

City and County of San Francisco
Request for Qualifications # JUV2018-09
for
Investigative Services
San Francisco Juvenile Probation Department



Date issued:

September 6, 2018

Pre-Submission Conference:

September 17, 2018 at 10:00 a.m.

Proposal due:

October 4, 2018 at 5:00 p.m.

RFQ #JUV2018-09 – **Investigative Services for SF Juvenile Probation Department**

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I. Introduction and Schedule

A. Introduction

Juvenile Probation Department (“JPD” or “Department”) of the City and County of San Francisco (“City”) announces its intent to seek qualifications from firms or individuals interested in contracting to provide investigative services for the Department related to applicants’ pre-employment background screening for sworn and non-sworn positions. The Department also has a need for investigations of alleged employee misconduct, conduct unbecoming of a peace officer, and possible ethical, policy, and legal violations. Investigations may involve interviews with minors under the jurisdiction of the Juvenile Court, assigned to the Department, and potentially detained in Juvenile Hall.

Completion of this solicitation will result in issuance of a pre-qualification list of firms or individuals based on the following verifiable criteria: experience, professional background, expertise in conducting investigation following Peace Officers’ Bill of Rights, background investigations, customer service, and cost of services. JPD will negotiate contracts from this pre-qualification list of firms or individuals.

JPD may at any time, during the period of October 1, 2018 to June 30, 2020, enter into agreement(s) with contractors to provide services as described in this RFQ. Contracts may have a term limit up to two years, plus two options to renew for one year each. Selection of qualified provider(s) from the pool will be made at JPD’s discretion, not rank by order of the RFQ scoring array. To be considered for contracts in investigative services, respondents must qualify for the pool.

The total available funding for this service is estimated to be \$100,000 annually. The source of funding for these services is a combination of state fund, federal fund, and City general funds. Payment for all services provided in accordance with provisions under this agreement shall be contingent upon the availability of funds. The City shall not be required to provide, nor guarantee any minimum amount of funding for these services, or guarantee a resulting contract following qualification for the pool of providers.

B. Background

The San Francisco Juvenile Probation Department employs approximately 215 staff comprised of management and administrative personnel, probation officers and their supervisors, and support staff. JPD’s mission is to serve the needs of youth and families who are referred to the department by providing competent strategies to promote the best interests of the youth within the sound network of public safety as outlined in the Welfare and Institutions Code.

All potential employees go through a screening process through the City’s Department of Human Resources. Candidates for hire at JPD are required to pass additional background investigations based on their classification to determine fitness for employment. All statements made by candidates are subject to verification, and deliberate inaccuracies or incomplete statements may bar the candidate from employment.

C. Schedule

The anticipated schedule for selection is as follows:

<u>Proposal Phase</u>	<u>Date *</u>
RFQ is issued by the City	September 6, 2018
Pre-Submission Conference	September 17, 2018 at 10:00 a.m.
Deadline for submission of written questions or requests for clarification	September 20, 2018 at 5:00 p.m.
Proposals due	October 4, 2018 at 5:00 p.m.

**Dates and times subject to change*

D. Definitions

BSCC	Board of State and Community Corrections (BSCC) is an independent statutory agency that provides leadership to the adult and juvenile criminal justice systems, expertise on Public Safety Realignment issues, a data and information clearinghouse, and technical assistance on a wide range of community corrections issues. (Penal Code sec. 6024-6025). In addition, the BSCC promulgates regulations for adult and juvenile detention facilities, conducts regular inspections of those facilities, develops standards for the selection and training of local corrections and probation officers, and administers significant public safety-related grant funding.
California Penal Code Section 830.5	Defines peace officer and peace officer authority while engaged in the performance of the duties of their respective employment and for the purpose of carrying out the primary function of their employment authority of employees.
Candidate	A person who is applying for employment at CCSF. Candidates are referred to Contractor for pre-employment background investigations.
City	City and County of San Francisco
Contractor	Proposer who is awarded a contract for services under this solicitation
JJC	Juvenile Justice Center (also known as Juvenile Hall)
Deputy Probation Officer (DPO)	Peace Officers responsible for supervising and counseling offenders, conducting general and pre-sentence investigations, preparing reports and recommendations for the Courts to assist in detention and sentencing decisions; supervises and counsel probationers to comply

	with Court Orders; performs intensive case management; and serves as liaison between the Department and the Courts, Sheriff's Department, State Department of Corrections and other agencies.
POBAR	Peace Officers Bill of Rights (CA Codes Government Code Section 3300-3311). POBAR imposes several procedural requirements with respect to process and procedures for law enforcement agencies conducting internal affairs investigations on peace (or public safety) officers.
POST	Peace Officer Standards and Training was established by Legislature in 1959 to set minimum selection and training standards for California law enforcement.
Proposer	Any entity submitting a proposal in response to this solicitation
SFJPD	City and County of San Francisco Juvenile Probation Department, also referred to as Juvenile Probation Department, Department, or JPD

