



# OFFICE OF THE CITY ADMINISTRATOR CONTRACT MONITORING DIVISION



London N. Breed, Mayor  
Naomi M. Kelly, City Administrator

Romulus Asenloo, Director

## Office of Civic Engagement and Immigrant Affairs Chapter 14B Local Business Enterprise (“LBE”) Requirements

### **Request for Proposals (RFP) 2018-02 Translation & Other Language Access Services**

#### **Contract Monitoring Division (“CMD”) Contact Information**

Lupe Arreola, 415-558-4059, [lupe.arreola@sfgov.org](mailto:lupe.arreola@sfgov.org)

#### **CMD Attachment 2**

Please read CMD Attachment 2 carefully. CMD 14B requirements are included in the RFP for this Project or in Attachment 2, which can be found:

- On CMD’s website: [www.sfgov.org/cmd](http://www.sfgov.org/cmd). Click on *14B Local Business Enterprise Ordinance*; go to *LBE Compliance*, and then *Important Forms*. Use version for *contracts advertised after 8/1/2016*.

#### **LBE Proposal Ratings Bonus**

The 10% Micro-LBE and Small-LBE rating bonus provision applies to this RFP. Micro-LBEs and Small-LBEs that apply for the rating bonus must be Small- or Micro-LBE certified by the proposal due date or the rating bonus will not be granted. PUC-LBE certified firms are not eligible for a rating bonus.

The 5% Small Business Administration (“SBA”)-LBE rating bonus provision shall not be applied if it would adversely affect a Micro-LBE or Small-LBE. SBA-LBEs that apply for the rating bonus must be SBA-LBE certified by the proposal due date or the rating bonus will not be granted.

The LBE rating bonus for Joint Ventures will apply to this RFQ as follows:

- A 10% rating bonus to a joint venture between or among small and/or micro LBEs; or
- A 5% rating bonus to a joint venture with small and/or micro LBE participation that equals or exceeds 35%, but is under 40%; or
- A 7.5% rating bonus to a joint venture with small and/or micro LBE participation that equals or exceeds 40%; or

To be eligible for the LBE joint Venture Rating Bonus, the joint venture must meet the requirements of CMD Form 4 at the time of RFQ submittal.

If you are interested in becoming LBE certified for this project, you must contact the CMD certification unit as soon as possible at 415-581-2310. Let the certification unit know you are submitting a proposal on a project (including the proposal due date). However, please be aware that CMD may not be able to complete the certification of new firms by the proposal due date.

### **LBE Subcontracting Requirement and Good Faith Outreach Effort Requirement**

**The LBE Subcontracting Requirement and Good Faith Outreach Effort Requirement for this RFP have been waived by CMD.**

### **LBE Utilization Tracking**

In the past, CMD had the LBEUTS system that monitored compliance with the LBE Ordinance. We, now, have a new system that replaced the LBEUTS system which was part of Elations. The new LBE tracking system is an online based payment affidavit and notification module within the City's new Financials and Procurement System. Prime contractors and all subcontractors who are awarded contracts are now required to use the City's new Financials & Procurement System to enter and confirm payment information.

### **CMD Forms To Be Submitted With The Bid**

- CMD Attachment 2 :
  - Form 2A – CMD Contract Participation Form (*only if LBE proposer is requesting LBE rating bonus*)
  - Form 3 – CMD Non-Discrimination Affidavit
  - Form 4 – CMD Joint Venture Form (if applicable)
  - Form 5– CMD Employment Form

### **Compliance with Administrative Code 12B, Equal Benefits Ordinance**

The Apparent Low Bidder will be required to comply with the provisions of Chapters 12B of the San Francisco Administrative Code. Chapters 12B prohibit the City and County of San Francisco from entering into contracts or leases with any entity that discriminates in the provision of benefits between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of employees.

To comply, the Apparent Low Bidder must prove that any benefits provided to employees and their spouses are equally provided to employees with domestic partners. It is recommended that all proposers not already compliant with the 12B Equal Benefits Ordinance contact the Contract Monitoring Division's 12B Equal Benefits Unit at 415-581-2310 to begin the compliance process. Additional information on Chapters 12B/12C is available on the CMD's website at [www.sfgov.org/cmd](http://www.sfgov.org/cmd).

**Prime Contractor proposing on this contract are strongly encouraged to contact Lupe Arreola, Contract Compliance Officer for this Project, at 415-558-4059 or [lupe.arreola@sfgov.org](mailto:lupe.arreola@sfgov.org) if you have any questions regarding any of the CMD requirements or forms.**