Commission for Arts and Culture

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Arts & Culture Funding Programs

Organizational Support Program
Fiscal Year 2020 Applicant Guidelines

Fiscal Year 2020 Application Guidelines

OSP: Organizational Support Program

Funding for Nonprofits

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A translation of these guidelines is available in Spanish upon request; however, only applications in English will be accepted.

Una traducción de esta aplicación está disponible en español a petición; sin embargo, solo se aceptarán solicitudes en inglés.

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Section 1:   About the Commission for Arts and Culture

The City of San Diego Commission for Arts and Culture (Commission) was established by ordinance in 1988 to serve in an advisory capacity to the Mayor and City Council of the City of San Diego (City) on promoting, encouraging, and increasing support for San Diego's diverse artistic and cultural assets, integrating arts and culture into community life and showcasing San Diego as an international cultural destination. The Commission is composed of 15 volunteers (Commissioners) appointed by the Mayor and confirmed by City Council to serve terms up to eight years. A staff of eight (Commission staff), headed by an Executive Director, administers the programs and services of the Commission under the oversight and direction of the Mayor and the Office of Boards and Commissions. The duties and functions of the Commissioners and Commission staff are set forth in the San Diego Municipal Code section 26.07.

The City's fiscal year (FY) runs from July 1 to June 30. Annually, the Commission recommends to the Mayor and City Council the award of funding for general operating support and project-specific support for San Diego's nonprofit arts and culture organizations. These funds are awarded through two competitive processes: Organizational Support Program (OSP) and Creative Communities San Diego Program (CCSD). The source of this funding is Transient Occupancy Tax (TOT), a tax levied on individuals who stay overnight in hotels, motels, and other lodging establishments. Council Policy 100-03 governs the use of TOT money and, in accordance with the policy, a portion of the City's TOT revenue is intended to be used to: enhance the economy; contribute to San Diego's national and international reputation as a cultural destination; provide access to excellence in culture and the arts for residents and visitors; enrich the lives of the people of San Diego; and build healthy, vital neighborhoods.

Section 2:   About the Organizational Support Program (OSP)

The Organizational Support Program (OSP) is the annual process of accepting and evaluating applications from nonprofit, tax-exempt organizations requesting TOT funding for general operating support with an emphasis on the delivery of programs and services that impact San Diego's quality of life and tourism. In Fiscal Year 2019, 97 nonprofit organizations received $10.1 million in TOT funding through OSP.

Section 3:   Who is Eligible to Apply?

Your organization is eligible to apply for a contract award if:

- NONPROFIT STATUS: Your organization holds tax-exempt nonprofit status under section 501(c)(3) or 501(c)(6) of the Internal Revenue Code; AND

- HISTORY OF OPERATIONS: has a three-year history of operating with its own independent governing board (not under a fiscal sponsor); AND

- SERVICE AREA: The majority of your organization's activities take place within the limits of the city of San Diego and/or benefit San Diego residents. (Activities are defined as those produced or presented by your organization that are essential to the fulfillment of your

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organization's mission. Under this definition, and with some exceptions, activities do not include tuition based or fee for service classes, touring, and cultural tourism marketing activities); AND

- MISSION ALIGNMENT: Your organization operates to fulfill a mission that aligns with the purpose of TOT funding which is

    1. To enhance the economy;

    2. To contribute to San Diego's national and international reputation as a cultural destination;

    3. To provide access to excellence in culture and the arts for residents and visitors;

    4. To enrich the lives of the people of San Diego;

    5. To build healthy, vital neighborhoods.

Your organization is <u>NOT</u> eligible for an OSP contract award if:

- PROJECT SPONSORSHIP: Your organization is seeking funding for the sponsorship of a specific project such as a festival, a parade or a celebration. (The Commission offers a different funding program called Creative Communities San Diego [CCSD] for project sponsorship. Guidelines for CCSD can be found at http://www.sandiego.gov/arts-culture/funding)

- SCHOOLS: Your organization is a university, community college, school district, or private educational enterprise.

- REGRANTING: Your organization's primary purpose is grantmaking.

- MULTIPLE APPLICATIONS: Your organization has applied or will apply for Fiscal Year 2020 funds through another TOT category as defined in Council Policy 100-03.

Section 4:   How Much Funding is Available?

The amount of money an applicant can be awarded is calculated with an algorithm and is dependent on several factors including the organization's annual operating income, the rank given to the organization's proposal, the total amount of funds available for distribution and the number of organization's receiving awards. OSP applicants are typically awarded between 2%-13% of their annual operating income (AOI). The minimum award amount an applicant can receive is $5,000.

In Fiscal Year 2019:

- OSP applicants with an AOI between $10,000 and $99,999 were awarded approximately 13% of their AOI.
- OSP applicants with an AOI between $100,000 and $299,999 were awarded approximately 11% of their AOI.

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- OSP applicants with an AOI between $300,000 and $999,999 received approximately 9% of their AOI.
- OSP applicants with an AOI between $1 million and $1.5 million received approximately 7% of their AOI.
- OSP applicants with an AOI between $1.5 million and $4 million received approximately 6% of their AOI.
- OSP applicants with an AOI between $4 million and $10 million received approximately 4% of their AOI.
- OSP applicants with an AOI of more than $10 million received approximately 2% of their AOI.

Matching Income Requirement: This information is not a guarantee of an award amount. It is offered to assist applicants in deciding whether to apply for funding and in estimating the 3:1 cash match, which is required for all applicants that receive an OSP contract from the City. All matching income must be received during the contract period.

Section 5:   How to Apply for a Contract Award

1. TWO-STEP APPLICATION PROCESS: The application process includes two steps: Request for Qualifications (RFQ), then Request for Proposals (RFP).

2. REQUEST FOR QUALIFICATIONS: Complete and submit the online Request for Qualifications (RFQ) form by the deadline.

3. RFQ EVALUATION: A team comprised of members (including Commission staff) who are trained in City contracting processes and nonprofit management practices evaluates the strength of each applicant's ability to manage a City contract using the information provided in the RFQ. This team uses a standard scoring system to evaluate Eligibility, Administrative Capacity; Financial Management; Governance Practices; and Past Performance on City Contracts (if applicable). Each applicant is assigned one of two grades: 1) Qualified, or 2) Not Qualified.

4. RFQ CURE PERIOD: Applicants deemed "Not Qualified" will be given five (5) working days (does not include Saturday, Sunday, or City Holidays) to cure any incorrect or missing relevant RFQ components. The RFQ will then be reevaluated. Applicants deemed "Not Qualified" after the reevaluation will not advance but will be provided technical assistance to prepare them for future funding cycles.

