REQUEST FOR QUALIFICATIONS (RFQ)
Pre-Employment Background Investigations
RFQ#APD2019-01
CONTACT: Elisa Baeza, elisa.baeza@sfgov.org

Background
The San Francisco Adult Probation Department (“APD”) supervises approximately 6,400 adult offenders on probation, post-release community supervision, and mandatory supervision; and it provides reports to the Superior Court to inform sentencing decisions. APD’s commitment to “Protecting the Community, Serving Justice, and Changing Lives” is achieved by the implementation and use of evidence-based practices supervision models in collaboration with the Courts, District Attorney, Public Defender, Community-Based Organizations, Reentry Council, Sheriff, Police, and other City Departments. The goal of APD is to reduce victimization, improve outcomes and break the inter-generational cycle of incarceration.

The Adult Probation Department is soliciting proposals from qualified firms or individuals to provide background investigation services to APD. The purpose of this request is to identify qualified firms or individuals that may assist APD in the selection of suitable candidates for various Civil Service positions. A pre-qualification list of firms or individuals will be issued as a result of this solicitation process based upon the following verifiable criteria: experience, professional background, expertise in conducting POST level background investigations, customer service, and cost of services. APD will negotiation contract for services with vendors from this pre-qualification list.

Other City Departments and other public safety agencies may utilize the results of this competitive Solicitation (see Administrative Code section 21.16(c).) in accordance with their laws, rules, and regulations.

Each Respondent must demonstrate that it meets the Minimum Qualifications described in Attachment 2 in order to be considered.

Estimated Available Funds: The projected annual amount is approximately $50,000 per year for all contracted firms combined, not to exceed $250,000 over the total contract term. Contingent on total funds available and contract negotiations.

Desired Start Date: July 1, 2019

Estimated Contract Term: Contract term shall be for three (3) years with an option to extend the term for an additional two (2) years, subject to City approval, for a total of five (5) years.

It is the intent of APD to create a prequalified list of consultants from which interested City departments, boards, or commissions may choose prospective contractors on an as-needed basis for up to two (2) years of the prequalification notification date.

Contract Monitoring Division Local Business Enterprise (“LBE”) Subcontracting Requirement: There is no local business enterprise (“LBE”) subcontracting goal for this RFQ or the contract awarded from this RFQ. LBEs are strongly encouraged to submit responses and will receive bonus points in accordance with RFQ Section 4.3 Part 4 and Attachment 4.

RFQ Questions and Communications: Interested parties are directed NOT to contact any employees, agents, or officials of the City other than those specifically designated in this RFQ and its attachments.

Email questions to: elisa.baeza@sfgov.org by the RFQ Questions Deadline.

No questions will be accepted after the RFQ Questions Deadline with the exception of City Supplier compliance questions.

**Each date subject to change. Check the Adult Probation Department website for latest schedule.
1. Introduction

1.1 Definitions

General terms used in this Solicitation are defined as follows:

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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</thead>
<tbody>
<tr>
<td>Candidates</td>
<td>any person referred to Contractor for pre-employment background investigation.</td>
</tr>
<tr>
<td>City</td>
<td>City and County of San Francisco.</td>
</tr>
<tr>
<td>Contractor</td>
<td>Proposer awarded a contract for services under this Solicitation.</td>
</tr>
<tr>
<td>LBE</td>
<td>City and County of San Francisco-certified Local Business Enterprise.</td>
</tr>
<tr>
<td>POST</td>
<td>Peace Officers Standards and Training.</td>
</tr>
<tr>
<td>Proposer</td>
<td>An entity submitting a Proposal for this Solicitation.</td>
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<tr>
<td>Proposal</td>
<td>Response Package submitted for this Solicitation.</td>
</tr>
<tr>
<td>APD</td>
<td>City and County of San Francisco Adult Probation Department.</td>
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</table>

1.2 Intent of this Request for Qualifications

The City and County of San Francisco (“City”) Adult Probation Department (“APD”) seeks proposals from qualified firms or individuals to provide background investigation services to the Adult Probation Department. The purpose of this request is to identify a qualified firm or individual that may assist the Adult Probation Department in the selection of suitable candidates for various Civil Service positions.

A pre-qualification list of firms or individuals will be issued as a result of this solicitation process based upon the following verifiable criteria: experience, professional background, expertise in conducting background investigations, customer service, and cost of services. APD will negotiate contract for services with vendors from this pre-qualification list.

