor and meet specific contractual requirements in order to receive City grant funds.

She stated that organizations do not need to be an approved City Vendor when applying to the grant opportunity, but must be an approved City Vendor by the time the grant award is received, and the contract signed. She encouraged potential applicants not already an approved City Vendor to start the process

¹ Women and girls refers to all women-identified and gender expansive persons, including transgender women and non-binary, gender non-conforming and gender queer persons.

early, and visit www.sfcitypartner.sfgov.org for additional information.

C. Application Documents

Ms. Sacco reviewed the RFP application packet, the timeline and minimum eligibility requirements, the Department and City's contract requirements such as non-discrimination in contracts and benefits, including 12B Equal Benefits Ordinance, insurance coverage requirements and conflicts of interest. She recommended reviewing the Contract Monitoring Division website at www.sfgov.org/com for additional information related to 12B Equal Benefits Ordinance.

She reminded attendees that there was an opportunity to ask questions via e-mail before 4 pm on Thursday, December 19, 2019.

Ms. Sacco emphasized that completed RFP application packets, including one (1) original and three (3) copies must be received at the Department office no later than 12 noon on Friday, January 24, 2020, and the entire RFP application packet must also be emailed to the Department email account at dosw@sfgov.org. The emailed application is also due by 12 noon on Friday, January 24, 2020. Late applications will not be accepted, please plan ahead to meet this strict deadline

III. Questions

Attendees asked a number of questions related to the RFP, all of which are documented in the response to e-questions.

IV. Adjournment

The meeting was adjourned.