5. REQUEST FOR PROPOSALS (RFP): Applicants deemed "Qualified" will be given access to the online Request for Proposals (RFP) form, and the form must be completed and submitted by the deadline. Some applicants may be eligible to request the "Option to Renew" in lieu of submitting an RFP. Learn more about the Option to Renew in Section 7 of these guidelines.

6. RFP EVALUATION PANELS: Commission advisory panels composed of Commissioners and additional diverse members of the San Diego community evaluate the RFP and the degree

to which each applicant's proposed programs/services aligns with the City's goals for the use of TOT funds. The panels use a standard scoring system to evaluate Programs/Services; Community Engagement; Programming Capacity; and Achievement in Emphasis Areas and assign each proposal one of three grades: Very Aligned with City Goals (Ranks of 4); Aligned with City Goals (Ranks of 3); or Not Aligned with City Goals (Ranks of 2). The meetings where proposals are reviewed and ranked are open to the public and will be advertised in advance.

During the panel deliberation, applicants will be given an opportunity to give a brief, in-person, introduction to their application and an opportunity to respond to the panel's questions and comments. Details, including dates, times and specific conditions will be provided to applicants during the RFP phase.

7. RANKS: Proposals receiving ranks of 2+, 2, or 2- will be deemed "Not Aligned with City Goals" and will not be recommended to receive a contract award.

8. APPEALS: Any applicant not recommended to receive a contract award may submit a written appeal to Commission staff no later than 5:00 p.m. on the tenth calendar day following notification from Commission staff to the applicant that no award is being recommended. Commission staff will consider the appeal and make the final ruling. Upon request from an appellant, Commission staff will provide comments submitted by the Commission advisory panels.

9. CALCULATING AWARD AMOUNTS: Ranks are converted into a monetary award amount using an algorithm. During this time, applicants and returning applicants who requested the option to renew will have an optional opportunity to submit an updated annual operating income (AOI) to ensure the most accurate award calculation. This optional update will be submitted online. It is the sole decision and responsibility of the applicant to respond to the optional update.

10. AUTHORIZING AWARDS: The Commission receives the ranks and tentative award amounts for recommendation. The meeting where the Commission receives this information is open to the public and will be advertised in advance. The monetary award amount for each applicant that results from the application evaluation process is forwarded to the Mayor and City Council. Only the Mayor and City Council can authorize awards. Therefore, award amounts are not final until authorized by the Mayor and City Council during the annual budget process. Tentative award amounts have historically been available in May, and final award amounts in June.

Section 6:   Conditions for Submission

1. The City reserves the right to reject, in whole or in part, any responses to this RFQ/RFP, to not accept a proposal recommended by any of the Commission advisory panels or the Commission, to initiate an alternate process, to reissue the RFQ/RFP and/or cancel this

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RFQ/RFP, in whole or in part, at any time without prior notice and makes no representation that any agreement will be awarded to any applicant. Additionally, the City expressly reserves the right to postpone opening responses to this RFQ/RFP for its own convenience, and/or to waive minor informalities or irregularities in the responses received.

2. The City reserves the right to revise this RFQ/RFP by addendum. The City is bound only by what is expressly stated in this RFQ/RFP and any authorized written addenda thereto. Addenda will be posted on the City's website at www.sandiego.gov/arts-culture. It is the applicant's responsibility to check the website up to the final submission date for any possible addenda.

3. The City accepts no financial responsibility for any costs incurred by applicants. The City is not responsible for the loss or damage of any materials submitted.

4. The submission of a response to this RFQ/RFP does not guarantee funding.

5. The applicant is solely responsible for responding to any required or optional updates related to this RFQ/RFP or related to the contract award that is a result of this process.

6. Funds awarded to an applicant are paid on a reimbursement basis only. Expenses must be incurred by an applicant between July 1, 2019 and June 30, 2020 (FY20) before the City will reimburse.

7. Any applicant awarded OSP funding is required to provide a $3 cash match for every $1 awarded. The minimum award amount is $5,000; therefore, the minimum required cash match amount is $15,000. Match income must be received by the applicant during the FY20 contract period between (July 1, 2019 and June 30, 2020).

8. Each applicant awarded funding must receive an executed contract from the City before submitting invoices for reimbursement, and it can take a minimum of 6 months from July 1 for the City to provide an executed contract.

9. Each applicant awarded funding is required to provide proof of Commercial General Liability Insurance, Automobile Liability Insurance, and Workers' Compensation Insurance. (Some exceptions may apply.)

10. Each applicant awarded funding is required to comply with all required state and federal registrations including but not limited to California Attorney General Registrar of Charitable Trusts, California Secretary of State Business Registry, System for Awards Management and Department of Industrial Relations DSLE Debarments. All registrations must be current during the contract period.

11. An applicant receiving funding of $10,000 or more must provide true, accurate and complete financial disclosure documentation evidencing the financial status of the organization's last completed fiscal year within 90 days of the end of that fiscal year.

12. An applicant receiving funding in the amount of $75,000 or more must submit true, accurate and complete financial disclosure documentation evidencing the financial status

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of the applicant's last completed fiscal year within 150 days of the end of that fiscal year prepared in accordance with generally accepted accounting principles and audited by an independent Certified Public Accountant, in accordance with generally accepted auditing standards.

13. An applicant receiving funding in the amount of $500,000 or more, when that funding represents more than 10% of the applicant's annual budget, must provide salary and wage ranges for each of their job classifications, including actual executive salaries and benefits packages applicable for the contract period.

14. Each applicant awarded funding is required to deliver a mid-year report and a final performance report in a format requested by Commission staff.

15. The applicant acknowledges that information submitted as part of their application for this opportunity may be disclosed to the public pursuant to a request under the California Public Records Act.

16. City funds may not be used for alcoholic beverages, travel, meals, lodging, entertainment, capital or equipment outlay, buildup of reserves, or the purchase of awards, trophies, gifts or uniforms.

17. City funds may not be used for lobbying, religious activities or political activities.

18. City funds will not be provided to any applicant found to discriminate, in the conduct of its activities and affairs, against any person because of sex, race, color, creed, national origin, physical disabilities, age or sexual orientation.

19. The applicant applying is solely responsible for the accuracy and truth of the information they submit to the City. Any applicant found to have 1) provided false information to the City, or 2) submitted more than one application for TOT funds in a single fiscal year may, at any point, be immediately disqualified from receiving funding.

