



# **REQUEST FOR PROPOSALS**

## **2023 Vote Restoration Outreach**

**JUNE 1, 2023 – NOVEMBER 1, 2023**

**GRANT TERM**

**DATE OF ISSUANCE: MONDAY, FEBRUARY 27, 2023**

**PROPOSALS DUE: FRIDAY, MARCH 17, 2023**

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## **1.0 GRANT OVERVIEW**

### **1.1 Department Background**

The mission of the Department of Elections (Department) is to provide equitable access to voting and election-related services and to conduct free, fair, and functional elections for the City and County of San Francisco. In upholding its mission, the Department must comply with all current federal, state, and local law, including the minority language provisions of the Voting Rights Act of 1965, the accessible voting provisions of the Americans with Disabilities Act of 1990, all applicable requirements of the Uniformed and Overseas Citizens Absentee Voting Act of 1986, the Help America Vote Act of 2002, the California Elections Code, the San Francisco Municipal Elections Code, and the San Francisco Charter.

Year-round, the Department works to ensure that every eligible San Franciscan has access to safe, barrier-free registration and voting options and to improve both its internal and public-facing programs with the goal of making them as efficient and responsive to the needs of San Francisco's communities as possible. In addition, as part of an ongoing effort to inspire public confidence in the electoral process and encourage voter participation, the Department maintains full transparency in all of its operations, incorporating public feedback into its programs and services and working collaboratively with community partners to find new ways to engage voters in San Francisco's elections. Serving a current base of over 500,000 registered voters, the Department:

- Facilitates the filing of candidate nomination papers, ballot measures, and ballot arguments;
- Produces official ballots and voter information guides in multiple languages and formats;
- Offers voter education and outreach to voters and potential registrants throughout the City;
- Administers a vote-by-mail program for over 500,000 locally registered voters;
- Facilitates registration and voting in local Board of Education elections for eligible non-citizens;
- Secures and operates accessible neighborhood polling places for each election;
- Recruits and trains poll workers to serve a linguistically and culturally diverse electorate;
- Offers in-person voting opportunities beginning 29 days before each election;
- Organizes the collection of ballots and election results data from polling places on Election Night;
- Provides vote count tabulation and election results reports to the public after Election Day; and
- Conducts a canvass (audit) of all votes cast to verify the validity of election results before certification.

### **1.2 Purpose and Training**

The two main purposes of this grant are 1) to disseminate information about the conditions under which justice-involved people can register to vote in San Francisco (including the post-felony voter restoration process), and 2) to facilitate voter registration for local eligible justice-involved individuals. Under current state law, eligible justice-involved individuals include a) people in a local detention facility (i.e., jail), serving a misdemeanor sentence, as a condition of probation (misdemeanor or felony) or serving a felony jail sentence, as well as b) people awaiting trial, on parole, on probation, on mandatory supervision, on post-release community supervision, on federal supervised release, or under a juvenile wardship adjudication. In issuing this Request for Proposals (RFP), the Department seeks to identify partners willing and able to assist in disseminating tailored information and facilitating registration for individuals involved in the criminal justice system, including those currently on parole.

Following grant negotiations and finalization of outreach plans, successful applicants will need to attend a training provided by Department Outreach staff to become familiar with official voter outreach messages and materials. As part of this training, grantees will also be required to learn how to distribute and return voter registration forms in accordance with applicable law.

Following the training and then as necessary throughout the grant term, the Department will provide all grantees with official, ready-to-use, multilingual, multi-format outreach materials, including posters, brochures, and digital presentations and voter registration forms. It is vital that all outreach messages and materials disseminated to the public are accurate and non-partisan and voter registration activities are conducted properly and lawfully.

### **1.3 Outreach Topics**

Following training, grantees will work to disseminate the message that all otherwise eligible justice-involved individuals not currently serving a state or federal prison term for the conviction of a felony including a) people in a local detention facility (i.e., jail), serving a misdemeanor sentence, as a condition of probation (misdemeanor or felony) or serving a felony jail sentence, as well as b) people awaiting trial, on parole, on probation, on mandatory supervision, on post-release community supervision, on federal supervised release, or under a juvenile wardship adjudication, can register to vote.

Following training, grantees will also work to broadcast the fact that, per the passage of Proposition 17 in 2020, the California Constitution was amended to allow people on parole to register to vote. This means that any otherwise eligible justice-involved individual not currently imprisoned may register to vote using a state paper or online voter registration form (available in multiple languages). Grantees will both facilitate voter registration and provide education on the voting process, such as how to vote by mail or in person, how to request election materials in a language other than English and/or in an accessible format, and how to sign up to serve as a poll worker.

