

2021/2022 Strong Block Program RFQ

June, 2021

Program Administration Service in support of the The Neighborhood Empowerment Network's Strong Block Program

A. 2021/2022 Strong Block Program RFQ Overview:

The Neighborhood Empowerment Network (NEN), a program of the City Administrator's Office of the City and County of San Francisco, is requesting proposals from agencies to support the development and rollout of the NEN's Strong Block Program.

1. Funding and Term of Funds:
 - a. Funding is a one time amount of \$135,000.00.
 - b. The service is being funded with resources allocated by the Supervisors Offices of district 2 and 8.
 - c. The funding will be dispersed on a reimbursable basis
 - d. Vendor will be allowed to apply a 10% Admin fee (\$13,500.00)
 - e. Vendor will be allowed to bill for Program Management on an hourly basis
2. Term of services:
 - a. Initial term will be one year from contract start date, with options to extend.
 - b. PLEASE NOTE: these funds are to be solely expended on the deployment of the Strong Block Program in Districts 2 and 8.

II. The NEN's Strong Block Program:

Executive Summary: The NEN's Strong Block Program provides residents with the tools, resources and technical support to establish a team of volunteers that can activate and work quickly in an organized manner to provide their neighbors, especially the vulnerable, with the support they need to protect their health and well-being during times of stress.

Background: San Francisco is a city in transition from both a socio-economic and a climate standpoint. As a result of recent economic booms, we have experienced a high turnover rate in our population which has diluted the number of long-term stakeholders at the block level across the city. At the same time, the city is being confronted by the need to craft innovative and equitable strategies to address the health impacts of emerging threats such as heatwaves, poor air quality, and power outages as well as traditional hazards such as earthquakes.

The NEN Strong Block Program is part of a comprehensive effort to identify both existing and emerging leaders and provide them with access to trainings, resources, and technical support for advancing the level of readiness of their neighbor to survive and help each other during times of stress.

Program Benefits:

- Empowers Residents to Build Safer, More Resilient Communities: San Francisco is blessed with a large number of neighborhood leaders who are committed to improving and maintaining the

quality of life for their immediate neighbors and community. The NEN Strong Block Program is designed to provide these stakeholder with streamlined access to programs and resources that will enhance their capacity to organize their neighbors, create actionable plans and increase their overall readiness.

- Supports the Agencies and Institutions that are Committed to our Neighborhood's Resilience: There are dozens of agencies who have programs and resources that support our residents to build safer, more resilient neighborhoods. The challenge for many organizations is in raising awareness of these programs with their intended audiences. The NEN Strong Block Program offers agencies an organized and focused platform to engage resident leaders about their initiatives.

Program Details:

The Strong Block Program offers its participants the guidance, resources and trainings to assemble a team committed to advancing the readiness of block residents as well as increasing their collective capacity to protect the health and well-being of neighbors, especially the vulnerable, during times of stress.

Pre-disaster:

- Hosting a Neighborfest Block Party. The NEN has been piloting a new community readiness system that merges the classic block party model with modern emergency management goals. At the center of the program is the Neighborfest Host playbook which offers step by step guidance for:
 - Recruiting a host committee team
 - Creating an event plan in compliance in the City's ISCOTT process
 - Crafting a culturally competent outreach strategy
 - Asset mapping the block for resources, volunteers and invitees
 - Establishing and managing registration, feeding and activity stations
 - Safely activating and deactivating the street
- Preparing the Host Committee to Respond to a Disaster. After the block party, the lead host can convene the committee to participate in a group exercise that trains them to repurpose the relationships, skill and resources the secured for producing the Neighborfest for supporting their neighbors during a disaster.

Post-disaster: :

- Assemble a team and crafting a response to supporting the needs of impacted neighbors. The Neighborfest host committee will activate and use the NEN's Block Response Team playbook to guide their efforts to mitigate the impact of any disaster on their neighbors. The playbook offers guidance for the following activities:
 - Care and Shelter: People may need support to protect their health during an event. The care and shelter team will assess people's needs, provide support and track their condition.
 - First Aid: Inevitably people may get injured, either during the actual disaster or during the response. All Strong Blocks receive first aid training as part of their onboarding as well as a first aid kit in their supply cache.

