

## **Sector Investment Coordinators Request For Proposal (RFP)**

**This RFP was updated on 2/19/25 - see pages five (5) and nine (9).**

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## Opportunity

The purpose of this Request for Proposal (RFP) is to obtain services to support the Bay Area Jobs First Collaborative (the Collaborative) in implementing its [Regional Economic Strategic Plan](#) (Regional Plan). This includes: developing and administering investment strategies (“Activation Plans”) for the region’s priority industry sectors, building the capacity of the region to compete for federal, state, and other funding, and strengthening relationships key to the Regional Plan’s success.

The Collaborative is seeking proposals for up to (5) Sector Investment Coordinators to drive targeted industry strategies (“Activation Plans”). Applicants can include individuals, nonprofits, companies, and private firms. Subcontracting is welcome.

Applicants must have expertise in, or have the ability to subcontract to individuals with expertise in, one or more of the following industries:

1. Advanced Manufacturing
2. Battery Manufacturing
3. Childcare and Early Childhood Education
4. Healthcare
5. Transportation Electrification

For more information about each sector, please review the [Regional Plan](#).

The period of performance will take place no sooner than the end of March 2025 through September 30, 2026. Proposals must be received by Friday, February 28, 2025, at 5:00pm (Pacific Time). Please submit your materials to the Collaborative at [bayarea-JFC@allhomeca.org](mailto:bayarea-JFC@allhomeca.org) with the subject line “Sector Investment Coordinator - Proposal”.

**Please read through the full RFP for important details.**

## I. Background

### *Regional Investment Initiative Program Description:*

In 2021, Governor Newsom launched the \$600 million Regional Investment Initiative (formerly the Community Economic Resilience Fund, or CERF) to support California's thirteen regions to create quality jobs and bolster their resilience to climate and global challenges impacting the State's diverse regional economies. As part of this program, each of the thirteen regions has built a California Jobs First Collaborative tasked with developing a clear vision for their region's economic future.

California Jobs First will support high-road economic development plans to create equitable access to quality jobs. High-road economic development supports environmentally sustainable businesses that pay living wages and create opportunities for career growth.

The Bay Area non-profit, All Home, serves as the Regional Convener for the Collaborative. The Bay Area Good Jobs Partnership for Equity (BAGJPE), an association of ten workforce development boards and regional workforce planning units across the nine-county Bay Area region, serves as the Fiscal Agent, with the San Francisco Office of Economic and Workforce Development (SFOEWD) as the Fiscal Lead. The Bay Area region includes the counties of Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano and Sonoma.

The Collaborative is governed by a 21-member Steering Committee representing a broad cross-section of the economy, industries, community-based organizations, and local governments. **Its purpose is to re-envision regional economic development planning, centered around values of equity, high-road employment, sustainability, and climate resilience, and shaped by workers and impacted community members.**

To achieve this mission, the Collaborative relies on the following guiding principles:

1. Climate Resilience Led by Frontline Communities and Workers
2. Lift Up Job Quality, Grow High-Road Jobs, Elevate Racial Equity and Worker Voice
3. Honor Local without Losing the Power of the Region
4. Inclusive, Democratic, Grassroots Governance
5. Take Action Towards Transformational Change

### *Planning Phase:*

During the first phase of the Regional Investment Initiative, \$5 million in planning grants were distributed to thirteen regions covering all of California. The planning grants were

intended to support the development of highly diverse collaboratives that would guide the development of a Regional Plan—a community-led, climate-forward strategy for building sustainable and resilient regional economies. In addition, \$14 million in Catalyst Program funding was provided for regions to bridge the gap between regional economic development strategies and the implementation of projects designed to achieve outcomes that align with those strategies. The Catalyst Project funds support each region’s Collaborative to offer investments needed to prepare projects and/or pilot project ideas.