### **1.4 Scope of Work**

*Please note this section is intended to serve only as a general guide to the work the Department expects grantees to perform and is not a complete listing of all possible services. The Department will negotiate a more precise scope of services with any grantees selected to move forward with grant agreement negotiations.*

Each selected grantee will need to: 1) implement an engaging and cost-effective voter outreach program; 2) attend trainings on official voter outreach messaging and legally-compliant voter registration methods; 3) begin outreach activities as specified by grant terms; 4) utilize and distribute official voter outreach materials; 5) provide accurate and non-partisan information to focus populations; 6) facilitate voter registration in accordance with all applicable law; and 7) provide complete and regular reports on activities as specified in the agreement. In addition, and in order to avoid possible revocation of any grant under this RFP, each grantee will need to a) be under contract within two months of the notice of intent to award, b) timely submit all required contract documents, c) comply with all Department schedules, deadlines, and requirements.

## **2.0 FUNDING AND SCHEDULE**

### **2.1 Estimated Available Funds**

The approximate total distribution amount is \$95,000 for all grantees combined, not to exceed \$50,000 per grantee and contingent on contract negotiation. (The Department reserves the right to modify these estimated grant amounts in its sole discretion in order to optimize voter outreach efforts.) The disbursement of funds process for this grant is cost-reimbursement.

## 2.2 Anticipated Grant Schedule

EVENT	DATE
RFP issued; posted on <i>sfelections.org/RFP2023</i>	2/27/2023
Written questions from interested parties due	3/6/2023
Department answers posted on <i>sfelections.org/RFP2023</i>	3/8/2023
Grant proposals due by 5 p.m.	3/17/2023
Department grant proposal review period ends	3/24/2023
Department issues notices of non-responsiveness and intent to award grants	3/24/2023
Protest period ends	3/31/2023
Grant negotiations and final Outreach Plan submissions period	4/3/2023-5/31/2023
Grant term begins	6/1/2023
Department conducts training for grantees and provides materials	6/2/2023-6/6/2023
Grantees begin outreach; grantees provide monthly reports	6/7/2023
End of grant term	11/1/2023
Final grantee outreach report due	11/10/2023

## 3.0 PROPOSAL REQUIREMENTS

### 3.1 Organizational Minimum Requirements

To be eligible to receive a grant under this RFP, an applicant organization must:

- Be a 501(c)(3) nonprofit organization based in San Francisco and listed by the IRS;
- Be in good standing with the State of California's Registry of Charitable Trusts;
- Regularly conduct program activities in San Francisco with a focus on City residents; and
- Have at least two years of experience in community organizing, education, or outreach.

Any proposal that does not demonstrate the applicant meets these minimum requirements will be considered non-responsive and will not be evaluated.

### 3.2 Proposal Content Requirements

Any proposal must include a Grant Application (see Appendix A) with all the following parts:

- A. Cover Page
- B. Proposal Narrative
- C. Funding Request
- D. Budget Narrative

In light of the fact that, both the City of San Francisco and the Department are committed to being data-driven, results-oriented, and resident-responsive governmental entities, applicants are strongly encouraged to include details and data indicating how they, as local non-profits, will evaluate the impact they make on the City communities they serve. Descriptions of such self-evaluative strategies might include a description of an organization's impact plan, responses to a patron or clientele satisfaction survey, client data collection, demographic research, as well as graphical data illustrating who the organization serves and how.

### **3.3 Optional Pre-Submission Questions**

Applicants who choose to send any pre-submission questions or requests for clarification about this RFP to [DOE.RFP2023@sfgov.org](mailto:DOE.RFP2023@sfgov.org) must do so by March 6, 2023.

The Department will publicly post responses to such pre-submission questions and requests at [sfelections.org/RFP2023](https://sfelections.org/RFP2023) on March 8, 2023.

### **3.4 Date and Method of Proposal Delivery**

Applicants shall **email** complete proposals to [DOE.RFP2023@sfgov.org](mailto:DOE.RFP2023@sfgov.org) with the subject “Restoring the Right to Vote: 2023 RFP” **by 5:00 p.m., on Friday, March 17, 2023**. Any applicant may revise their proposal on the applicant’s own initiative at any time before the deadline for submission. No other delivery will be accepted.

Each original proposal received will be screened to ensure that all content required by this RFP is included. Partial or complete omission of any required content may disqualify proposals from further consideration. Late proposal submissions will not be considered, and failure to adhere to the above requirements may result in the complete rejection of the proposal.