- Feeding: Some people may not be able to produce their own meals due to the lack of utilities or food. The feeding station is charged with securing food donations as well as storing and preparing meals safely.
- Comfort: When people are under stress, they often need access to activities, and company, that may help them be distracted from what is happening or allow them to process the impacts in a healthy manner.

III. Solicited Service Goals and Specifications:

The selected vendor will collaborate with the Neighborhood Empowerment Network as a Program Administrator providing as needed program support.

Specifically, program administration will include providing the technical and fiscal support to participating neighborhood residents in district 2 and 8 for the following activities:

1. The purchase of equipment to support the neighborhood's disaster response efforts during a disaster.

The selected vendor will provide the following technical and fiscal support

- Work with the community to identify the equipment they would like to purchase
- Purchase the equipment from the vendor identified by the community.
- Have the equipment shipped directly to the community for distribution and storage.

2. Event Production: The Strong Block Program leverages the organizing and production of block parties (Neighborfest) and resource fairs, as leadership development experiences that prepare them to lead during times of stress.

The selected vendor will provide the following technical and fiscal support for these events:

- Technical Support
 - Provide guidance on the development of a safe and successful community event
 - Provide support in the securing of all necessary permits
- Fiscal Support:
 - Secure resources essential to the production of the event, including but not limited to:
 - Outreach material (i.e. doorhangers / flyers)
 - Equipment rental (i.e. tables, chairs & sound system)
 - Retain additional vendors to support the production goals of the event
- Staffing
 - Deploy staff to the block parties to staff the Map Your Resilientville table

3. Toolkit/Playbook Development & Printing: The key documents of the Strong Block Program are the Neighborfest Block Party and Block Response Team Playbooks. Both playbooks offer guidance to the community before, during and require updating. Once the playbooks are ready to be published, they will need to be printed and distributed to the appropriate communities.

The selected vendor will need to provide the following technical and fiscal support:

Technical Support:

- Development of content
- Editing of copy
- Provide desktop publishing support for the creation of the playbooks
- Production Support - Manage the printing of the playbook
- Operational Support - Coordinate the distribution of the playbook to participating residents

4. Vendor / Intern Management:

- Manage all subcontracting with community agencies, interns and other qualified contractors contributing to the development of the Strong Block Program or directly work with participating residents of Districts 2 and 8.
- Managing/monitoring performance and accountability of subcontractors, consultants
- Issuing payments on a cost reimbursement basis.
- Monitoring budgets, maintaining records, producing financial reports as requested
- Manage funds as directed by the funder as it applies to the specific project.
- Demonstrate fiscal responsibility and have “Generally Accepted Accounting Principles (GAAP)” in

Program administration; however, select subcontractors will be providing direct client services.

The successful bidder will be solely responsible for managing its subcontractors. To the extent that the NEN provides objectives, direction, and input regarding the work to be provided, the selected vendor shall determine how such objectives, direction, and input are addressed and will be solely responsible for the means by which such a result is obtained. The selected vendor will retain all authority over the conduct of its subcontractors.

IV. Application Process/ Submitting a Proposal

If your agency is interested in responding to this RFQ it must meet the following criteria:

- a. Be currently a certified vendor of the City and County of San Francisco

Proposal Guidance:

3. REQUIRED: Proposals are DUE: July 16th, 2021 by 5PM

- a. Email your proposal to: Daniel.Homsey@sfgov.org
- b. Email Subject line must state: 2021/2022 Strong Block Program Administration RFQ
- c. Attach your proposal as a PDF document.
- d. Maximum page limit is six (any pages beyond six will be discarded without review)
- e. Times New Roman font, 11 point font, 1 inch margins, and 1.5 spacing between lines

f. There will be a receipt notification sent by 5pm on July 19th, 2021

V. Proposal Completion Guidance:

Part 1: Organizational Overview

1. Name of Organization
2. Street Address
3. Website
4. Name of Executive Director
5. Email of Executive Director
6. Phone of Executive Director
7. Name of Proposal Submitter
8. Email of Proposal Submitter
9. Phone of Proposal Submitter