Section 7:   Option to Renew for Returning Applicants

An applicant that has been awarded a Fiscal Year 2019 contract or contract renewal, is seeking a FY20 contract is considered a "returning applicant." All applicants, returning and new, must submit a response to the FY20 RFQ. A returning applicant whose RFQ is deemed qualified may indicate one of the following preferences:

1. Request the option to renew; or
2. Submit a response to the RFP.

Requesting the Option to Renew: Returning applicants may request the City execute the option to renew their current contract. If the request is accepted by the City the returning applicant will not have to submit a response to the FY20 RFP for panel evaluation, and their prior rank will carry over to calculate the FY20 award amount.

The City will only exercise the option to renew for two consecutive years; for example, if an applicant held a contract for FY18 funding cycle, and that was renewed in FY19, the applicant could request a second option to renew for FY20 funding cycle. If that option was granted the applicant would not be eligible for a contract renewal for the FY21 funding cycle.

Only those returning applicants that meet the following conditions are eligible to request the option to renew:

- The returning applicant's response to the FY20 RFQ is deemed qualified.
- The returning applicant must not had ended the past three fiscal years in a deficit.
- The returning applicant was recommended for funding and successfully executed a contract in FY19 (July 1, 2018- June 30, 2019). If the returning applicant's FY19 contract is not executed, the returning applicant will become ineligible to receive a contract award for FY20.

- The returning applicant has had no significant changes in operations since July 1, 2018, including but not limited to: A) changes in the organization's mission; B) changes in the majority of the membership of the board of directors; C) changes in financial status such that fulfilling the terms of the Fiscal Year 2019 contract, including the matching funds requirement, are at risk of not being met.

- The returning applicant acknowledges, understands and accepts that any FY20 contract award amount will be calculated using the annual operating income submitted in response to the FY20 RFQ or during the optional update period.

- The returning applicant acknowledges, understands and accepts that the FY20 contract award amount may not be the same as the FY19 contract award amount due to the variable factors in the award calculating algorithm.

Submitting a Response to the RFP: Returning applicants that indicate a preference for submitting a response to the FY20 RFP for panel evaluation. The rank given to the returning applicant's FY20 RFP will be used to calculate the FY20 award amount. Returning applicants that elect to submit a response to the FY20 RFP are not guaranteed to receive a higher rank than their prior-year rank.

Only those returning applicants that meet the following conditions are eligible to submit a response to the FY20 RFP:

- The returning applicant's response to the FY20 RFQ is deemed qualified.

- The returning applicant acknowledges, understands and accepts that any FY20 contract award amount will be calculated using the annual operating income submitted in response to the FY20 RFQ or during the optional update period.

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Appendix 1

Request for Qualifications (RFQ) Tear Sheet

Fiscal Year 2020 Organizational Support Program (OSP)

SECTION 1:   APPLICANT PROFILE

1. Legal Name of Organization

2. DBA Name of Organization, if applicable

3. Provide your organization's mission statement. NARRATIVE: 500 CHARACTERS

4. Which month and day does your organization's fiscal year end?

5. I am a new applicant to the Commission for Arts and Culture? CHECKBOXES: YES, NO

6. Contact Information

   o   Director of Organization First and Last Name

   o   Director of Organization Title

   o   Director of Organization Email

   o   Director of Organization Phone

   o   Primary Contact First and Last Name

   o   Primary Contact Title

   o   Primary Contact Email

   o   Primary Contact Phone

7. Calculate your organization's Annual Operating Income (AOI). INTERACTIVE CALCULATOR

SECTION 2:   ELIGIBILITY SURVEY

1. Can your organization produce proof of its tax-exempt nonprofit status under section 501(c)(3) or 501(c)(6) of the Internal Revenue Code? CHECKBOXES: YES, NO

2. Can your organization produce proof that it has a three-year history of operating with its own independent governing board (not under a fiscal sponsor)? CHECKBOXES: YES, NO

3. Can your organization produce proof that the majority of your organization's activities take place within the limits of the city of San Diego and/or benefit San Diego residents? (Activities are defined as those produced or presented by your organization that are essential to the fulfillment of your organization's mission. Under this definition, and with some exceptions, activities do not include tuition based/fee for service classes, touring, and cultural tourism marketing activities.) CHECKBOXES: YES, NO

4. Does your organization produce programs or services that create, preserve, and/or present arts and culture experiences? CHECKBOXES: YES, NO

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5. Is your organization a service organization whose primary mission is to provide professional development and support to artists and/or arts and culture organizations? CHECKBOXES: YES, NO

6. Do your organization's activities obviously align with the purpose of TOT funding, which is: to enhance the economy; to contribute to San Diego's national and international reputation as a cultural destination; to provide access to excellence in culture and the arts for residents and visitors; and to enrich the lives of the people of San Diego; and to build healthy, vital neighborhoods? CHECKBOXES: YES, NO

7. Has/will your organization applied/apply for Fiscal Year 2020 TOT funding through Creative Communities San Diego (CCSD), or Economic Development and Tourism Support (EDTS), or Citywide Economic Development Support (CEDS)? CHECKBOXES: YES-CCSD, YES-EDTS, YES-CEDS, NO

8. Is your organization seeking funding for lobbying, religious or political activities? CHECKBOXES: YES, NO

9. Is your organization seeking funding for programs or services that would not be open to the public? CHECKBOXES: YES, NO

10. Is your organization a university, community college, school district, or private educational enterprise? CHECKBOXES: YES, NO

11. Is your organization seeking funding to give out as grants? CHECKBOXES: YES, NO

SECTION 3: ADMINISTRATIVE CAPACITY

1. Provide an organizational chart showing names and titles of your organization's staff. ATTACH PDF

2. Provide the name, title and qualifications of the primary person who will administer the contract between your organization and the City should a contract be awarded. Describe the experience this person has with managing contracts. Indicate whether this person is an employee, a contractor or a volunteer. NARRATIVE: 1000 CHARACTERS

3. Each organization awarded funding will be offered a contract for services. A requirement of the contract is that your organization must provide proof of a Commercial General Liability insurance policy. Will your organization be able to provide this proof at the time the contract is issued? CHECKBOXES: YES, NO

4. Each organization awarded funding will be offered a contract for services. A requirement of the contract is that your organization must provide proof of an Automobile Liability insurance policy. Each organization is required to maintain a minimum of "Hired and Non-Owned" Automobile Liability insurance while under contract. Will your organization be able to provide this proof at the time the contract is issued? CHECKBOXES: YES, NO

5. Each organization awarded funding will be offered a contract for services. A requirement of the contract is that your organization must provide proof of a Workers' Compensation insurance policy if your organization has at least one paid employee. Will your organization