The Bay Area Jobs First Collaborative developed a detailed [Regional Plan](#) that reflects the region’s needs, priority industries, opportunities, and potential strategies. It also awarded \$9 million of Catalyst funding for ten pre-development projects that push forward the region’s priorities, including centering and empowering communities and workers, creating quality jobs, and addressing long-standing inequities and climate vulnerabilities. *\*Please visit the Collaborative’s [website](#) to read the complete [Regional Plan Part 2](#) and review the funded [Catalyst projects](#).*

*Support for the “Implementation” Phase:*

In this next phase, the Collaborative will begin implementing the goals and strategies developed during the planning phase. These activities include and are not limited to: developing industry strategies (“Activation Plans”) for five priority sectors (Advanced Manufacturing; Battery Manufacturing; Childcare and Early Childhood Education; Healthcare; and Transportation Electrification), overseeing the implementation of Catalyst projects, and competing for State’s Regional Investment Initiative \$150M Implementation program and \$15 million Tribal Investment Initiative focused on advancing economic development within California’s tribal communities.

## **II. Funding Available**

Up to \$1.5 million of funding is available for up to (5) Sector Investment Coordinators to drive these targeted industry strategies (“Activation Plans”) for Advanced Manufacturing, Battery Manufacturing, Childcare and Early Childhood Education, Healthcare, and Transportation Electrification. The funding source for this RFP is the State of California via the Employment Development Department (EDD). **Funding will be on a deliverables reimbursement basis.**

Applicants can apply for one or multiple sectors. For those interested in applying for the Advanced Manufacturing, Childcare and Early Childhood Education, Healthcare,

and Transportation Electrification sectors, **you may propose a budget not to exceed \$300,000 per sector.** For those interested in applying for the Battery Manufacturing sector, **you may propose a budget not to exceed \$250,000** as the Activation Plan for this sector is already drafted. Please note that a proposal's value for dollars will be considered.

**A. Eligible Applicants** **This section was updated 2/19/25.**

Eligible applicants include: individuals, nonprofit organizations, companies, private firms, educational institutions, economic development and workforce development boards/collaboratives, local government, and unions. Subcontracting is also welcome for this RFP.

**B. Ineligible Applicants**

Ineligible applicants include: Bay Area Jobs First Collaborative Steering Committee member organizations that received funding through the Catalyst Program. Individuals and their organizations who participated in the Collaborative Steering Committee's Sector Investment Coordinator RFP Procurement Design Working Group and RFP Review Committee.

### **III. Contract Term**

**Contracts awarded through this RFP will have a contract start no sooner than the end of March 2025 through September 30, 2026. The estimated period of performance for this contract is 18 months.** All expenses must be included in the budget approved by the Collaborative. No obligation of funds will be allowed before or beyond the grant period of performance. **Payments will be made on a deliverables reimbursement basis. Billing will be on a quarterly basis.**

### **IV. Scope of Work**

The Sector Investment Coordinator positions will execute the following activities on behalf of the Collaborative who may request on-call services for any of the elements listed below. *\*Note: the Collaborative has an existing Activation Plan for the Battery Manufacturing sector. If an individual/organization/company/firm is applying for this sector, **developing the Activation Plan will not be a deliverable.** However, implementing and updating the plan will be an ongoing activity.*

- Liaise with workforce and economic development partners, High Road Training Partnerships, unions, community-based organizations, and others capable of

contributing to the success of the project to build an ecosystem around identified industries or sectors and prevent duplication of work;

- Work regionally with the Collaborative to advance equitable growth within at least one approved priority sector from the Regional Plan;
- Support the Collaborative in identifying and cataloging economic development projects that will support the proliferation of the prioritized industries, the enhancement of high-quality job creation, and support the region's transition to a net zero-powered economy;
- Coordinate with Catalyst grantees in applicable sectors to ensure mutual support between Coordinators and Catalyst pre-development initiatives, address gaps instead of duplicating efforts, and connect Catalyst projects to interested partners, related initiatives, and relevant funding opportunities;
- Facilitate meetings with stakeholders and Collaborative members, especially disinvested communities, relevant to each Coordinator's industry sector to gather input, identify partners, and grow the sector's ecosystem;
- Support outreach, engagement, and capacity-building activities to ensure individuals and groups from disinvested communities have the opportunity to apply for funding opportunities and participate in ongoing activities related to the implementation of the regional plan;
- Identify and secure additional funding to support the strategy implementation, such as aligning projects with state, federal, regional, local, and private grants or identifying other models of financing; and
- Provide or procure technical assistance or other necessary support for organizations to apply for sector-relevant funding opportunities.

