**Sourcing Event 0000006733**

**Attachment 5**

**Written Proposal Template**

1. **Instruction to Proposers**
2. Proposer shall use this document as a template on which to provide their Written Proposal responses. Proposals that fail to address each of the requested items in this document in a sufficient and complete manner will be deemed Non-Responsive and/or receive zero points. Proposers may not leave responses to questions blank and may not respond to questions with “To be provided upon request,” “To be determined,” or the like.
3. In order to receive the maximum amount of points, please be sure to follow this format and thoroughly (but concisely) address each section. Indicate clearly where supplemental documents are being provided.
4. Submission of a proposal will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in the proposal.
5. All documents submitted in response to this Solicitation are subject to public disclosure. Therefore, please exclude or otherwise identify confidential or proprietary information, as appropriate.

***\*Instructions provided in blue may be deleted. Please complete your response in the template provided, and indicate clearly where separate documents are provided.***

A. Executive Summary

1. **Proposer Information**
   1. **Company Name:**
   2. **Company Address:**
   3. **Location of Office to Perform Services under this RFP:**
2. **RFP Contact**

Clearly identify the person that will serve as the overall RFP contact.

* 1. **Name:**
  2. **Title:**
  3. **Email:**
  4. **Phone:**
  5. **Address**:

1. **Proposer Overview** 
   1. **Proposer Firm Ownership and History:**

Briefly describe your organization, including history, organizational structure, ownership structure, and names of principals. Include any information that may be of value to the City in evaluating your proposal.

|  |
| --- |
| **Insert Response Here.** |

* 1. **Number of years in business:**

|  |
| --- |
| **Insert Response Here.** |

* 1. **Total Staff Size:**

Statement of your organization’s total staff size, as well as the staff size of the local or regional office that will perform the education and outreach services described in this RFP.

|  |
| --- |
| **Insert Response Here.** |

* 1. **Pending Litigation:**

Briefly describe any litigation, whether currently pending or not, related to consulting services provided by your firm within past three years of this RFP issue date. If none, state “None.”

|  |
| --- |
| **Insert Response Here.** |

* 1. **Client Relationships Severed for Reasons Other than Convenience:**

Provide a list of contracts between your organization and any other party, including the City, which any party terminated before the contact’s termination date. A brief description of why the relationship was severed and the name of the client and the client’s project manager are also required. If none, state “None.”

|  |
| --- |
| **Insert Response Here.** |

B. Qualifications

1. **Minimum Qualifications**

Proposers not meeting these minimum qualifications will not be considered and their proposals will be deemed non-responsive and not be evaluated. Be sure to complete this section, as described.

**The Proposer certifies that it:**

1. **RFP Attachments:** Proposer has completed the requirements and submitted the forms described in the RFP Attachments as part of Proposal.

**Yes  No**

1. **Qualifications**
   1. Proposer has at least three (3) years of experience within the last five (5) years providing education and outreach to immigrant and low income communities. For proposers with subcontractors, this minimum qualification is applicable only to the lead agency.

**Yes  No**

* 1. Proposer has at least one (1) year of experience within the last three (3) years providing one-on-one consultations on employment and/or workers’ rights under San Francisco and California State labor laws.

**Yes  No**

* 1. Proposed project staff (including employees of Proposer and/or any proposed subcontractor) has capacity to conduct outreach and consultations in at least the following three languages: Spanish, Cantonese, and Filipino.

**Yes  No**

1. **Proposed Staff Roles and Qualifications**

Describe proposed principal staff’s direct experience conducting labor law outreach and related services, as it pertains to the Scope of Work described in this RFP.