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be able to provide this proof at the time the contract is issued? CHECKBOXES: YES, NO, NOT APPLICABLE – OUR ORGANIZATION HAS NO PAID EMPLOYEES

SECTION 4:   GOVERNANCE PRACTICES

1. How often does the board of your organization formally meet to conduct the business of the organization? CHECKBOXES: MONTHLY, BI-MONTHLY, QUARTERLY, ANNUALLY

2. Does the board of your organization approve annual budgets for the organization? CHECKBOXES: YES, NO

3. Are compensation arrangements for officers, directors, trustees, and key employees approved by the board? CHECKBOXES: YES, NO, NOT APPLICABLE– NO COMPENSATION PROVIDED/OUR ORGANIZATION HAS NO PAID EMPLOYEES

4. Does the board of your organization conduct an annual performance evaluation of the organization's top executive? CHECKBOXES: YES, NO, NOT APPLICABLE-OUR ORGANIZATION HAS NO PAID EMPLOYEES

5. How often is the board provided with financial statements that include budgeted vs. actual revenues and expenses? CHECKBOXES: MONTHLY, BI-MONTHLY, QUARTERLY, ANNUALLY

6. Can your organization provide proof of having a conflict of interest policy that 1) is signed annually by officers, directors, or trustees, and key employees and 2) has specific language to prevent self-dealing? CHECKBOXES: YES, NO

7. Can your organization provide proof that officers, directors, or trustees, and key employees are required to annually disclose interests that could give rise to conflicts? CHECKBOXES: YES, NO

8. Describe any other significant measures the board takes to perform its governance responsibilities. NARRATIVE: 1000 CHARACTERS

SECTION 5:   FINANCIAL MANAGEMENT

1. Provide your organization's current board-approved annual operating budget, which shows the projected revenue and expenses for your organization's current fiscal year. ATTACH PDF

2. Attach your organization's balance sheet and a profit and loss statement or complete financial statements for your organization's last completed fiscal year. If available, submit the audited version of this documents. If you do not have this document, please use the template provided by the City, located at www.sandiego.gov/arts-culture/funding. Use this document to calculate your organizations Liquid Unrestricted Net Assets in the next question. ATTACH PDF

3. Using your organization's fiscal year-end financial statements attached above, compute the Liquid Unrestricted Net Assets (LUNA) for your organization's last completed fiscal year. INTERACTIVE CALCULATOR

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4. How many months of liquidity did your organization have at the beginning of its current budget year? INTERACTIVE CALCULATOR

5. If the calculations show that your organization has less than one month of liquidity, provide relevant information for funding any cash shortfall(s) your organization may experience during the year (e.g. board designated reserves, line of credit, etc.) Describe the forms of proof your organization could provide for these funding sources. NARRATIVE: 1000 CHARACTERS

6. Does your organization have a bank line of credit? CHECKBOXES: YES, NO

7. Provide the name, title, responsibilities, experience, education and other qualifications of the primary person responsible for your organization's financial management. Indicate whether this person is an employee, a contractor or a volunteer. NARRATIVE: 1000 CHARACTERS

8. Provide any other relevant details to give an accurate picture of your organization's financial position. NARRATIVE: 1000 CHARACTERS

SECTION 6: PAST PERFORMANCE ON CITY CONTRACTS

Responses in this section will be provided by Commission staff using data collected from past performance on City contracts from FY17 forward.

1. Organization submitted late contract kit in FY17 and/or FY18 and/or FY19.

2. Organization did not perform the agreed upon scope of services in FY17 and/or FY18.

3. Organization withdrew from contracting after award allocation in FY17 and/or FY18 and/or FY19.

4. Organization did not claim full award amount in FY17 and/or FY18.

5. Organization submitted late final performance report in FY17 and/or FY18.

6. Organization did not submit the final performance report in FY17 and/or FY18.

7. City terminated contract with organization for cause in FY17 and/or FY18 and/or FY19.

SECTION 7: CONDITIONS FOR SUBMISSION

WITH THE SUBMISSION OF A RESPONSE TO THIS RFQ/RFP, THE ORGANIZATION I REPRESENT ACKNOWLEDGES, UNDERSTANDS, AND ACCEPTS THE FOLLOWING CONDITIONS:

1. The City reserves the right to reject, in whole or in part, any responses to this RFQ/RFP, to not accept a proposal recommended by any of the Commission advisory panels or the Commission, to initiate an alternate process, to reissue the RFQ/RFP and/or cancel this RFQ/RFP, in whole or in part, at any time without prior notice and makes no representation that any agreement will be awarded to any applicant. Additionally, the City expressly reserves the right to postpone opening responses to this RFQ/RFP for its own convenience, and/or to waive minor informalities or irregularities in the responses received.

2. The City reserves the right to revise this RFQ/RFP by addendum. The City is bound only by what is expressly stated in this RFQ/RFP and any authorized written addenda thereto. Addenda will be posted on the City's website at www.sandiego.gov/arts-culture. It is the applicant's responsibility to check the website up to the final submission date for any possible addenda.

3. The City accepts no financial responsibility for any costs incurred by applicants. The City is not responsible for the loss or damage of any materials submitted.

4. The submission of a response to this RFQ/RFP does not guarantee funding.

5. The applicant is solely responsible for responding to any required or optional updates related to this RFQ/RFP or related to the contract award that is a result of this process.

6. Funds awarded to an applicant are paid on a reimbursement basis only. Expenses must be incurred by an applicant between July 1, 2019 and June 30, 2020 (FY20) before the City will reimburse.

7. Any applicant awarded OSP funding is required to provide a $3 cash match for every $1 awarded. The minimum award amount is $5,000; therefore, the minimum required cash match amount is $15,000. Match income must be received by the applicant during the FY20 contract period between (July 1, 2019 and June 30, 2020).

8. Each applicant awarded funding must receive an executed contract from the City before submitting invoices for reimbursement, and it can take a minimum of 6 months from July 1 for the City to provide an executed contract.

9. Each applicant awarded funding is required to provide proof of Commercial General Liability Insurance, Automobile Liability Insurance, and Workers' Compensation Insurance. (Some exceptions may apply.)

10. Each applicant awarded funding is required to comply with all required state and federal registrations including but not limited to California Attorney General Registrar of Charitable Trusts, California Secretary of State Business Registry, System for Awards Management and Department of Industrial Relations DSLE Debarments. All registrations must be current during the contract period.

11. An applicant receiving funding of $10,000 or more must provide true, accurate and complete financial disclosure documentation evidencing the financial status of the organization's last completed fiscal year within 90 days of the end of that fiscal year.