Any City department may utilize the results of this Solicitation.

1.3 Background on APD

The San Francisco Adult Probation Department (“APD”) is an integral partner in the City’s criminal justice system. APD contributes to public safety by supervising clients placed on probation, post release community supervision, and mandatory supervision, providing reports to the Superior Court to inform sentencing decisions, and supporting victims of crimes by providing information about their rights. APD’s goal is to reduce victimization, improve outcomes and break the inter-generational cycle of incarceration.

The APD supervises approximately 6,400 adult offenders on court-ordered adult probation supervision and diversion programs. Supervision of each client is tailored to reflect their public safety risk and is informed by completion of a nationally validated assessment tool, Correctional Offender Management Profiling and Alternative Sanctions (“COMPAS”). COMPAS assesses both the client’s risk of reoffending and their needs that relate to criminal activity. APD matches
clients with appropriate treatment programs, housing, and other services, and assists them with developing the skills needed to live crime-free and productive lives.

The APD strives to create an environment in which staff and clients alike have access to culturally and linguistically appropriate services and opportunities. Through its policies, practices, and operations APD demonstrates respect, awareness, and appreciation of clients’ and staff’s beliefs, practices, traditions, religions, history, languages, and criminal histories.

2. Scope of Work

2.1 General Information

The scope of work described below is intended as a general guide to the work the APD expects to be performed, and is not a complete listing of all services that may be required or desired. APD and Contractor will negotiate the specific scope of services, budget, deliverables, and timeline with the Contractor selected for contract award negotiations.

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

2.2 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 APD within thirty calendar days (30) of the assignment. The complete report shall include a typewritten background biography synopsis, a complete package of personal documents and a typewritten transcription of all reference contacts.

Contractor shall be required to maintain a secure database available for review by the San Francisco Adult Probation Department. The database shall be updated daily on a case by case basis to demonstrate the progress of each case investigation.

The reporting of the background investigation shall be consistent with the Background investigation Dimensions as determined by the California Commission on Peace Officer Standards and Training (POST)

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

1. Candidate Interviews
2. Reference checks of candidates
3. Criminal history investigation of candidates
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
10. Testimony before the Civil Service Commission
2.3 Additional As-Needed Services

Subject to APD’s approval, the agreements awarded under this Request for Qualifications may be amended in accordance with City requirements to include APD-requested as-needed assistance from the Contractor that is related to the services described in this Request for Qualifications. The scope and cost of as-needed services will be determined and negotiated by APD.

3. Pre-Proposal Information

3.1 Solicitation Questions Deadline.

Questions or requests for interpretation will only be accepted by e-mail to elisa.baeza@sfgov.org until the Request for Qualifications Questions Deadline indicated in the cover page of this Request for Qualifications.

There is no deadline to submit questions related to compliance with the City’s supplier requirements.

3.2 Solicitation Answers and Clarifications.

A summary of the clarifications, questions and answers pertaining to this Request for Qualifications will be posted on the City’s Office of Contract Administration website.

4. Proposals Submission Requirements

4.1 Time and Place for Submission of Proposals

Response Packages and all related materials must be received no later than May 13, 2019 at 12:00PM. Please mail Response Packages to:

Elisa Baeza
Adult Probation Department
880 Bryant Street, Rm. 200
San Francisco, CA 94103

Postmarks will not be considered in judging the timeliness of submissions. Proposals submitted by e-mail or fax will not be accepted. Late submissions will not be considered, including those submitted late due to mail or delivery service failure. Note that Proposers hand-delivering Proposals may be required to open and make packages accessible for examination by security staff.

APD’s physical address to where Response Packages may be hand-delivered is:

Adult Probation Department
850 Bryant Street, Rm. 200
San Francisco, CA 94103
Attn: Elisa Baeza
4.2 Response Package

Complete and concise responses are recommended for ease of review. Response Packages should provide a straightforward, concise description of the Respondents capabilities to satisfy the requirements of the Request for Qualifications. Marketing and sales type information should be excluded. All parts, pages, figures, and tables should be numbered and clearly labeled, and organized in a clear and logical fashion so that Response Package readers can easily understand information. All documents must be submitted on recycled paper (30% or higher) and must be printed on double-sided pages (San Francisco Environment Code Sec. 506 (h)). As long as Response Packages adhere to the page limit indicated for each Attachment, Responses can be single or double spaced. Respondents must use a simple font such as Arial or Times New Roman.

