

City and County of San Francisco
Office of Labor Standards Enforcement (OLSE)



Request for Proposals
Certified Payroll, Workforce Management and Labor
Compliance System

Date issued:	January 22, 2018
Pre-proposal conference:	February 6, 2018 2:30 p.m.
Proposal due:	March 1, 2018 5:00 p.m.

Request for Proposals: Certified Payroll and Labor Compliance System Office of Labor Standards Enforcement

OLSE RFP# 2018-01 CONTACT: Benjamin Weber, benjamin.weber@sfgov.org, (415) 554-6277

<p>Background</p> <p>The City and County of San Francisco has used electronic Certified Payroll to support prevailing wage and workforce requirements in public works construction contracting since 2006. To facilitate the submission of certified payrolls and required workforce data by contractors and subcontractors, the Office of Labor Standards Enforcement (OLSE) contracted with a vendor for implementation of a system that captures all required information about public works construction payrolls and workforce composition.</p>	<p>Intent of this RFP</p> <p>It is the intent of the OLSE to identify the most responsive and qualified Proposer(s) to negotiate a contract for a Certified Payroll, Workforce Management, and Labor Compliance System. Proposers are not guaranteed a contract.</p> <p>The original contract period is anticipated to be five years. The City shall have the option to extend the agreement for two additional one-year periods, for a total possible contract period of seven years. Actual contract periods may vary at the City's sole and absolute discretion, depending upon service and program needs.</p>												
<p>Schedule*</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">RFP Issued</td> <td style="text-align: right;">1-22-2018</td> </tr> <tr> <td>Pre-proposal conference</td> <td style="text-align: right;">2-6-2018 2:30p.m. PST</td> </tr> <tr> <td>Proposal Submission Deadline</td> <td style="text-align: right;">3-1-2018</td> </tr> <tr> <td>Anticipated Contract Start Date</td> <td style="text-align: right;">4/1/2018</td> </tr> <tr> <td>Next Generation System Online</td> <td style="text-align: right;">7/1/2018</td> </tr> <tr> <td>Labor Compliance phase in</td> <td style="text-align: right;">2018 to 6/2019</td> </tr> </table> <p>*Each date subject to change. For latest information check: http://sfgov.org/olse/contracting-opportunities</p>	RFP Issued	1-22-2018	Pre-proposal conference	2-6-2018 2:30p.m. PST	Proposal Submission Deadline	3-1-2018	Anticipated Contract Start Date	4/1/2018	Next Generation System Online	7/1/2018	Labor Compliance phase in	2018 to 6/2019	<p>City-Proposer Communications</p> <p>Pre-proposal conference attendance is strongly encouraged for firms interested in responding to this RFP. The City will provide an overview of submission requirements and answer questions about the RFP. The pre-proposal conference will be at 2:30 p.m. PST on Wednesday, February 6, 2018 at San Francisco City Hall Room 421, 1 Dr. Carlton B. Goodlett Pl., San Francisco, 94102</p> <p>Questions about this RFP will be accepted by E-mail when sent to benjamin.weber@sfgov.org before 5 p.m. on Tuesday, February 12, 2018. After this date, only questions about City vendor compliance will be accepted.</p> <p>A summary of the questions and answers pertaining to this RFP will be posted on the OLSE website at www.sfgov.org/olse in the "Contracting Opportunities" section.</p>
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1. Introduction and Purpose

1.1 Background

The City and County of San Francisco (City) monitors public works projects and improvements on private land that are subject to federal, state, and local prevailing wage and workforce requirements. Beginning in 2006, the City began using a web-based software system to enable the City to evaluate payrolls for compliance and, where payrolls indicate violations, to bring enforcement actions.

City contractors and subcontractors use the system to enter project information and submit electronic certified payroll (CPR). City Departments use the system to monitor payments, progress, and adherence to local, state, and federal legal requirements. The system checks the CPRs against applicable prevailing wage and fringe benefit rates established by the California Department of Industrial Relations and the U.S. Department of Labor. Contractors and City staff also enter individual worker information to facilitate monitoring of additional workforce-related compliance and reporting requirements.