II. Scope of Services

The Scope of Services provided herein is to be used as a general guide and is not intended to be a specific and detailed description of services solicited under this RFQ. JPD will negotiate the specific scope of services, budget, deliverables, and timeline with the Contractor(s) selected for contract award negotiations.

Proposals that do not meet the Minimum Qualifications will not be evaluated or eligible for contract award.

A. Pre-employment Background Investigations

Based upon industry standard's pre-employment background investigation criteria, Contractor will be required to investigate records held by the Criminal Justice system, Credit Reporting Agencies, Department of Motor Vehicles, as well as contacting current and previous employers and references.

All pre-employment background investigations shall be completed and returned to JPD within thirty calendar days (30) of the assignment. The complete report shall include a typewritten background biography synopsis, a complete package of personal documents collected, and a typewritten transcription of all reference contacts.

The reporting of the background investigation shall be consistent with requirements as established by the City & County of San Francisco and the California Commission on Peace Officer Standards and Training (POST) for peace officer classifications.

The following are tasks and activities deemed necessary for the pre-employment background investigations to take place:

1. In-person candidate interviews
2. Reference checks of candidates
3. Review of criminal history records, including final disposition
4. Determination of drug and alcohol use by candidates
5. Verification of credit history
6. Verification of civil records including Department of Motor Vehicles
7. Verification and investigation of current and former employment history
8. Verification of education requirements, birth, marriage, and dissolution claims
9. Preparation and submission of a pre-employment background investigation report for each candidate, along with all supporting documentation and forms

B. Additional As-Needed Services

Subject to JPD's approval, the contracts awarded under this solicitation may be amended in accordance with City requirements to include JPD requested as-needed assistance from the Contractor(s) that are related to the services described in this solicitation. The scope and cost of as-needed services will be determined and negotiated by JPD.

III. Submission Requirements

A. Time and Place for Submission of Proposals

Respondents shall submit one (1) electronic PDF copy of the proposal to each of the following: **JPD.RFP@sfgov.org** and **elena.baranoff@sfgov.org**. Electronic file title should include RFQ number, agency name, number of files submitted (i.e. 1 of 4). **Submissions must be received by 5:00 p.m., on October 4, 2018. Late submissions will not be considered.**

Supplemental documents or revisions after the deadline will not be accepted.

JPD Contract Manager will confirm receipt of all Respondent submissions within one (1) business day after the deadline for receipt noted above.

B. Format

For word processing documents, text should be unjustified (i.e., with a ragged-right margin) using a 12-point serif font (e.g., Times New Roman, and not Arial), and page margins should be at least 1" on all sides (excluding headers and footers). There is no limitation on line spacing (i.e. single or double). *If you are submitting your proposal electronically, there is no need to submit paper documents.* Choose either electronic *or* paper submissions, but not both.

C. Content

Organizations interested in responding to this RFQ must submit the following information, in the order specified below. All response packages must be developed using the format below. This is necessary so that all response packages can receive fair and equal evaluation. Response packages not following the required format will not be considered. Information must be at a level of detail

that enables effective evaluation and comparison between response packages by the Evaluation Panel. The Agency must ensure that the response package addresses the Selection Criteria.

1. RFQ Cover Page – (use form provided in Section IX)

Submit the cover page signed by a person authorized to provide the scope of services contained in the proposal. Respondents (or authorized person) must sign and submit the cover page confirming that the representations made in the submission are true and accurate.

2. Table of Contents

Respondents are to use the Page Number Form provided (Section X) as the submission table of contents. This form will also be used to assist the review panel in finding the information in the response that corresponds to the evaluation criteria.

3. Minimum Qualifications – no more than 3 pages

All respondents must provide a *Minimum Qualifications Narrative* describing in detail how the proposing individual or organization meets each of the Minimum Qualifications. Any submissions failing to demonstrate these minimum qualifications will be considered non-responsive and will not be eligible for submission review or award of contract. (Refer to section IV, Item A).