Response Package must be clearly marked Request for Qualifications APD#2019-01 Pre-Employment Background Investigations and it must include: Five copies of your Proposal along with one flash drive containing the entire contents of the Proposal.

The following items must be included in your Response Package and packaged in an envelope clearly marked RFQ#APD2019-01 Pre-Employment Background Investigations.

A. Original Printed Response Package (with original signatures) Labeled as “Original.”
B. One (1) flash drive or CD-ROM containing entire contents of Response Package, including all Attachments. The flash drive and each of the electronic files on the flash drive must be labeled with the Respondent’s name and RFQ#APD2019-01. All files should be submitted in unprotected PDF (must be writeable, not read-only) or Microsoft Word format to enable editing during agreement negotiations.
C. Four (4) additional printed copies of Response Package.

4.3 Submission Content

Firms interested in responding to this Request for Qualifications must submit the following information, in the order specified below. All Response Packages for funding 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 for funding. Information must be at a level of detail that enables effective evaluation by the screening and evaluation paneled.

1. Cover Page
   Use Attachment 1 (one-page limit)

2. Minimum Qualifications and Prior Project/Program Description
   Use Attachment 2 (four-page limit)

3. Work Plan, Approach To Services, Staffing, and Cost & Work Effort Estimate
   Use Attachment 3 (ten-page limit)

4. Local Business Enterprise (LBE) Certificate of Proof, if applicable. (5 Bonus Points)
   Use Attachment 4 (two-page limit)
5. Response Package Evaluation and Selection

This section describes the criteria that will be used for analyzing and evaluating the Proposals. Proposer selected for contract award and subsequent contract agreement negotiations are not guaranteed an agreement. This Solicitation does not in any way limit APD’s right to solicit agreements or contracts for similar or identical services if, in APD’s sole and absolute discretion, it determines the Proposals are inadequate to satisfy its needs.

5.1 Minimum Qualifications

Any Response Package that does not demonstrate that the Respondent meets the Minimum Qualifications by the Response Package deadline will be issued a notice of non-responsiveness and will not be evaluated or eligible for contract award under this Solicitation.

To meet the minimum qualifications and be deemed eligible for Response Package evaluation:

1. Response Package must meet all submission requirements described in Section 4.

2. Response Package must include two (2) Project Descriptions for projects that have been operational within the past five (5) years with clients similar to APD, as described in Attachment 2.

5.2 Evaluation Process

Response Packages that meet the Minimum Qualifications will be evaluated by an APD appointed Evaluation Panel. Response Packages will be evaluated based on organization’s qualifications and demonstrated capacity to deliver services, proposed services/program model; reasonableness of proposed cost and ability to leverage resources (e.g., fundraising, in-kind donations) to sustain program.

5.3 Response Package Evaluation Criteria (100 Points)

Response Packages that meet the Minimum Qualifications will be evaluated and scored as listed below. Response Packages that meet the Minimum Qualifications will be evaluated on a 100 point scale by an independent evaluation panel. Respondents can earn up to 100 points through evaluation process.

Each of the sections listed below will be reviewed and scored based on the strength of the response to the questions in each section. Below is a breakdown of the maximum possible scores per section.

A. Minimum Qualifications (Pass/Fail):
   - Attachment 2 (four-page limit)

B. Work Plan, Approach To Services, Staffing, and Cost & Work Effort Estimate (100 Points):
   - Attachment 3 (ten-page limit)
C. Local Business Enterprise (LBE) Forms Certificate of Proof, if applicable. (5 Bonus Points):
   - Attachment 4 (two-page limit)

D. Contract References
   - APD may conduct reference checks to confirm Respondent’s experience. APD will use references listed on Attachment 5 - Reference Checks to verify the quality of staffing provided to prior clients, adherence to schedules/budgets, problem-solving capabilities, project management capabilities, and the quality of deliverables and outcomes (one-page limit)

5.4 Pre-Qualification Selection and Contract Award Determination

Proposals that fail to meet the Minimum Qualifications per Attachment 1 Minimum Qualifications Template will not be evaluated.

Proposals the meet the Minimum Qualifications will be evaluated on a 100 point scale by an independent evaluation panel.

