RFP 11 - 2012
Podiatry Services

DEPARTMENT OF PUBLIC HEALTH
Community Health Network

Request for Proposals (RFP)-11-2012

DEPARTMENT OF PUBLIC HEALTH
OFFICE OF CONTRACT MANAGEMENT AND COMPLIANCE
1380 HOWARD STREET, SUITE 419
SAN FRANCISCO, CA 94103

CONTACT
MAHLET GIRMA
CONTRACT ANALYST
(415) 255-3504
MAHLET.GIRMA@SFDPH.ORG

Date issued: APRIL 3, 2012
E-Questions: April 3, 2012 – April 13, 2012 at noon
Proposal due: April 25, 2012 by 12:00 Noon
Request for Proposals for Podiatry Services

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Appendices:
Attachments: RFP-11-2012 Zipped file

A. APPENDIX A
   These forms must be completed in order for a proposer to be considered:
   a. DPH Forms: RFP Form #1 Solicitation and Offer
   b. HRC Attachment 2

B. APPENDIX B For Information only:
   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 upon request
   Note: The current DPH Standard Boilerplate “Agreement for Professional Services” (form P-500) can be
   furnished by the Contracts Office either electronically by email, or a hard copy by mail or pick up.
I. Introduction, Contract Term and Schedule

A. General

The City and County of San Francisco, Department of Public Health (DPH), Community Health Network (CHN) is issuing this Request for Proposal (this RFP) to identify candidates that will be able to provide podiatry services at Laguna Honda Hospital (LHH). The Candidate awarded a contract must be compliant with the Business Associates provisions of the Health Insurance Portability and Accountability Act (HIPAA). Applicants must have the necessary qualifications set forth in this RFP. Whether an applicant has such qualifications will be determined through the Evaluation Process described in Section IV of this RFP. No applicant shall have any legal or equitable right or obligation to enter into the Contract or to perform the Work as a result of such applicant being chosen as a qualified candidate.

Contractor will provide approximately eight (8) hours per week of professional supervision and consulting services, assuring supervision of podiatry activities at Laguna Honda Hospital (LHH) by a licensed podiatrist. Attending podiatrists shall be members of the LHH consulting staff.

Laguna Honda is an acute care facility with 15 licensed acute beds and 765 licensed distinct part skilled nursing beds. LHH provides acute medical, acute rehabilitation, hospice, skilled nursing and outpatient specialty services to an average daily census of 759 residents.

B. Contract Term and Funding

The contract shall have an original term of one (1) year, from July 1, 2012 to June 30, 2013. In addition the City shall have four (4) options to extend the term for a period of one (1) year for a total of five (5) years contract, which the City may exercise in its sole, absolute discretion. The estimated annual allocation for the contract is $22,600 which may increase or decrease depending on funding available.

There will be one award made to assure that sufficient resources are available to satisfy the podiatry needs that may develop at Laguna Honda Hospital.

The selection of any proposal shall not imply acceptance by the City of all terms of the Proposal, which may be subject to further negotiation and approvals before the City may be legally bound thereby. If a satisfactory contract cannot be negotiated with the highest ranking proposal in a reasonable time the CHN in its sole discretion may terminate negotiations with the recommended Proposer and begin contract negotiations with the next highest ranked proposal.

C. Schedule of Events

The anticipated schedule for selecting a contractor is:

<table>
<thead>
<tr>
<th>Proposal Phase</th>
<th>Time</th>
<th>Date</th>
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<tbody>
<tr>
<td>RFP is issued by the City</td>
<td>April 3, 2012</td>
<td></td>
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<tr>
<td>E-mail Questions begin</td>
<td>April 3, 2012</td>
<td></td>
</tr>
<tr>
<td>E-mail Questions end</td>
<td>12:00 Noon Apr 13, 2012</td>
<td></td>
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<tr>
<td>Deadline for submission of written questions</td>
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<tr>
<td>Proposals due</td>
<td>12:00 Noon Apr 25, 2012</td>
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Estimated Dates:
- Selection and Negotiations: week of May 21, 2012
- Contract Development & Certification: June 2012
- Service Start Date: July 1, 2012
II. Scope of Work

Contractor shall provide Supervision and Access to Podiatry Students that will work at Laguna Honda Hospital. Contractor shall provide approximately eight (8) hours per week of professional supervision and consulting services, assuring supervision of podiatry activities at Laguna Honda Hospital (LHH) by a licensed podiatrist. Attending podiatrists shall be members of the LHH consulting staff.