1.2 Statement of Need

The City is issuing this Request for Proposals (RFP) to identify and select an online software system that includes:

- a) A certified payroll submission and monitoring system that allows City Departments to monitor compliance with prevailing wage and hiring requirements under San Francisco Administrative Code Section 6.22(e) (6) and (7), the Federal Davis-Bacon Acts, California Labor Code §§ 1776-1777, Section 3 of the Housing and Urban Development (H.U.D) Act of 1968 (24 CFR 135), Executive Order 11246, 41 CFR 60, and the requirements of the City's Project Labor Agreements.
- b) A Workforce Management component that the Office of Economic and Workforce Development (OEWD) can use to monitor compliance with local hiring policies, such as San Francisco's Local Hiring Policy for Construction and First Source Hiring programs
- c) A labor compliance enforcement component that will allow the OLSE to track investigations and restitution processes for all local labor laws enforced.

(See **Attachment 1** for links to laws and regulations.)

Through this RFP, the OLSE seeks a contractor with experience implementing electronic certified payroll and customer relationship management systems. The City has analyzed its enforcement process for prevailing wage, workforce, and other federal, state, and City labor laws in the context of the monitoring requirements for contracting departments. A summary of this analysis can be found in process **Maps A, B, C, and D**, and in Section 2.

1.3 Current System Context and Modules

The existing labor compliance system was built over the last ten years and contains multiple modules for viewing public works projects from different compliance

perspectives. These modules include: Certified Payroll, prevailing wage compliance, Section 3, First Source and Local Hire. The System is web enabled and includes standard reports, the ability to request customized reports, and the option to download the data as text files. Since 2009, the system has incorporated about 2,500 projects with 3,300 contractors and over 80,000 workers for over \$17 billion in contracts.

1.4 General Overview of Goals for Next Generation System

- Seamless continuation of existing system functions – certified payroll submission and evaluation, public works project tracking, workforce management, and prevailing wage compliance.
- Substantial upgrades enabling the City to track labor compliance enforcement for all City labor laws.
- Tracking of all construction and non-construction contracts by funding source.
- Allowing ease of use by contractors and subcontractors to submit certified payroll to the City's system and preparing payrolls for California's eCPR system.
- Regular, ongoing training and technical support for contractors, subcontractors, and City staff.
- Allowing administrators to restrict data access and transaction execution such as approving payroll, releasing a payment, or closing a contract based on user role.
- User-created reporting and data extraction to support the decision-making needs of awarding bodies, OLSE, and OEWD.
- Allowing the City to access data in bulk and on demand as scheduled by the City.
- Access to all data entered and submitted by City staff or contractors/subcontractors in machine readable and non-proprietary formats that multiple applications can access.

2. Scope of Work and Business Processes

2.1 Certified Payroll (CPR) Specifications:

The system must allow for electronic submittal of payrolls by contractors and subcontractors for all work done on public works projects. Each payroll document must be able to be certified by electronic signatures. The system must also allow these payroll files to be imported into the system from data extracted from the contractor's or subcontractor's payroll system, to be directly entered into the system.

The system must monitor CPR for timeliness, completeness, and adherence to federal, state, and local laws. The vendor must maintain all applicable federal, state, and local prevailing wage rates including fringe benefits (single vs. double asterisk application of prevailing wage rate requirements) including, where necessary, predetermined increases. This prevailing wage data set will be used to evaluate submitted payroll information against the required rates for a project based on the correct wage determination date, job classification, rate and the bid advertisement date of the contract.

When the system identifies a potential violation, it must promptly alert the OLSE but not the contractor or subcontractor by displaying a flag associated with the violation where the information is stored. Flagged, potential violations must include but are not limited to: underpayment of wages, fringe benefits, or training funds, or that an apprentice does not have certificate from a state-approved program submitted in the system. The system must provide automated, customizable notification of non-compliance issues to stakeholders for each project or contract. For example, the underpayment of wages on a San Francisco Public Utilities Commission (SFPUC) project would notify OLSE and the SFPUC project manager but not the contractor that submitted the payroll. The system must also include the ability to record and track Substance Abuse Clearances, as specified by the SFPUC Project Labor Agreement.