## A. Key Deliverables

1. Work with the Collaborative to develop a strategy ("Activation Plan") by June 30, 2025, for one or more of the following sectors: Advanced Manufacturing, Childcare and Early Childhood Education, Healthcare, and Transportation Electrification.<sup>1</sup> Activation plans include six components and will require outreach and engagement with a minimum of five (5) key stakeholders. A list of organizations, projects, and/or resources relevant to each sector will be provided to support Coordinators in carrying out the activities. The six components of the activation plan include:

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<sup>1</sup>\*Note: the Collaborative has an existing Activation Plan for the Battery Manufacturing sector. If an individual/organization/company/firm is applying for this sector, developing the Activation Plan will not be a deliverable, however, implementing and updating the plan will be an ongoing activity.

- a. **Target sector overview:** describe why it was prioritized, immediate opportunities, etc.
  - b. **Operating structure to execute the plan:** describe the organizational model for executing the sector strategy (including staff roles, operations, and governance model) and the identification of existing regional partners for implementing tactics.
  - c. **Resourcing across the strategy:** budgeting, total costs to support strategy execution, exciting financial resources, etc.
  - d. **Goals and metrics:** identify long and short-term outcomes and progress
  - e. **Dependencies and challenges:** describe key dependencies and risks and strategies to address them
  - f. **Tactical work plan:**
    - i. Strategy: What are the key strategic initiatives that will help the region advance the selected sector (e.g., ensure a more accessible and sustainable talent pipeline)?
    - ii. Tactic: What primary steps will the Collaborative and its partners take over the next 12-18 months to achieve the region's sector strategy (e.g., build an industry-workforce partnership)?
    - iii. Tasks: What specific actions are individuals or organizations responsible for, and by when (e.g., [organization] will conduct outreach to five community colleges and workforce training programs by [date])? Tasks may include new projects or refocusing existing programs, as well as day-to-day activities of different organizations.
2. **Implement the Activation Plan** strategies, tactics, and tasks, revising as needed.
  3. **Host at least four (4) convenings** to bring together current and future partners to solicit input and share information about industry strategies, funding opportunities, and other relevant topics.
  4. **Provide or procure technical assistance** for post-Catalyst funding opportunities, Tribal Investment Initiative, and Regional Investment Initiative grant applications and administration.
  5. **Present at the Steering Committee** bi-weekly meetings as needed/requested.
  6. **Work with the Bay Area Jobs First Collaborative on project management and reporting**, including:
    - a. Draft and finalize a project plan, including planned activities, a timeline with duties within three weeks of signing the contract. The plan should be updated monthly and submitted with the Monthly Progress Status Report.
    - a. Provide the Collaborative Steering Committee with a written Monthly Progress Status Report report of all activities by the 10th of each month.

- b. Submit a final report based on findings in compliance with instructions from the State of California as well as the Collaborative’s fiscal agent and Regional Convener due September 15, 2026.

## **B. Overall Applicant Qualities**

In addition to having strong expertise in the sector selected for the proposal, a strong applicant will bring expertise in:

- Designing economic development strategies;
- A regional approach, working with key organizations and entities across the Bay Area region, especially in historically disinvested communities (community-based organizations, economic development organizations, small businesses, workforce development organizations, unions, etc.);
- Conducting outreach and engagement to diverse stakeholders, especially in historically disinvested communities;
- Synthesizing stakeholder input into strategies;
- Identifying and securing outside funding, or engaging with other models of financing, to support the sector strategy and its related community development projects, especially those in historically disinvested communities; and
- Providing recommendations on talent pipeline, financing mechanisms, small business participation, supply chain resilience, landscape analysis of missing assets, and components to grow priority industries.

## **V. RFP Timeline Overview**

All completed proposals received by the submission deadline will be submitted to the Review Committee. Proposals will be scored independently based on the criteria outlined in the **Review-Scoring Criteria** section of this RFP. Final funding recommendations for this RFP will be based on the overall score of the proposal.



This timeline was updated 2/19/25.

