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Request for Informal Bid:

PROJECT MANAGEMENT AND COORDINATION: TO ADVANCE STATEWIDE REFORMS TO  
CALIFORNIA CRIMINAL JUSTICE ADMINISTRATIVE FEES

I. Introduction and Schedule

The Office of the Treasurer and Tax Collector’s “Financial Justice Project” is Requesting Proposals from qualified firms or individuals to provide project management services, coordination, and research as needed to support efforts to assess and reform California’s criminal justice administrative fees.

The Project Manager would work with a Coalition of nonprofit organizations from across California that seek to assess and reform fees in the criminal justice system that disproportionately impact low-income people and communities of color. The Coalition brings together more than 40 nonprofit organizations, legal service providers, and community advocates from across the state. The Coalition holds monthly calls to surface fines and fees that are pain points for community members, and to assess and recommend potential reforms. San Francisco is the first city in the nation to launch an effort within government to assess and reform how fines and fees impact our city’s most vulnerable residents. In November of 2016, [The San Francisco Financial Justice Project](#) was started in the Office of the Treasurer of the City and County of San Francisco to respond to a troubling phenomenon: a growing number of government programs levy fines and fees on their residents, partly to generate revenue to balance public budgets. There is often an insidious unintended impact of this practice---to push people into poverty. These fines and fees can knock people down so hard they can’t get back up. Poor people and people of color are usually hit the hardest. These financial penalties can make government a driver of inequality, not an equalizer.

II. Minimum Qualifications

The Financial Justice Project is accepting proposals from firms or individuals with:

- Direct experience working with individuals impacted by the criminal justice system.
- A proven track record coordinating large, statewide coalitions composed of more than ten nonprofit organizations.
- Demonstrated experience managing complex projects with multiple stakeholders.
- Familiarity with fine and fee reform at the state and local level.
- Direct experience conducting research and recommending administrative and policy reforms at local and statewide levels.

III. Scope of Work

- I. Build out Coalition infrastructure and provide ongoing support for statewide coalition.  
Tasks include:



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- A. Manage monthly Coalition calls and convenings, including creating and distributing agendas, meeting notes and action items, and facilitating calls as needed.
  - B. Manage statewide Coalition listserv and internal communications, including onboarding new individuals and organizations, and ensuring consistent communication to Coalition partners.
  - C. Act as the primary liaison to Coalition subcommittees, including the communications, research, and organizing committees.
  - D. Work with Coalition co-chairs to expand the Coalition and to ensure the consistent involvement and engagement with grassroots organizations.
  - E. Assist Coalition co-chairs to seek ongoing philanthropic funding to provide sustainable support for Coalition activities
- II. Provide project management services to support the ongoing work of Coalition. Tasks include:
    - A. Create a six month to one-year action plan for the Coalition, with input from subcommittee chairs and statewide cochairs EBCLC and ACLU.
    - B. Establish regular check-ins and tracking mechanisms to ensure the Coalition is on track to achieve Coalition goals.
  - III. Conduct research and outreach and create Coalition materials as needed. Tasks include:
    - A. Work with Coalition co-chairs to identify key stakeholders in potential reforms.
    - B. Collaboratively develop and maintain materials that outline key Coalition goals and strategies, including talking points, presentations, and flyers as needed.
    - C. Support Coalition members by conducting research as needed on criminal justice fines and fees and potential reforms.

#### IV. Timeline

The deliverables should be completed no later than December 31<sup>st</sup>, 2018.

#### V. Submission Requirements

##### A. Time and Place for Submission of Proposals

Proposals must be received by **5:00 p.m., Friday, September 7th, 2018**. You must submit an electronic version of the proposal, via email to: [Christa.Brown@sfgov.org](mailto:Christa.Brown@sfgov.org).

Proposals that are submitted by fax will not be accepted. Late submissions will not be considered.

##### B. Format

For word processing documents, MS Word or PDF, the department prefers that text be unjustified (i.e., with a ragged-right margin), pages have margins of at least 1" on all sides and font size no smaller than 10.



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**C. Content**

Consultants interested in responding to this informal bid must submit the following information, as specified below:

1. Introduction/Cover Letter. Submit a short letter of introduction and an executive summary of your experience and your proposal.
2. SF City Vendor number, or state your ability to comply with the City contracting requirements.
3. Project Approach. In two pages or less, please describe the services and activities that you or your firm proposes to provide to the City. Include the following information:
  1. Schedule and ability to complete the project within the City's required time frame
  2. Qualifications. Provide information on you or your firm's background and qualifications which addresses the following:
    - Name, address, and telephone number of a contact person; and
    - A resume or brief description of you or your firm and your professional background; and
    - A description of not more than two projects similar in size and scope prepared by you or your firm including client, reference and telephone numbers, and brief project summary. Descriptions should be limited to one page total.
4. Fee Proposal

The City intends to award this contract to the individual or firm that it considers will provide the best overall program services. The City reserves the right to accept other than the lowest priced offer and to reject any proposals that are not responsive to this request.

Please provide a fee proposal that includes the following:

Monthly or hourly rates and/or itemized costs for each of the disciplines identified in the Scope of Work. Hourly rates and itemized costs may be used to negotiate changes in the Scope of Work if necessary.

This contract may not exceed \$25,000.