4. Experience and Capacity – no more than 5 pages (not including résumés and job descriptions). Provide information about you or your organization related to the following:

- Describe in detail your (if individual consultant) or the organization's experience, professional qualifications, certificates, skill sets, and capacity for services identified in the RFQ for which you have applied.
- For organizations only, describe the key individuals and their roles on your team who will perform the services as outlined in the Scope of Services. Provide résumés for key team members; explain their relevant experience and expertise; describe each member's general roles and responsibilities to achieve the Scope of Services in this RFQ. Include any specific certifications team members possess that uniquely position the organization to provide the services.

5. Methodology/Project Approach to Services – no more than 4 pages

Individuals or organizations should provide detailed information that describes how they intend to provide the requested services set forth in the Scope of Services.

Please address the following:

- How would your methodology successfully meet the needs of JPD?
- What is your schedule and ability to complete the tasks and activities within JPD's required timeframe?
- How would work assignments be delegated in your company?

6. Prior Contract History (both public and private) – no more than 2 pages

Individuals or organizations should submit a statement listing at least three (3) relevant contracts with a description of the services, which have been completed during the last three (3) years, along with the relevant contact information to be called as references.

The statement must also list any failure or refusal to complete a contract, including details and dates. Provide disclosure of any litigation including Respondent, subcontracts, or any principal officers thereof in connection with any contract or grant.

7. **Fee Proposal**

Submit a fee proposal for each cost per unit of services budget for the proposed services. Include a budget justification with detailed information as to why costs are necessary and how they are calculated.

8. **Completed Page Number Form (refer to Section X, page 17)**

IV. Evaluation and Selection Criteria

A. Minimum Qualifications

Qualified respondents **must possess the minimum qualifications** listed below. (*Please note, this information must be provided for each individual*).

- Experience with Scope of Services described in this Solicitation with comparable agencies:
 - Experience in providing investigative services related to applicants' pre-employment background screening for sworn and non-sworn positions.
 - Experience conducting investigations into alleged employee misconduct, conduct unbecoming of a peace officer, and ethical, policy, and legal violations.
- Experience is current: occurred within five (5) years of the date of this Solicitation.
- Experience of Key Personnel: The proposed manager/consultant has documented experience successfully providing these services.
- Respondent must be a certified vendor with the City and County of San Francisco or able to become a certified vendor within ten (10) days after notice of intent to award a contract. Please go to the Office of Contract Administration website at <http://sfgov.org/oca/qualify-do-business> for more information; and
- Demonstrate the willingness and ability to comply with the City contracting requirements set forth in Section VII of this RFQ.

Please note: Agencies submitting proposals that have previously been contracted by the City and County of San Francisco and/or federal agencies to provide goods and/or services must successfully demonstrate compliance with performance/monitoring requirements specified in previous grants/contracts (corrective actions) to be considered responsive to this RFQ.

Documented failure to correct performance/monitoring deficiencies identified in past City and County grants/contracts may result in Agency disqualification to participate in this RFQ.

B. Selection Criteria

A selection committee with expertise in the service areas identified in this RFQ will evaluate the responses. The City intends to evaluate the Qualifications *generally* in accordance with the criteria itemized below:

Total Possible Points: 100

1. Experience and Capacity 40 Points
 - Satisfactory description of professional qualifications, certificates, skill sets, and capacity for services in the area identified in the RFQ for which Respondent has applied. Include a discussion of staffing (experience, roles and responsibilities), as well as a brief description of your company history.

2. Methodology/Project Approach to Services 40 Points
 - How would your methodology successfully meet the needs of JPD? (10 points)
 - What is your schedule and ability to complete the tasks and activities within JPD's required timeframe? (10 points)
 - How would work assignments be delegated in your company? (10 points)
 - How would you satisfy reporting requirements per the scope of services? (10 points)

3. Prior Contract History (both public and private) 10 Points
 - Demonstrated successful performance under contract of work similar nature and scope to the work for which Respondent has applied under this RFQ within the last 3 years. Please provide disclosure of any litigation in connection with any contract.

4. Fee Proposal 10 Points
 - Submit a fee proposal for each cost per unit of services budget for the proposed services.
 - Include a budget justification with detailed information as to why costs are necessary and how they are calculated.