Procurement Timeline	
Date	Milestone
February 4, 2025	RFP Application Opens
February 20, 2025	RFP Bidder's Conference
February 28, 2025	RFP Application Closes at 5pm Pacific Time; all proposals must be received by 5pm.
March 3- March 14, 2025	Estimated internal review and evaluation of proposals
March 17 - March 28, 2025	Estimated period of award notifications and appeals process
No sooner than March 31, 2025	Estimated project start date

## VI. Due Date – Submission

All proposals must be received by electronic delivery no later than 5:00 PM (Pacific Time), Friday, February 28, 2025 and submitted to [bayarea-JFC@allhomeca.org](mailto:bayarea-JFC@allhomeca.org) with the subject line “Sector Investment Coordinators – Proposal”. Proposals will not be accepted via facsimile or paper submission. The following items must be submitted with your proposals (please see section XIV. Proposal Materials for more details):

One (1) PDF document with:

- Title Page
- Table of Contents
- Proposal Narrative Responses
- Entity Profile
- Reference Letters
- Compliance Questions responses
- Required Forms

One (1) Excel document with:

- [Line-Item Budget](#)

Proposal amendments and/or addendum submitted to the Collaborative after the proposal deadline will be returned without review. However, the Collaborative reserves the right to request clarification of unclear or ambiguous statements made in proposals.

## VII. RFP Bidder’s Conference

The purpose of the RFP Bidder’s Conference is to provide new or updated solicitation information, provide clarification regarding the RFP package, and answer general questions regarding proposal preparation. All Prospective applicants are encouraged to attend the Conference. Attendance is not mandatory. **The Bidder’s Conference will be held on February 20, 2025 from 12:00pm to 1:00pm Pacific Time. Interested individuals can register to attend the Conference via [this link](#).**

## VIII. Review – Scoring Criteria

1. A Review Committee made up of (3- 5) Collaborative Steering Committee members and potentially Collaborative stakeholders will score and discuss the proposals.
2. Proposals will be ranked by their overall score in accordance with the Evaluation Criteria described below.
3. Applicants may or may not be invited for an interview.
4. The Collaborative does not reimburse applicants for any cost of proposal preparation (including but not limited to parking, printing, postage, travel,etc.), even in the event of RFP cancellation.
5. Communication between the applicant and any member of the Procurement Design Committee involved in the selection process is prohibited, except when and in the manner expressly authorized in this RFP. Violation of this restriction is grounds for disqualification.
6. The Collaborative shall award the contract for this RFP to the entity that it deems to have provided the best value to the Collaborative or deems to be the best qualified for contract award (or both).
7. The Review Committee reserves the right not to make an award.
8. Priority will be given to budget proposals that:
  - a. Illustrate clear dollar for value;
  - b. Reflect the overall project objectives and program goals; and
  - c. Center equity and inclusion; and

Evaluation Criteria	Maximum Points
EQUITY <ul style="list-style-type: none"><li>• Evidence of demonstrated experience in successfully working in partnership with disinvested communities to deliver on projects that also serve members of disinvested communities.</li><li>• Commitment to equitable partnership and/or subcontractors from disinvested communities.</li></ul>	15

Evaluation Criteria	Maximum Points
<p>SATISFIES REQUIREMENTS</p> <ul style="list-style-type: none"> <li>Identified required expertise and qualifications necessary to perform tasks, including resumes or similar statements of qualifications of all key personnel assigned to the project.</li> <li>Project intent has been met and all stated scope of work is fulfilled.</li> <li>Evidence of demonstrated experience within the past 5 years.</li> <li>Provide a minimum of 2 project references that demonstrate expertise in delivering similar work.</li> </ul>	10
<p>SUBJECT MATTER EXPERTISE</p> <ul style="list-style-type: none"> <li>Demonstrated experience working on similar projects in the target industry sector(s).</li> <li>Appropriateness and effectiveness of the proposed methodology to address all tasks.</li> <li>Expertise in additional areas listed in RFP.</li> </ul>	20
<p>REGION EXPERTISE</p> <ul style="list-style-type: none"> <li>Demonstrated expertise in conducting relevant work in the Bay Area region.</li> </ul>	15
<p>PROJECT MANAGEMENT</p> <ul style="list-style-type: none"> <li>Organizational capacity for accomplishing all tasks specified in the Scope of Work (e.g., proposed management structure, organization of proposed team, etc.).</li> <li>Realistic and timely project milestones and benchmarks for completing the project.</li> <li>Capability to reallocate resources as needed to meet project schedule.</li> </ul>	25
<p>PROJECT BUDGET</p> <ul style="list-style-type: none"> <li>Illustrates clear dollars for value.</li> <li>Reflects the overall project objectives and program goals.</li> <li>Centers equity and inclusion.</li> </ul>	15
Total	100 points

**IX. Proposal Materials**

Email your Proposal Materials with the subject line “Sector Investment Coordinators - Proposal” as one (1) PDF to [bayarea-JFC@allhomeca.org](mailto:bayarea-JFC@allhomeca.org) with the subject line “Sector Investment Coordinator Proposal”. Attach your proposed line-item budget as a separate Excel workbook file. This budget should include any planned subawards anticipated throughout the duration of this project.