12. An applicant receiving funding in the amount of $75,000 or more must submit true, accurate and complete financial disclosure documentation evidencing the financial status of the applicant's last completed fiscal year within 150 days of the end of that fiscal year prepared in accordance with generally accepted accounting principles and audited by an independent Certified Public Accountant, in accordance with generally accepted auditing standards.

13. An applicant receiving funding in the amount of $500,000 or more, when that funding represents more than 10% of the applicant's annual budget, must provide salary and wage ranges for each of their job classifications, including actual executive salaries and benefits packages applicable for the contract period.

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14. Each applicant awarded funding is required to deliver a mid-year report and a final performance report in a format requested by Commission staff.

15. The applicant acknowledges that information submitted as part of their application for this opportunity may be disclosed to the public pursuant to a request under the California Public Records Act.

16. City funds may not be used for alcoholic beverages, travel, meals, lodging, entertainment, capital or equipment outlay, buildup of reserves, or the purchase of awards, trophies, gifts or uniforms.

17. City funds may not be used for lobbying, religious activities or political activities.

18. City funds will not be provided to any applicant found to discriminate, in the conduct of its activities and affairs, against any person because of sex, race, color, creed, national origin, physical disabilities, age or sexual orientation.

19. The applicant applying is solely responsible for the accuracy and truth of the information they submit to the City. Any applicant found to have 1) provided false information to the City, or 2) submitted more than one application for TOT funds in a single fiscal year may, at any point, be immediately disqualified from receiving funding.

CHECKBOXES: I ACCEPT THESE CONDITIONS, I DO NOT ACCEPT THESE CONDITIONS

SECTION 8: OPTION TO RENEW FOR RETURNING APPLICANTS

In the last three fiscal years, has your organization ended the year in a deficit? If so, please indicate which years your organization ended with a deficit? Organizations who have ended 3 of the last 3 fiscal years with a deficit will not be eligible to exercise the option to renew.

ENTER RELEVANT FISCAL YEARS.

An applicant that has been awarded a Fiscal Year 2019 contract, is seeking a Fiscal Year 2020 contract, and meets certain eligibility requirements is considered a "returning applicant." A returning applicant whose RFQ is deemed qualified may be eligible to select either the option to renew or the option to submit a response to the RFP. If your organization's RFQ is deemed qualified, which one option would your organization prefer? CHECKBOXES: MY ORGANIZATION IS NOT A RETURNING APPLICANT, THE ORGANIZATION I REPRESENT PREFERS THE OPTION TO RENEW, THE ORGANIZATION I REPRESENT PREFERS TO SUBMIT A RESPONSE TO THE RFP

FISCAL YEAR 2020 ORGANIZATIONAL SUPPORT PROGRAM (OSP)		
RFQ APPLICATION QUESTION	GRADING	RATIONALE
RFQ SECTION 1: APPLICANT PROFILE		
1. Is the entire section complete?	Yes = Qualified No = Not Qualified	
RFQ SECTION 2: ELIGIBILITY SURVEY		
1. Can your organization produce proof of its tax-exempt nonprofit status under section 501(c)(3) or 501(c)(6) of the Internal Revenue Code?	Yes = Qualified No = Not Qualified	Required by Council Policy 100-03
2. Can your organization produce proof that it has a three-year history of operating with its own independent governing board (not under a fiscal sponsor)?	Yes = Qualified No = Not Qualified	Required by Council Policy 100-03
3. Can your organization produce proof that the majority of your organization's activities take place within the limits of the City of San Diego and/or benefit San Diego residents?	Yes = Qualified No = Not Qualified	Required by Council Policy 100-03
4. Does your organization produce programs or services that create, preserve, and/or present arts and culture experiences?	Yes = Qualified No = Not Qualified	Required by Council Policy 100-03
5. Is your organization a service organization whose primary mission is to provide professional development and support to artists and/or arts and culture organizations?	This question must be answered but is not graded	Required for data collection and processing purposes only.
6. Do your organization's activities obviously align with the purpose of TOT funding, which is: to enhance the economy; to contribute to San Diego's national and international reputation as a cultural destination; to provide access to excellence in culture and the arts for residents and visitors; and to enrich the lives of the people of San Diego; and to build healthy, vital neighborhoods?	Yes = Qualified No = Not Qualified	Required by Council Policy 100-03
7. Has/will your organization applied/apply for Fiscal Year 2020 TOT funding through Creative Communities San Diego (CCSD), or Economic Development and Tourism Support (EDTS), or Citywide Economic Development Support (CEDS)?	Yes = Not Qualified No = Qualified	Required by Council Policy 100-03
8. Is your organization seeking funding for lobbying, religious or political activities?	Yes = Not Qualified No = Qualified	Required by Council Policy 100-03
9. Is your organization seeking funding for a project that would not be open to the public?	Yes = Not Qualified No = Qualified	Required by Council Policy 100-03
10. Is your organization a university, community college, school district, or private educational enterprise?	Yes = Not Qualified No = Qualified	Required by Council Policy 100-03
11. Is your organization seeking funding to give out as grants?	Yes = Not Qualified No = Qualified	Required by Council Policy 100-03