Please note: Respondents must attain a minimum passing score of 70 points on their written proposal to be placed on the pre-qualified list in this RFQ for which they have applied.

V. Pre-Submission Conference, Contract Award and Written Questions

A. Pre-Submission Conference

Interested providers are encouraged to attend a pre-submission conference **on Monday, September 17, 2018, at 10:00am at 375 Woodside Avenue, Room 247, (Main Conference Room), San Francisco.** All questions will be addressed at this conference and any available new information will be provided at that time. If you have further questions regarding the RFQ, please contact the individual designated in Section VI.B. All questions addressed will also be posted on the City website along with the answers.

B. Contract Award

Juvenile Probation Department reserves the right to select a provider from the list of eligible providers, with whom Department staff shall commence contract negotiations. The selection of any provider shall not imply acceptance by the City of all terms of the original proposal, which may be subject to further negotiations and approvals before the City may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time Juvenile Probation Department, in its sole discretion, may terminate negotiations with the provider and begin contract negotiations with another qualified provider of the City's choice.

C. Written Questions

Respondents are encouraged to submit written questions before the due date indicated below to the individual designated in Section VI.B. All questions will be addressed, and any available new information will be provided to respondents via email. **All written questions must be submitted on or prior to September 20, 2018, by 5:00 p.m.**

VI. Terms and Conditions for Receipt of Qualifications

A. Errors and Omissions in RFQ

Respondents are responsible for reviewing all portions of this RFQ. Respondents are to promptly notify the Department, in writing, if the respondent discovers any ambiguity, discrepancy, omission, or other error in the RFQ. Any such notification should be directed to the Department promptly after discovery, but in no event later than five working days prior to the date for receipt of proposals. Modifications and clarifications will be made by addenda as provided below.

B. Inquiries Regarding RFQ

Inquiries regarding the RFQ and all oral notifications of intent to request written modification or clarification of the RFQ must be directed to: elena.baranoff@sfgov.org. **All written questions must be submitted on or prior to September 20, 2018, by 5:00 p.m.**

C. Objections to RFQ Terms

Should a respondent object on any ground to any provision or legal requirement set forth in this RFQ, the respondent must, not more than ten (10) calendar days after the RFQ is issued, provide written notice to the Department setting forth with specificity the grounds for the objection. The failure of a respondent to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

D. Change Notices

The Department may modify the RFQ, prior to the proposal due date, by issuing Change Notices, which will be posted on the website. The respondent shall be responsible for ensuring that the

proposal reflects any and all Change Notices issued by the Department prior to the proposal due date regardless of when the proposal is submitted. Therefore, the City recommends that the respondent consult the website frequently, including shortly before the proposal due date, to determine if the respondent has downloaded all Change Notices.

E. Term of Proposal

Submission of a proposal signifies that the proposed qualifications are valid for the entire lifespan of the pool of qualified providers.

F. Revision of Proposal

A respondent may revise a proposal on the respondent's own initiative at any time **before the deadline** for submission of proposals. The respondent must submit the revised proposal in the same manner as the original. A revised proposal must be received on or before the proposal due date.

In no case will a statement of intent to submit a revised proposal, or commencement of a revision process, extend the proposal due date for any respondent.

At any time during the proposal evaluation process, the Department may require a respondent to provide oral or written clarification of its proposal. The Department reserves the right to make an award without further clarifications of proposals received.

G. Errors and Omissions in Proposal

Failure by the Department to object to an error, omission, or deviation in the proposal will in no way modify the RFQ or excuse the vendor from full compliance with the specifications of the RFQ or any contract awarded pursuant to the RFQ.

H. Financial Responsibility

The City accepts no financial responsibility for any costs incurred by a firm in responding to this RFQ. Submissions of the RFQ will become the property of the City and may be used by the City in any way deemed appropriate.

I. Respondent's Obligations under the Campaign Reform Ordinance

Respondents must comply with Section 1.126 of the S.F. Campaign and Governmental Conduct Code, which states:

No person who contracts with the City and County of San Francisco for the rendition of personal services, for the furnishing of any material, supplies or equipment to the City, or for selling any land or building to the City, whenever such transaction would require approval by a City elective officer, or the board on which that City elective officer serves, shall make any contribution to such an officer, or candidates for such an office, or committee controlled by such officer or candidate at any time between commencement of negotiations and the later of either (1) the termination of negotiations for such contract, or (2) three months have elapsed from the date the

contract is approved by the City elective officer or the board on which that City elective officer serves.