All proposals shall contain the following information, at a minimum:

- 1. Title Page** - Please provide a Title Page with the following information:
- Sector Investment Coordinator Proposal
  - Title of the Project
  - Applicant Name (Individual/Organization/Firm) and Business Address
  - Applicant Business Phone Number - *Do not include non-business (personal) phone numbers or addresses as this information may become public under the*

*California Public Records Act (Please see Attachment B – Notice Regarding California Public Records Act)*

- Name of the Primary Contact Person
- Email Address of the Primary Contact Person

**2. Table of Contents** - Please provide a table of contents with clear identification of the materials by section and page numbers.

**3. Proposal Narrative Questions** (Try to keep your responses to 400 words maximum per question)

- Please provide a brief description of projects, activities, or reports for similar projects within the target industry sector you or your organization/company/firm has delivered on. If applicable, please provide links to the work.
- Please describe how you or your organization/company/firm will approach the Scope of Work outlined in Section VI. Please outline work steps, timeline, key engagement milestones, and synergies with industry contacts and knowledge.
- Please describe how you or your organization/company/firm will work in alignment with the Bay Area Jobs First Collaborative’s vision of regional economic development planning, centered around the values of equity, high-road employment, sustainability and climate resilience, and shaped by workers and impacted community members themselves.
- Please provide an example of a project where you or your organization/company/firm supported a diverse group of stakeholders to create a concrete, actionable strategic plan.
  - Who did you or your organization/company/firm work for or contract with?
  - Who were the partners/stakeholders involved, and what roles did they play?
  - What roles(s) did you or your organization/company/firm play in conceiving, drafting, writing, and/or finalizing the plan?
  - How did you or your organization/company/firm facilitate gathering input from numerous diverse stakeholders and incorporate their disparate ideas and perspectives into a cohesive product?
  - What approaches did you or your organization/company/firm use to ensure the plan would be accessible and impactful?
  - What was the outcome?
- Please provide an example of a project where you or your organization/company/firm identified and secured external sources of funding to support/ensure the implementation of the project. This could include securing

funding through a grantmaking process (federal, state, philanthropic, etc.) or through other models of financing (loans, investments, etc.) .

- Describe your or your organization's/company's/firm's experience working with disinvested communities and how this experience will be reflected in the project.

#### **4. Entity Profile**

- A brief history/background of you or your organization/company/firm, including a statement indicating if the organization/company/firm is local or national. (400 words max)
- Identification of the individuals who will perform the work, including project managers and other key staff, as well as any contractors/subcontractors. Include bios or resumes for key individuals.

#### **5. Line-Item Budget**

Please use [this template](#) and submit it with your proposal as a separate Excel file.

The budget should include any planned subawards anticipated throughout the duration of this project. Proposals for multiple sectors will be accepted. Please note that a proposal's value for dollars will be considered. **This funding will be on a deliverables reimbursement basis. Billing will be on a quarterly basis.**

- Budgets should be developed by the applicant and submitted as a separate Excel Workbook file. Each subcontractor is also required to submit a detailed budget.
- The budget must cover the total cost of the proposed project and include all expenses.
- The Collaborative will use the budget to assess the fairness and reasonableness of a proposal's costs. Once the Collaborative awards a contract, the negotiated budget serves as the basis for managing approved contract expenditures.
- Ineligible Costs and Activities
  - Administrative costs in excess of 10% of the total costs of the project.
  - Please review the [Stipends, Honorariums and Participant Compensation Policy](#).
  - Please see **Appendix B - Allowable and Disallowable Costs** for additional information.