FISCAL YEAR 2020 ORGANIZATIONAL SUPPORT PROGRAM (OSP)		
RFQ APPLICATION QUESTION	GRADING	RATIONALE
RFQ SECTION 3: ADMINISTRATIVE CAPACITY		
1. Provide an organizational chart showing names and titles of your organization's staff.	Attached = Qualified Not Attached = Not Qualified	Evidence of organizational structure and management systems in place.
2. Provide the name, title and qualifications of the primary person who will administer the contract between your organization and the City should a contract be awarded. Describe the experience this person has in managing contracts. Indicate whether this person is an employee, a contractor or a volunteer.	Strong = Qualified Basic = Qualified Weak = Not Qualified	[STRONG] = Managed more than one contract or grant in past + BASIC qualifications. [BASIC] = Managed at least one contract or grant in past and has qualifications such as legal expertise, decision-making authority or access to the organization's top decision-makers, access to legal expertise and/or reasonably transferable qualifications. [WEAK] = No contract or grant management experience and no reasonably transferable qualifications.
3. Each organization awarded funding will be offered a contract for services. A requirement of the contract is that your organization must provide proof of a Commercial General Liability insurance policy. Will your organization be able to provide this proof at the time the contract is issued?	Yes = Qualified No = Not Qualified	Required by City procurement authorities
4. Each organization awarded funding will be offered a contract for services. A requirement of the contract is that your organization must provide proof of an Automobile Liability insurance policy. Each organization is required to maintain a minimum of "Hired and Non-Owned" Automobile Liability insurance while under contract. Will your organization be able to provide this proof at the time the contract is issued?	Yes = Qualified No = Not Qualified	Required by City procurement authorities
5. Each organization awarded funding will be offered a contract for services. A requirement of the contract is that your organization must provide proof of a Workers' Compensation insurance policy if your organization has at least one paid employee. Will your organization be able to provide this proof at the time the contract is issued?	Yes = Qualified N/A = Qualified No = Not Qualified	Required by City procurement authorities
RFQ SECTION 4: GOVERNANCE PRACTICES		
1. How often does the board of your organization formally meet to conduct the business of the organization?	Monthly = Qualified Bi Monthly = Qualified Quarterly = Qualified Annually = Not Qualified	To ensure good stewardship and public confidence in City contracts and to fulfill procurement requirements, a nonprofit board must meet at least quarterly.
2. Does the board of your organization approve annual budgets for the organization?	Yes = Qualified No = Not Qualified	Annual board approval of budgets is evidence of appropriate fiscal oversight and organizational accountability.
3. Are compensation arrangements for officers, directors, trustees, and key employees approved by the board?	Yes = Qualified N/A = Qualified No = Not Qualified	Ongoing evaluation of compensation arrangements supports proper stewardship of funds and organizational accountability.
4. Does the board of your organization conduct an annual performance evaluation of the organization's top executive?	Yes = Qualified N/A = Qualified No = Not Qualified	Ongoing evaluation of the organization's top executive on at least an annual basis promotes accountability.

FISCAL YEAR 2020 ORGANIZATIONAL SUPPORT PROGRAM (OSP)		
RFQ APPLICATION QUESTION	GRADING	RATIONALE
5. How often is the board provided with financial statements that include budgeted vs. actual revenues and expenses?	Monthly = Qualified Bi Monthly = Qualified Quarterly = Qualified Annually = Not Qualified	To ensure good stewardship and public confidence in City contracts, nonprofit boards provide ongoing oversight of finances on at least a quarterly basis.
6. Can your organization provide proof of having a conflict of interest policy that is 1) signed annually by officers, directors, or trustees, and key employees and 2) has specific language to prevent self-dealing?	Yes = Qualified No = Not Qualified	To ensure good stewardship and public confidence in City contracts, conflict of interest policies are designed to prevent self-dealing and corruption.
7. Can your organization provide proof that officers, directors, or trustees, and key employees are required to annually disclose interests that could give rise to conflicts?	Yes = Qualified No = Not Qualified	To ensure stewardship and public confidence in City contracts, conflict of interest policies are designed to prevent self-dealing and corruption. Proof can be provided in documents such as board minutes, conflict of interest disclosure forms, or other official documents.
8. Describe any other significant measures the board takes to perform its governance responsibilities.	Answers to this question are not graded	
RFQ SECTION 5: FINANCIAL MANAGEMENT		
1. Provide your organization's current board-approved annual operating budget, which shows the projected revenue and expenses for your organization's current fiscal year.	Attached = Qualified Not Attached = Not Qualified	Board-approved budgets demonstrate oversight in planning and monitoring the organization's income and expenditures.
2. Attach your organization's balance sheet and a profit and loss statement or complete financial statements for your organization's last completed fiscal year. If available, submit the audited version of this documents. If you do not have this document, please use the template provided by the City, located at www.sandiego.gov/arts-culture/funding. Use this document to calculate your organizations Liquid Unrestricted Net Assets in the next question	Attached = Qualified Not Attached = Not Qualified	Required to confirm accuracy of LUNA calculations.
3. Using your organization's fiscal year-end financial statements, compute the Liquid Unrestricted Net Assets (LUNA) for your organization's last completed fiscal year.	Complete and correct = Qualified Not complete and/or incorrect = Not Qualified	To ensure good stewardship and public confidence in City contracts, positive liquidity demonstrates that an organization is able to operate programs/services under a reimbursement-based contract.
4. How many months of liquidity did your organization have at the beginning of its current budget year?	Complete, correct and has 1 month of liquidity or more = Qualified Not complete and/or incorrect and/or has less than 1 month of liquidity = Not Qualified	To ensure good stewardship and public confidence in City contracts, positive liquidity demonstrates that an organization is able to operate programs/services under a reimbursement-based contract.
5. If the calculations show that your organization has less than one month of liquidity, provide relevant information for funding any cash shortfall(s) your organization may experience during the year (e.g. board designated reserves, line of credit, etc.) Can you provide proof of these funding sources?	Strong Feasibility = Qualified Basic Feasibility = Qualified Weak Feasibility = Not Qualified	The average nonprofit in California has 1.5 months of liquidity available. Organizations with less than one month of liquidity provide feasible plans for covering unexpected shortfalls. Organizations should be able to provide proof, if requested.
6. Does your organization have a bank line of credit?	This question must be answered but is not graded	

FISCAL YEAR 2020 ORGANIZATIONAL SUPPORT PROGRAM (OSP)		
RFQ APPLICATION QUESTION	**GRADING**	**RATIONALE**
7. Provide the name, title, responsibilities, experience, education and other qualifications of the person responsible for your organization's financial management. Indicate whether this person is an employee, a contractor or a volunteer.	Strong = Qualified Basic = Qualified Weak = Not Qualified	[STRONG] = 10+ yrs. + BASIC qualifications [BASIC] = 2-10 years of experience and any combo of the following: financial management experience; formal education in accounting, finances or related field; formal credentialing (CPA); and/or reasonably transferable qualifications. [WEAK] = Less than 2 years of financial management experience or no reasonably transferable qualifications.
8. Provide any other relevant details to give an accurate picture of your organization's financial position.	Answers to this question are not graded	
RFQ SECTION 6: PAST PERFORMANCE ON CITY CONTRACTS		
Responses in this section will be provided by Commission staff using data collected from past performance on City contracts from FY17 forward.		
1. Organization submitted late contract kit in FY17 and/or FY18 and/or FY19.	YES or NO	To ensure appropriate use of City resources, organizations must demonstrate accountability.
2. Organization did not perform the agreed upon scope of services in FY17 and/or FY18.	YES or NO	To ensure appropriate use of City resources, organizations must demonstrate accountability.
3. Organization withdrew from contracting after award allocation in FY17 and/or FY18 and/or FY19.	YES or NO	To ensure appropriate use of City resources, organizations must demonstrate accountability.
4. Organization did not claim full award amount in FY17 and/or FY18.	YES or NO	To ensure appropriate use of City resources, organizations must demonstrate accountability.
5. Organization submitted late final performance report in FY17 and/or FY18.	YES or NO	To ensure appropriate use of City resources, organizations must demonstrate accountability.
6. Organization did not submit final performance report in FY17 and/or FY18.	YES or NO	To ensure appropriate use of City resources, organizations must demonstrate accountability.
7. City terminated the contract with the organization for cause in FY17 and/or FY18 and/or FY19.	YES or NO	To ensure appropriate use of City resources, organizations must demonstrate accountability.
	1 or 2 deficiencies = Qualified 3 or more deficiencies = Not Qualified	
RFQ SECTION 7: CONDITIONS FOR SUBMISSION		
1. Is the entire section complete?	Yes = Qualified No = Not Qualified	
RFQ SECTION 8: OPTION TO RENEW FOR RETURNING APPLICANTS		
In the last three fiscal years, has your organization ended the year in a deficit? If so, please indicate which years your organization ended with a deficit? Organizations who have ended 3 of the last 3 fiscal years with a deficit will not be eligible to exercise the option to renew.	Organizations who have ended 3 of the last 3 fiscal years with a deficit will not be eligible to exercise the option to renew.	
An applicant that has been awarded a Fiscal Year 2019 contract, is seeking a Fiscal Year 2020 contract, and meets certain eligibility requirements is considered a "returning applicant." A returning applicant whose RFQ is deemed qualified may be eligible to select either the option to renew or the option to submit a response to the RFP. If your organization's RFQ is deemed qualified, which one option would your organization prefer?	This question must be answered but is not graded	

