**Sourcing Event 0000007550**

**Attachment 4**

**Written Proposal Template**

1. **Instruction to Proposers**
2. Proposer shall use this document as a template on which to provide their Written Proposal responses. Proposals that fail to address each of the requested items in this document in a sufficient and complete manner will be deemed Non-Responsive and/or receive zero points. Proposers may not leave responses to questions blank and may not respond to questions with “To be provided upon request,” “To be determined,” or the like.
3. In order to receive the maximum amount of points, please be sure to follow this format and thoroughly (but concisely) address each section. Indicate clearly where supplemental documents are being provided.
4. Submission of a proposal will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in the proposal.
5. All documents submitted in response to this Solicitation are subject to public disclosure. Therefore, please exclude or otherwise identify confidential or proprietary information, as appropriate.

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**Question 1: Business Profile and Organizational Chart (5 Points):** Provide a brief description of the Proposer’s business operations, objectives, and mission/values. Proposers should attest in their Business Profile whether or not the Project Team has availability to commence work as of the contract start date, anticipated in January 2023.  
  
Insert JPEG (or other common electronic picture) into proposer response below of Organizational Chart that illustrates the team structure (include the integration/interaction with City project team staff). Note the Proposer name and title/role for each team member.If applicable, please list and provide a description of any lawsuit resulting from (a) any project undertaken by the Proposer or by its subcontractors where litigation is still pending or has occurred within the last five years or (b) any type of project where claims or settlements were paid by the Proposer or its insurers within the last five years.

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| **Proposer Response** |

**Question 2: Key Team Members Narrative and Resumes (5 Points):**

Provide the role, responsibilities, qualifications, and company affiliation of every individual on the Proposer team who will perform the services outlined in this Solicitation as Key Team Members. Include resumes for all staff who will serve as the Key Team Members so that the Evaluation Panel can evaluate the ability of each team member to successfully fulfill their project roles and complete the scope of services.If attaching resumes via a separate attachment please indicate below

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| **Proposer Response** |

**Question 3: Past Projects (5 Points):** Describe three (3) projects previously managed by the Proposer or proposer’s project team within the last 10 years. Past work with public sector arts and culture entities is highly desirable. Each project must be of the type and scope of services specified in this Solicitation. The descriptions shall include each item listed below.

a. Project name;

b. Project scope summary;

c. Dates when the project was performed;

d. Racial equity and inclusion practices utilized;

e. Project costs;

f. Proposer’s role and responsibilities in the project;

g. Proposer’s performance on delivering the project on schedule and on budget;

h. Proposer staff members who worked on the project; and

i. Client name, reference, and contact info.

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| **Proposer Response** |

**Question 4: Work Approach Quality and Appeal (5 Points):** Proposer must describe their overall work approach to successfully deliver the Scope of Work for this Solicitation, by addressing the quality and appeal of approach for delivering all work activities, including coordination and communication with SFAC staff, to meet project milestones and deliverable due dates within budget.

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| **Proposer Response** |

**Question 5: Racial Equity Work Approach (10 Points):**   
SFAC is deeply invested in ensuring an equitable and inclusive strategic planning process.

Provide a description of the Proposer’s experience in identifying organizational development strategies/actions that advance equity with the knowledge and understanding of the nuances of how race, class, gender, disability status, etc. intersect. A response should include:

a. an understanding of complex public sector challenges, including of racial and social inequities, disparities and policy legacies that have shaped San Francisco and/or comparable jurisdictions;

b. a description of creative methods to engage stakeholders and build consensus and experience with reaching vulnerable and historically marginalized populations;

c. an explanation of how equity was integrated in past projects and identification of metrics for measuring inclusivity in stakeholder engagement.

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| **Proposer Response** |

**Question 6: Work Approach Adversarial or Difficult Situations (5 Points):** Approach and procedures for contending with the public in adversarial or difficult situations while producing high-quality deliverables

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| **Proposer Response** |