



Karen L. Fletcher
Chief Adult Probation Officer

*Protecting the Community, Serving Justice and
Changing Lives*

**NOTICE OF INTENT
TO ESTABLISH A PRE-QUALIFICATION LIST AND TO AWARD A CONTRACT
TO PROPOSERS OF THE PRE-EMPLOYMENT BACK GROUND INVESTIGATION
SERVICES SOLICITATION
IS#APD2017-04**

Thank you for submitting a proposal for the Informal Solicitation for Pre-Employment Background Investigation Services IS#APD2017-04 issued on May 25, 2017 and reissued on June 7, 2017 by the San Francisco Adult Probation Department.

The SFAPD received 2 responsive proposals.

PRE-QUALIFICATION ANNOUNCEMENT

The following firms have been selected for pre-qualification:

1. J.D. Wesson & Associates, Inc.
2. Madeira Group International.

Per Solicitation Section 5.3 Pre-Qualification Selection and Contract Award Determination, Proposers on this list scored at or above 70 points of the 100 possible points for their written Proposals. Proposers on this list are pre-qualified to participate in potential contract negotiations with the SFAPD on an as-needed basis for a period of two years from the date of this notice: June 16, 2017. Pre-qualified Proposers may be asked to respond to requests for quotes, requests for proposals, or other competitive processes for specific scopes of work to ensure the SFAPD receives the best value. Pre-qualified proposers may be subject to reference checks and/or interviews prior to SFAPD selection for contract negotiations. The SFAPD may select pre-qualified proposers for contract negotiations without additional selection processes.

NOTICE OF INTENT TO AWARD A CONTRACT

The following firm has been selected for an immediate award pursuant to this specific solicitation:

Madeira Group International.

SFAPD staff will reach out to awarded firm to immediately commence contract award negotiations.

If you believe that the City has incorrectly selected other proposers for the pre-qualification list and contract award, you may submit a written notice of protest. The notice of protest must be received by the San Francisco Adult Probation Department by Friday June 23, 2017 and must include a written statement specifying the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or Solicitation provision on which the protest is based. In

addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

Any questions related to the outcome of this solicitation may be addressed to:

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