## **4.0 CITY REQUIREMENTS**

### **4.1 Limitation on Communications During Solicitation**

From the date this Solicitation (that is, this RFP) is issued until the date the competitive process of this Solicitation is completed (either by cancelation or final Award), Proposers and their subcontractors, vendors, representatives and/or other parties under a Proposer’s control, shall communicate solely with the Contract Administrator whose name appears in this Solicitation (that is, the Department of Elections). Any attempt to communicate with any party other than the Contract Administrator whose name appears in this Solicitation – including any City official, representative or employee – is strictly prohibited. Failure to comply with this communications protocol may, at the sole discretion of City, result in the disqualification of the Proposer or potential Proposer from the competitive process. This protocol does not apply to communications with the City regarding business not related to this Solicitation.

### **4.2 Grant Agreement, Requirements, and Payment Process**

Successful Proposers will be required to enter into a Grant Agreement (See link: [G-100 4-19](#)). Proposers are responsible for reviewing all portions of the Proposed Agreement. Failure to timely execute the Proposed Agreement, or to furnish any and all insurance certificates and policy endorsement, or other materials required in the Proposed Agreement, shall be deemed an abandonment of the Proposal and City, in its sole discretion, may select another Proposer.

The payment process for this Grant is cost-reimbursement.

All responses and submittals in response to this RFP are public information and shall be the property of the City and County of San Francisco. The City may use such Submissions for any purpose whatsoever, without compensation to the provider or any other person or entity and shall not be liable for any use or disclosure of any Submissions.

### **4.3 Applicant Must be a City Supplier**

Before the City can award funding, the grantee must become an approved City vendor. To do so:

**Step 1:** Register as a BIDDER at City’s Supplier Portal: <https://sfcitypartner.sfgov.org/pages/index.aspx>

**Step 2:** Follow instructions for converting your BIDDER ID to a SUPPLIER ID. This will require you to register with the City Tax Collector’s Office and submit Chapter 12B and 12C forms through the Supplier

portal. Once these forms have been completed, submitted, and processed, you will be notified via email with your organization's new Supplier ID. That email will also provide instructions for completing your Supplier registration.

- **City Business Tax Registration Inquiries:** For questions regarding business tax registration procedures and requirements, contact the Tax Collector's Office at (415) 554-4400 or, if calling from within the City and County of San Francisco, 311.
- **Chapter 12(B) and 12(C) Inquiries:** For questions concerning the City's Chapter 12(B) and 12(C) Equal Benefits and Non-Discrimination in Contracting requirements, go to: [www.sfgov.org/cmd](http://www.sfgov.org/cmd)

For insurance requirements and copies of sample insurance certification forms visit:

[http://sfgov.org/oca/sites/default/files/FileCenter/Documents/729-insurance\\_requirements.pdf](http://sfgov.org/oca/sites/default/files/FileCenter/Documents/729-insurance_requirements.pdf)

#### 4.4 Citywide Protest Procedures

- Protest of Non-Responsiveness Determination:** Within (3) three business days of the City's issuance of a Notice of Non-Responsiveness, a Proposer may submit a written Notice of Protest of Non-Responsiveness. The Notice of Protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The Notice of Protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or Solicitation provision on which the protest is based. In addition, the Notice of Protest must specify facts and evidence sufficient for the City to determine the validity of the protest.
- Protest of Grant Award:** Within (3) three business days of the City's issuance of a Notice of Intent to Award, a Proposer may submit a written Notice of Protest of Grant Award. The Notice of Protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The Notice of Protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or Solicitation provision on which the protest is based. In addition, the Notice of Protest must specify facts and evidence sufficient for the City to determine the validity of the protest.
- Delivery of Protests:** A Notice of Protest must be written. Protests made orally (e.g., by telephone) will not be considered. A Notice of Protest must be delivered by mail or email to the Contract Administrator whose name and contact information appears on the cover page to this Solicitation and received by the due dates stated above. A Notice of Protest shall be transmitted by a means that will objectively establish the date the City received the Notice of Protest. If a Notice of Protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein.

