



Karen L. Fletcher
Chief Adult Probation Officer

*Protecting the Community, Serving Justice and
Changing Lives*

April 3, 2020

NOTICE OF INTENT TO AWARD A CONTRACT

Thank you for submitting a response RFP#APD2020-01 Automated Telephone Reporting, issued February 11, 2020, by the City and County of San Francisco Adult Probation Department. We appreciate your patience in waiting for the results.

The following firm has been selected for a contract award: **Fieldware.**

Any firm that has submitted a responsive proposal and believes that the City has incorrectly selected the awarded Proposer, may submit a written notice of protest. Protests must include a written statement specifying the grounds asserted for the protest, 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.

The protest must be received by APD by 5:00 pm (PT) within 5 business days of the City's issuance of this Notice of Intent to Award a Contract. Protests must be emailed to elisa.baeza@sfgov.org. 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 fax will not be considered. Letters transmitted electronically must be sent in PDF format. Protests must be signed by an individual authorized to represent the Proposer and authorized to negotiate or sign agreements on behalf of the submitting organization.

If the City determines that a meeting with the party submitting the protest is necessary, such meeting will be scheduled within 10 business days of the receipt of a protest to review and attempt to resolve the protest. If the City determines a meeting is not necessary to address the protest presented, the Proposer can anticipate a response letter from the City within 10 business days of submission of the letter of protest. All protest determinations made by the Adult Probation Department are final.

Protest letters must be delivered via email to elisa.baeza@sfgov.org.

Please reference "RFP#APD2020-01" in your protest statement.

Any questions related to the outcome of this RFP may be addressed to Elisa Baeza, elisa.baeza@sfgov.org.