

Digitization RFP questions received prior to 5 p.m. on 4-25-12:

1. Attachment V Records: For Large format plans described in Attachment V – Will the successful vendor be responsible for populating the other 13 index fields we do not key manually? If so, will the County provide a spreadsheet with all index data for each plan set to the vendor?

Yes, the vendor is responsible for populating the index fields and the Department will provide a database of index data.

2. What should the scale on each scanned image mentioned on RFP page 60 contain?

The scale on each scanned image is a ruler that is placed on the bottom of the scanned image and it is proportioned to the original paper document. It is used to measure the dimensions on the plans.

3. How many pages make up each large format plan set on average?

Each set of plans is different, depending on the size and scope of a project. There is no average.

4. Will the successful vendor need to index any information from the microfilm and paper records described in Attachment VI?

Yes, if the permit information is clearly indicated on the records and/or is in the provided database, the vendor will need to index data. Most of the permits will need to be indexed by the Department.

5. Will images from microfilm need to be separated into documents by record or will single-page output by image be acceptable? If multi-page output is needed, are there blips on the film designating the beginning of each record or will the vendor need to create manual breaks?

Images will need to be separated into documents by record. There will be blips on some of the new film, but there are no blips on the older film. The beginning of each document should have an application number and most film will indicate how many pages are in the documents.

6. Are all pages double-sided? If not, what percentage of pages contain information for capture on both sides of the page?

Not all pages are double sided, it is impossible to give a percentage.

7. What size(s) are the pages?

They can be anywhere from 11"x17" to 36"x48".

8. How many pages will come in each box?

It will vary according to the size of the plans.

9. Could you provide a sample filled out HRC Attachment 2 for review?

Yes, HRC has provided one at the end of this document.

10. Can the job be outsourced? If so, how will that affect the LBE requirement?

If the question assumes that an LBE subconsultant “outsources to a non-LBE as a lower tier sub”; the Primes’ committed LBE participation would be affected as HRC will deduct that amount of work that was performed by that lower tier non-LBE subconsultant and the Prime proposer might be deemed non-responsive if this causes them to not meet the goal.

11. Does the vendor (prime) have to have a physical office in San Francisco to qualify as an LBE?

Yes, to be certified. Please contact Ms. Beverly Popek, HRC LBE Certification manager at 415/252-2520 for questions on certification.

12. Can a prime in Pleasanton partner with a sub LBE to qualify for this bid?

Yes. In order to be deemed responsive to 14B requirements, the Prime Proposers must meet the LBE subconsultant goal utilizing a small and/or micro LBE.

13. Can you specify the quantities for each size of paper in Record Format 1?

The Department expects between 10,000 to 12,000 pages/sheets per month, with the sizes varying between 11”x17”, 16”x24”, 24”x36”, 36”x42”, and 36”x48”. It is impossible to predict how many of each particular size we will have.

14. In Record Format 2: DBI will do most of the indexing. Can you estimate a percentage?

The Department cannot estimate an exact percentage, but it will be high as the documents are older and most will not be in our current database.

15. In Record Format 2, paper to be scanned:

1. Estimate of the number of pages per box.

The boxes are banker box sized; the Department does not have an estimate on the number of pages in each box.

2. What percentage is duplex pages?

The Department does not know, the documents are quite old and have not been accessed recently.

3. Are they separated by document type?

Yes, they are separated by document type and usually stapled together as one document.

16. LBE – Can you identify which categories we need to reach out to?

No. HRC does not dictate which categories in our online directory to use. Please visit our online directory at: http://mission.sfgov.org/hrc_certification/ and make sure that you check mark “LBE and NPE” and not “all certification types”.

17. Can we use LBE staff at our site?

Yes, as long as they are being supervised by the LBE's own onsite management staff. LBE needs to perform a commercially useful function. Please refer to HRC Attachment 2.

18. Can we get a list of vendors that attended the pre-bid conferences?

Yes, the Department will post them on its website www.sfdbi.org and on the OCA website.

19. Do we have to have selected an LBE when we submit the proposal?

Yes. Please review HRC Attachment 2.

20. In a joint venture do we have to have the contract with the LBE in place before the proposal is submitted?

No. HRC Attachment 2 can give more information on what documents must be furnished.

21. In relation to microfilm, how many rolls does each storage box contain?

The number of rolls of film varies per box, not all the boxes have the same number of rolls.

For 35mm, there could be up to 70 rolls of film in a storage box.