If a respondent is negotiating for a contract that must be approved by an elected local officer or the board on which that officer serves, during the negotiation period the respondent is prohibited from making contributions to:

- the officer's re-election campaign
- a candidate for that officer's office
- a committee controlled by the officer or candidate.

The negotiation period begins with the first point of contact, either by telephone, in person, or in writing, when a contractor approaches any city officer or employee about a particular contract, or a city officer or employee initiates communication with a potential contractor about a contract. The negotiation period ends when a contract is awarded or not awarded to the contractor. Examples of initial contacts include: (1) a vendor contacts a city officer or employee to promote himself or herself as a candidate for a contract; and (2) a city officer or employee contacts a contractor to propose that the contractor apply for a contract. Inquiries for information about a particular contract, requests for documents relating to a Request for Proposal, and requests to be placed on a mailing list do not constitute negotiations.

Violation of Section 1.126 may result in the following criminal, civil, or administrative penalties:

1. Criminal. Any person who knowingly or willfully violates section 1.126 is subject to a fine of up to \$5,000 and a jail term of not more than six months, or both.
2. Civil. Any person who intentionally or negligently violates section 1.126 may be held liable in a civil action brought by the civil prosecutor for an amount up to \$5,000.
3. Administrative. Any person who intentionally or negligently violates section 1.126 may be held liable in an administrative proceeding before the Ethics Commission held pursuant to the Charter for an amount up to \$5,000 for each violation.

For further information, respondents should contact the San Francisco Ethics Commission at (415) 252-3100.

J. Sunshine Ordinance

In accordance with S.F. Administrative Code Section 67.24(e), contractors' bids, responses to RFQs and all other records of communications between the City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefits until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

K. Public Access to Meetings and Records

If a respondent is a non-profit entity that receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the S.F. Administrative Code, the respondent must comply with Chapter 12L. The respondent must include in its proposal (1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to respondent's meetings and records, and (2) a summary of all complaints concerning the respondent's compliance with Chapter 12L that were filed with the City in the last two years and deemed by the City to be substantiated. The summary shall also describe the disposition of each complaint. If no such complaints were filed, the respondent shall include a statement to that effect. Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in respondent's Chapter 12L submissions shall be grounds for rejection of the proposal and/or termination of any subsequent Agreement reached on the basis of the proposal.

L. Reservations of Rights by the City

The issuance of this RFQ does not constitute an agreement by the City that any contract will actually be entered into by the City. The City expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, proposal, or proposal procedure;
2. Reject any or all proposals;
3. Reissue a Request for Qualifications;
4. Prior to submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFQ, or the requirements for contents or format of the proposals;
5. Procure any materials, equipment or services specified in this RFQ by any other means; or
6. Determine that no project will be pursued.

M. No Waiver

No waiver by the City of any provision of this RFQ shall be implied from any failure by the City to recognize or take action on account of any failure by a respondent to observe any provision of this RFQ.

N. Local Business Enterprise Goals and Outreach

Due to county, federal and state funding for these services, LBE bid discounts **will not** be used in this RFQ.

VII. City Contract Requirements

A. Standard Contract Provisions

The successful respondent will be required to enter into a contract substantially in the form of the P-600, Agreement for Professional Services (<http://sfgov.org/oca/frequently-asked-questions-0>). Failure to timely execute the contract, or to furnish any and all insurance certificates and policy endorsement, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another firm and may proceed against the original selectee for damages.

Respondents are urged to pay special attention to the requirements of Administrative Code Chapters 12B and 12C, Nondiscrimination in Contracts and Benefits; the Minimum Compensation Ordinance; the Health Care Accountability Ordinance; the First Source Hiring Program; and applicable conflict of interest laws, as set forth in paragraphs B, C, D, E and F below.

B. Nondiscrimination in Contracts and Benefits

The successful respondent will be required to agree to comply fully with and be bound by the provisions of Chapters 12B and 12C of the San Francisco Administrative Code.

Generally, Chapter 12B prohibits 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. The Chapter 12C requires nondiscrimination in contracts in public accommodation. Additional information on Chapters 12B and 12C is available on the CMD's website at <http://sfgov.org/cmd/>.