Respondents who score at or above 70 points of the 100 possible points for their written Responses will be qualified to participate in potential contract award negotiations with APD during a period of two (2) years from the Pre-Qualification List Notification date. There is no numerical limit to the number of firms that may be listed on the Pre-Qualification List Notification.

Upon APD’s conclusion of its Proposal evaluation process, a Pre-Qualification List Notification along with a notice of intent to award a contract will be made public and sent to all Respondents.

Pre-qualified Proposers may be asked to respond to requests for quotes, requests for proposals or other competitive processes for specific scopes of work to ensure APD receives the best value. Pre-qualified Proposers may be subject to reference checks and/or interviews prior to APD selection for contract negotiations.

Reference checks will be used to verify the quality of staffing provided to prior clients, adherence to schedules/budgets, problem-solving capabilities, project management capabilities, and the quality of deliverables and outcomes.

APD may select pre-qualified Proposer for contract negotiations without additional selection processes.

5.5 Additional Selection Terms and Conditions

The selection of any Respondent for contract negotiations shall not imply acceptance by APD of all terms of the Response Package, which may be subject to further negotiation and approvals. If a satisfactory contract agreement cannot be negotiated in a reasonable time with the highest scoring Respondent, then APD, in its sole discretion, may terminate negotiations and begin agreement negotiations with the next highest scoring Respondent. The APD reserves the right at any time to approve, disapprove, or modify proposed plans, timelines and deliverables, if all modifications are within the scope of services sought by this Solicitation.
If the highest scoring Respondent fails to deliver the goods, services, or deliverables within the negotiated agreement and the negotiated agreement timeline, or if the highest scoring Respondent fails to meet APD’s acceptance criteria stated in the negotiated agreement during the initial term of the contract agreement, APD reserves the right to terminate the agreement and begin negotiations with, and award a new agreement to, any next highest score Respondent without initiating a new solicitation process.

6. Terms and Conditions for this Request for Qualifications

6.1. Errors and Omissions in Request for Qualifications

Respondents are responsible for reviewing all portions of this Request for Qualifications. Respondents are to promptly notify the Department, in writing, if the Respondent discovers any ambiguity, discrepancy, omission, or other error in the Request for Qualifications. 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 Response Packages. Modifications and clarifications will be made by addenda as provided below. Notifications should be sent to the contact person listed in this Request for Qualifications.

6.2. Inquiries Regarding Request for Qualifications

Inquiries regarding the Request for Qualifications and all oral notifications of intent to request written modification or clarification of the Request for Qualifications, must be directed in accordance with this Request for Qualifications schedule to:

Elisa Baeza
Finance and Administrative Services Division
San Francisco Adult Probation Department
850 Bryant Street, Room 200
San Francisco, CA 94103
elisa.baeza@sfgov.org

6.3. Protest Procedures

A. Protest of Non-Responsiveness Determination

Within five calendar days of the City’s issuance of a notice of non-responsiveness, any respondent 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 calendar 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 respondent, and must cite the law, rule, local ordinance, procedure or RFQ 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 Award of Contract

Within five calendar days of the City’s issuance of a notice of intent to award a 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 calendar 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 RFQ 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 5:00 p.m. on 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) or fax will not be considered. Scanned signed appeal letters may be submitted via email to elisa.baeza@sfgov.org. Letters transmitted electronically must be sent in PDF format and be signed by an individual authorized to negotiate or sign agreements on behalf of the submitting organization.

If the City determines that a meeting with the party submitting the appeal is necessary, such meeting will be scheduled within ten (10) calendar days of the receipt of a protest to review and attempt to resolve the protest. If the City determines a meeting is not necessary to address the appeal presented, the agency can anticipate a response letter from the City within 10 calendar days of submission of the letter of appeal.

Protests must be delivered to:

Elisa Baeza  
Finance and Administrative Services Division  
San Francisco Adult Probation Department  
850 Bryant Street, Room 200  
San Francisco, CA 94103

Or via email at: elisa.baeza@sfgov.org

All appeal determinations made by the Adult Probation Department are final.

6.4. Change Notices

The Department may modify the Request for Qualifications, prior to the Response Package due date, by issuing Change Notices, which will be posted on the website. The Respondent shall be responsible for ensuring that its Response Package reflects any and all Change Notices issued by the Department prior to the Response Package due date regardless of when the Response Package is submitted. Therefore, the City recommends that the Respondent consult the website frequently, including shortly before the Response Package due date, to determine if the Respondent has downloaded all Change Notices.