For 16mm, there could be up to 95 rolls of film in a storage box.

22. Digitization of Record Format 1: Do you have an estimate of the total number of drawings?

The Department expects between 10,000 to 12,000 pages/sheets per month, with the sizes varying between 11"x17", 16"x24", 24"x36", 36"x42", and 36"x48".

23. May we bid per image?

No, the Department is looking for bids for the entire project.

24. Will you allow records to be sent to Texas to be scanned and indexed? Your Microfilm and paper records, will you allow the records to be sent to Waco TX to be scanned and indexed?

Yes, provided the records can be returned to the Department within 24 – 48 hours if they are needed before they are digitized and approved by the Department.

24. Will you allow records to be sent to Texas to be scanned and indexed? Your Microfilm and paper records, will you allow the records to be sent to Waco TX to be scanned and indexed?

Yes, provided the records can be returned to the Department within 24 – 48 hours if they are needed before they are digitized and approved by the Department.

25. 16mm and 35mm film images will be indexed by the Application Number only, correct?

If the permit is in the provided database the vendor will need to index all of the data and not just the Application Number.

26. Can the selected vendor transfer weekly scanned images and index files compatible with PaperVision on CD/DVDs without buying PaperVision Software?

Yes.

27. If the Prime already has a LBE in SFO, does the Prime still have to advertise for LBEs to get points?

Yes. You have to perform the good faith outreach regardless.

28. Who is the incumbent?

Strictly speaking, there is no incumbent. This RFP may result in a contract for Format 1, 2, or 1&2. There is no incumbent for Format 2 or Formats 1&2. The prices listed are for a contract in Format 1. Due to its expanded nature, the current RFP may result in a contract that has substantially different terms. The information below is given only as a requested reference, and is not intended as a guideline, recommendation, or suggestion. This RFP will result in a completely separate contract agreement. Prices will be negotiated anew following the RFP process, and similarity to the prices below will not have any bearing on the eventual agreement.

BMI is the incumbent for Record Format 1.

29. How long has the incumbent had the contract?

4 years

30. Who is the incumbent's LBE partner?

There is no LBE requirement in the current contract.

31. What is the current pricing for scanning?

1. Small/Large format?

Size 11" x 17" = \$0.55 per sheet

Size 16" x 24" or 18" x 24" = \$0.90 per sheet

Size 24" x 36" = \$0.95 per sheet

Size 36" x 42" = \$1.10 per sheet

Size 36" x 48" = \$1.15 per sheet

2. 16/35 mm film

Film is not included in our current contract

32. What is the current pricing for indexing?

\$0.15 per record

33. Is indexing currently performed offshore?

The current vendor is located in California.

Digitization RFP questions received prior to 5 p.m. on 4-13-12:

1. Do you want microfilm images cropped to the frame?

Yes, we prefer no borders when possible but the scale has to be part of the image when available.

2. Can the sizes in one document vary?

Yes, they can be anywhere from 11x17 to 36x48.

3. When the vendor receives them they are intermingled?

Yes.

4. For Record Format 2 – Task #3 – What is the final document preparation?

In record Format 2, DBI would like to get all of the documents back the same as when they were submitted to the vendor, in the same order and stapled back together. If they are sent over in a box, we would like the same records back in the same box.

In record Format 1, the vendor can discard current plans 90 calendar days after the Department approves the project. The plans are not returned to the Department.

5. For Record Format 2 – Will DBI index the documents?

DBI will do most of the indexing for the microfilm rolls, the documents are too old to have the permits in our current database and the vendor will not have enough information from the scanned documents to complete the indexing.

6. Can you explain the HRC Requirement for the 35% Good Faith Efforts?

If the proposer provides 35% more than the LBE subcontracting goal required, they do not have to show that they made a good faith effort to find LBE subcontractors. For example, if a proposer exceeds the 20% goal above by committing 27% to LBEs they are exempted from the Good Faith Effort requirements.

7. Can you confirm LBE Contracting? 25% for Record Format 1 and 25% for Record Format 2 seems rather high.

The LBE requirement is 20% for Record Format 1 and 10% for Record Format 2.

8. What is the dpi and output (image type) for roll film?

It is a minimum of 200, but could be up to 600 depending on the quality of the film.

9. Are the frames on roll film 1 up or 2 up?

The rolls are mixed.

10. Is the roll film blipped?

Some of them could be blipped. In addition, we have about 160 rolls that do not have frame separators.

11. Is the roll film simplex or duplex?

Both.

