City and County of San Francisco

Request for Proposals for

Organizational and Change Management Assessment Services

Date issued: September 15, 2014
Proposal due: September 29, 2014 5:00pm
Request for Proposals for Organizational Assessment and Change Management Implementation Services

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Appendices:

A. CMD Attachment 2: Requirements for Architecture, Engineering and Professional Services Contracts, for contracts $50,000 and over document (separate document). Proposers must submit the following forms:

| Form 2A | CMD Contract Participation form |
| Form 3 | CMD Non-discrimination Affidavit |
| Form 5 | CMD Employment form |

The following form may be required, depending on the circumstances:

| Form 4 | Joint Venture Participation Schedule |

B. Standard Forms: Listing and Internet addresses of Forms related to Taxpayer Identification Number and Certification, to Business Tax Declaration, and to Chapters 12B and 12C, and 14B of the S.F. Administrative Code.

C. Agreement for Professional Services (form P-500) - separate document
I.  Introduction and Schedule

A.  General

The San Francisco Department of the Environment (SF Environment) develops and implements environmental programs and policies. 40% of the Department's budget ($8 million out of a total of $20 million) and approximately 25% of the Department's staff (21 out of a total of 95 full time staff) are devoted to the Climate, Energy and Green Building Programs. This includes programs in four areas: 1) Climate - programs designed to minimize and mitigate climate impacts in the municipal, residential and commercial sectors; 2) Renewable Energy - programs designed to increase the use of renewable energy, such as solar and wind, for both residents and businesses; 3) Energy Efficiency - programs designed to reduce energy use in the commercial and residential sectors; and 4) Green Building - programs designed to increase environmental and economic performance of new and existing municipal, residential and commercial buildings.

Though the Climate, Energy and Green Building programs have shared priorities, the programs rely on over ten funding sources which obligate the production of a unique suite of deliverables. The complexity of these funding sources, as well as overlapping responsibilities, restrictive personnel rules, and a quickly-evolving field, challenge the current organizational structure.

SF Environment is seeking a contractor to provide professional assistance to the Director by evaluating the organizational structure for these program areas and identifying potential organizational changes that will maximize the effectiveness and efficiency of the employees working on these program areas.

The contract is expected to have a term of one year. The City may choose to extend the term of the contract. The total funding for this project is not expected to exceed $50,000.

B.  Schedule

The anticipated schedule for selecting a consultant is:

<table>
<thead>
<tr>
<th>Proposal Phase</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP is issued by Department of the Environment</td>
<td>September 15, 2014</td>
</tr>
<tr>
<td>Deadline for submission of written questions or requests for clarification</td>
<td>September 22, 2014</td>
</tr>
<tr>
<td>Proposals due</td>
<td>September 29, 2014 5:00pm</td>
</tr>
<tr>
<td>Oral interview with firms selected for further consideration</td>
<td>October 7, 2014</td>
</tr>
<tr>
<td>Announcement of Award</td>
<td>October 14, 2014</td>
</tr>
<tr>
<td>Expected Contract Start Date</td>
<td>November 1, 2014</td>
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</tbody>
</table>
II. Scope of Work

The Scope of Work is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the project.

The following work tasks are assumed necessary. Proposing teams should suggest a modified and/or more detailed scope as part of their proposal.

1. Obtain employee input on the strengths and weaknesses of the existing organizational structure for SF Environment’s Climate, Energy and Green Building Programs. This may be done through interviews, conducted one-on-one or in small groups, and larger roundtable meeting formats. Information gathered from employees should include both analysis of the future of the climate, energy and green building fields and details of SF Environment-specific organizational challenges.

2. Obtain external stakeholder input on issues associated with the existing organizational structure for SF Environment’s Climate, Energy and Green Building Programs. This may be done through interviews, conducted one-on-one or in small groups. Contact key stakeholders at the request of the Director.

3. Based on input gathered from employees and external stakeholders, provide analysis of the existing organizational structure in relation to funder requirements, mandates, policies, and mission, vision and values. Develop reasonable change recommendations that maximize the impact of SF Environment’s talent and resources.