Use the following tables or alternative format to provide detailed information on firm principals and proposed key staff members to be assigned work under the proposed contract, including Local Business Enterprise and other subconsultant staff proposed to perform wage theft prevention education and outreach services for the City. Include years of experience for the proposed individuals in community outreach, training and education, labor law counseling and referral services, media outreach. Proposers may attach resumes or curriculum vitae (“CV”) in lieu of providing a narrative below. Include as many tables as necessary.

|  |  |
| --- | --- |
| *Name, Title* | **Insert Response Here.** |
| *Proposed*  *Role* | **Insert Response Here.** |
| *Language Capacity* | **List languages spoken fluently** |
| *Experience with Wage Theft Prevention* | **Include years of experience for the proposed individuals in worker rights protection & labor law outreach (or related services).**  **Describe previous roles and responsibilities.** |
| *Qualifications to Perform Services* | **Insert other qualifications narrative here, or indicate if resume or CV is attached.** |

|  |  |
| --- | --- |
| *Name, Title* | **Insert Response Here.** |
| *Proposed Role* | **Insert Response Here.** |
| *Language Capacity* | **List languages spoken fluently** |
| *Experience with Wage Theft Prevention* | **Include years of experience for the proposed individuals in worker rights protection & labor law outreach (or related services).**  **Describe previous roles and responsibilities.** |
| *Qualifications to Perform Services* | **Insert other qualifications narrative here, or indicate if resume or CV is attached.** |

|  |  |
| --- | --- |
| *Name, Title* | **Insert Response Here.** |
| *Proposed Role* | **Insert Response Here.** |
| *Language Capacity* | **List languages spoken fluently** |
| *Experience with Wage Theft Prevention* | **Include years of experience for the proposed individuals in worker rights protection & labor law outreach (or related services).**  **Describe previous roles and responsibilities.** |
| *Qualifications to Perform Services* | **Insert other qualifications narrative here, or indicate if resume or CV is attached.** |

|  |  |
| --- | --- |
| *Name, Title* | **Insert Response Here.** |
| *Proposed Role* | **Insert Response Here.** |
| *Language Capacity* | **List languages spoken fluently** |
| *Experience with Wage Theft Prevention* | **Include years of experience for the proposed individuals in worker protection & labor law outreach (or related services).**  **Describe previous roles and responsibilities.** |
| *Qualifications to Perform Services* | **Insert other qualifications narrative here, or indicate if resume or CV is attached.** |
|  |  |

|  |  |
| --- | --- |
| *Name, Title* | **Insert Response Here.** |
| *Proposed Role* | **Insert Response Here.** |
| *Language Capacity* | **List languages spoken fluently** |
| *Experience with Wage Theft Prevention* | **Include years of experience for the proposed individuals in worker protection & labor law outreach (or related services).**  **Describe previous roles and responsibilities.** |
| *Qualifications to Perform Services* | **Insert other qualifications narrative here, or indicate if resume or CV is attached.** |

1. **Prior Projects**

Provide information on a minimum of two (2), maximum of three (3) successfully completed community-based education and outreach initiatives in the State of California.

Select the projects that best demonstrate that the Proposer’s ability to perform the services described in the RFP Scope of Work. Describe projects or initiatives that demonstrate success in a) broad-based outreach initiatives 1) community outreach, 2) one-on-one workers’ rights consultation and referral services; 3) media outreach to publicize wage theft; 4) capacity building; 5) assistance with settlements; 6) developing outreach materials; and 7) program monitoring and evaluation. Projects must have been completed within the last five (5) years, and should, to the extent possible, demonstrate experience with diverse communities.

Feel free to add one additional project to the template. Failure to provide the information on at least two prior projects will result in a lower evaluation score.

*PROJECT 1*

|  |  |
| --- | --- |
| **Project** | **Project Name** |
| **Target Communities** |  |
| **Lead Staff** |  |
| **Timeline** | **Month/Year to Month/Year; Length of project beginning to end** |
| **Consultant Lead(s)** | **Staff Lead Name(s) – same as lead proposed to City?** |
| **Fee / Budget** | **$00,000.00** |
|  |  |
| **Project Background** Include background information regarding the client and/or program, as applicable. What were the project goals and desired outcomes?   |  | | --- | | **Insert Response Here.** |   **Project Scope** What were the project tasks your organization completed? Provide sufficient information to give the City insight into the size/complexity and scope of the project.   |  | | --- | | **Insert Response Here.** |   **Project Approach** How did you approach the project? What methodologies were used, and how did those address the project goals? Describe any challenges you may have faced, including strategies you used to address them.   |  | | --- | | **Insert Response Here.** |   **Project Staffing** Identify each key person on the project team with titles and roles and hourly rate, including all subcontractors. Include brief narrative descriptions of the responsibilities each person had on the project.   |  | | --- | | **Insert Response Here.** |   **Involvement of Client and/or Stakeholders** Discuss how client and any stakeholders were involved in project, major opportunities for input, client staff contributions, etc. CB   |  | | --- | | **Insert Response Here.** |   **Project Outcomes** What, if any, measurable service deliverables or outcomes can be attributed to your services? Examples include but are not limited to the amount of cost savings as a result of services provided, legislative or policy changes, organizational changes, or other measurable indicators of successful implementation of findings from your services.   |  | | --- | | **Insert Response Here.** | | |