12. What is the quality of the roll film?

It varies, some of the older rolls are not very good quality.

13. Does the roll film have target sheets on it that separates the documents?

The newer rolls do, but the older rolls do not.

14. How many rolls of each type of film does the Department have?

1,200 rolls of 16mm microfilm and 3,500 rolls of 35mm microfilm.

15. How complete is the database that will be supplied to the vendor?

For Record Format 1, all of the records will be in the database.

For Record Format 2, most of the records will not be in the database.

16. In RFP Attachment V, the prep is outlined but we would like to know what extent of prep is required for the paper docs – staple removal etc?

For paper documents: some staple removal, taping, and reordering of documents may be required. The documents must also be stapled back together after scanning.

For rolls of films; return all film in corresponding labeled box.

17. Are you planning to move your data into an online hosting review tool?

There are no immediate plans to move the data.

18. What file format do you want returned to you?

In Record Format 1, PaperVision Format.

In Record Format 2, a TIF file, for indexing using PaperFlow and PaperVision for final input.

19. What are the fields to capture (doc date, title, etc.)?

There are lists in Attachments V and VI for both File Formats.

20. Timeframe?

In Format 1, we work on one month at a time.

In Record Format 2, it will depend on how the process is set up in the contract, we will want to receive and review documents on a regular basis.

21. Are we using your FTP or do we provide one?

Database is loaded into our FTP site for the vendor to retrieve.

22. Are we scanning into PaperVision system?

Yes, for Record Format 1. Indexing should be using PaperFlow software.

No, for Record Format 2. Final input will be PaperVision.

23. If not, how do you want TIF images and metadata formatted for upload into the PaperVision system?

A TIF image will allow the Department to do all of the required indexing before the files are uploaded into the PaperVision system.

24. Are you doing the upload?

Yes, the Department will do the upload.

25. Can we do the scanning outside the Bay Area?

Yes, provided the documents can be returned to the Department within a 24- 48 hour period if the Department needs the hard copies back before they are scanned and approved.

26. Can we key off shore?

Yes.

27. What is "add scale to each 35 mm image as needed"?

It is a ruler, a drawing scale, that is added to each plan image.

28. Pickup delivery "as needed", can we schedule it as once a week pick up?

The Department would like to leave it as needed, pickup will probably not be needed on a weekly basis.

29. How long do we store documents after storage? Do you recycle?

In Record Format 1, the documents need to be stored for 90 calendar days after the projects are approved, then can be discarded or recycled by the vendor.

In Record Format 2, all of the film and boxed paper documents need to be returned to the Department the same as when they were submitted to the vendor, in the same order, box, and format.

30. Is the application number the primary index value?

Yes

31. How are we going to be able to separate the frames if there is no target sheet separating the frames?

There should be an application number at the beginning of each set of documents on the rolls and there will be a notation of how many pages are in that document. The vendor may need to count the pages to ensure they have them all, and look for the next application number to see the next document.

32. How do you want the paper documents returned to you?

For Record Format 2, they need to be returned the same way, in the same order, that the vendor received them.

33. We are a current and active vendor with the City. Are we required to submit documents currently on file? Specifically the forms listed in RFP Attachment III, such as IRS Form W-9; Business Tax Declaration; HRC Form 12B-101 (Declaration: Nondiscrimination in Contracts and Benefits); Minimum Compensation Ordinance Declaration; and the Health Card Accountability Ordinance Declaration?

Current vendors in good standing are not required to submit documents that are already on file. Any vendors selected for a contract will need to provide a current proof of insurance.

34. RFP Attachment II: LBE Forms instructs to submit two (2) copies of each Form (Form2A-HRC; Form 2B-HRC; Form 3-HRC; Form5-HRC) with each proposal. Does this mean submission of a total of 4 copies if we are responding to both Record Format 1 and Record Format 2 of the RFP?

Yes, you should submit 2 copies for each Record Format that you are proposing to do the work.

35. Per the RFP it appears that is not any indexing for the 250 boxes of paper nor the roll film other than naming at the box or roll number. Is this correct? If not, how are these to be indexed & where would we find this information?

Most of those documents are not in our current database system and can not be indexed further than the application number on the first page of every document. The Department will do the rest of the indexing and upload the documents into our PaperVision system.

36. In regards to the 250 boxes of documents:

- a) Are the documents in folders or are they just loose in a box?

They are loose in a box.

- b) How do you determine where one file ends and the next one starts?