4. Present change recommendations to the Director and affected employees. Advise the Director during implementation of operational and structural change recommendations.
III. Submission Requirements

A. Time and Place for Submission of Proposals

1. In order to reduce the amount of paper and other resources used in generating proposals, SF Environment will only accept proposals submitted electronically. Proposals must be submitted at this webpage:


   Proposals must be received by the date and time shown in the schedule.

   **Paper submissions will not be accepted.** Proposals that are submitted by fax will not be accepted. Late submissions will not be considered.

2. Proposers shall also submit all CMD documents to the webpage noted above. The CMD documents to be included are those listed in Section VI. N. 2.

3. All responses, proposals and submittals in response to this RFP ("Submissions") are public information and shall be the property of the City and County of San Francisco, and the City may use such Submissions for any purpose whatsoever, without compensation to the provider or any other person or entity. The City and County of San Francisco shall not be liable for any use or disclosure of any Submissions.

B. Format

   For word processing documents, the department prefers that text be unjustified (i.e., with a ragged-right margin) with margins of at least 1” on all sides (excluding headers and footers), and using a font size of 10-12 points. The proposal must be submitted in Adobe Acrobat (PDF) format. Please number your responses to correspond with sections in “C. Content” below.

C. Content

   Firms interested in responding to this RFP must submit the following information, in the order specified below:

1. **Introduction and Executive Summary** (1 page limit)

   Submit a letter of introduction and executive summary of the proposal. The letter must be signed by a person authorized by your firm to obligate your firm to perform the commitments contained in the proposal. Submission of the letter will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in the proposal.

2. **Project Approach** (5 page limit)

   Describe the services and activities that your firm proposes to provide to the City. Proposing teams should review the tasks described in the Scope of Work (Section II) and
suggest a modified and/or more detailed scope as part of their proposal. Include the following information:
Detailed scope of work tasks; and
Schedule and ability to complete the project within the City’s required time frame.

3. **Firm Qualifications** (3 page limit not including deliverable examples)
   Provide information on your firm’s background and qualifications which addresses the following:
   a. Name, address, and telephone number of a contact person; and
   b. A brief description of your firm, as well as how any joint venture or association would be structured; and
   c. A description of at least two successfully completed organizational assessment and/or change management implementation projects prepared by your firm for entities comparable to the Climate, Energy and Green Building Programs at SF Environment (21 employees). If possible, please include redacted samples of deliverables created as part of the successful projects.

4. **Team Qualifications** (1 page limit not including resumes)
   a. Provide a list identifying: (1) each key person on the project team, (2) the project manager, (3) the role each will play in the project, and (4) a written assurance that the key individuals listed and identified will be performing the work and will not be substituted with other personnel or reassigned to another project without the City’s prior approval.
   b. Provide a description of the experience and qualifications of the project team members, including brief resumes if necessary.

5. **References** (1 page limit)
   Provide references for the lead consulting firm, lead project manager, and all subconsultants, including the name, address and telephone number of at least two recent clients (preferably other public agencies).

6. **Fee Proposal** (1 page limit)
   The City intends to award this contract to the highest ranked proposer. The City reserves the right to accept other than the lowest priced offer and to reject any proposals that are not responsive to this request.
   Please provide a fee proposal that includes the following:
   a. Total fee for each of the disciplines identified in the Scope of Work with a not-to-exceed figure; and
   b. Hourly rates for all team members. Hourly rates and itemized costs may be used to negotiate changes in the Scope of Work if necessary.
IV. Evaluation and Selection Criteria

A. Minimum Qualifications
Any proposal that does not demonstrate that the proposer meets the minimum requirements by the deadline for submittal of proposals will be considered non-responsive and will not be eligible for award of the contract.