For contractors and subcontractors, the system must allow CPR data extraction or downloading in a format that can be uploaded to the California Department of Industrial Relations: <http://www.dir.ca.gov/public-works/certified-payroll-reporting.html>.

The system must provide authorized City users with the ability to create custom reports for any category of information contained within the system required for compliance or evaluated by City departments. The reports will include, but are not limited to, presenting data grouped by project attribute such as awarding body, contract value, bid advertisement date, contract award date, service territory (ZIP Code, Supervisorial District, Neighborhood), wages recovered, funding source, or capital program, or whether the project is active or closed.

The reporting functions must also enable analysis of worker information to assess compliance with the Davis-Bacon and Related Acts, H.U.D. Section 3 Program, Executive Order 11246, 41 CFR 60, and California Labor Codes 1776-1777, San Francisco Local Hiring ordinances and Project Labor Agreements such as the one for the San Francisco Public Utilities Commission (SFPUC). This system must allow City users to extract CPR reports across different time scales – year, project length, month, payroll period – produced as in Portable Document Format (PDF) and as Excel formats. The reports must include the ability to monitor Substance Abuse Clearances, as specified by the SFPUC Project Labor Agreement, for individual workers and provide clearance summary reports that show the date each worker was cleared for substance abuse for projects (individually and multiple). These reports should include, but are not limited to, information about the project, contractor, and the date work was performed.

The General Process Map is attached as **Map A**.

2.2 Workforce Management (WM) Specifications

The WM component must allow the Office of Economic and Workforce Development (OEWD) to evaluate compliance with workforce hiring policies on public works and private projects, and manage workforce project data.

Workforce Compliance Management:

The system must allow for the evaluation of compliance with workforce hiring policies and requirements for workers and work hours on public works contracts and private construction projects. Workforce hiring policies include the H.U.D. Section 3 Program (Executive Order

11246, 41 CFR 60), the San Francisco Local Hiring Policy for Construction (San Francisco Administrative Code Chapter 82), the First Source Hiring Program (San Francisco Administrative Code Chapter 83), Federal Minorities and Females Participation Goals (Executive Order 11246), and the Office of Community Investment and Infrastructure's Community Benefits Agreement for Contracting.

Specific to the Local Hiring Policy, the system must allow for contractors to submit Local Hire forms for OEWD's review and approval as it relates to the Policy requirements. Specific to the H.U.D Section 3 Program, the system must allow for contractors to submit certification forms for businesses and workers. Certification of workers should also be validated through an address verification process that evaluates a worker's home address against a list of addresses provided by the City.

The system must allow OEWD users the ability to generate customized reports to view data on worker demographics, project work hours, and contractors' project workforce activities. The reports must include, but not be limited to, work hours by trade and classifications, work hours by contractor, individual worker hours, wages by trade and contractor, worker demographics (such as residency by county, city, zip code, and neighborhood, gender, race/ethnicity), and contractor hiring activity. Reports must also allow OEWD to generate data based on specific local areas by zip code. The system must also auto-calculate potential non-compliance penalties for Local Hire by determining correct prevailing wages by project and trade classifications and multiplying the number of Local Hire hours deficient by the correct wage rate. The reports must have ability to export raw data as Excel and PDF file formats.

Workforce Data Management:

The system must allow OEWD to separately enter and manage workforce data information for workers, contractors, and projects which may or may not be in the Workforce Compliance section. The system must track data points including, but not limited to, worker demographics (name, date of birth, address, highest education, skills, work history, employment status, program activity enrolled in or completed OEWD program), project information (contacts for awarding body, contractor, and subcontractors, notes, hiring activity by contractor), and contractor information (contacts for contractor, notes, project and hiring activity by contractor).

The system must allow OEWD users to generate customized reports to view all data points and their relationships with ability to export raw data as Excel and PDF file formats. The system must also allow for reports created to be shared by specified users.

The Process Maps are attached as **Maps B and C**.

