

## **RFP ATTACHMENT III: CITY'S ADMINISTRATIVE REQUIREMENTS (LINKS TO FORMS)**

- The City can only do business with Proposers that have fulfilled the City's requirements.
- The City may only evaluate proposals from Proposers that at the time of proposal submission have already fulfilled the administrative requirements for doing business with the City. Proposals that fail to meet this requirement may be deemed non-responsive.
- Fulfillment of this requirement will be verified prior to presenting proposals to the Evaluation Team. Fulfillment is defined as completion, submission to the Juvenile Probation Department and approval by applicable City agencies (Human Rights Commission, Treasurer/Tax Collector, Office of Contract Administration, Risk Management, etc.) of these forms.
- To help us help you, please send all of these forms directly to the Juvenile Probation Department Contact below. We will inform you if your firm needs to complete documentation requirements directly with other City agencies.

### **HOW TO RESPOND TO THIS ATTACHMENT**

#### **NEW TO CITY BUSINESS?**

If your firm has never done business with the City before, please review, complete and submit all of the forms referenced and linked below as soon as possible and in advance of your proposal to the Contact listed below.

#### **NOT YOUR FIRST TIME DOING BUSINESS WITH THE CITY?**

Even if your firm has done business with the City before, it is best to check on the status of your completion of the City's requirements with the Contact listed below to ensure your firm is not precluded from contract award based on outstanding administrative requirement issues. The City vendor number you list in the Attachment V Executive Summary section serves as partial verification that the Proposer has completed the City's administrative requirements. Please be sure that your firm has fulfilled all City requirements as defined in the third bullet point above.

### **CONTACT**

Contact Sheila Layton at 415-753-7562 or at [Sheila.Layton@Sfgov.org](mailto:Sheila.Layton@Sfgov.org) for information and assistance on meeting these requirements.

# RFP ATTACHMENT III: CITY'S ADMINISTRATIVE REQUIREMENTS (LINKS TO FORMS)

## FORMS AND REQUIREMENTS

<http://sfgsa.org/index.aspx?page=4762>

- A. **Vendor Profile Application** – establishes basic vendor information  
Vendor Profile Application Instructions  
Commodity Codes for Reference in Filling Out Application  
<http://www.sfgsa.org/Modules/ShowDocument.aspx?documentID=8516>
- B. **IRS Form W-9** – establishes federal and state tax status  
<http://www.sfgsa.org/Modules/ShowDocument.aspx?documentid=778>
- C. **Business Tax Declaration** – establishes San Francisco business tax status  
<http://sfgsa.org/Modules/ShowDocument.aspx?documentid=7624>  
Note that based on how this declaration is filled out, Proposers may be required to additionally register for a business tax certificate and pay business taxes. See instructions on the Declaration form.
- D. **HRC Form 12B-101 (Declaration: Nondiscrimination in Contracts and Benefits)** – establishes determination of how Proposer provides benefits to employees with spouses and to employees with domestic partners.  
<http://www.sf-hrc.org/Modules/ShowDocument.aspx?documentid=872>  
Note that this form and documentation of benefits should be discussed directly with the Human Rights Commission, as the determining authority. Please contact the Human Rights Commission at 415-252-2500 for assistance.
- E. **Minimum Compensation Ordinance Declaration**  
<http://sfgsa.org/modules/showdocument.aspx?documentid=7581>
- F. **Health Care Accountability Ordinance Declaration**  
<http://sfgsa.org/Modules/ShowDocument.aspx?documentid=8042>
- G. **Insurance**  
Fulfillment of the City's insurance requirements is **not required as part of your proposal**. However, fulfillment prior to contract award is required.

The City is self-insured, so at minimum per the City's standard insurance requirements, it will need to be added to a contractor's General Liability and Auto Liability policies as an additional insured. The City needs a formal endorsement showing that the primary insured's policies have been amended to specifically add "the City and County of San Francisco, its officers, agents and employees" as an additional insured. The General and Auto Liability policy number(s) should appear on the endorsement. Based on the type of service being provided and the amount of risk to the City, other insurance coverages may be required.