#### 4.5 Terms and Conditions for Receipt of Proposals

- Solicitation Errors and Omissions:** Proposers are responsible for reviewing all portions of this Solicitation. Proposers are to promptly notify the City, in writing and to the Solicitation contact person if the Proposer discovers any ambiguity, discrepancy, omission, or other error in the Solicitation. Any such notification should be directed to the City promptly after discovery, but in no event later than the deadline for questions. Modifications and clarifications will be made by Addenda as provided below.
- Objections to Solicitation Terms:** Should a Proposer object on any ground to any provision or legal requirement set forth in this Solicitation, the Proposer must, no later than the deadline for questions, provide written notice to the City setting forth with specificity the grounds for the objection. The failure of a Proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.
- Solicitation Addenda:** The City may modify this Solicitation, prior to the Proposal due date, by issuing an Addendum to the Solicitation, which will be posted at [sfelections.org/RFP2023](http://sfelections.org/RFP2023). Proposers

must monitor the solicitation for updates. The Proposer shall be responsible for ensuring that its Proposal reflects any and all Solicitation Addenda issued by the City prior to the Proposal due date regardless of when the Proposal is submitted. Therefore, the City recommends that the Proposer consult the website frequently, including shortly before the Proposal due date, to determine if the Proposer has downloaded all Solicitation Addenda. It is the responsibility of the Proposer to check for any Addenda, Questions and Answers documents, and updates, which may be posted to the subject Solicitation.

- d. **Proposal Term:** Submission of a Proposal signifies that the proposed services and prices are valid for 180 calendar days from the Proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity. At Proposer's election, the Proposal may remain valid beyond the 180-day period in the circumstance of extended negotiations.
- e. **Revision to Proposal:** A Proposer may revise a Proposal on the Proposer's own initiative at any time before the deadline for submission of Proposals. The Proposer must submit the revised Proposal in the same manner as the original. A revised Proposal must be received on or before, but no later than the Proposal due date and time. In no case will a statement of intent to submit a revised Proposal, or commencement of a revision process, extend the Proposal deadline for any Proposer. At any time during the Proposal evaluation process, the City may require a Proposer to provide oral or written clarification of its Proposal. The City reserves the right to make an award without further clarifications of Proposals received.
- f. **Proposal Errors and Omissions:** Failure by the City to object to an error, omission, or deviation in the Proposal will in no way modify the Solicitation or excuse the Proposer from full compliance with the specifications of this Solicitation or any grant awarded pursuant to this Solicitation.
- g. **Financial Responsibility:** The City accepts no financial responsibility for any costs incurred by a Proposer in responding to this Solicitation. Proposers acknowledge and agree that their submissions in response to this Solicitation will become the property of the City and may be used by the City in any way deemed appropriate.
- h. **Proposer's Obligations under the Campaign Reform Ordinance:** Proposers must comply with Section 1.126 of the S.F. Campaign and Governmental Conduct Code. Local law prohibits City elected officials from soliciting or accepting contributions from any person or entity seeking to enter into a contract or grant worth \$100,000 or more with the City, if the contract or grant requires their approval or the approval of their appointees to the board of a state agency. This restriction applies to the party seeking the contract or grant, the party's board of directors, chairperson, chief executive officer, chief financial officer, chief operating officer, any person with an ownership interest greater than ten percent, and any political committees controlled or sponsored by the party, as well as any subcontractors listed in the awarded contract or Proposal. The law both prohibits the donor from giving contributions and prohibits the elected official from soliciting or accepting them.

A person or entity that contracts with the City may not make a campaign contribution to an elected official if the contract would require approval by that official, a board on which the official serves, or a board of a state agency on which an appointee of the official sits. The people and entities listed in the preceding paragraph may not make a campaign contribution to the elected official at any time from the submission of a Proposal for a contract until either: (1) negotiations are terminated and no contract is awarded or no grant is approved; or (2) twelve months have elapsed since the award of the contract or approval of the grant.

A violation of Section 1.126 may result in the criminal, civil, or administrative penalties. For further information, Proposers should contact the San Francisco Ethics Commission at (415) 252-3100.



- i. **Reservations of Rights by the City:** The issuance of this Solicitation does not constitute a guarantee by the City that a grant will be awarded or executed by the City. The City expressly reserves the right at any time to:
  - 1. Waive or correct any defect or informality in any response, Proposal, or Proposal procedure;
  - 2. Reject any or all Proposals;
  - 3. Reissue the Solicitation;
  - 4. Prior to submission deadline for Proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this Solicitation, or the requirements for contents or format of the Proposals;
  - 5. Procure any materials, equipment or services specified in this Solicitation by any other means; or
  - 6. Determine that the subject goods or services are no longer necessary.
  
- j. **No Waiver:** No waiver by the City of any provision of this Solicitation shall be implied from the City's failure to recognize or take action on account of a Proposer's failure to comply with this Solicitation.
  