2.3 Labor Compliance (LC) Specifications:

The OLSE seeks to develop a LC component that will track and manage the progress of local labor law investigations, settlements, and restitution payments for all laws OLSE enforces now or may enforce in the future. This component will be implemented after the CPR and WM are fully functioning. The selected contractor will develop and implement an LC component that

integrates OLSE workflow. This cycle begins when OLSE evaluates a flagged potential violation from the system or receives a complaint about a possible violation of one or more laws it enforces. The cycle ends when the potential violation or complaint is determined to be invalid or is resolved through an enforcement action, usually ending with restitution payments to workers and/or payments of penalties to the City. The most common case process includes the following stages:

- Intake (source e.g.: worker complaint, site visit, or flag from CPR);
- Gathering information from the employer and employees, or for CPR, from the system;
- Conducting an audit/assessment of validity of the claim;
- Issuing findings to the employer (if violations are found);
- Settlement discussions with the employer; and
- Resolution / restitution payments made to workers and/or penalties paid to the City

The result of each case activity for all laws enforced, and in some cases multiple laws for a given compliance case, shall be collected by the LC system.

Categories of data to be tracked for each case include, but are not limited to:

- Contact information for employer representatives and employees;
- Complaint overview;
- Communications/correspondence with employers and employees;
- Case status;
- Restitution due; and
- Payments made

The LC system must automatically retrieve data entered to populate official OLSE enforcement correspondence letter template. Under the direction of OLSE, the Proposer's system must be able to create, adjust, and integrate templates into the OLSE workflow process such that information contained in the system are merged into the template. This data includes but is not limited to the name of the project, the funding source, the contractor, contractor contact, worker contact information, and the amount of wages and penalties recovered. These templates, when sent to contractor, subcontractor, or employer, should be contained within the case that they are associated with. In addition, emails, sent templates, and related attachments must be automatically associated and stored with the case and process stage.

The LC system shall have customizable reporting that displays OLSE workflow of cases that includes but is not limited to: by law, case status as active, closed, wage and penalties recovered, awarding body, project status, contract value, award date, start date, service territory (ZIP Code, Supervisorial District, Neighborhood) and funding source/capital program.

The General Case Management Flow Map is attached as **Map D**.

2.4 ACCESS, PERMISSIONS, and SYSTEM OPERATIONS:

The system shall have secure, password protected login and access with user rights management controlled by City departments. The system must provide secure management of

confidential and privileged information. This includes but is not limited to personal worker information, roles, and permissions for City awarding departments, compliance officers, contractors, subcontractors, and third party administration.

All authorized users of the system must be able to view, edit, and modify system data, submit, download, and upload CPR and other documents including but not limited to Section 3 certification and First Source documentation. This system must allow this to be done via PC/Apple computers or on iOS and Android mobile device application. In addition, preference will be given to systems that allow City staff to enter site visit and worker interview information directly into the system associated with the corresponding CPR, project, or case via PC/Apple computers or iOS/Android mobile device applications.

The City shall be able access and extract the data from the system in bulk, on demand, on a schedule determined by the City, and compatible with OpendataSF. The data must be in a machine-readable and non-proprietary format that does not require private software to read.

The system shall have the capacity to collect all data from public works projects, contractors, subcontractors, workforce management, and labor compliance. The system shall also have at least 99% guaranteed up time, and, in case of catastrophe or natural disaster, have all data backed up such that it can be restored immediately after the event.

2.5 TRAINING:

The selected vendor shall conduct ongoing, in-person training for construction contractors’ and subcontractors’ to facilitate simple submittal of Certified Payroll via web or mobile device application with documentation that explains the requirements of submittal and instructions on how to do so. The training and instruction must also show contractors and subcontractors how to submit payrolls to the California Department of Industrial Relations’ eCPR system.

The vendor shall also provide training for City staff with an electronic manual as part of a general knowledge transfer. The electronic manual must cover all aspects of the system, and shall be regularly updated to reflect any and all system upgrades and new functions. City staff must be trained to use all functions of the systems and be able to design and produce custom reports that meet the needs of each department.