Specifically, CONTRACTOR shall:

1. Supervise its podiatry students (students provide services at no charge) in providing routine podiatry care to LHH patients. A licensed podiatrist must be available at all times to supervise and provide consultation to the podiatry student.

2. Spend an average of eight (8) hours per week in consultation with LHH physicians and podiatry students at the weekly Podiatric Clinic. Patients referred to the Podiatry Clinic will generally be those patients who require more specialized podiatry care that can be provided on the care units.

3. Develop and participate in quality assurance monitoring activities related to podiatry (approximately twenty-six (26) hours per year). A quarterly report of quality assurance activities, including volume of patients seen will be submitted to LHH Medical Director on a quarterly basis.

4. Train LHH staff on diagnosis, treatment and prevention for podiatry problems, including at least one (1) formal one-hour continuing education presentation per year.

5. Submit time sheets detailing activity to the LHH Medical Director on a monthly basis.

Supplies, Services, and Equipment Supplied by Laguna Honda Hospital:

1. Supplies and equipment necessary for performing routine podiatry care and podiatry operative procedures.

2. Ancillary staff required to assist with procedures and to keep Podiatric Clinic records.

3. Dictation equipment and transcription service.

III. Submission Requirements

A. Time and Place for Submission of Proposals

Proposals must be received by 12:00 p.m., on April 25, 2012. Postmarks will not be considered in judging the timeliness of submissions. Proposals may be delivered in person and left with DPH Office of Contracts Management and Compliance (“Contracts Office”), or mailed to:

Mahlet Girma, Contract Analyst  
San Francisco Department of Public Health  
Office of Contracts Management and Compliance  
1380 Howard Street, 4th Floor, # 419e  
San Francisco, CA 94103

Proposers shall submit one (1) original and five (5) copies of the proposal, and separately bound, one (1) copy of required Human Rights Commission (HRC) Forms in a sealed envelope clearly marked “RFP-11-2012 Podiatry Services” to the above location. The original copy of the proposal must be clearly marked as “ORIGINAL”. Proposals that are submitted by facsimile, telephone or electronic mail will not be accepted. Late submissions will not be considered.
RFP 11-2012 for Podiatry Services

B. Format

All submission must be typewritten; double spaced and on recycled paper and printed on double-sided pages to the maximum extent possible. Please bind the proposal with a binder clip, rubber band or single staple. Please do not bind your proposal with a spiral binding, glued binding or 3 ring binders. You may use tabs or other separators within the document. If your response is lengthy, please include a Table of Contents.

C. Proposal Content

Firms interested in responding to this RFP must complete all of the following in the exact order as listed below. Failure to provide any of the following information or forms may result in a proposal being disqualified.

1. **Appendix A**
   
   [Note: Required forms are provided on paper/hard copy or electronically (in a zipped file)]

   Complete RFP Form # 1 – Solicitation and Offer and HRC Attachment 2

2. **Minimum Qualifications** (include the following details):
   a. Proof that the bidder is an existing approved city vendor at the time proposals are submitted.
   b. Bidder must be compliant with the Business Associates provisions of the Health Insurance Portability and Accountability Act (HIPAA)
   c. Bidder must demonstrate that it has a **minimum of five (5) years** of providing podiatry services.
   d. A representation that the bidder is able and willing to comply with all of the contracting requirements described in Section VII of this RFP
   
   **Note:** Any proposal that does not demonstrate that the proposer meets these minimum requirements by the deadline for submittal of proposals will be considered non-responsive and will not be eligible for award of the contract.