#### **6. Reference Letters**

Please provide two references with whom you or your organization/company/firm delivered similar work to what is outlined in this RFP. Please provide the reference's name, title, organization, email, and phone number. References should **not** include any Bay Area Jobs First Steering Committee members.

**7. Compliance Questions** - The San Francisco Office of Economic and Workforce Development (SF OEWD) is the Fiscal Agent on behalf of the Bay Area Jobs First Collaborative. The Sector Investment Coordinators may be required to contract with the SF OEWD, other workforce development boards, or other entities. for the program period. Please see the SF OEWD [City Requirements](#) for more information.

If selected as a Sector Investment Coordinator, the applicant will be required to register as a San Francisco City Supplier. It is recommended for applicants to review the [City Supplier requirements](#), and to register to become a [San Francisco City Supplier](#) as part of this proposal process.

Applicants and any subcontractors must also be in good standing with the California Secretary of State (SOS) Business Registry. Visit [this link](#) and search by your official business name or entity number (EIN). If the applicant is a nonprofit organization, you (and any nonprofit sub-contractor) must also be in good standing with the California Attorney General's Registry of Charities and Fundraisers. To find your organization in this database [visit this link](#).

Please respond to the following administrative questions:

1. Is the applicant (and subcontractors, if applicable) a City and County of San Francisco supplier? [Yes/No]
2. If not, are they willing to become one? [Yes/No]
3. What is the applicant's (and subcontractor's, if applicable) legal business name and type as registered with the California Secretary of State?
4. What is the applicant's (and subcontractor's, if applicable) IRS federal tax classification?
5. Has the applicant managed government grants or contracts in the past? [Yes/No]

## **8. Required Forms**

- The Conflict-of-Interest Form (Attachment A - Bay Area Jobs First Collaborative - Conflict-of-Interest Form) must be fully completed by all parties to the proposal (prime and all subcontractors).
- All applicants must fully complete the Notice Regarding California Public Records Act (Attachment B - Notice Regarding California Public Records Act) regardless of whether the applicant is requesting to exempt the proposal from disclosure under the California Public Records Act.

## **X. Timeliness Standards**

The Applicant is expected to demonstrate the ability to begin project operations by the contract start date of no sooner than the end of March 2025 and to fully utilize grant funds within the proposed contract term. Proposals must demonstrate a plan for rapid implementation, including the development of an Activation Plan<sup>2</sup> by June 30, 2025. The Applicant is expected to initiate the approved project(s) promptly under the requirements of this RFP and the state and local regulations governing the awarded funding.

## **XI. Appeals Process**

After the Proposal Review is completed, the Collaborative will notify all applicants of the results. Within two business days of written notification of the results, applicants may file a Process Appeal, which is an appeal based upon the Collaborative's failure to abide by its established procedures in making funding recommendations. Process Appeals contesting the outcome of an RFP and/or a disagreement with, or objection to, the points awarded is not a sufficient basis for a Process Appeal. Process Appeals will be responded to within three (3) business days of receipt.

The Process Appeal must be in writing and shall be limited to one (1) typed page. The appeal must clearly state the factual grounds on which the appeal is based. All Process Appeal requests must be on an organization's letterhead and entitled "Sector Investment Coordinators – Process Appeal" and come from the organization/firm President/CEO or designee. A Process Appeal must meet all the following criteria to be considered:

1. The request for the appeal must be submitted within two (2) business days of receiving a decision.
2. The person or entity requesting the appeal must assert in appropriate detail with factual reasons that the Collaborative materially failed to follow procedures specified in its RFP document.
3. The request for the appeal must set forth sufficient detail to demonstrate that, but for the Collaborative's alleged failure, the applicant would have been a successful applicant.
4. All Process Appeals must be in writing and emailed, within two (2) business days of receiving a decision, to [bayarea-JFC@allhomeca.org](mailto:bayarea-JFC@allhomeca.org). with the subject line: "Sector Investment Coordinators – Process Appeal".
5. Process Appeals will not be accepted via facsimile or paper submission.

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<sup>2</sup> Note that the Collaborative already has a draft Activation Plan for Battery Manufacturing, so if an individual/organization/company/firm is applying for the Battery Manufacturing sector, developing the Activation Plan will not be a deliverable. However, implementing and revising the plan will be an ongoing activity.