The vendor shall provide live telephone support for all users during normal business hours (8:00 am to 5:00 pm Pacific Time) and preference will be given to vendors that also provide online live webchat support.

2.6 TEMPLATES and MAPS:

Templates	Content	Evaluation Points
Template A	Proposer Experience	150 Points
Template B	Business Functionality	425 Points
Template C	Implementation Approach	225 Points
Template D	Cost Work Book	200 Points

Maps	Context	
Map A	Certified Payroll Process Map – OEWD and OLSE	
Map B	Workforce Process Map	
Map C	Local Hire and Section 3 Process Map	
Map D	Labor Compliance Process Map	

3. Evaluation Criteria

This section sets forth the evaluation criteria that the City will use to select the winning proposal. The City will select a Proposer for contract negotiations that will provide the best overall solution to the City, inclusive of cost. Any Proposer selected for contract negotiations is not guaranteed a contract. This RFP does not in any way limit the City’s right to solicit Proposals for similar or identical services if, in the City’s sole and absolute discretion, it determines the Proposals are inadequate to satisfy its requirements.

3.1 Initial Screening and Minimum Qualifications Screening

Proposals are not scored during the Initial Screening process. Initial Screening is simply a pass/fail determination as to whether a proposal meets the threshold requirements. A proposal that fails to meet these requirements will not be eligible for consideration in the Evaluation Process described in Section 3.2 below. The City reserves the right to request clarification from Proposers prior to rejecting a proposal for failure to meet the Initial Screening requirements. Clarifications are limited exchanges between the City and a Proposer for the purpose of clarifying certain aspects of the proposal, and will not provide a Proposer the opportunity to revise or modify its proposal.

Proposers must meet the following Minimum Qualifications to continue in the evaluation process described in Section 3.2. OLSE staff will review each proposal for initial determinations on responsiveness and acceptability in an Initial Screening process. Elements reviewed during the Initial Screening include, without limitation: proposal completeness, compliance with format requirements as specified in Templates A-D, verifiable references, and the Minimum Qualifications as listed below.

Organization and Stability:

1. The Proposer must have been in business continuously for at least the last three years.
2. The Proposer must have provided software products and services for certified payroll and labor compliance.
3. The Proposer must provide three U.S.-based references from clients to whom the Proposer has provided electronic payroll services for public works construction projects and/or labor compliance management.
 - a. At least one reference must verify the Proposer has significant support and/or implementation experience with certified payroll for public works construction subject to prevailing wage.

- b. At least one reference must verify the Proposer implemented data migration and conversion services.

The Proposer must provide contact information for each reference, including name, organization, phone number, and email address.

Section 3.2 Evaluation of Proposals

The evaluation will be conducted in two stages. Stage 1 will be scored on a basis of 1,000 points. The three highest scoring Proposers in Stage 1 will be invited to Stage 2. Stage 2 will be scored on a basis of 500 points. Only the Proposer's Stage 2 score of up to 500 points will produce the final score. In the event of a tie score, the Selection Committee may require an additional interview with the highest scoring Proposers.

The Selection Committee will consist of four City representatives.

The highest scoring Proposer will be invited to enter contract negotiations with the City. If mutually agreed upon contract terms cannot be negotiated with the selected Proposer, then the OLSE, at their sole and absolute discretion, may terminate negotiations and begin contract negotiations with the next highest scoring Proposer.

3.3 Stage 1 – Written Proposal Evaluation Criteria (1,000 Points)

The Proposers will be evaluated and scored in accordance with the criteria below. Each proposal can received up to the maximum amount of points listed for each section.

1) Proposer Company and Staff Experience (150 Points)

The Proposer will be evaluated on information regarding the company, including background and employee resumes, as well as information regarding key staff roles for delivering the project proposed. This information must be submitted using **Template A**.

2) Business Functionality (425 Points)

The Proposer will be evaluated on the description of its overall approach to complete the scope of work and functionality as described in RFP Section 2 and **Maps A, B, C, and D**. Points will be awarded in the five categories set forth in Template B based on the likely effectiveness of the proposals to replicate the existing system functions, the planned labor compliance management system, reporting, training, and access.