- k. **Other:**
  - 1. The City may make such investigation, as it deems necessary, prior to the award of this contract to determine the conditions under which the goods are to be delivered or the work is to be performed. Factors considered by the City shall include, but not be limited to:
    - i. Any condition set forth in this Solicitation;
    - ii. Adequacy of Proposer's plant facilities and/or equipment, location and personnel location to properly perform all services called for under the Purchase Order; and
    - iii. Delivery time(s).
  - 2. City reserves the right to inspect an awarded Proposer's place of business prior award of and/or at any time during the contract term (or any extension thereof) to aid City in determining an awarded Proposer's capabilities and qualifications.
  - 3. Failure to timely execute a grant, or to furnish any and all insurance certificates and policy endorsements, or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another.
  - 4. City reserves the right to reject any Proposal on which the information submitted by Proposer fails to satisfy City and/or if Proposer is unable to supply the information and documentation required by this Solicitation within the period of time requested.
  - 5. Any false statements made by a Proposer or any related communication/clarification may result in the disqualification of its Proposal from receiving further evaluation and a contract award.

## **5.0 PROPOSAL REVIEW PROCESS**

### **5.1 Review Process**

Incomplete, late, or irregularly submitted proposals will be deemed non-responsive. Proposals submitted by ineligible organizations (i.e., submitted by organizations who have failed to demonstrate they meet all the organizational status requirements listed in section 3.1) will also be deemed non-responsive. Only timely and complete proposals properly submitted by eligible organizations will be deemed responsive. All responsive proposals will be evaluated by the Department's selection panel on a 100-point scale, with six or more of the highest scoring applicants invited to engage in grant negotiations. Applicants with non-responsive proposals, as well as applicants not invited to engage in grant negotiations, will be so notified.

Please note that, at any time during the proposal evaluation process, the Department may require an applicant to provide written clarification on any aspect of its outreach plan or proposal.

**5.2 Evaluation Criteria**

The Department’s selection panel will evaluate responsive proposals using the 100-point scale and will award up to 10 points for a demonstration of each of the following:

1. Applicant has successful experience with elections-related outreach in San Francisco.
2. Applicant has provided successful multi-format and multilingual presentations in the past.
3. Applicant has adhered to schedules, budgets, and deadlines in similar past projects.
4. Outreach Plan demonstrates an understanding of the type of outreach services sought.
5. Planned activities are likely to lead to successful engagement with focus population.
6. Outreach Plan includes strategies to hold registration drives.
7. Outreach Plan includes quantitative methods for evaluating outreach impact.
8. All funding request expenses are clearly detailed, itemized, and cost-effective.
9. All funding request expenses are linked to specific, well-defined outreach activities.
10. References from other City departments or clients are favorable, relevant, and recent.

**APPENDIX A: GRANT APPLICATION**

**A. Cover Page**

Instructions: Complete all fields and identify all vulnerable populations with whom you plan to work.

PROPOSAL: 2023 Voter Outreach Partnership	
Name of organization:	
Street address:	
Mailing address:	
Phone number:	
Email of contact:	
Website address:	
Contact name & title:	

**B. Proposal Narrative**

Instructions: Please attach all the following as separate documents in your application:

1. **Organization History.** One-page narrative about your organization’s history, including its mission, focus, and key achievements, highlighting any work particularly relevant to your outreach plan.
2. **Proposed Outreach Plan.** Two-page narrative describing how your organization intends to reach and register eligible justice-involved voters. This plan should note your outreach methods and where, how, and through whom you will distribute Voter Registration Cards. (Please note that by law, offering incentives for registering voters, even “de minimis” gifts such as water or cookies, is prohibited.) Describe strategies, methods of self-evaluation, reporting structure, and the number of people you intend to reach and how. Include a detailed timeline for all planned activities.

- 3. **References.** One-page description of at least three public education programs completed by your organization, with client references, a program summary, and initial and final budgets and schedules.
- 4. **Other City Grants/Contracts.** Attach a list of all current grants and contracts your organization has with the City and County of San Francisco, including the department name, project type, date and duration of the project, and the total amount awarded under the grant or contract.

**C. Funding Request**

Instructions: Please read Appendix A of the [City's Model Grant Agreement](#) before submitting this form. Note that regular organizational overhead expenses are not eligible for grant funding.

EXPENSE	AMOUNT
Total net salaries and wages	\$
Rent and related fees for event venues	\$
Stationary, office supplies, and printing costs	\$
Telephone and equipment rental charges	\$
Advertising and publicity costs	\$
Other (specify)	\$
Other (specify)	\$
Other (specify)	\$
Other (specify)	\$
<b>TOTAL REQUESTED BUDGET</b>	<b>\$</b>

**D. Budget Narrative**

Instructions: Please provide a one-page description of how grant funds will be used; explain how funds associated with each line item above relate to the implementation of planned outreach activities.