## Glossary of Terms

Term	Definition
Disinvested Communities	<p>As defined in the <a href="#">State Solicitation for Proposal</a>:</p> <ul style="list-style-type: none"> <li>• Census tracts identified as ‘disadvantaged’ by the California Environmental Protection Agency (see California Office of Environmental Health Hazard Assessment [OEHHA]); or</li> <li>• Census tracts with median household incomes at or below 80 percent of the statewide median income, or with median household incomes at or below the threshold designated as low-income by the CA Department of Housing and Community Development’s list of state income limits (adopted pursuant to Section 500 of the California Health and Safety Code); or</li> <li>• ‘High poverty area’ and ‘High unemployment area’ as designated by the California Governor’s Office of Business and Economic Development California Competes Tax Credit Program; or</li> <li>• California Native American tribes, as defined by the list maintained by the Native American Heritage Commission.</li> </ul>
Equitable Partnerships	Partnerships in which there is mutual participation, mutual trust and respect, mutual benefit and equal value placed on each partner’s contribution at all stages of a project/process.
“High Road” Employers	As defined by the <a href="#">California Workforce Development Board</a> , “high road employers” are those that pay family-supporting wages, compete based on the quality of their services and products, and engage workers and their representatives in the project of building skills and competitiveness.
High Road Training Partnerships	Industry-based, worker-focused training partnerships that build skills for California’s “high road” employers. <a href="#">See here for the framework</a> .
Job Quality	Aspects of job quality may include medical and retirement benefits, workplace health and safety, predictable hours and scheduling, protection from discrimination and harassment, and worker voice.
Living Wage/Livable Wage	Defined as an hourly wage at or above the wage provided by the <a href="#">MIT Living Wage Calculator</a> for two working adults and one child in the county where the job is located.



# Attachments

## Attachment A - Conflict of Interest Form

### BAY AREA JOBS FIRST COLLABORATIVE - CONFLICT OF INTEREST FORM

#### SECTION I: INSTRUCTIONS

All persons or firms seeking contracts must complete and submit a Bay Area Jobs First Collaborative Conflict of Interest Form along with the proposal. This requirement also applies to any proposed subconsultant(s). Failure to comply with this requirement may cause your proposal to be declared non-responsive.

Any questions regarding the information required to be disclosed in this form should be directed to the Bay Area Jobs First Collaborative Covener, All Home at [bayarea-JFC@allhomeca.org](mailto:bayarea-JFC@allhomeca.org) especially if you answer “yes” to any question in this form, as doing so MAY also disqualify you or your entity from submitting an offer on this proposal.

Name of Entity (individual, non-profit, firm, etc.):

Name of Preparer:

Business Email of Preparer:

Business Phone of Preparer:

Date Submitted:

#### SECTION II: QUESTIONS

Have you or any members of your firm been an employee of the California Community Foundation (CCF) or Los Angeles County Economic Development Corporation (LAEDC) within the last twelve (12) months?

YES

NO

If “yes,” please list name, position, and dates of service:

Name	Position	Dates of Service
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Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to All Home or the San Francisco Office for Workforce Development (SF OEWD)

- YES
- NO

If “yes,” please list the name and the nature of the relationship:

Name	Relationship
<hr/>	
<hr/>	
<hr/>	

**SECTION III: VALIDATION STATEMENT**

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer.

**DECLARATION**

I, (printed full name), hereby declare that I am the (position or title) of (entity name), and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this Bay Area Jobs First Collaborative Conflict of Interest Form dated (XXX date) is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in the rejection of my contract proposal.

<hr/>	<hr/>
Signature of Person Certifying for Proposer	Date (original signature required)

**NOTICE**

A materially false statement, omission, or fraudulent inducement made in connection with this Bay Area Jobs First Collaborative Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.