Files should be stapled together.

- c) If the documents are kept in the same order as received, do the pages need to be restapled? (this increases the cost considerably)

Yes.

- d) Do you want the final output in single-page tiffs or multi-page tiffs? If multi-page, would the break be by document or by file?

Multi-page TIFF file, the break will be by application number.

37. In regards to the microfilm:

a) Are original rolls available or only used duplicate rolls?

We have original silvers available, if needed.

b) If you have original film, are there many splices?

Unknown.

c) What reduction ratio is the film?

Unknown.

d) How many rolls can the vendor take at one time?

One storage box at a time.



FORM 2A: HRC CONTRACT PARTICIPATION FORM

Section 1: This form must be submitted with the proposal or the proposal may be deemed non-responsive and rejected. Prime Proposer, each Joint Venture Partner, Subconsultants, Vendors, and lower sub tiers must be listed on this form. Only HRC certified Small and/or Micro-LBEs can be used to meet the LBE subconsultant participation goal unless the RFP allows for SBA-LBE subconsultants to count towards the LBE participation goal. A Small and/or Micro- LBE Prime proposer/JV with LBE participation must meet the LBE subconsultant goal. A Small and/or Micro-LBE Prime proposer/JV with LBE participation may not count its participation towards meeting the LBE subconsultant participation goal. Be sure to check box for Rating Bonus. If more space is needed, attach additional copies of this form. This form is also completed and submitted for all contract modifications which exceed the original contract amount by more than 20%.

Contract:	<i>DBI DIGITAL IMAGING FORMAT #1</i>	RATING BONUS	
Firm:	<i>PRIME ONE INC.</i>	<input type="checkbox"/> LBE 10%	<input type="checkbox"/> Joint Venture 7.5%
Contact Person:	<i>JOHN DOE</i>	<input type="checkbox"/> Joint Venture 5%	<input type="checkbox"/> Joint Venture 10% (LBEs ONLY)
Address:	<i>123 BROADWAY</i>	<input type="checkbox"/> No Rating Bonus Requested	
City/ZIP	<i>SF CA</i>	LBE Goal <i>20%</i>	
Phone	<i>(415)123-4567</i>		

*Type: Identify if prime (P), JV partner (J), Subconsultant (S), or Vendor (V)

TYPE *	Firm	PORTION OF WORK (describe scope(s) of work)	% OF WORK	INDICATE LBE YES/NO	If an LBE, Identify MBE, WBE, or OBE **	% OF LBE SUBWORK
<i>P</i>	<i>PRIME ONE INC</i>	<i>DIGITAL IMAGING IMAGING</i>	<i>73 %</i>			<i>%</i>
<i>S</i>	<i>LBE 1</i>	<i>SCOPE 1</i>	<i>15 %</i>	<i>Y</i>	<i>WBE</i>	<i>%</i>
<i>S</i>	<i>LBE 2</i>	<i>SCOPE 2</i>	<i>12 %</i>	<i>Y</i>	<i>MBE</i>	<i>%</i>
			<i>%</i>			<i>%</i>
			Total % of Work: 100%	Total LBE Subconsulting%		%

I declare, under penalty of perjury under the laws of the State of California, that I am utilizing the above Consultants for the portions of work and amounts as reflected in the Proposal for this Contract.

Owner/Authorized Representative (Signature):

Date:

5/7/12

Print Name and Title:

MR. X; ESO / CEO

** MBE = Minority Business Enterprise, WBE = Women Business Enterprise, OBE = Other Business Enterprise. See HRC website http://sf-hrc.org/ftp/uploadedfiles/sfhumanrights/directory/vlistS_1.htm for each firm's status.



Section 2. Prime Proposer, Joint Venture Partners, Subconsultant, and Vendor Information

Provide information for each firm listed in Section 1 of this form. Firms which have previously worked on City contracts may already have a vendor number. Vendor numbers of LBE firms are located in the HRC LBE website at http://sf-hrc.org/ftp/uploadedfiles/sfhumanrights/directory/vlistS_1.htm. Use additional sheets if necessary.