Part 2: Your Organization's Proposal - Please answer the following questions in numerical order:

1. Describe your agency's experience the design and production of program documentation (i.e. a toolkit/playbook/training manual) with a specific emphasis on its usability by residents
2. Describe your agency's experience as acting as a fiscal agent for communities in the purchase and distribution of supplies, materials and documentation
3. Describe your agency's experience in the design and production of community events in public spaces. Please provide detail regarding your agency's experience in the following:
 1. Providing technical support to residents in with the design of community events
 2. Applying for, and securing, permits through the City and County of San Francisco's ISCOTT process and other related street closure and programming permit processes
 3. Coordinating the distribution of resources and supplies to multiple events happening on the same day
 4. Coordinating the deployment of staffing to multiple events happening on the same day
4. Describe your agency's experience in complying with reimbursable contracting agreements
5. Describe your agency's experience in working with diverse communities

VI: Scoring Criteria:

Responses from agencies that meet guidelines for submission and deadline will be scored as follows:

1. Describe your agency's experience the design and production of program documentation (playbook) with a specific emphasis on its usability by residents (20 points)
2. Describe your agency's experience as acting as a fiscal agent for communities in the purchase and distribution of supplies, materials and documentation (10 points)
3. Describe your agency's experience in the design and production of community events in public spaces (50 points). Please provide detail regarding your agency's experience in the following:
 1. Providing technical support to residents in with the design of community events
 2. Applying for, and securing, permits through the City and County of San Francisco's ISCOTT process and other related street closure and programming permit processes

3. Coordinating the distribution of resources and supplies to multiple events happening on the same day
4. Coordinating the deployment of staffing to multiple events happening on the same day
4. Describe your agency's experience in complying with reimbursable contracting agreements (10 points)
5. Describe your agency's experience in working with diverse communities (10 points)
6. Please submit a draft budget based on the sample attached to the end of this document

Total points available 100

VII. Technical Review Process:

Technical Review and Scoring Proposals:

1. The proposal will be reviewed and rated by (a) Technical Review Panel(s) with expertise in the services required.
2. The Technical Review Panel(s) will be recruited with strict attention to ensuring that no conflict of interest exists related to any member of the panel.
3. The Technical Review Panel(s) will review and score each proposal according to the criteria outlined in Section VI Scoring Criteria" of this solicitation.
4. Proposals must have a total score of 75 or higher in order to be eligible for selection.

2021/2022 Strong Block Program Budget (DRAFT)			
Administrative Overhead	Organization	10% of Total Budget	13,500
Playbook Development			
Graphic Design	Design Team	3 mos x 1 FTE x \$50,000	12,500
		Salary Subtotal	12,500
		Fringe @ 21%	2,625
		<i>Playbook DEV Staffing Subtotal</i>	15,125
Print Hardcopy Toolkits		100 @ 50	5,000

		Playbook Dev Subtotal	20,125
Block Party Management			
- Online application submission platform dev. - Application processing / management - ISCOTT permit process management - Provide technical support to hosts - Coordinate the production/distribution of playbooks and collateral - Coordinate the distribution of block party equipment (i.e. barricades) - Coordinate deployment of "day of" staffing - Coordinate with the NEN and other partner agencies	Program Manager	9 mos x 1 FTE x \$50,000	37,500
		Salary Subtotal	37,500
		Fringe @ 21%	7,875
		Block Party Management Staffing Subtotal	45,375
Block Party Costs			
Permits		\$300/party X 30 parties	9,000
Street Device Rentals		\$500/party x 30 parties	15,000
Map Your Resilientville Table Staff		\$250/party x 30 parties	7,500
Map Your Resilientville Supplies		\$150/party x 30 parties	4,500
Event outreach materials		\$166/ Party X 30 parties	5,000
Block Party Readiness Raffle Prizes		\$500/party x30	15,000

		parties	
		Block Party Costs Subtotal	56,000
		Total	135,000