Appendix 3

Request for Proposals (RFP) Tear Sheet

Fiscal Year 2020 Organizational Support Program (OSP)

SECTION 1: APPLICANT PROFILE

1. Legal Name of Organization

2. DBA Name of Organization, if applicable

3. Provide your organization's mission statement. NARRATIVE: 500 CHARACTERS

4. Provide your organization's board-approved annual operating budget for your current and prior fiscal year, which shows the projected revenue and expenses for your organization's current fiscal year. ATTACH PDF

5. Provide an organizational chart showing the names and titles of your organization's staff. ATTACH PDF

6. Provide up to three documents from sources not within your organization, including but not limited to, reviews, letters of recommendation or articles that reflect the quality of your organization's programs/services. ATTACH PDF

7. Provide up to three work samples that are representative of the programs/services your organization produces and provide a current calendar of scheduled activities, if available. ATTACH MULTI-MEDIA FILES

SECTION 2: PROGRAMS/SERVICES

1. What are the primary programs/services that your organization plans to conduct between July 1, 2019 and June 30, 2020? Include information about where the programs/services occur, how often and how many people are served. NARRATIVE: 2500 CHARACTERS

2. How do your organization's programs/services align with at least one of the City's goals per Council Policy 100-03? (Goal 1: Enhance the economy; Goal 2: Contribute to San Diego's national and international reputation as a cultural destination; Goal 3: Provide access to excellence in culture and the arts for residents and visitors; Goal 4: Enrich the lives of the people of San Diego; Goal 5: Build healthy, vital neighborhoods) NARRATIVE: 2500 CHARACTERS

SECTION 3: COMMUNITY ENGAGEMENT

1. Describe the core community/audience for your organization's programs/services in terms of geography, age, cultural and economic characteristics, as applicable. NARRATIVE: 2000 CHARACTERS

2. How is the core community/audience involved in the design of the programs/services? How does your organization know the programs/services are relevant to this core community/audience? What are the impacts of these programs / services? Provide quantitative and qualitative data to show the impact of your organization's programs/services. NARRATIVE: 3300 CHARACTERS

3. The Commission is responsible for ensuring that the City's funds benefit San Diegans of diverse cultures, ethnicities, incomes, abilities, genders, ages, orientations and neighborhoods. What does

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your organization do to ensure that its programs/services are accessible and inclusive? NARRATIVE: 2500 CHARACTERS

SECTION 4: PROGRAMMING CAPACITY

1. What is your organization's experience with producing programs/services of similar scale and complexity? NARRATIVE: 2500 CHARACTERS

2. What are the resources, including potential partners, your organization will access to operate the programs/services (e.g. artist housing, rehearsal space, etc.) NARRATIVE: 2500 CHARACTERS

3. Provide the name, title, education, experience, and other qualifications of each key person responsible for designing and producing the programs/services. How do they contribute to the impact of your programs/services? NARRATIVE: 2500 CHARACTERS

SECTION 5: ACHIEVEMENT IN EMPHASIS AREAS

Select and describe one area of emphasis where your organization has made a significant achievement.

1. Option: Provide evidence that your organization has received significant national or international recognition in the past three years. NARRATIVE: 1500 CHARACTERS + ATTACH OPTIONAL PDF

2. Option: Provide evidence that your organization has made a significant investment in San Diego's professional artists. NARRATIVE: 1500 CHARACTERS + ATTACH OPTIONAL PDF

3. Option: Provide evidence that your organization has made a significant investment in programs/services in the San Diego Promise Zone. NARRATIVE: 1500 CHARACTERS + ATTACH OPTIONAL PDF

4. Option: Provide evidence that your organization has significantly improved its impact through collaboration. NARRATIVE: 1500 CHARACTERS + ATTACH OPTIONAL PDF

5. Option: Provide evidence that your organization has made significant connections with underserved populations in the city of San Diego. NARRATIVE: 1500 CHARACTERS + ATTACH OPTIONAL PDF

6. Option: Provide evidence that your organization has generated significant overnight hotel stays in the city of San Diego in the past three years. NARRATIVE: 1500 CHARACTERS + ATTACH OPTIONAL PDF

