

Awarding of Contracts and Grants

1. Following the evaluation of proposals and interviews conducted, Contracts staff provides the ranking and results to management.
2. Once the provider of the services has been selected & notified, the Contract Manager will begin negotiations with the Awardee(s). The successful bidder and the Contract/Program Managers will refine the proposed goals, objectives and budget, as needed. Also, this is an opportunity to bring up any RFP review panel recommendations on changes that might improve upon services being provided.
3. The Contract Manager prepares the Commission package and begins gathering all necessary documents. The successful bidder is informed of any additional requirements (Insurance certificates, Business Registration, Appendices, First Source, etc.) needed to process the contract. A deadline is set for submission of these forms.
4. Final recommendation of selection is made to the Human Service Commission or Disability and Aging Services Commission by requesting authorization to enter into a contract. Commissions meet monthly. The grantee/contractor is requested to be at the Commission meeting when the grant/contract is on the agenda to answer any questions. Past agendas and minutes are available on the sfgov.org website.
5. Following the Commission's approval, contract documents are processed through appropriate City departments and are certified.