B. Selection Criteria
1. Written Proposals
   The proposals will be evaluated by a selection committee comprised of parties with expertise in public sector organizational management. The City intends to evaluate the proposals in accordance with the criteria itemized below. Up to three of the firms with the highest scoring proposals will be interviewed by the committee to make the final selection.

   a. Project Approach (40 points)
      - Understanding of the project’s complexities and the tasks to be performed; and
      - Creativity of approach to obtaining employee and stakeholder input; and
      - Accommodation of the request to consider both employee and stakeholder input and current trends of the climate, energy and green building fields; and
      - Reasonableness of the work schedule.

   b. Fee Proposal (30 points)
      - Lowest fee proposal will receive full points for this item; other proposals will receive points proportionally.

   c. Experience of Firm and Subconsultants (30 points)
      - Expertise of the firm and subconsultants in the fields necessary to complete the tasks; and
      - Quality of recently completed projects, including adherence to schedules, deadlines and budgets; and
      - Experience with similar projects; and
      - Results of reference checks.

2. Oral Interview
   Following the evaluation of the written proposals, up to 3 of the firms with the highest scoring proposals will be invited to an oral interview. The interview will consist of standard questions asked of each of the proposers, and specific questions regarding each individual firm. The final selection will be based on the oral interview exclusively, and will not factor in the results of the written scores. The selection will be based on answers to substantive questions, communicated experience, and communication skills.
V. Contract Award

A. Contract Award

The Department will select a proposer with whom department staff shall commence contract negotiations. The selection of any proposal shall not imply acceptance by the City of all terms of the 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 the Department, in its sole discretion, may terminate negotiations with the highest ranked proposer and begin contract negotiations with the next highest ranked proposer.

VI. Terms and Conditions for Receipt of Proposals

A. Errors and Omissions in RFP

Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify the Department, in writing, if the proposer discovers any ambiguity, discrepancy, omission, or other error in the RFP. 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 change notices as provided below.

B. Inquiries Regarding RFP

Inquiries regarding the RFP and all oral notifications of an intent to request written modification or clarification of the RFP, must be directed to:

Ryan C. Jackson, ryan.c.jackson@sfgov.org

C. Objections to RFP Terms

Should a proposer object on any ground to any provision or legal requirement set forth in this RFP, the proposer must, not more than ten calendar days after the RFP is issued, provide written notice to the Department setting forth with specificity the grounds for the objection. The failure of a proposer 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 RFP, prior to the proposal due date, by issuing Change Notices, which will be posted on the website. The proposer shall be responsible for ensuring that its 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 proposer consult the website frequently, including shortly before the proposal due date, to determine if the proposer has downloaded all Change Notices.

E. Term of Proposal

Submission of a proposal signifies that the proposed services and prices are valid for 120 calendar days from the proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.
F. Revision of Proposal

A proposer may revise a proposal on the proposer’s own initiative at any time before the deadline for submission of proposals. The proposer 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 proposer.

At any time during the proposal evaluation process, the Department may require a proposer 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 RFP or excuse the vendor from full compliance with the specifications of the RFP or any contract awarded pursuant to the RFP.

H. Financial Responsibility

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

I. Proposer’s Obligations under the Campaign Reform Ordinance

Proposers 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 proposer 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 proposer 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, proposers should contact the San Francisco Ethics Commission at (415) 581-2300.

J. Sunshine Ordinance

In accordance with S.F. Administrative Code Section 67.24(e), contractors’ bids, responses to RFPs 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 proposer 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 proposer must comply with Chapter 12L. The proposer must include in its proposal (1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to proposer’s meetings and records, and (2) a summary of all complaints concerning the proposer’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 proposer shall include a statement to that effect. Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in proposer’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 RFP 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 Proposals;

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 RFP, or the requirements for contents or format of the proposals;

5. Procure any materials, equipment or services specified in this RFP 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 RFP shall be implied from any failure by the City to recognize or take action on account of any failure by a proposer to observe any provision of this RFP.

N. Local Business Enterprise Goals and Outreach

The requirements of the Local Business Enterprise and Non-Discrimination in Contracting Ordinance set forth in Chapter 14B of the San Francisco Administrative Code as it now exists or as it may be amended in the future (collectively the “LBE Ordinance”) shall apply to this RFP.