The information must be submitted using **Template B**.

3) Implementation Approach (225 Points)

The Proposer will be evaluated on its strategy for implementing the proposed system and integrating existing data. This information must be submitted using **Template C**.

4) Cost (200 Points)

The Proposer will be evaluated on the total cost that must be submitted using **Template D**. It must list the bid cost for the system and all services being proposed. It is the responsibility of the Proposer to ensure spreadsheet sum fields are correct.

3.4 Stage 2 – Demonstrations and Interviews Process (500 Points)

The three Proposers receiving the highest scores in Stage 1 will be invited to participate in the Stage 2 Proposer Demonstration and Interview Process. The Selection Committee will evaluate each Proposer based on their demonstration and interview responses.

1. Proposer Software Demonstrations and Interview (500 points) – The Proposer will develop a demonstration of the functions described in this RFP. The demonstration will take place on a date specified by the OLSE, and will be held onsite at City facilities. Software demonstrations are an integral part of the selection process in understanding the System's functions. A Proposer that fails to conduct a demonstration on the date specified by OLSE will be eliminated from further consideration, regardless of the Proposer's other scores.

a. The presentation must be a live website demonstration or include PowerPoint slides with detailed screenshots of the Proposer's system or proposed system. The presentation must show the system's capabilities for the following example:

The San Francisco Municipal Transportation Authority (SFMTA) awards a contract subject to HUD Section 3 on October 1, 2016 that was advertised on May 1, 2016 to Roads Company, LLC as Prime Contractor. Road Co. subcontracts to Sidewalk Company that has ten workers and must submit a certified payroll for seven Laborers in Group III (two of whom are apprentice stage 6 and one of whom is a Local Hire) and three Cement Masons-Journeyman (one whom is a Section 3 certified worker) for one pay period. The payroll for each worker submitted must be checked against job classification, only prevailing wage for hourly wage requirements and total package rate of hourly wage and fringe benefits against the applicable (2016-02) wage determination of the California Department of Industrial Relations.

The system shows an automated alert only visible to the City for this project where these conditions are true: 1) a worker was paid less than the required hourly rate, 2) the contractor failed to provide training funds, and 3) the Local Hiring requirement of 30% and Section 3 goal of 30% Section 3 certified workers are not met.

Each proposer will have no more than 75 minutes to conduct their entire demonstration. The demonstration must show the system from different user perspectives, including an Awarding Body, a Contractor, OLSE, and OEWD. The following are suggestions for how Proposers should allocate their 75 minutes:

- A. 10 minutes - An Awarding body establishes a project and designates a prime contractor that is given access to create, certify, and submit payroll information for a worker on a public works construction project.
- B. 15 minutes - A contractor designates a subcontractor that has access to submit certified payroll for the classification and hours as in the above example.
- C. 15 minutes - The system compares a submitted, certified payroll against a job classification, hourly prevailing wage, and hourly prevailing wage including fringe benefits against the wage determination.
- D. 15 minutes - The system calculates the project and displays a deficiency for the Local Hire 30% requirement and the Section 3 30% goal.
- E. 20 minutes - Demonstration of system's custom reporting functions and data management

b. The interview will be held after the demonstration with questions and answers not counting against demonstration time.

2. City Contract Templates and Statement of Work Redline (Not Scored) – Each Proposer that proceeds to Stage 2 will also be asked to provide a comprehensive redline of the City's Contract Template(s).

If the proposed system is non-hosted by Proposer but hosted on the City's servers, the Proposer should redline the P-600 (see Attachment H). If the proposed Solution is hosted, the Proposer should redline the P-648 (see Attachment I). The Contract redline is not scored and is submitted for informational purposes only. Each Proposer's Contract Template redline will be due 30 days after the commencement of Stage 2.

