



## THE CITY OF SAN DIEGO CITY COUNCIL OFFICES

### REQUEST FOR PROPOSALS INSTRUCTIONS

#### Arts, Culture, & Community Festivals (ACCF) Funding Programs

The Request for Proposals (RFP) is the second step of the ACCF Funding Program application process. Remaining documents required to contract with the City are requested by those organizations chosen for funding allocations.

A complete RFP consists of the following information.:

1. IRS Form 990 or 990EZ
2. [Certification for a Drug Free Workplace](#)
3. [EOC Workforce Report](#)
4. Living Wage Ordinance for [Exemption](#) or [Compliance](#)
5. [Complete Proof of Specified Insurance](#)

Please submit the documents as separate PDF attachments in one email with the subject headline "FY20 ACCF Request for Proposals -*Organization Name*" by **November 22, 2019**, noon, to [ACCF@sandiego.gov](mailto:ACCF@sandiego.gov). Your organization will receive a confirmation and follow up email regarding the status of the RFP.

RFPs are evaluated based on completeness and fulfillment of City of San Diego contracting requirements, they are assigned one of two grades: **1) Qualified:** A contract will be requested; **2) Not Qualified:** Organization will enter a 5-day Cure Period to provide correct documentation. Applicants unable to reach a Qualified status will be directed to resources to improve their competitiveness for future funding cycles.

Please note:

- Refer to the [ACCF website](#) for access to forms and examples
- CPPS and ACCF RFPs include the same requirements
- Forms can be completed electronically or manually (please use Internet Explorer)
- All forms must be dated within the fiscal year (July 1, 2019- June 30, 2020)
- Forms are to be signed by an authorized signatory
- A single RFP submission is sufficient for organizations with two or more projects, programs, or services
- RFP documents must be submitted in the Fiscal Sponsor's name, if applicable
- Organizations are encouraged to submit the RFP prior to the deadline to correct potential errors

### **1. IRS Form 990 or 990EZ**

Form 990 is the IRS' primary tool for gathering information about tax-exempt organizations, educating organizations about tax law requirements, and promoting compliance. 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
- Organizations required to file a different return

Please submit the most recent annual information returns, this includes Form 990, Form 990-EZ, Form 990-PF, and Form 990-N (e-Postcard). Please ensure that the Board of Directors are listed on the submitted form. If not, please submit a list of the organization's Board of Directors on official letterhead.

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

The City requires that all City construction contractors, consultants, grantees, and providers of non-professional services agree to comply with the Drug-Free Workplace Policy ([Council Policy 100-17](#)). Include the Project Title, Organization or Agency Name, Signature, Printed Name, Title, and Date.

### **3. Equal Opportunity Contracting (EOC) Work Force Report**

The City is an equal opportunity employer and requires the same of its private partners. Organizations and agencies entering into a contract with the City of San Diego are asked to submit a Work Force Report, showing the gender and ethnic make-up of its employees. If the organization has not appointed an Equal Employment Opportunity Officer (EEOO), please include a contact that can address questions related to the form. If the organization has no employees, please complete page 1, as well as the header, "Board of Directors", and "Volunteers" sections of page 2. If page 3 does not apply to your organization, please complete the header and enter "N/A" under "Grand Total All Employees".

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

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, a contractor may submit an LWO Application for Exemption for 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.

Please complete the LWO Certification of Compliance or Exemption form. If completing the Exemption form, please include the required supporting documentation (A Purchase Agreement/Order is not required at this time). Council Administration will check the form for completeness and submit to the LWO Program on the organization's behalf after Council approval.

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

Commercial General Liability, Automobile Liability, and Workers' Compensation are required in the amount of \$1,000,000. The ACORD Certificate of Insurance must be accompanied by the required endorsements and cover the "City of San Diego, its respective elected officials, officers, employees, agents, and representatives."

Complete Proof of Insurance requirements for contractors include the following documents:

- ACORD Certificate of Insurance prepared pursuant to the requirements listed in the Insurance Checklist
- Commercial General Liability Endorsement
- Primary and Noncontributory Endorsement
- Automobile Liability Endorsement (for any and owned autos) or Declaration in Lieu of Required Automobile Insurance (for hired and non-owned autos)
- Worker's Compensation Waiver of Subrogation Endorsement (for employees) or Declaration in Lieu of Required Workers' Compensation Insurance (if no employees)

Please refer to the ACCF website for the [Insurance Checklist](#) for more details and samples.

Please note:

- The Insurance Checklist can be shared with your insurance broker/agency
- Insurance Policy must remain current for the duration of the contract
- Insurance documents reflect City of San Diego contracting requirements.
- Endorsements must include the corresponding policy number
- Failure to comply with insurance requirements may jeopardize the continuation of a contract

### **Need additional help?**

Attend a workshop to learn more about the RFP process and to receive technical assistance for this year's funding cycle.

- [Afternoon Workshop](#): November 15, 2019 1:00 p.m. to 2:30 p.m., Mission Valley Library
- [Evening Workshop](#): November 19, 2019 6:00 p.m. to 7:30 p.m., Logan Heights Library

### **Ready to Submit**

Please submit the documents as separate PDF attachments in one email with the subject headline "FY20 ACCF Request for Proposals -*Organization Name*" by **November 22, 2019**, noon, to [ACCF@sandiego.gov](mailto:ACCF@sandiego.gov). Your organization will receive a confirmation and follow up email regarding the status of the RFP by Friday, December 13, 2019.

Also, one-on-one 30-minute appointments with Council Administration staff are available for assistance completing the RFP. Please call or email a team member to schedule an appointment.

Once the RFP has been submitted and approved by Council Administration, a contract will be created by the City Attorney. Our office will send your organization an electronic copy for signature. For your reference, please see the draft [Fiscal Year 2020 ACCF Contract](#).