1. LBE Participation

The City strongly encourages proposals from qualified LBEs. Pursuant to Chapter 14B, the following rating discount will be in effect for the award of this project for any proposers who are certified by CMD as a LBE, or joint ventures where the joint venture partners are in the same discipline and have the specific levels of participation as identified below. Certification applications may be obtained by calling CMD at (415) 554-8360. The rating discount applies at each phase of the selection process. The application of the rating discount is as follows:

a. A 10% bid discount shall be applied to Small LBEs and Micro-LBEs bidding as primes; or

b. A 2% bid discount will be applied to an SBA-LBE, except that the 2% discount shall not be applied at any stage if it would adversely affect a Small LBE or Micro-LBE bidder.

If applying for a rating discount as a joint venture: The LBE must be an active partner in the joint venture and perform work, manage the job and take financial risks in proportion to the required level of participation stated in the proposal, and must be responsible for a clearly defined portion of the work to be performed and share in the ownership, control, management responsibilities, risks, and profits of the joint venture. The portion of the LBE joint venture’s work shall be set forth in detail separately from the work to be performed by the non-LBE joint venture partner. The LBE joint venture’s portion of the contract must be assigned a commercially useful function.

2. CMD Forms to be Submitted with Proposal

a. All proposals submitted must include the following Contract Monitoring Division (CMD) Forms contained in the CMD Attachment 2: 1) CMD Contract Participation Form, 2) CMD Non-Discrimination Affidavit, 3) CMD Joint Venture Form (if applicable), and 4) CMD Employment Form. If these forms are not returned with the proposal, the proposal may be determined to be non-responsive and may be rejected.

b. The forms should be submitted according to the instructions in Section III.A.

If you have any questions concerning the CMD Forms, you may call Finbarr Jewell, the Contract Monitoring Division Contract Compliance Officer for the Department of the Environment at 415-581-2310.
VII. Contract Requirements


The successful proposer will be required to enter into a contract substantially in the form of the Agreement for Professional Services, attached hereto as Appendix C. 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.

Proposers are urged to pay special attention to the requirements of Administrative Code Chapters 12B and 12C, Nondiscrimination in Contracts and Benefits, (§34 in the Agreement); the Minimum Compensation Ordinance (§43 in the Agreement); the Health Care Accountability Ordinance (§44 in the Agreement); the First Source Hiring Program (§45 in the Agreement); and applicable conflict of interest laws (§23 in the Agreement), as set forth in paragraphs B, C, D, E and F below.

B. Nondiscrimination in Contracts and Benefits

The successful proposer 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 www.sfCMD.org.

C. Minimum Compensation Ordinance (MCO)

The successful proposer 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 contractual requirements of the MCO, see §43.

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 proposer 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 proposer 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 proposer 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 proposer 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 proposer that the City has selected the proposer.
VIII. Protest Procedures

A. Protest of Non-Responsiveness Determination

Within five working days of the City's issuance of a notice of non-responsiveness, any firm 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. Such notice of protest must be received by the City on or before the fifth 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 one of the grounds 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.

B. Protest of Contract Award

Within five working days of the City's issuance of a notice of intent to award the contract, any firm 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. 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.

The notice of protest must include a written statement specifying in detail each and every one of the grounds 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.

C. 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) will not be considered. Protests must be delivered to:

Rachel Buerkle
SF Environment Contracts
Department of the Environment
1455 Market Street
San Francisco, CA  94103
rachel.buerkle@sfgov.org
Appendix A

Contract Monitoring Division (CMD) Forms

Where the forms are on the Internet:


Includes CMD Attachment 2, LBE forms for prime contractors bidding on City Contracts


Appendix B

Standard Forms

The requirements described in this Appendix are separate from those described in Appendix A.

