



## **Request for Proposals for Community / Social Services**

### **Proposals Due: October 3, 2021**

#### **A. Program Description**

The City of Seaside has budgeted \$320,000 in the FY21/22 fiscal year to enhance community and social services. One-third (1/3) of the funding in the amount of \$105,600 will be designated for new programs / organizations. Enhanced services in realms including, but not limited to, education, recreation, social work, public health, public safety, mental health, youth development, elder care, community building and restoration, and homeless and housing advocacy are eligible for funding.

The funding in the present fiscal year is tied to significantly increased community and social service needs related to current circumstances. Funded projects will have a grant period running to June 30, 2022. Given the City's own extraordinary financial challenges, there is no guarantee that program funds may continue past June 30, 2022. The City expects to fund multiple service enhancements, with a focus on established and / or grass-roots Seaside community-based organizations.

#### **B. Eligibility Requirements**

**Eligible Applicants.** Eligible applicants are public or private nonprofit organizations including community-based organizations (CBO) and faith-based organizations serving Seaside residents. Grass-roots organizations which are not officially recognized as a non-profit should align with an established non-profit to apply.

**Funding and match requirements.** The City of Seaside will make up to \$320,000 available to community-based organizations over the grant period. One-third (1/3) of the funding in the amount of \$105,600 will be designated for new programs / organizations. Applicants are urged to propose cost-effective projects that meet a significant and timely community need and/or impact a substantial number of individuals. The City may request changes in proposed budgets in order to optimize community outcomes.

To receive maximum points for cost-effectiveness, applicants must propose a cash and/or in-kind match of at least 10%. Program funds can be used to supplement existing funds dedicated to the project but may not replace (supplant) funds that have been appropriated for the same purpose.

**Reporting requirements.** Successful applicants will be required to submit quarterly reports to the City of Seaside. This includes descriptions of special events, significant activities, and major accomplishments, and quantitative information on the number of service hours, participants served, people completing or leaving the program, and other information as needed. Successful applicants will also be required to participate in a comprehensive evaluation of the program and present a status report to the City not later than December 2022.

**Insurance.** The City of Seaside requires that individuals and firms that contract with the City for services file a certificate of insurance prior to the execution of the contract agreement. Depending on the relationship between the City and the program recipient, the successful respondent may be required to maintain a general liability insurance policy, broad form, of at least \$1,000,000 and provide an endorsement naming the City as an additional insured for liability and workers compensation.

### **C. Selection Process**

The City of Seaside will select community-based projects through an open and competitive process. Submittal of a Project through this process is not a binding agreement or a guarantee for funding. An ad-hoc committee of professionals will review applications and make recommendations to the Seaside City Council. The Seaside City Council and only the Seaside City Council will approve contracts for services under this program. Information necessary to prepare a proposal to the City is provided below.

**Proposal Due Date.** The proposal must be received by the City of Seaside by 5 p.m. on October 3, 2021. Proposals must be emailed to [acollick@ci.seaside.ca.us](mailto:acollick@ci.seaside.ca.us). **PROPOSALS WILL NOT BE ACCEPTED AFTER THE DEADLINE.**

**Review process.** Proposals will be reviewed by an ad-hoc Committee consisting of but not limited to city staff, community and social service professionals, and community residents.

Proposals will be rated on the following criteria:

<b>Criteria</b>	<b>Maximum Points</b>
Demonstrated project need, target population	30
Quality of and need for the practice or program proposed	20
Evidence that the program or practices are effective	10
Potential for maximum positive impact	20
Organization and staff experience and capabilities	10
Cost-effectiveness and funding match	10
<b>Total</b>	<b>100</b>

## **D. Proposal Requirements**

Proposals are limited to three (3) single-spaced pages with 1" margins and 12-point fonts. Budget information and the cover sheet are excluded from this limit. The proposal should include the following sections:

### *I. Cover Sheet (not subject to the page limitations)*

Include a cover sheet with the name of your proposed program, a brief summary of the program, your organization's name and address, and the name, phone number, and email of the contact person.

### *II. Background*

Provide a Statement of the Problem to be addressed, explaining why the proposed project is needed, what problem(s) it addresses, and who the target population will be. Explain why this problem (or problems) and target population have been chosen.