C. Minimum Compensation Ordinance (MCO)

The successful respondent will be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in S.F. Administrative Code Chapter 12P. Generally, this Ordinance requires contractors to provide employees covered by the Ordinance who do work funded under the contract with hourly gross compensation and paid and unpaid time off that meet certain minimum requirements.

For the amount of hourly gross compensation currently required under the MCO, see www.sfgov.org/olse/mco. Note that this hourly rate may increase on January 1 of each year and that contractors will be required to pay any such increases to covered employees during the term of the contract. Additional information regarding the MCO is available on the web at www.sfgov.org/olse/mco.

D. Health Care Accountability Ordinance (HCAO)

The successful respondent will be required to agree to comply fully with and be bound by the provisions of the Health Care Accountability Ordinance (HCAO), as set forth in S.F.

Administrative Code Chapter 12Q. Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter.

Additional information regarding the HCAO is available on the web at www.sfgov.org/olse/hcao.

E. First Source Hiring Program (FSHP)

If the contract is for more than \$50,000, then the First Source Hiring Program (Admin. Code Chapter 83) may apply. Generally, this ordinance requires contractors to notify the First Source Hiring Program of available entry-level jobs and provide the Workforce Development System with the first opportunity to refer qualified individuals for employment.

Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the FSHP is available on the web at <http://www.workforcedevelopmentsf.org/> and from the First Source Hiring Administrator, (415) 401-4960.

F. Conflicts of Interest

The successful respondent will be required to agree to comply fully with and be bound by the applicable provisions of state and local laws related to conflicts of interest, including Section 15.103 of the City's Charter, Article III, Chapter 2 of City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California. The successful respondent will be required to acknowledge that it is familiar with these laws; certify that it does not know of any facts that constitute a violation of said provisions; and agree to immediately notify the City if it becomes aware of any such fact during the term of the Agreement.

Individuals who will perform work for the City on behalf of the successful respondent might be deemed consultants under state and local conflict of interest laws. If so, such individuals will be required to submit a Statement of Economic Interests, California Fair Political Practices Commission Form 700, to the City within ten calendar days of the City notifying the successful respondent that the City has selected the respondent.

VIII. Standard Forms

A. How to become Eligible to Do Business with the City:

Before the City can award any award any contract to a contractor, all vendors must meet the minimum requirements described below. There may be additional requirements placed upon a vendor depending on the type of good or service to be purchased.

B. Mandatory Forms:

At a minimum, in order to become eligible to do business with the City, a vendor must submit the following documents to the Vendor Support Division via the City's supplier portal located at <https://sfcitypartner.sfgov.org/> :

1. Vendor Application Packet (includes *New Vendor Number Request Form* and *IRS Form W-9*)
2. CCSF Vendor - Business Registration (Electronic Submission - you must have a vendor number to complete)
3. CMD 12B-101 Declaration of Nondiscrimination in Contracts and Benefits

C. Vendor Eligibility and Invoice Payment:

Vendors must have a City-issued vendor number, have all compliance paperwork submitted and approved by the City, and have an executed contract or purchase order before payments can be made. Once a vendor number has been assigned, an email notification will be provided by the City's Vendor File Support Division. This notification will include instructions on how to sign up to receive payments through the City's supplier portal located at <https://sfcitypartner.sfgov.org/> .

D. Vendor Eligibility Forms:

<u>Form</u>	<u>Purpose/Info</u>	<u>Routing</u>
<u>CCSF Vendor - Business Registration (Electronic Submission - you must have a vendor number to complete)</u>	This declaration is required for city vendors to determine if you are required to obtain a Business Registration Certificate.	https://sfcitypartner.sfgov.org/
<u>Declaration of Nondiscrimination in Contracts and Benefits with supporting documentation</u> (Form CMD-12B-101)	This Declaration is used by the City's Contract Monitoring Division to determine if a vendor offers benefits to employees. When a vendor offers benefits, it must be verified that all benefits, including insurance plans and leaves, are offered equally to employees with spouses and employees with domestic partners. For more information and assistance, please visit the City Administrator's Contract Monitoring Division Equal Benefits web page.	https://sfcitypartner.sfgov.org/
<u>Vendor Profile Application</u>	Includes New Vendor Number Request Form and IRS Form W-9.	https://sfcitypartner.sfgov.org/