3. **Introduction and Executive Summary** (up to 3 pages)

   Submit a letter of introduction, including: name, address, e-mail and telephone number of a contact person. The letter must be signed by a person authorized by your agency to obligate your agency to perform the commitments contained in the proposal. Submission of the letter will constitute a representation by your firm that it is willing and able to perform the commitments contained in the proposal.

   Provide a brief executive summary of your agency and agency capability, experience, years providing the services being bid and how it meets and/or exceeds the “Minimum Qualifications/Requirements”. A description of the firm’s organizational structure (e.g., corporation, partnership, limited liability company, etc.), the jurisdiction in which firm is organized and date of such organization.

4. **Project Approach** (no more than 5 pages)

   Provide a narrative of the services you are proposing to offer. The proposal is to be as specific as possible. The following elements should be included:
   a. Overall scope of work, terms and conditions of services to be provided (supervision, consulting services)
   b. Number of years experience providing routine podiatry care to patients, supervising and providing consultation to podiatry students with regard to public health care systems and medical centers
   c. Your ability to develop and participate in quality assurance monitoring activities related to podiatry (approximately twenty six (26) hours per year). Quality assurance activities report, such as submitting on a quarterly basis to LHH Medical Director the volume of patients seen.
   d. Your capacity to train LHH staff on diagnosis, treatment and prevention for podiatry problems, including at least one (1) format one hour continuing education presentation per year
   e. Details on how you will submit time sheets detailing activity to the LHH Medical Director on a monthly basis
RFP 11-2012 for Podiatry Services

5. **Firm’s Qualifications** (no more than 5 pages)
   Provide information on your firm’s background and qualifications which addresses the following:
   a. A brief description of your firm’s background and experience demonstrating that your strength, technical capability to provide the services requested
   b. A description of not more than two (2) institutions similar in size and scope supported by your firm including name of the institutions, years of service, description of service, value of contract, reference telephone numbers, and staff members who contact was made.
   c. Provide at least two (2) letters of recommendation, which discuss the bidder’s services similar to the services listed in this RFP.

6. **Staff Qualifications** (no more than 4 pages)
   Provide information on your firm’s staff qualifications
   a. Provide a description of the experience, professional qualifications and education of the team (staff) members.
   b. The bidder must be a validly existing entity, qualified to do business and in good standing in the State of California. In addition, the bidder must have all necessary licenses, permits, approvals and authorizations necessary in order to perform the Work and conduct the Proposer’s business.

7. **Fee Proposal** (no more than 1 page)
   The podiatrist will be compensated at maximum the rate of $51.00 per hour for actual hours of services performed (students will provide services at no charge).
   Submit in a separated page (entitled Fee Proposal) your hourly rate.

The City intends to award this contract to the firm that it considers will provide the best overall program services. 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.

**IV. Evaluation and Selection Criteria**

A. **Selection Criteria**

The proposals will be evaluated by a selection committee comprised of parties with expertise in Podiatry Services. The City intends to evaluate the proposals generally in accordance with the criteria itemized below.

<table>
<thead>
<tr>
<th>Successful Applicants must show evidence of the following:</th>
<th>TOTAL POINTS AVAILABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVALUATION CRITERIA/SCORING</td>
<td>100 Points</td>
</tr>
</tbody>
</table>

1. **Project Approach** (30 points)
   Does the bidder’s proposal include all the following required information in a clear and concise manner?
   a. Overall scope of work, terms and conditions of services to be provided (supervision, consulting services)
   b. Number of years experience providing routine podiatry care to patients, supervising and providing consultation to podiatry students with regard to public health care systems and medical centers
   c. Ability to develop and participate in quality assurance monitoring activities related to podiatry (approximately twenty six (26) hours per year). Quality assurance activities report, such as submitting on a quarterly basis to LHH Medical Director the volume of patients seen.
   d. Capacity to train LHH staff on diagnosis, treatment and prevention for podiatry problems, including at least one (1) format one hour continuing education presentation per year
   e. Details on how submitting time sheets detailing activity to the LHH Medical Director on a monthly basis