6.5. Revision of Response Package

A Respondent may revise a Response Package on the Respondents own initiative at any time before the deadline for submission of Response Packages. The Respondent must submit the revised Response Package in the same manner as the original. A revised Response Package must be received on or before the Response Package due date.

In no case will a statement of intent to submit a revised Response Package, or commencement of a revision process, extend the Response Package due date for any Respondent.
At any time during the Response Package evaluation process, the Department may require a Respondent to provide oral or written clarification of its Response Package. The Department reserves the right to make an award without further clarifications of Response Packages received.

6.6. Errors and Omissions in Response Package

Failure by the Department to object to an error, omission, or deviation in the Response Package will in no way modify the Request for Qualifications or excuse the Respondent from full compliance with the specifications of the Request for Qualifications or any contract awarded pursuant to the Request for Qualifications.

6.7. Financial Responsibility

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

6.8. 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 Qualifications, 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) 581-2300.

### 6.9. Sunshine Ordinance

In accordance with S.F. Administrative Code Section 67.24(e), contractors’ bids, responses to Request for Qualifications 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.

### 6.10. 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 Response Package (1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to Respondents meetings and records, and (2) a summary of all complaints concerning the Respondents 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 Respondents Chapter 12L submissions shall be grounds for rejection of the Response Package and/or termination of any subsequent Agreement reached on the basis of the Response Package.

### 6.11. Reservations of Rights by the City

The issuance of this Request for Qualifications 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, Response Package, or Response Package procedure;
2. Reject any or all Response Packages;
3. Reissue an Request for Qualifications;
4. Prior to submission deadline for Response Packages, modify all or any portion of the selection procedures, including deadlines for accepting Response Packages, the specifications or requirements for any materials, equipment or services to be provided under this Request for Qualifications, or the requirements for contents or format of the Response Packages;
5. Procure any materials, equipment or services specified in this Request for Qualifications by any other means; or
6. Determine that no project will be pursued.

6.12. No Waiver

No waiver by the City of any provision of this Request for Qualifications 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 Request for Qualifications.

7. Terms and Conditions for Receipt of a Contract


The successful Proposer will be required to enter into a contract substantially in the form of the City’s standard contract agreements, of which examples may be found at https://sfgov.org/adultprobation/file/1538 (P-501) and https://sfgov.org/adultprobation/file/1546 (P-600). 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.

7.2. 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 www.SFCMD.org.

7.3. 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.

7.4. 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.
7.5. **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.

7.6. **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.
Attachment 1. Cover Page

At least one Respondent (or a person authorized to submit the application on behalf of the organization) must sign and submit the cover page that the representations made in the submission are true and accurate and that the organization is willing and able to perform the commitments contained in the Response Package.

| NAME OF INDIVIDUAL OR FIRM: |  |
| IF A FIRM, AUTHORIZED REPRESENTATIVE(S) NAME & TITLE: |  |
| ADDRESS: |  |
| PHONE/FAX#: |  |
| EMAIL: |  |
| FEDERAL EMPLOYER #: |  |
| CITY/SUPPLIER ID #: |  |

**ONLY COMPLIANT CITY SUPPLIER FIRMS ARE ELIGIBLE FOR CONTRACT AWARD. VISIT [https://sfcitypartner.sfgov.org/Vendor/BecomeSupplier](https://sfcitypartner.sfgov.org/Vendor/BecomeSupplier) TO CONFIRM COMPLIANCE AND/OR TO GET THE COMPLIANCE PROCESS STARTED.**

Each Respondent, as part of its Response Package, must submit this document signed by a representative(s) authorized by the Respondent to make representations for the Respondent and to obligate the Respondent to perform the commitments contained in its Response Package.

Signature and acknowledgement of authorized representative(s):

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<tr>
<td>Signature:</td>
<td>Date:</td>
</tr>
</tbody>
</table>
Attachment 2. Minimum Qualifications and Prior Project Description

- Pass/Fail.
- 4-Page maximum (not including both sides of Attachment 2).
- Response Package must meet all submission requirements described in Section 4.
- All organizations submitting Response Packages must complete this page describing in detail how the Respondent meets the Minimum Qualifications, which are also listed in Section 5.1.
- Any Response Package failing to demonstrate the submission requirements and minimum qualifications will be considered non-responsive and will not be eligible for Response Package review or award of contract.