*PROJECT 2*

|  |  |
| --- | --- |
| *Project* | **Project Name** |
| *Target Communities* |  |
| *Lead Staff* |  |
| *Timeline* | **Month/Year to Month/Year; Length of project beginning to end** |
| *Consultant Lead(s)* | **Staff Lead Name(s) – same as lead proposed to City?** |
| *Fee / Budget* | **$00,000.00** |
|  |  |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Project Background** Include background information regarding the client and/or program, as applicable. What were the project goals and desired outcomes?   |  | | --- | | **Insert Response Here.** |   **Project Scope** What were the project tasks your organization completed? Provide sufficient information to give the City insight into the size/complexity and scope of the project.   |  | | --- | | **Insert Response Here.** |   **Project Approach** How did you approach the project? What methodologies were used, and how did those address the project goals? Describe any challenges you may have faced, including strategies you used to address them.   |  | | --- | | **Insert Response Here.** |   **Project Staffing** Identify each key person on the project team with titles and roles and hourly rate, including all subcontractors. Include brief narrative descriptions of the responsibilities each person had on the project.   |  | | --- | | **Insert Response Here.** |   **Involvement of Client and/or Stakeholders** Discuss how client and any stakeholders were involved in project, major opportunities for input, client staff contributions, etc. CB   |  | | --- | | **Insert Response Here.** |   **Project Outcomes** What, if any, measurable service deliverables or outcomes can be attributed to your services? Examples include but are not limited to the amount of cost savings as a result of services provided, legislative or policy changes, organizational changes, or other measurable indicators of successful implementation of findings from your services.   |  | | --- | | **Insert Response Here.** | | | |

C. Approach and Methodology

1. The successful Proposer will develop innovative strategies for seeking out labor law violations in San Francisco and supporting workers in filing complaints with OLSE and the California Division of Labor Standards Enforcement (DLSE). Describe your firm/organization’s proposed approach to services and activities described in Section 2, Scope of Work of the RFP. Include relevant information on when project activities will initiate and, if relevant, when they will be completed.

|  |
| --- |
| **Insert Response Here.** |

1. Which San Francisco communities will your labor law outreach target and what makes your organization well suited to provide services in those communities? What makes your organization’s approach to worker protection & labor law outreach different or more effective than other organizations providing the same services? Include differences in methodology, staff roles and responsibilities, and documentation processes, as applicable.

|  |
| --- |
| **Insert Response Here.** |

1. Describe any other expertise or experience that provides your organization with a competitive edge or advantage.

|  |
| --- |
| **Insert Response Here.** |

D. Fee Proposal

Please use Attachment 6, Price Proposal Template, to provide a detailed statement of your annual fee proposal, including all costs and expenses, and the hourly rate of all employees for which you will seek compensation under the contract. The amount available for these services is will be approximately $783,000 per year for five years (for a total of $3,916,380). The services will be compensated at an hourly rate plus authorized expenses.

The City intends to enter into negotiations with the organization that it considers will provide the best overall program services. The City reserves the right to accept other than the lowest priced offer and to reject any proposals that are not responsive to this request.

Include a completed Price Proposal Template with your Proposal, following all instructions set forth therein.

**Proposers should use the example as a guide in staff allocation when completing Attachment 6: Price Proposal Template**