2. **Firm’s Qualifications** (20 points)
   a. The bidder’s experience, qualifications and years providing the service being bid must be discussed fully in the response, and how it meets and/or exceeds the “Minimum Qualifications/Requirements”. Does the bidder
have years of experience providing podiatry services with regard to public health care systems and medical centers?
b. Contractual Record: Information of bidder’s general experience in the service being bid with description of not more than 2 institutions similar in size and scope supported by the bidder
c. Information on the name of client, years of service, description of service, value of contract, reference and telephone numbers and staff members who contact was made
d. 2 letters of recommendation which discuss the bidder’s services

3. Staff Qualifications (30 points)
a. Professional qualifications and education of the team (staff) members
b. Is the bidder a valid existing entity, qualified to do business and in good standing in the State of California? In addition, does the bidder have all necessary licenses, permits, approvals and authorizations necessary in order to perform the Work and conduct the Proposer’s business?

4. Fee Proposal (20 points)
Does the applicant provide a fee proposal? Are the rates reasonable and meet the capped rates as related to services?

TOTAL POINTS POSSIBLE FROM PROPOSAL: 100 Points

TOTAL POINTS POSSIBLE UNDER LBE ORDINANCE: 10 Points
This may include:
- 10.0% discount to a LBE; or joint venture between or among LBES;
- 5.0% discount to a joint venture with LBE participation that equals or exceeds 35.0%, but is under 40.0%
- 7.5% discount to a joint venture with LBE participation that equals or exceeds 40.0%
- 10.0% discount to a certified non-profit entity

The Contract Analyst will calculate any LBE discount points

TOTAL POINTS POSSIBLE: 110 Points

V. Email Questions and Contract award

A. Email Questions

All questions and requests for information must be received by electronic mail, fax and/or US Mail and will be answered at the end of the E-Question period, by electronic mail, fax and or US Mail to all parties who have requested and received a copy of the RFP. The questions will be answered by the program staff. This is the only opportunity firms can ask direct programmatic questions of the Department staff. All questions are to be directed to the following e-mail address: mahlet.girma@sfdph.org, OR by electronic mail, fax and or US Mail to:

Mahlet Girma, Contract Analyst
San Francisco Department of Public Health
Office of Contracts Management & Compliance
1380 Howard Street, 4th floor, #419e
San Francisco, CA 94103
Phone (415) 255-3504 / Fax (415) 252-3088
E-questions may only be submitted from April 3, 2012 until April 13, 2012 by 12:00 Noon

No questions or requests for interpretation will be accepted after April 13, 2012 at Noon.
If you have further questions regarding the RFP, please contact Mahlet Girma, Mahlet.Girma@sfdph.org

B. Contract Award

The Department of Public Health, Community Health Network will issue Notices of Intent to Award to the selected Proposer with whom CHN 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 negotiation and approvals before the City may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time the Department of Public Health, Community Health Network in its sole discretion may terminate negotiations with the recommended Proposer and begin contract negotiations with the next recommended 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 addenda 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:

Mahlet Girma, Contract Analyst
San Francisco Department of Public Health
Office of Contracts Management & Compliance
1380 Howard Street, 4th floor, #419e
San Francisco, CA 94103
Phone (415) 255-3504 / Fax (415) 252-3088
E-mail: Mahlet.Girma@sfdph.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:

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 HRC 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 HRC at (415) 252-2500. The rating discount applies at each phase of the selection process. The application of the rating discount is as follows:

   a. A 10% discount to an LBE; or a joint venture between or among LBEs; or
   b. A 5% discount to a joint venture with LBE participation that equals or exceeds 35%, but is under 40%; or
   c. A 7.5% discount to a joint venture with LBE participation that equals or exceeds 40%; or
   d. A 10% discount to a certified non-profit entity.

