**Appendix 1: Application Template to Request for Proposal (RFP) (RFP# 138) - City Gardens (333 12th Street)**

1. **Cover Page**
	1. Applicant Information

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| **Application Type**(select one) | [ ]  Sole Applicant (one organization applying to provide both Property Management and Support Services)[ ]  Collaboration (more than one organization applying to provide services) Specify collaborator’s names and service type that each entity will provide: |

**Property Management**

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| **Organization Name** |       | **City Supplier #** |       | **Address** |       |
| **Director Name** |       | **Director Phone** |       | **Director Email** |       |
| **Point of Contact** |       | **Point of Contact Phone** |       | **Point of Contact Email** |       |

**Support Services**

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| **Organization Name** |       | **City Supplier #** |       | **Address** |       |
| **Director Name** |       | **Director Phone** |       | **Director Email** |       |
| **Point of Contact** |       | **Point of Contact Phone** |       | **Point of Contact Email** |       |

* 1. Certifications

I understand that the City reserves the right to modify agreement requirements at the time of funding and/or during the agreement negotiations; that an agreement may be negotiated for a portion of the amount requested; that funding sources are subject to change; and that there is no agreement until a written grant/contract has been signed by both parties and approved by all applicable City agencies.

In accordance with Administrative Code Chapter 12X, I certify that my company is headquartered at the following address      . I will notify the City if my company's headquarters moves.

The signatory below is a person authorized to obligate the Applicant to perform the commitments contained in the SOI and application. Submission of this document will constitute a representation by the above organization(s) that they are willing and able to perform the commitments and requirements contained in the SOI and application.

Signature of authorized representative(s):

**Name:**       **Title:**

**Signature:**       **Date:**

**Name:**       **Title:**

**Signature:**       **Date:**

1. **Minimum Qualifications**

Applicant(s) must demonstrate that they meet all of the Minimum Qualifications (MQs):

* 1. Respondent must be a certified vendor with the City and County of San Francisco or have the ability to become a certified vendor within ten (10) days after notice of intent to award.
	2. For each service type (e.g. Support Services; Property Management), whether provided through a single entity, collaboration, and/or subcontractor, Applicants must demonstrate at least three years of experience delivering similar services, respectively.
	3. Applicants must demonstrate the following experience for **Property Management**:

Operation of a project similar in scope and size to the proposed project; or

Operation of at least two affordable rental housing projects in the last ten years, with at least one of those projects containing at least one unit housing a tenant who qualifies as a member of the served population.

* 1. Applicants must submit a completed Appendix 2a: Budget Template and Appendix 2b: Budget template for a 12-month period with each tab completed. The budget must stay within 2 percent of the allocated budget amount. The annual proposed amount for Property Management is $2,760,000, please do not exceed 2 percent of this amount ($2,815,200). The annual proposed amount for Support Services is $2,580,000, please do not exceed 2 percent of this amount ($2,631,600).

**Property Management (please add boxes as needed).**

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| Prior or Current Program Name |       |
| Funder Name |       |
| Funder Contact Name |       |
| Funder Contact Title |       |
| Funder Contact Email Address |       |
| Start and End Dates of Services |       |
| Briefly describe how Applicant meets this Minimum Qualification: |       |

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| Prior or Current Program Name |       |
| Funder Name |       |
| Funder Contact Name |       |
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| Funder Contact Email Address |       |
| Start and End Dates of Services |       |
| Briefly describe how Applicant meets this Minimum Qualification: |       |

**Support Services (please add boxes as needed).**

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| Prior or Current Program Name |       |
| Funder Name |       |
| Funder Contact Name |       |
| Funder Contact Title |       |
| Funder Contact Email Address |       |
| Start and End Dates of Services |       |
| Briefly describe how Applicant meets this Minimum Qualification: |       |

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| Prior or Current Program Name |       |
| Funder Name |       |
| Funder Contact Name |       |
| Funder Contact Title |       |
| Funder Contact Email Address |       |
| Start and End Dates of Services |       |
| Briefly describe how Applicant meets this Minimum Qualification: |       |

1. **Project Approach**
2. Applicants must describe the plan for collaboration between Support Services and Property Management to successfully deliver the services in this RFP.

**Property Management and Support Services**

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1. For Support Services and Property Management, Applicants must describe the plan to engage and maintain housing stability for a diverse population of formerly homeless/at risk families with children, including non-English speakers, persons with disabilities, and individuals with a history of homelessness, substance use and/or mental health challenges

**Property Management**

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**Support Services**

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1. For Support Services and Property Management, Applicants must describe the plan to deliver services to achieve the service and outcome objectives described in this RFP.

**Property Management**

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**Support Services**

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1. **Organizational Experience & Capacity**
2. For Support Services and Property Management, Applicants must describe the policies and procedures that they have in place that demonstrate how the following principles are implemented:
* Delivering services with equity; and
* Housing First and housing stability principles to deliver the services as outlined in the Solicitation.
* Applicants must describe any policies or procedures that are in place that demonstrate how these principles will be/are implemented.
* Applicants must describe intake requirements and tenant selection criteria.
* Property Management applicant must also describe resident selection criteria.

Examples of existing policies/procedures are encouraged. Applicants may attach an existing policy/procedure that is relevant to the principles above.

**Property Management**

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**Support Services**

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4.2 For each service type, Applicants must describe their organizational experience in delivering services, managing buildings, including Asset Management,

 including, but not limited to:

* Years of experience delivering each service type,
* Average building vacancy and turnover rates in existing portfolio;
* Challenges and learnings with each service type;
* Serving a diverse population of tenants, including non-English speakers, persons with disabilities, and individuals with a history of homelessness, substance use and/or mental health challenges;
* Delivering services with equity; and
* Engaging in collaborative service partnerships.

**Property Management**

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**Support Services**

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* 1. For Support Services and Property Management, Applicants must describe their respective organizational capacity, including, but not limited to:
* Their current employee vacancy rates;
* Employee turnover rates;
* Capacity to hire, train, and retain staff;
* Capacity to deliver services on-time and within budget; and
* Organizational capacity to track and report service and outcome data.

Property Management

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**Support Services**

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1. Fiscal Capacity - Budget

5.1 For each service type (Support Services and Property Management), Applicants must submit one completed Appendix 2a: Budget Template and one

 completed Appendix 2b: Budget Template for a 12-month period with each tab completed.

Property Management

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**Support Services**

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