



City and County of San Francisco

Request for Proposals for

Office of the Treasurer & Tax Collector

**San Francisco International Airport Workers Fund Research
Design**



Date issued:

February 25, 2020

Proposal due:

March 6, 2020 by 5:00PM PST



I. BACKGROUND

Introduction: The San Francisco Office of Financial Empowerment (OFE) housed in the Office of the Treasurer and Tax Collector (TTX) in partnership with the San Francisco International Airport (SFO) plans to launch the SFO Workers Fund which will offer workers access to up to \$1,000 over 6 months to address financial emergencies. OFE and SFO are collaborating with a broad coalition of partners, including The Workers Lab, to pilot the SFO Workers Fund with approximately 75-150 workers and 4-5 employers for 6 months starting in spring 2020. With the SFO Workers Fund, when workers experience a financial emergency, they will be able to immediately access a grant to pay for the cost of the financial emergency. In addition to preventing financial instability, OFE and SFO anticipate that workers will experience reduced financial stress, increased job quality, increased productivity, and increased retention at the airport.

II. SCOPE OF WORK

Objective: The overall objective of this solicitation is to receive assistance on research study design and implementation and data analysis research for the SFO Workers Fund pilot project.

Details: The consultant will be responsible for performing analytical work including the following tasks:

- Design the project evaluation process and instruments based on existing structural, financial and time constraints, including:
 - Understand pilot constraints and key objectives;
 - Provide feedback on study design and ideas for improvement;
 - Develop list of outcome metrics and process to evaluate impact of pilot utilizing qualitative and quantitative methods;
 - Draft and finalize research plan with feedback from SFO and OFE staff with tasks and timeline clearly delineated;
 - Advise on most appropriate methodologies to solicit feedback from pilot participants, balancing effort needed, effectiveness and cost; and
 - Design research instruments, including electronic surveys and scripts for in-person interviews using best practices from the field;
 - Provide guidance on administrative data needed from participating employers.
- Provide guidance on research implementation, including:
 - Offer guidance on best practices for conducting interviews and disseminating surveys;
 - Provide feedback on ways to increase participant engagement with survey process;
 - Advise on issues that arise and troubleshoot unexpected results; and
 - Revise research plan as necessary.
- Perform data analysis and report back on results, including:
 - Analyze administrative and survey data using relevant statistical methodologies;



- Provide guidance on major takeaways from survey and administrative data results;
- Create structure to report major results back to SFO and OFE staff;
- Assist OFE and SFO staff in crafting language regarding results of study and creating graphs and figures to report results; and
- Help SFO and OFE disseminate the results of the study, including identifying appropriate channels and opportunities to present results.

Timeline: The SFO Workers Fund pilot project has a tight timeline. The project will begin in late spring 2020 and proceed for 6 months through fall 2020. It is expected that the consultant will collaborate with OFE and SFO staff while the pilot is ongoing and will finalize their work in consultation with OFE and SFO staff after the pilot finishes.

Contract Details: The contract is not to exceed \$30,000 (billed hourly) and has a one-year term.

III. SUBMISSION REQUIREMENTS

Responses: In your solicitation response, please provide the following information:

- Resume or CV and qualifications (not to exceed 3 pages)
- Detailed project plan (not to exceed 3 pages)
- Two work references (from within the last 3 years)

Evaluation Criteria: The following will be used as the criteria to evaluate various responses:

- Research design and evaluation experience;
- Relevant experience with worker and household financial stability, impact of finances on workers' health, productivity and retention, and interventions design to assist low-income workers and financial empowerment; and
- Interest in and insight about emergency worker funds and other interventions designed to assist low-wage workers; and
- Strength of project plan; and
- Cost proposal.

Requirements: Due to the tight timeline for this project, all respondents should be ready, willing and able to sign the contract in Appendix A **as-is**. Please review the document prior to submitting your response.

Deadline: To be considered for this contract, please submit your bid by **March 6, 2020 at 5:00PM PT**. Proposals must be submitted electronically before this date and time to molly.cohen@sfgov.org.

Questions: Please direct all questions to Molly Cohen at molly.cohen@sfgov.org or 415-554-4786 at least 3 business days before the bid due date.



IV. STANDARD FORMS

Before the City can award any award any contract to a contractor, all vendors must meet the minimum requirements described below. There may be additional requirements placed upon a vendor depending on the type of good or service to be purchased.

At a minimum, in order to become eligible to do business with the City, a vendor must submit the following documents to the Vendor Support Division via the City’s supplier portal located at <https://sfcitypartner.sfgov.org/> :

1. [Vendor Application Packet](#) (includes *New Vendor Number Request Form* and *IRS Form W-9*)
2. [CCSF Vendor - Business Registration \(Electronic Submission - you must have a vendor number to complete\)](#)
3. [CMD 12B-101 Declaration](#) of Nondiscrimination in Contracts and Benefits

Vendors must have a City-issued vendor number, have all compliance paperwork submitted and approved by the City, and have an executed contract or purchase order before payments can be made. Once a vendor number has been assigned, an email notification will be provided by the City's Vendor File Support Division. This notification will include instructions on how to sign up to receive payments through the City's supplier portal located at <https://sfcitypartner.sfgov.org/> .

<u>Form</u>	<u>Purpose/Info</u>	<u>Routing</u>
CCSF Vendor - Business Registration (Electronic Submission - you must have a vendor number to complete)	This declaration is required for city vendors to determine if you are required to obtain a Business Registration Certificate.	https://sfcitypartner.sfgov.org/
Declaration of Nondiscrimination in Contracts and Benefits with supporting documentation (Form CMD-12B-101)	This Declaration is used by the City’s Contract Monitoring Division to determine if a vendor offers benefits to employees. When a vendor offers benefits, it must be verified that all benefits, including insurance plans and leaves, are offered equally to employees with spouses and employees with domestic partners. For more information and assistance, please visit the City	https://sfcitypartner.sfgov.org/



	Administrator’s Contract Monitoring Division Equal Benefits web page.	
Vendor Profile Application	Includes New Vendor Number Request Form and IRS Form W-9.	https://sfcitypartner.sfgov.org/

Form:	Required If:
Minimum Compensation Ordinance (MCO) Declaration (pdf)	You have at least \$25,000 (\$50,000 for non-profit organizations) in cumulative annual business with a City department or departments and have more than 5 employees, including employees of any parent, subsidiaries and subcontractors.
Health Care Accountability Ordinance (HCAO) Declaration (pdf)	You have at least \$25,000 (\$50,000 for non-profit organizations) in cumulative annual business with a City department or departments and have more than 20 employees (more than 50 employees for nonprofit organizations), including employees of any parent, subsidiaries or subcontractors.
Insurance Requirements (pdf)	The solicitation requires the successful proposer to demonstrate proof of insurance.
Payment (Labor and Material) Bond (pdf)	The solicitation requires the awarded vendor to post a Payment (Labor and Material) bond.
Performance Bond (pdf)	The solicitation requires the awarded vendor to post a Performance bond.
Local Business Enterprise Program Application (Contract Monitoring Division)	You desire to participate in the City’s Local Business Enterprise Program which helps certain financially disadvantaged businesses increase their ability to compete effectively for City contracts

For further guidance, refer to the City’s supplier training videos that are located online at: <https://sfcitypartner.sfgov.org/> .