## Attachment B - Notice Regarding California Public Records Act

### **Section 1 - Summary**

A proposal submitted in response to this RFP will be subject to public disclosure pursuant to the California Public Records Act, Cal. Gov. Code section 6250 et. seq., (the "Act"). The Act provides generally that all records relating to a public agency's business are open to public inspection and copying, unless specifically exempt from public disclosure under one of several exemptions set forth in the Act. If you believe that any portion of your proposal is exempt from disclosure under the California Public Records Act, **you must: 1). Mark such portion "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY," within your proposal; 2). Complete Section 2 below, and 3). Include this Attachment 9 in your submittal**, or your proposal will be subject to public disclosure under the Act. Proposals marked "TRADE SECRET," "CONFIDENTIAL," OR "PROPRIETARY" in their entirety will not be honored, and the Bay Area Jobs First Collaborative ("the Collaborative") will not deny public disclosure of proposals so marked. By submitting a proposal with specific material marked "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY," you represent you have a good faith belief that the material is exempt from disclosure under the Act; however, such designations will not necessarily be conclusive. You may be required to further justify in writing why such material should not, upon request, be disclosed by the Collaborative under the Act. Fee and pricing proposals are not considered "TRADE SECRETS", "CONFIDENTIAL", or "PROPRIETARY".

If the Collaborative denies disclosure, then by submitting your proposal you agree to reimburse the Collaborative for, and to indemnify, defend, and hold harmless the Collaborative, its officers, fiduciaries, employees, and agents from and against any and all claims, damages, losses, liabilities, suits, judgments, fines, penalties, costs, and expenses including, without limitation, attorneys' fees, expenses and court costs of any nature whatsoever (collectively, "Claims") arising from, in connection with, or relating to the Collaborative's non-disclosure. By submitting your proposal, you also agree to defend, indemnify, and hold harmless the Collaborative from and against any and all Claims arising from, in connection with, or relating to the Collaborative's public disclosure of any such designated portions of your proposal if the Collaborative reasonably determines disclosure is deemed required by law, or if disclosure is ordered by a court of competent jurisdiction.

### **Exemption Request**

Page Number of Proposal	Brief Explanation for the Exemption Under the Act and any Other Comments


Attach additional pages as necessary.

**Check here if proposer claims no exemption**

Signature: \_\_\_\_\_

Printed Name, Title: \_\_\_\_\_

Date: \_\_\_\_\_

# Appendices

## Appendix A - Allowable and Disallowable Costs

### Allowable Costs and Cost Items

In general, to be an allowable charge, a cost must meet the following criteria:

- Be necessary and reasonable for the performance of the award;
- Be allocable to the award;
- Conform to any limitations or exclusions set forth in the award;
- Be consistent with policies and procedures that apply uniformly to allowable uses of general funds;
- Be accorded consistent treatment;
- Be determined in accordance with generally accepted accounting principles; and
- Be adequately documented.

### Disallowable Costs

The following costs are ineligible uses of grant funds:

- Lobbying or advocacy work, such as direct lobbying for the passage of specific bills or local Propositions.
- Expenses not related to the Sector Investment Coordinator efforts.
- Commission fees.
- Ongoing operational costs beyond the grant term.
- Using funds for mitigation activities that are already mandated by local or state governing bodies or agencies.
- Expenses for publicity not directly related to project efforts.
- Bonus payments of any kind.
- The purchase of alcohol.
- Payments on existing debt or debt servicing fees.
- Damage judgments arising from the acquisition, construction, or equipping of a facility, whether determined by judicial process, arbitration, negotiation, or otherwise.
- Services, materials, or equipment obtained under any other state program.
- Stewardship of legal defense funds.

## **Appendix B - 16.21 Compliance with Other Laws**

16.21 Compliance with Other Laws. (a) Without limiting the scope of any of the preceding sections of this Article 16, Grantee shall keep itself fully informed of the City's Charter, codes, ordinances, and regulations and all state, and federal laws, rules, and regulations affecting the performance of this Agreement and shall at all times comply with such Charter codes, ordinances, and regulations rules and laws. (b) Grantee represents that it is in good standing with the California Attorney General's Registry of Charitable Trusts and will remain in good standing during the term of this Agreement. Grantee shall immediately notify City of any change in its eligibility to perform under the Agreement. Upon the City's request, the Grantee shall provide documentation demonstrating its compliance with applicable legal requirements. If the Grantee will use any subcontractors/subgrantees/subrecipients to perform the Agreement, the Grantee is responsible for ensuring they are also in compliance with the California Attorney General's Registry of Charitable Trusts at the time of grant execution and for the duration of the agreement. Any failure by the Grantee or any subcontractors/ subgrantees/ subrecipients to remain in good standing with applicable requirements shall be a material breach of this Agreement.