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FISCAL YEAR 2020 ORGANIZATIONAL SUPPORT PROGRAM (OSP)			
RFP APPLICATION QUESTION	EVALUATION CRITERIA FOR APPLICATION SECTION	QUALITIES OF A STRONG APPLICATION	SCORING
RFP SECTION 1: APPLICANT PROFILE			
RFP SECTION 2: PROGRAMS/SERVICES	• Degree to which the organization's programs/services achieve at least one City goal	• Programs/services are clearly described • Evidence is provided to show that programs/services are researched and developed for optimal impact • Program/service impacts are clearly linked to at least one City goal with quantitative and qualitative data	Strong = 5 points Good = 4 points Basic = 3 points Weak = 2 points Unresponsive = 1 point
1. What are the primary programs/services that your organization plans to conduct between July 1, 2019 and June 30, 2020? Include information about where the programs/services occur, how often and how many people are served.			
2. How do your organization's programs/services align with at least one of the City's goals per Council Policy 100-03? (Goal 1: Enhance the economy; Goal 2: Contribute to San Diego's national and international reputation as a cultural destination; Goal 3: Provide access to excellence in culture and the arts for residents and visitors; Goal 4: Enrich the lives of the people of San Diego; Goal 5: Build healthy, vital neighborhoods)			
RFP SECTION 3: COMMUNITY ENGAGEMENT	• Degree to which the organization thoughtfully and intentionally identifies its core community/audience • Degree to which the organization provides evidence that the programs/services are relevant and impactful to its core community/audience • Degree to which the organization provides evidence that its programs/services are accessible and inclusive	• Evidence is provided to show that the organization understands its core community/audience • Evidence is provided to show how programs/services connect and are relevant to core community/audience • Evidence is provided to show that the program/services have a positive impact for the core community/audience • Evidence is provided to show that the organization understands accessibility and inclusivity in the context of providing programs/services • Evidence is provided to show that programs/services are accessible and inclusive	Strong = 5 points Good = 4 points Basic = 3 points Weak = 2 points Unresponsive = 1 point
1. Describe the core community/audience for your organization's programs/services in terms of geography, age, cultural and economic characteristics, as applicable.			
2. How is the core community/audience involved in the design of the programs/services? How does your organization know the programs/services are relevant to this core community/audience? What are the impacts of these programs / services? Provide quantitative and qualitative data to show the impact of your organization's programs/services.			
3. The Commission is responsible for ensuring that the City's funds benefit San Diegans of diverse cultures, ethnicities, incomes, abilities, genders, ages, orientations and neighborhoods. What does your organization do to ensure that its programs/services are accessible and inclusive?			

FISCAL YEAR 2020 ORGANIZATIONAL SUPPORT PROGRAM (OSP)				
RFP APPLICATION QUESTION		**EVALUATION CRITERIA FOR APPLICATION SECTION**	**QUALITIES OF A STRONG APPLICATION**	**SCORING**
SECTION 4: PROGRAMMING CAPACITY		• Degree to which the organization provides evidence that its qualifications and resources match the scale and complexity of the programs/services	• Evidence is provided to show that the organization has a successful track record of producing programs/services of similar scale and impact • Evidence is provided to show that the organization understands the strengths and shortfalls of its capacity and how those shortfalls are being addressed • Evidence is provided to show how the qualifications of personnel result in program/service impacts	Strong = 5 points Good = 4 points Basic = 3 points Weak = 2 points Unresponsive = 1 point
	1. What is your organization's experience with producing programs/services of similar scale and complexity?			
	2. What are the resources, including potential partners, your organization will access to operate the programs/services (e.g. artist housing, rehearsal space, etc.)			
	3. Provide the name, title, education, experience, and other qualifications of each key person responsible for designing and producing the programs/services. How do they contribute to the impact of your programs/services?			
RFP SECTION 5: ACHIEVEMENT IN EMPHASIS AREAS		• Degree to which the organization expresses a clear point of view and distinction about what is a significant achievement in the selected emphasis area • Degree to which the organization provides evidence of intentional investment in the selected emphasis area • Degree to which the organization provides evidence of sustained investment in the selected emphasis area • Degree to which the organization provides evidence of significant achievement	• Clear and persuasive description of what significant achievement means in the selected emphasis area • Quantitative evidence of intentional investment, sustained investment and significant achievement is provided • Qualitative evidence of intentional investment, sustained investment and significant achievement is provided • Third-party validation of intentional investment, sustained investment and significant achievement is provided	Strong = 5 points Good = 4 points Basic = 3 points Weak = 2 points Unresponsive = 1 point
	1. Option: Provide evidence that your organization has received significant national or international recognition in the past three years.			
	2. Option: Provide evidence that your organization has made a significant investment in San Diego's professional artists.			
	3. Option: Provide evidence that your organization has made a significant investment in programs/services in the San Diego Promise Zone.			
	4. Option: Provide evidence that your organization has significantly improved its impact through collaboration.			
	5. Option: Provide evidence that your organization has made significant connections with underserved populations in the city of San Diego.			
	6. Option: Provide evidence that your organization has generated significant overnight hotel stays in the city of San Diego in the past three years.			

	RANK EQUIVALENT	**POINT RANGE**
	4 rank	20-19 points
	4- rank	18-16 points
	3+ rank	15-12 points
	3 rank	11-10 points
	3- rank	9 points
	2+ rank	8-6 points
	2 rank	5 points
	2- rank	4-0 points

Appendix 5

FY2020 Funding Process Schedule

September 19, 2018
Application guidelines and online Request for Qualifications (RFQ) form published

September 24 - October 12, 2018
Office Hours with staff available re: How to Submit an Application (RFQ)

October 15, 2018
RFQ addenda published, if necessary

October 19, 2018, 5:00 p.m.
Cut off for questions re: RFQ

October 19, 2018, 11:59 p.m.
Responses to RFQ due

October 22 – December 4, 2018
RFQs evaluated by one trained team, including Commission staff.

December 5, 2018 – December 11, 2018
-    Announce results of RFQ evaluation
-    Start of 5-day "cure" period for applicants deemed "Not Qualified" due to missing or incomplete materials in RFQ

December 17, 2018
Announce results of the "cure" period

***Staff will have limited availability for any questions from December 18, 2018 – January 2, 2019.*

January 7, 2019
Online Request for Proposals (RFP) published

January 10 – January 30, 2019
Technical assistance workshops and Office Hours re: How to Submit a Proposal (RFP) provided (Dates: TBD)

February 8, 2019, 5:00 p.m.
Cut off for questions re: RFP

February 8, 2019, 11:59 p.m.
Responses to RFP due

March 11 – March 22, 2019
Panels convene to discuss and recommend scores/ranks for RFPs

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March 25, 2019
Results of RFP evaluation announced to applicants

March 25 – April 5, 2019
Appeals process (10 working days)

April 8, 2019
Results of appeals announced

April 12, 2019
Policy & Funding Committee of Commission receives RFP rank recommendation from panels and makes recommendation to Commission

April 12, 2019
City's FY2020 proposed budget announced

April 26, 2019
Commission receives RFP rank recommendation from Policy & Funding Committee and makes recommendation to the Mayor and City Council

May 1 – May 8, 2019
City budget hearings. Tentative award amounts have historically been available in May

May 24, 2019
Commission recommends adjusted tentative award amounts, if applicable

June 30, 2019
Final award amounts confirmed by City

July 1, 2019
Performance period and contracting process begins

*Dates are subject to change

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