1. Does the Response Package packet include an original, four (4) copies, and an electronic file (flash drive or CD-ROM)?
   - Yes  
   - No

2. Does each attachment adhere to the page limit?
   - Yes  
   - No

3. Are all Response Package materials submitted on recycled paper and printed on double-sided pages?
   - Yes  
   - No

Prior Project/Program Description

4. Respondent must provide details of two (2) Project Descriptions for projects that have been operational within the past five (5) years with clients similar to APD, and that falls within the service area expectations described in Section 2.3.
   - Use the following templates to respond

Prior Project Description Template

<table>
<thead>
<tr>
<th>Prior Project Description #1</th>
<th>Project Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior Project Client</td>
<td>Client Name (City, County, etc.)</td>
</tr>
<tr>
<td>Client Contact Information</td>
<td></td>
</tr>
<tr>
<td>Timeline</td>
<td>Month/Year to Month/Year; Length of project beginning to end</td>
</tr>
<tr>
<td>Consultant Key Personnel</td>
<td>Key Personnel</td>
</tr>
<tr>
<td>Project Annual Budget</td>
<td>$00,000.00</td>
</tr>
</tbody>
</table>

Project Scope: For what project/program did your firm provide services? During what years did you provide these services? Are you still providing these services? Provide sufficient information to give APD insight into the size/complexity and scope of the project/program. The Prior Project/Program must have been operational within the past five (5) years with clients similar to APD, and that falls within the service area expectations described in Section 2.3. Insert response here:
<table>
<thead>
<tr>
<th>Prior Project Description #2</th>
<th>Project Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior Project Client</td>
<td>Client Name (City, County, etc.)</td>
</tr>
<tr>
<td>Client Contact Information</td>
<td></td>
</tr>
<tr>
<td>Timeline</td>
<td>Month/Year to Month/Year; Length of project beginning to end</td>
</tr>
<tr>
<td>Consultant Key Personnel</td>
<td>Key Personnel</td>
</tr>
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<td>Project Annual Budget</td>
<td>$00,000.00</td>
</tr>
</tbody>
</table>

**Project Scope:** For what project/program did your firm provide services? During what years did you provide these services? Are you still providing these services? Provide sufficient information to give APD insight into the size/complexity and scope of the project/program. The Prior Project/Program must have been operational within the past five (5) years with clients similar to APD, and that falls within the service area expectations described in Section 2.3. **Insert response here:**
Attachment 3. Work Plan, Approach to Services, Staffing, and Cost & Work Effort Estimate

- 100-Points.
- 10-Page Maximum (not including this sheet).
- Follow submission directions of Section 4.

Following Section 2.2 of this solicitation and all services described therein, provide a detailed description of your firm’s:

1) **Work Plan and Approach to Services (45 points).** Specify your proposed approach and methodology for successfully completing the services required in Sections 2.2. Describe in detail:
   a. Overall scope of work tasks and activities.
   b. Schedule and ability to complete the tasks and activities within APD’s required timeframe.
   c. Assignment of work within firm’s work team.

2) **Staffing (25 points).** Include a description of roles and responsibilities of the staff proposed for the services. Include descriptions of team members’ experience and qualifications.

3) **Firm History (20 points).** Include your firm’s experience delivering the proposed services.

4) **Cost and Work Effort Estimate (10 points).** Submit a cost per unit of services budget for the proposed services. Include a budget justification that provides APD and review panel with detailed information such as why costs are necessary and how they are calculated.
Attachment 4. Local Business Enterprise (LBE) Certificate of Proof

- **Bonus 5 points**
- Attach only if applicable.
- 2-Page Maximum (not including this sheet).
- Follow submission directions in Section 4.

There is no Local Business Enterprise subcontracting goal for this Request for Qualifications or resulting contract(s). However, if a Respondent submits a certificate of proof of Local Business Enterprise (LBE) status, five (5) bonus points will be added to their final evaluation score.

If applicable, please attach your certificate of proof of LBE status to this sheet.
Attachment 5. Contract References

- 2-Page Maximum (not including this sheet).
- Follow submission directions of Section 4.

Please submit a statement listing:

- Three (3) relevant contracts with a description of the services completed during the last three (3) years, along with the relevant reference contact information.
- The statement must also list any failure or refusal to complete a contract, including details and dates.

Please provide disclosure of any litigation including Respondent, subcontracts, or any principal officers thereof in connection with any contract or grant.