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. HRC Forms to be Submitted with Proposal

   a. All proposals submitted must include the following Human Rights Commission (HRC) Forms contained in the HRC Attachment 2: 1) HRC Contract Participation Form, 2) HRC “Good Faith Outreach” Requirements Form, 3) HRC Non-Discrimination Affidavit, 4) HRC Joint Venture Form (if applicable), and 5) HRC 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. Please submit only two copies of the above forms with your proposal. The forms should be placed in a separate, sealed envelope labeled HRC Forms.

If you have any questions concerning the HRC Forms, you may call Human Rights Commission at (415) 252-2500.
VII. Contract Requirements


The successful proposer will be required to enter into a contract 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, (Chapter 12B.2 “Nondiscrimination; Penalties in the Agreement); the Minimum Compensation Ordinance (Chapter 12P.5 “Requiring Minimum Compensation for Covered Employee” in the Agreement); the Health Care Accountability Ordinance (Chapter 12Q.2.9 “Requiring Health Benefits for Covered Employees” in the Agreement); the First Source Hiring Program (Chapter 83 “First Source Hiring Program” in the Agreement); 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 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 HRC’s website at www.sfhrc.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 Sec.12P.5 of “Requiring Minimum Compensation for Covered Employee” in the Agreement.

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 www.sfgov.org/moed/fshp.htm 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 (5) 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 (5th) 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 (5) 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 (5th) 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:

Jacquie Hale, Director  
Office of Contracts Management and Compliance  
San Francisco Department of Public Health  
101 Grove, Room 307  
San Francisco, CA 94102  
Phone (415) 554-2609  
Fax (415) 554-2555

ATTACHMENTS:

Provided on paper/hard copy or electronically (in a “zipped” file) for this RFP:

☐ APPENDIX A: DPH Forms:  
  o RFP Form #1 Solicitation and Offer  
  o HRC Attachment 2 (this contains the required HRC forms mentioned in Section VI.N2)
Appendix B
Standard Forms

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 Human Rights Commission at (415) 252-2500.

<table>
<thead>
<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>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Request for Taxpayer Identification Number and Certification</td>
<td>W-9</td>
<td>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.</td>
<td>Controller’s Office Vendor File Support City Hall, Room 484 San Francisco, CA 94102 (415) 554-6702</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.sfgov.org/oca/purchasing/forms.htm">www.sfgov.org/oca/purchasing/forms.htm</a></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2.</td>
<td>Business Tax Declaration</td>
<td>P-25</td>
<td>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.</td>
<td>Controller’s Office Vendor File Support City Hall, Room 484 San Francisco, CA 94102 (415) 554-6702</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.sfgov.org/oca/purchasing/forms.htm">www.sfgov.org/oca/purchasing/forms.htm</a></td>
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<td></td>
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</tr>
</tbody>
</table>
### Item 3.

**S.F. Administrative Code Chapters 12B & 12C**

**Declaration:**

Nondiscrimination in Contracts and Benefits

www.sfgov.org/oca/purchasing/forms.htm – In Vendor Profile Application

**Form:**

HRC-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.**

**Return the form to:**

Human Rights Comm.
25 Van Ness, #800
San Francisco, CA 94102-6059
(415) 252-2500

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### Item 4.

**HRC LBE Certification Application**

www.sfgov.org/oca/purchasing/forms.htm – In Vendor Profile Application

**Form:**

Local businesses complete this form to be certified by HRC as LBEs. Certified LBEs receive a bid discount pursuant to Chapter 14B when bidding on City contracts. To receive the bid discount, you must be certified by HRC by the proposal due date.

**Return the form to:**

Human Rights Comm.
25 Van Ness, #800
San Francisco, CA 94102-6059
(415) 252-2500

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**Where the forms are on the Internet**

**Office of Contract Administration**

Homepage: www.sfgov.org/oca/
Purchasing forms: Click on “Required Vendor Forms” under the “Information for Vendors and Contractors” banner.

**Human Rights Commission**

HRC’s homepage: www.sfhrc.org
Equal Benefits forms: Click on “Forms” under the “Equal Benefits” banner near the bottom.
LBE certification form: Click on “Forms” under the “LBE” banner near the bottom