

Issued November 13, 2017

Addendum 1 – Fiscal Year 2019 Application Guidelines

CCSD: Creative Communities San Diego Program

The City of San Diego Commission for Arts and Culture

1. RFQ, Section 5 – Financial Management, Question #2, has been edited to read:

Attach your organization's balance sheet and a profit and loss statement or complete financial statements for your organization's last three complete fiscal years that are used for the Liquid Unrestricted Net Assets (LUNA) calculations. If available, submit the audited versions of these documents.

2. RFQ, Section 5 – Financial Management, Question #5, has been edited to read:

Using your organization's last completed fiscal year financial statements, compute the current operating ratio by dividing your current assets by current liabilities
([Current Operating Ratio = Current Assets / Current Liabilities](#))

An updated FY19 CCSD RFQ Tear Sheet and FY19 CCSD Scoresheet are attached.

Appendix 1

Request for Qualifications (RFQ) Tear Sheet

Fiscal Year 2019 Creative Communities San Diego (CCSD)

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. Briefly describe the project for which your organization seeks funding. **NARRATIVE: 500 CHARACTERS**
5. Indicate the history of the project. **CHECKBOXES: THE PROJECT IS NEW, THE PROJECT HAS BEEN PRODUCED BEFORE**
6. Provide the date(s) of the project. **NARRATIVE: 75 CHARACTERS**
7. Provide the total estimated budget for the project. **NARRATIVE: 10 CHARACTERS**
8. Is your organization acting as a fiscal sponsor for the purposes of seeking funding for a project? **CHECKBOXES: YES, NO**
9. If applicable, can your organization provide proof of a formalized fiscal sponsorship agreement? **CHECKBOXES: YES, NO, NOT APPLICABLE**
10. If applicable, what is the name of the group responsible for producing the project? **NARRATIVE: 75 CHARACTERS**
11. Which month and day does your organization's fiscal year end? **NARRATIVE: 10 CHARACTERS**
12. Contact Information
 - Director of Organization First and Last Name
 - Director of Organization Title
 - Director of Organization Email
 - Director of Organization Phone
 - Primary Contact First and Last Name
 - Primary Contact Title
 - Primary Contact Email
 - Primary Contact Phone

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 project for which your organization is seeking funding will take place within [the limits of the City of San Diego](#) and/or benefit San Diego residents? [CHECKBOXES: YES, NO](#)
4. Does the project 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](#)
5. Has/will your organization applied/apply for Fiscal Year 2019 TOT funding through Organizational Support Program (OSP), or Economic Development and Tourism Support (EDTS), or Citywide Economic Development Support (CEDS)? [CHECKBOXES: YES-OSP, YES-EDTS, YES-CEDS, NO](#)
6. Is your organization seeking funding for lobbying, religious or political activities? [CHECKBOXES: YES, NO](#)
7. Is your organization seeking funding for a project that would not be open to the public? [CHECKBOXES: YES, NO](#)
8. Is your organization a university, community college, school district, or private educational enterprise? [CHECKBOXES: YES, NO](#)
9. 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 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– NO COMPENSATION PROVIDED/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 three complete fiscal years that are used for the Liquid Unrestricted Net Assets (LUNA) calculations. If available, submit the audited versions of these documents. [ATTACH PDF](#)
3. Using your organization's fiscal year-end financial statements, compute the Liquid Unrestricted Net Assets (LUNA) for each of your organization's last three complete fiscal years. [INTERACTIVE CALCULATOR](#)
4. How many months of liquidity did your organization have at the beginning of its current budget year? [INTERACTIVE CALCULATOR](#)
5. Using your organization's last completed fiscal year financial statements, compute the current operating ratio by dividing your current assets by current liabilities (Current Assets /Current Liabilities). [NUMERICAL RESPONSE](#)
6. Using your organization's last completed fiscal year financial statements, calculate your organization's financial leverage by dividing unrestricted net assets by total assets (Unrestricted Net Assets / Total Assets). [NUMERICAL RESPONSE](#)
7. If the calculations show that your organization has less than one month of liquidity and/or a lower than 1:1 ratio, 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](#)
8. Does your organization have a bank line of credit? [CHECKBOXES: YES, NO](#)
9. 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](#)
10. Provide any other relevant details to give an accurate picture of your organization's financial position. [NARRATIVE: 1000 CHARACTERS](#)

SECTION 6: PAST PERFORMANCE ON COMMISSION CONTRACTS

Responses in this section will be provided by Commission staff using data collected from past performance on Commission contracts from FY16 forward.

1. Organization submitted late contract kit in FY17 and/or FY18.
2. Organization did not perform the agreed upon scope of services in FY16 and/or FY17.
3. Organization withdrew from contracting after award allocation in FY16 and/or FY17 and/or FY18.
4. Organization did not claim full award amount in FY16 and/or FY17.
5. Organization submitted late final performance report in FY16 and/or FY17.

6. Organization did not submit the final performance report in FY16 and/or FY17.
7. City terminated contract with organization for cause in FY16 and/or FY17 and/or FY18.

SECTION 7: CONDITIONS FOR SUBMISSION

WITH THE SUBMISSION OF A RESPONSE TO THIS RFQ, 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 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 organization. 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.VibrantCultureVibrantCity.com. It shall be the organization'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 reserves the right to propose modifications to the scope of services during the contract negotiation phase between the City and the contract awardee. 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. Funds awarded to an organization are paid on a reimbursement basis only. Expenses must be incurred by an organization between July 1, 2018 and June 30, 2019 (Fiscal Year 2019) before the City will reimburse.
6. Any organization with a project budget greater than \$30,000 awarded CCSD funding is required to provide a \$3 cash match for every \$1 awarded. Any organization with a project budget under \$30,000 awarded CCSD funding is required to provide a \$2 cash match for every \$1 awarded, and 50% of that match can be in-kind. The minimum award amount is \$5,000, therefore the minimum required cash match amount is either \$15,000 or \$10,000.
7. Each organization awarded funding must receive an executed contract from the City before submitting invoices for reimbursement and it can take 6-9 months from July 1 for the City to provide an executed contract.
8. Each organization awarded funding is required to provide proof of Commercial General Liability Insurance, Automobile Liability Insurance, and Workers' Compensation Insurance. (Some exceptions may apply.)