E. Supplemental Forms:

Form:	Required If:
Minimum Compensation Ordinance (MCO) Declaration ( pdf)	You have at least \$25,000 (\$50,000 for non-profit organizations) in cumulative annual business with a City department or departments and have more than 5 employees, including employees of any parent, subsidiaries and subcontractors.
Health Care Accountability Ordinance (HCAO) Declaration ( pdf)	You have at least \$25,000 (\$50,000 for non-profit organizations) in cumulative annual business with a City department or departments and have more than 20 employees (more than 50 employees for nonprofit organizations), including employees of any parent, subsidiaries or subcontractors.
Insurance Requirements (<u>pdf</u>)	The solicitation requires the successful proposer to demonstrate proof of insurance.
Payment (Labor and Material) Bond (<u>pdf</u>)	The solicitation requires the awarded vendor to post a Payment (Labor and Material) bond.
Performance Bond (<u>pdf</u>)	The solicitation requires the awarded vendor to post a Performance bond.
Local Business Enterprise Program Application (<u>Contract Monitoring Division</u>)	You desire to participate in the City’s Local Business Enterprise Program which helps certain financially disadvantaged businesses increase their ability to compete effectively for City contracts

For further guidance, refer to the City’s supplier training videos that are located online at: <https://sfcitypartner.sfgov.org/> .

IX. San Francisco Juvenile Probation Department RFQ Cover Page

NAME OF INDIVIDUAL OR ORGANIZATION: _____

IF ORGANIZATION, CONTACT PERSON NAME & TITLE: _____

ADDRESS: _____

PHONE #: _____

EMAIL: _____

FEDERAL EMPLOYER #: _____

CITY VENDOR #: _____

SCOPE OF SERVICES APPLIED FOR IN THIS PROPOSAL:

I understand that Juvenile Probation Department (JPD) reserves the right to modify the specifics of this application at the time of funding and/or during the contract negotiation; that a contract may be negotiated for a portion of the amount requested; and that there is no contract until a written contract has been signed by both parties and approved by all applicable City Agencies. Submission of a proposal signifies that the proposed qualifications are valid for the entire lifespan of the pool of qualified providers.

Signature of authorized representative(s):

Name: _____ Title: _____

Signature: _____ Date: _____

Name: _____ Title: _____

Signature: _____ Date: _____

Submit an electronic copy to **JPD.RFP@sfgov.org** and **elena.baranoff@sfgov.org**

X. San Francisco Juvenile Probation Department Page Number Form

This form is also used to assist the review panel in finding the information in the response that corresponds to the evaluation criteria. For each item listed below, please list the page number(s) where the reviewer may find the answer(s) to the criteria.

	Evaluation and Selection Criteria	Page Number(s)
A.	Minimum Qualifications	
	<u>Experience with Scope of Services</u> described in this Solicitation with comparable agencies: 1) Experience in providing investigative services related to applicants' pre-employment background screening for sworn and non-sworn positions and 2) Experience conducting investigations into alleged employee misconduct, conduct unbecoming of a peace officer, and ethical, policy, and legal violations.	
	<u>Experience is current</u> : occurred within five (5) years of the date of this Solicitation.	
	<u>Experience of Key Personnel</u> : The proposed manager/consultant has documented experience successfully providing these services.	
	Statement that the Respondent is currently a certified vendor with the City and County of San Francisco or <i>is willing and able</i> to become a certified vendor within ten (10) days after notice of intent to award a contract.	
	Demonstrate the willingness and ability to comply with the City contracting requirements set forth in Section VII of this RFQ. (Provide Statement.)	
B1.	Experience and Capacity (40 Points)	
	Satisfactory description of professional qualifications, certificates, skill sets, and capacity for services in the area identified in the RFQ for which Respondent has applied. Include a discussion of staffing (experience, roles and responsibilities), as well as a brief description of your company history.	
B2.	Methodology/Project Approach to Services (40 Points)	
	How would your methodology successfully meet the needs of JPD? (10 pts)	
	What is your schedule and ability to complete the tasks and activities within JPD's required timeframe? (10 pts)	
	How would work assignments be delegated in your company? (10 pts)	
	How would you satisfy reporting requirements per the scope of services? (10 pts)	
B3.	Prior Contract History (both public and private) (10 Points)	
	Demonstrated successful performance under contract of work similar nature and scope to the work for which Respondent has applied under this RFQ within the last 3 years.	
B4.	Fee Proposal (10 Points)	
	Submit a fee proposal for each cost per unit of services budget for the proposed services. Include a budget justification with detailed information as to why costs are necessary and how they are calculated.	