3.5 Intent to Award and Contract Negotiations; Other Terms and Conditions

Based on the Selection Committee scores, the OLSE will select a Proposer to enter into contract negotiations. The selection of any proposal shall not imply and does not constitute acceptance by the City of all or any terms of the proposal. If the winning Proposer and the City do not execute a contract within in a reasonable time, the OLSE, in its sole discretion, may terminate negotiations with the highest ranked Proposer and begin contract negotiations with the next highest ranked Proposer.

The successful Proposer will be required to enter into a contract substantially in the form of the Agreement for Professional Services, attached hereto as Attachment H - Professional Services Sample Template (Form P-600), or Attachment I – SaaS Sample Template (Form P-648).

4. Proposal Submission Requirements

Timelines for RFP:

Request for Proposal Released:	January 22, 2018
Pre-proposal conference:	February 6, 2018 2:30 PM City Hall Room 421

Final Proposal Presentation:	March 1, 2018
Contract Start Date:	April 1, 2018
Data migration/testing:	April-June, 2018
Next Generation System online:	July 1, 2018
Labor Compliance System phase in:	2018 to June 2019

4.1 Electronic Proposal Package

Proposers must submit an electronic file of the complete proposal package with documentation detailing specifications and a printed proposal package. Both must be submitted by the time and date and in the manner specified below.

All parts, pages, templates, and tables should be numbered and clearly labeled.

A. Printed Proposal Package: Five printed copies of the Proposal and Templates A-D must be included in your printed proposal and packaged in a box or envelope clearly marked **RFP #2018-01 Certified Payroll and Labor Compliance Management System**. **These materials** must be received by **5:00 pm on March 1, 2018**. Proposers must deliver these materials either by hand or by mail to the following location:

Benjamin Weber
Office of Labor Standards Enforcement
City Hall Room 430
1 Carlton B. Goodlett Place
San Francisco, CA 94102

The OLSE will not consider postmarks in judging the timeliness of submissions. Proposals submitted by fax or by email only will not be accepted. Late submissions will not be considered, including those submitted late due to mail or delivery service failure. Note that Proposers hand-delivering proposals to the OLSE reception desk at City Hall Room 430, 1 Dr. Carlton B. Goodlett Place may be required to open and make packages accessible for examination by security staff.

B. Electronic Proposal Package

PDF files of the Proposal with responses to **Templates A-D**. **Submission must be** received by **5:00 pm on March 1, 2018**. These files should be sent to Benjamin.weber@sfgov.org, and the subject line for the email should be: RFP #2018-01 Certified Payroll and Labor Compliance Management System.

Large files may be uploaded (as single .zip) **by request**. Please send request to email above.

4.2 Administrative Requirements (Vendor Registration)

Before the City can award any contract, the contractor must submit the forms and requirements described in Attachment III: City's Administrative Requirements.

5. Protest Procedures

5.1 Protest of Non-Responsiveness Determination

The City may issue a notice of non-responsiveness in response to proposals that do not meet the minimum qualifications specified. Within five (5) working days of the City's issuance of a notice of non-responsiveness, any Proposer that has submitted a proposal and believes that the City has incorrectly determined that its proposal is non-responsive may submit a written notice of protest by mail or e-mail (OLSE will not accept notices of protest via fax). Such notice of protest must be received by the City on or before the fifth (5th) working day following the City's issuance of the notice of non-responsiveness. The notice of protest must include a written statement specifying in detail each and every ground 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 RFP 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.

5.2 Protest of Contract Award

Within five working days of the City's issuance of a notice of intent to award a contract under this RFP, any Proposer that has submitted a responsive proposal and believes that the City has incorrectly selected another Proposer for award may submit a written notice of protest by mail or e-mail (OLSE will not accept notices of protest via fax). Such notice of protest must be received by the City on or before the fifth working day after the City's issuance of the notice of intent to award a contract.

The notice of protest must include a written statement specifying in detail each and every ground 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 RFP 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.

5.3 Delivery of Protests

All protests must be received by the due date. If a protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that will objectively establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) or by fax will not be considered. Protests must be delivered to:

Benjamin Weber
Office of Labor Standards Enforcement
City Hall Room 430
1 Carlton B. Goodlett Place
San Francisco, CA 94102
benjamin.weber@sfgov.org