9. Each organization 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.
10. An organization receiving funding in excess of \$10,000 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.
11. An organization receiving funding in the amount of \$75,000 or greater must submit audited financial statements prepared in accordance with generally accepted accounting principles (GAAP) and audited by an independent Certified Public Accountant, in accordance with generally accepted auditing standards (GAAS).
12. An organization receiving funding in the amount of \$500,000 or greater, when that funding represents more than 10% of the organization'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.
13. Each organization awarded funding is required to deliver a final performance report detailing the extent to which the scope of services was met during the period of performance. Final reports are due within 90 days after the contract closing date.
14. 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.
15. City funds may not be used for lobbying, religious activities or political activities.
16. City funds will not be provided to any organization found to discriminate, in the conduct of its activities and affairs, against any person because of sex, race, color, creed, national origin, physical handicaps, age or sexual orientation.
17. Any organization 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 be immediately disqualified from receiving funding for one year.

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

SECTION 8: OPTION TO EXTEND FOR RETURNING APPLICANTS

An applicant that has been awarded a Fiscal Year 2018 contract, is seeking a Fiscal Year 2019 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 extend 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 EXTEND, THE ORGANIZATION I REPRESENT PREFERS TO SUBMIT A RESPONSE TO THE RFP

**FISCAL YEAR 2019 CCSD
RFQ
SCORING SHEET**

APPENDIX 2

FISCAL YEAR 2019 CREATIVE COMMUNITIES SAN DIEGO (CCSD)			
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
(This question varies from OSP.)	3. Can your organization produce proof that the project for which your organization is seeking funding will 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
(This question varies from OSP.)	4. Does the project 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
(This question varies from OSP.)	5. Has/will your organization applied/apply for Fiscal Year 2019 TOT funding through Organizational Support Program (OSP), or Economic Development and Tourism Support (EDTS), or Citywide Economic Development Support (CEDS)?	Yes = Not Qualified No = Qualified	Required by Council Policy 100-03
	6. Is your organization seeking funding for lobbying, religious or political activities?	Yes = Not Qualified No = Qualified	Required by Council Policy 100-03
	7. 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
	8. Is your organization a university, community college, school district, or private educational enterprise?	Yes = Not Qualified No = Qualified	Required by Council Policy 100-03
	9. Is your organization seeking funding to give out as grants?	Yes = Not Qualified No = Qualified	Required by Council Policy 100-03
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 quals. [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

**FISCAL YEAR 2019 CCSD
RFQ
SCORING SHEET**

APPENDIX 2

FISCAL YEAR 2019 CREATIVE COMMUNITIES SAN DIEGO (CCSD)		
RFQ APPLICATION QUESTION	GRADING	RATIONALE
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.
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		
<i>(This section varies from OSP.)</i> 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 three complete fiscal years that are used for the Liquid Unrestricted Net Assets (LUNA) calculations. If available, submit the audited versions of these documents.	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 each of your organization's last three complete fiscal years.	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.

**FISCAL YEAR 2019 CCSD
RFQ
SCORING SHEET**

APPENDIX 2

FISCAL YEAR 2019 CREATIVE COMMUNITIES SAN DIEGO (CCSD)		
RFQ APPLICATION QUESTION	GRADING	RATIONALE
5. Using your organization's last completed fiscal year financial statements, compute the current operating ratio by dividing your current assets by current liabilities (Current Assets / Current Liabilities).	1:1 Ratio = Qualified > 1:1 Ratio = Not Qualified	Current operating ratio is a standard measurement of near term leverage and liquidity. Anything less than 1:1 demonstrate low equity and the organization is at increased risk for short term failure.
Using your organization's last completed fiscal year financial statements, compute the current operating ratio by dividing your current assets by current liabilities (Unrestricted Net Assets / Total Assets).	This question must be answered but is not graded	
7. If the calculations show that your organization has less than one month of liquidity and/or a lower than 1:1 ratio, 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 your 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.
8. Does your organization have a bank line of credit?	This question must be answered but is not graded	
9. 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 quals [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.
10. 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 COMMISSION CONTRACTS		
1. The organization submitted late contract kit in FY17 and/or FY18	YES or NO	To ensure appropriate use of City resources, organizations must demonstrate accountability.
2. The organization did not perform the agreed upon scope of services in FY16 and/or FY17.	YES or NO	To ensure appropriate use of City resources, organizations must demonstrate accountability.
3. The organization withdrew from contracting after award allocation in FY16 and/or FY17 and/or FY18.	YES or NO	To ensure appropriate use of City resources, organizations must demonstrate accountability.
4. The organization did not claim full award amount in FY16 and/or FY17.	YES or NO	To ensure appropriate use of City resources, organizations must demonstrate accountability.
5. The organization submitted late final performance report in FY16 and/or FY17.	YES or NO	To ensure appropriate use of City resources, organizations must demonstrate accountability.
6. The organization did not submit final performance report in FY16 and/or FY17.	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 FY16 and/or FY17 and/or FY18.	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 EXTEND FOR RETURNING APPLICANTS		
An applicant that has been awarded a Fiscal Year 2018 contract, is seeking a Fiscal Year 2019 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 extend 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	