Before the City can award any contract to a contractor, that contractor must file three standard City forms (items 1-3 on the chart). Because many contractors have already completed these forms, and because some informational forms are rarely revised, the City has not included them in the RFP package. Instead, this Appendix describes the forms, where to find them on the Internet (see bottom of page 2), and where to file them. If a contractor cannot get the documents off the Internet, the contractor should call (415) 554-6248 or e-mail Purchasing (purchasing@sfgov.org) and Purchasing will fax, mail or e-mail them to the contractor.

If a contractor has already filled out items 1-3 (see note under item 3) on the chart, the contractor should not do so again unless the contractor’s answers have changed. To find out whether these forms have been submitted, the contractor should call Vendor File Support in the Controller’s Office at (415) 554-6702.

If a contractor would like to apply to be certified as a local business enterprise, it must submit item 4. To find out about item 4 and certification, the contractor should call Contract Monitoring Division at (415) 252-2500.

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<tr>
<th>Item</th>
<th>Form name and Internet location</th>
<th>Form</th>
<th>Description</th>
<th>Return the form to; For more info</th>
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</table>
| 1.   | Request for Taxpayer Identification Number and Certification  
www.irs.gov/pub/irs-pdf/fw9.pdf | W-9  | The City needs the contractor’s taxpayer ID number on this form. If a contractor has already done business with the City, this form is not necessary because the City already has the number. | Controller’s Office  
Vendor File Support  
City Hall, Room 484  
San Francisco, CA 94102  
(415) 554-6702 |
| 2.   | Business Tax Declaration  
http://sfgsa.org/index.aspx?page=4762 | P-25 | All contractors must sign this form to determine if they must register with the Tax Collector, even if not located in San Francisco. All businesses that qualify as “conducting business in San Francisco” must register with the Tax Collector | Controller’s Office  
Vendor File Support  
City Hall, Room 484  
San Francisco, CA 94102  
(415) 554-6702 |
### Item 3.

**S.F. Administrative Code Chapters 12B & 12C Declaration: Nondiscrimination in Contracts and Benefits**

- **Form name and Internet location**: CMD-12B-101
- **Description**: Contractors tell the City if their personnel policies meet the City’s requirements for nondiscrimination against protected classes of people, and in the provision of benefits between employees with spouses and employees with domestic partners. Form submission is not complete if it does not include the additional documentation asked for on the form. Other forms may be required, depending on the answers on this form. Contract-by-Contract Compliance status vendors must fill out an additional form for each contract.

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<tbody>
<tr>
<td>Contract Monitoring Division</td>
</tr>
<tr>
<td>30 Van Ness Ave.</td>
</tr>
<tr>
<td>San Francisco, CA</td>
</tr>
<tr>
<td>(415) 581-2310</td>
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### Item 4.

**CMD LBE Certification Application**

- **Form name and Internet location**: CMD-12B-101
- **Description**: Local businesses complete this form to be certified by CMD as LBEs. Certified LBEs receive a rating bonus pursuant to Chapter 14B when bidding on City contracts. To receive the bid discount, you must be certified by CMD by the proposal due date.

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<tr>
<th>Return the form to; For more info</th>
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<tbody>
<tr>
<td>Contract Monitoring Unit</td>
</tr>
<tr>
<td>30 Van Ness, #200</td>
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<tr>
<td>San Francisco, CA</td>
</tr>
<tr>
<td>(415) 581-2310</td>
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</tbody>
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### Where the forms are on the Internet

**Office of Contract Administration**

- **Purchasing forms**: Under the “How Can We Help You “ banner, Click on “Vendor Information”. Then click on “Qualify to do Business"

**Contract Monitoring Division**

Appendix C

Contract Form

Where the forms are on the Internet

City Contract Form: Agreement for Professional Services

http://www.sfenvironment.org

Click on “About Us” tab on top right of home page
Bottom of the page:
Grants, Requests for Proposal, and RFQ’s
Grants & RFP’s
Under “Contracts”: Sample City Contract

This link is included so that bidders will have the opportunity to review the City’s contract requirements.

Bidders are not required to complete this document.