State the Goals and Objectives for the proposed project and, in instances where the project need is expected to continue past June 30, 2022, state how the project may be continued.

### *III. Proposed Activities:*

Describe in detail the activities, project, or practice to be supported through City funding. Proposed programs and practices should be evidence-based, with their effectiveness demonstrated by causal evidence. Provide references for such evidence.

Include information on the annual number to be served, number of events to be held, etc. Include a brief timeline.

### *IV. Organizational Experience*

Describe your organization and its experience relevant to your proposed project. Include information on the organization's ties to the community and work with community residents, other CBOs, and city and/or county agencies relevant to the proposed project. Explain your capabilities in meeting the reporting requirements of the grant.

Provide information on staff (position, experience) who will run the proposed program.

*V. Budget* (not subject to the page limitations)

Provide a budget, using the categories in the table below. Report amounts in whole dollars.

Line Item	City funds	Other funds	In-kind match	Total
1. Salaries and benefits				
2. Services and supplies				
3. Equipment				
4. Other				
<b>Total</b>				

To receive the maximum points for cost effectiveness, a 10% match is required from the community-based organizations, which may be cash, in-kind, or a combination of both. Other funds is income from a source other than City funds that is budgeted for the project. When used to augment the project, cash expenditures for items such as personnel, facilities, and supplies may be considered In-kind match. In-kind match may also be non-cash outlay of materials or resources to support a portion of project activities. It may include non-cash outlay contributed by public agencies, private organizations, or individuals. Examples include donated office supplies, equipment, professional services, and volunteer time.

Provide sufficient detail in each line item to explain how City funds will be expended to implement and operate the proposed project. This detail should itemize costs as described below and include a brief narrative for each category to explain how they will be used and why they are needed for the proposed project.

1. Salaries: Provide the name or position of each staff person, the amount of time each will spend on the project, and their hourly rates. Benefits: Provide information on the benefits received by each staff person and how they are calculated (e.g., FICA at 6.2% of salary).
2. Services and supplies: Itemize all services and supplies, such as office supplies, workshop materials, phone costs, printing and mailing, etc.
3. Equipment: Itemize all computers, furniture, and other equipment needed to perform the project activities.
4. Other: List other costs that do not fit into one of the above line items, such as rent, training, etc.

*VI. Proof of Non-Profit Status* (not subject to the page limitations)

## **E. Other Requirements**

**Disqualification.** Factors such as, but not limited to, any of the following may be considered just cause to disqualify a response to the RFP without further consideration:

- A. Evidence of collusion, directly or indirectly, among Respondents in regard to the amount, terms, or conditions of this proposal;
- B. Any attempt to improperly influence any member of the ad-hoc committee reviewing proposals;
- C. Existence of any lawsuit, unresolved contractual claim or dispute between Respondent and the City;
- D. Evidence of incorrect information submitted as part of the RFQ;
- E. Evidence of Respondent's inability to successfully complete the responsibilities and obligations of the proposed scope of work; and
- F. Respondent's default under any agreement, which results in termination of the Agreement.

**Non-Discrimination / Non-Preferential Treatment.** Program recipients shall not discriminate, in any way, against any person based on race, sex, color, age, religion, sexual orientation, actual or perceived gender identity, disability, ethnicity, national origin, or any other protected classification in connection with or related to the performance of this program.

**Prohibition of Gifts.** City officials are subject to several legal and policy limitations regarding receipt of gifts from persons, firms, or corporations either engaged in business with the City, or proposing to do business with the City. The offering of any illegal gift shall be grounds to disqualify a proposed recipient. To avoid even the appearance of impropriety, respondents should not offer any gifts or souvenirs, even of minimal value, to City officers or employees.

## **F. Questions / Clarifications**

**Contact information.** All clarifications made by the City will be in writing and will be provided to all respondents. Questions concerning the RFP or proposal process must be submitted by email to:

**Ashley Collick**

**Email:** acollick@ci.seaside.ca.us

**PROPOSALS ARE DUE OCTOBER 3,2021 AT 5:00 PM**