



## THE CITY OF SAN DIEGO CITY COUNCIL OFFICES

### REQUEST FOR PROPOSALS INSTRUCTIONS

#### Arts, Culture, and Community Festivals (ACCF) & Community Projects, Programs, and Services (CPPS) Funding Programs

Selected Qualified applicants must complete and submit the Request for Proposals (RFP) by the deadline of **December 2, 2018, 11:59 p.m.** Applicants are encouraged to submit required documentation prior to the deadline to correct potential errors. Please note that ACCF and CPPS applicants have the same RFP requirements. All forms must be completed within the fiscal year in which an organization or agency is awarded funding. Please refer to the ACCF and CPPS websites for insurance examples and access to forms. All documents can be filled electronically or manually, and are to be emailed in PDF Format to: [CPPS@SanDiego.gov](mailto:CPPS@SanDiego.gov) or [ACCF@sandiego.gov](mailto:ACCF@sandiego.gov).

A complete RFP consists of the following information: Proof of Insurance and Necessary Endorsements or Declarations, IRS Form 990 or 990EZ, EOC Workforce Report, Certification for a Drug Free Workplace, Living Wage Ordinance for Exemption or Compliance.

#### **Proof of Insurance and Necessary Endorsements or Declarations**

*Please submit the required insurance documents. Insurance must remain current for the duration of the contract. Please refer to the CPPS website for Purchasing & Contracting's Insurance Checklist for more details and samples. Failure to comply with these requirements in a timely manner may jeopardize the continuation of a contract.*

Types of insurance required are Commercial General Liability, Workers' Compensation, and Automobile Liability. Complete Proof of Insurance includes:

- ACORD Certificate of Insurance
- Commercial General Liability Endorsement
- Primary and Noncontributory Endorsement
- Automobile Liability Endorsement
- Worker's Compensation Waiver of Subrogation Endorsement
- Declaration in Lieu, if applicable

In general, Commercial General Liability, Workers' Compensation, and Automobile Liability are required in the amount of \$1,000,000. The ACORD Certificate of Insurance must be prepared pursuant to the requirements listed in the Purchasing & Contracting Insurance Checklist.

The City of San Diego must be named as additional insured on Commercial General Liability and Automobile Liability coverage. (A specific City department shall not be named.) The City requires Contractors to submit: (1) an ACORD certificate with Additional Insured Endorsement naming the "City of San Diego, its respective elected officials, officers, employees, agents and representatives" as an additional insured, (2) a separate Additional Insured Endorsement page (CG 2010, CG 2026, or equivalent) also listing the "City of San Diego, its respective elected officials, officers, employees, agents and representatives" as an additional insured. If there are no owned autos, Declaration In Lieu Of Required Commercial Automobile Liability Insurance Policy.

The Workers' Compensation policy must be accompanied by an endorsement for the Waiver of Subrogation of rights against the "City of San Diego, its respective elected officials, officers, employees, agents, and representatives." If no paid employees, submit the Declaration In Lieu Of Required Workers' Compensation Insurance Policy.

### **IRS Form 990 or 990EZ**

*Please submit your organization's most recent annual information return.*

Form 990 is the IRS' primary tool for gathering information about tax-exempt organizations, educating organizations about tax law requirements and promoting compliance. Annual information returns include Form 990, Form 990-EZ and Form 990-PF. Form 990-N (e-Postcard) is an annual notice. Most small tax-exempt organizations whose annual gross receipts are normally \$50,000 or less can satisfy their annual reporting requirement by electronically submitting Form 990-N if they choose not to file Form 990 or Form 990-EZ instead. A tax-exempt organization must file an annual information return or notice with the IRS unless an exemption applies. Exceptions include:

- Organizations that are included in a group return,
- Churches, their integrated auxiliaries, and conventions or associations of churches, and
- Organizations required to file a different return

### **EOC Work Force Report**

*Please complete the form. If no employees, please complete Page 2's Board of Directors and Volunteers sections.*

The City is an equal opportunity employer and requires the same of its private partners. Organizations and agencies wishing to do business with the City of San Diego are asked to submit a Work Force Report, showing the gender and ethnic make-up of its employees.

### **Certification for a Drug Free Workplace**

*Please complete the form.*

The City requires that all City construction contractors, consultants, grantees, and providers of non-professional services agree to comply with a Drug-Free Workplace Policy.

### **Living Wage Ordinance (LWO)**

*Please complete the LWO Certification of Compliance or Exemption form and include any required documentation. Council Administration will check form for completeness and submit to the LWO Program on organization's behalf after council approval.*

San Diego Municipal Code Division 42 (Living Wage Ordinance) requires covered employers and their subcontractors to pay a wage sufficient for a full-time worker to meet basic needs and avoid economic hardship. Exemption requests are processed for approval by the Living Wage Program and pertain only to a single contract. If the LWO applies, a contractor may submit an LWO Application for Exemption for any of the following reasons:

- Firm employs 12 or fewer employees, including parent and subsidiaries.
- Firm is 501(c)(3) non-profit and highest salary is less than 8x hourly rate of lowest salary.
- A Collective Bargaining Agreement specifically supersedes the LWO.

### **Ready to Submit**

*Before your organization submits the RFP documents, please ensure the following:*

Organization has active and current statuses with the Secretary of State and Attorney General. Work to correct any status changes by the RFP deadline.

Insurance documents are current and reflect Purchasing & Contracting requirements. Forms are dated within the fiscal year (July 1, 2018- June 30, 2019).

Documents are filled electronically or manually. Please email in PDF Format to: [CPPS@SanDiego.gov](mailto:CPPS@SanDiego.gov) or [ACCF@sandiego.gov](mailto:ACCF@sandiego.gov) by **December 2, 2018 at 11:59p.m.**

### **Funding Agreement/Fiscal Year 2019 CPPS or ACCF Contract**

Once the RFP has been submitted and approved by Council Administration, your organization will be provided **two** original copies of the Funding Agreement/Contract prepared by the City Attorney's Office. **Both copies** must be signed and returned to Council Administration in person or by post.

Council Administration  
202 C Street, M.S. 10A  
San Diego, CA 92101

### **Reimbursement Process**

Within 60 days after completion of event (or once eligible expenditures have been made if the program is ongoing), submit a completed Reimbursement Request Form and Final Performance Report to Council Administration. Reimbursement Request Forms cannot be accepted after July 30, 2019.

The Reimbursement Request should include proof of expenditures for each type of expenditure described in Section 2 of the Funding Application.

Proof of expenditures may include receipts, invoices, bank/credit card statements, or other documents providing evidence that eligible expenditures have been made in accordance with the Funding Agreement and Council Policy 100-06 and 100-23. Please note expenses shall only be reimbursed if incurred and paid for by Contractor within City's fiscal year (July 1, 2018 to June 30, 2019).

Once payment has been processed, a reimbursement check will be mailed to you by the City Comptroller's Office.