FIRM NAME:	<u>PRIME ONE Inc.</u>	VENDOR #:	<u>12345</u>
ADDRESS:	_____	FEDERAL ID #:	_____
CITY, ST, ZIP:	_____	PHONE:	_____
SERVICE:	_____	FAX:	_____

FIRM NAME:	<u>LBE 1</u>	VENDOR #:	_____
ADDRESS:	_____	FEDERAL ID #:	_____
CITY, ST, ZIP:	_____	PHONE:	_____
SERVICE:	_____	FAX:	_____

FIRM NAME:	<u>LBE 2</u>	VENDOR #:	_____
ADDRESS:	_____	FEDERAL ID #:	_____
CITY, ST, ZIP:	_____	PHONE:	_____
SERVICE:	_____	FAX:	_____

FIRM NAME:	_____	VENDOR #:	_____
ADDRESS:	_____	FEDERAL ID #:	_____
CITY, ST, ZIP:	_____	PHONE:	_____
SERVICE:	_____	FAX:	_____

FIRM NAME:	_____	VENDOR #:	_____
ADDRESS:	_____	FEDERAL ID #:	_____
CITY, ST, ZIP:	_____	PHONE:	_____
SERVICE:	_____	FAX:	_____

FIRM NAME:	_____	VENDOR #:	_____
ADDRESS:	_____	FEDERAL ID #:	_____
CITY, ST, ZIP:	_____	PHONE:	_____
SERVICE:	_____	FAX:	_____



FORM 2B: "GOOD FAITH OUTREACH" REQUIREMENTS FORM

This "Good Faith Outreach" form, along with the required supporting documentation must be completed and submitted per the instructions in this form EVEN IF the LBE subconsulting participation goal has been met (*Section 14B.8 of the San Francisco Administrative Code*). Proposers may obtain a list of certified LBEs from the HRC website: <http://mission.sfgov.org/hrc%5Fcertification/>

SECTION A

Under Section 14B.8(B) of the Administrative Code, the good faith outreach exception states that if a proposer demonstrates total LBE participation that exceeds by 35% the established LBE subconsultant participation goal for the project, the proposer is not required to conduct good faith outreach efforts or to submit evidence of good faith outreach efforts. Note that a Small or Micro-LBE prime proposer may count its own Contract Work toward the 35% good faith outreach exception. Please see example in HRC Attachment 2, Section 1.02A.2.

Does your proposal demonstrate that you have exceeded the established LBE subconsultant participation goal by 35% or more in accordance with Section 14B.8(B)? YES* NO

If the answer is yes, please check "YES", above, and complete Section C (if applicable) and Section D of this Form. If the answer is no, please check "NO", above, and complete Sections B and D of this Form, and submit all required supporting documentation in accordance with the instructions in Section B.

* Note: An answer of "YES", above, is subject to verification by HRC. If the HRC determines that proposer did not exceed the LBE subconsultant participation goal by at least 35% and proposer either failed to undertake adequate good faith outreach efforts or failed to submit supporting documentation with its proposal as required by Section B, items 2 and 4, below, then proposer's proposal shall be declared non-responsive and **AND INELIGIBLE FOR CONTRACT AWARD.**

NOTE: "LBE" REFERS TO SMALL AND MICRO-LBES ONLY, UNLESS THE RFP ALLOWS FOR SBA-LBE SUBCONSULTANTS TO COUNT TOWARDS THE LBE PARTICIPATION GOAL.

SECTION B

All proposers that do not qualify for the good faith outreach exception set forth in Section 14B.8(B) of the Administrative Code must complete this Section B and submit supporting documentation as required.

A proposer must achieve at least 80 points, as determined by HRC, to be deemed compliant with the "good faith outreach" requirements. A proposer who fails to achieve at least 80 points will be declared non-responsive, and the proposal will be rejected. Please check yes or no for each item listed below.

<p>1. Did your firm attend the pre-proposal meeting scheduled by the City to inform all proposers of the LBE program requirements for this project? If the City does not hold a pre-proposal meeting, all proposers will receive 15 points.</p>	<p><input type="checkbox"/> Yes (15 Points)</p>	<p><input type="checkbox"/> No (0 Points)</p>
<p>2. Did your firm advertise, not less than 10 calendar days before the due date of the proposal, in one or more daily or weekly newspapers, trade association publications, LBE trade oriented publications, trade journals, or other media, such as: Small Business Exchange, or the Bid and Contracts Section of the Office of Contract Administration's website (http://mission.sfgov.org/OCABidPublication/)? If so, <u>please enclose a copy of the advertisement.</u> <i>The advertisement must provide LBEs with adequate information about the project.</i> If the City gave public notice of the project less than 15 calendar days prior to the proposal due date, no advertisement is required, and all proposers will receive 10 points.</p>	<p><input type="checkbox"/> Yes (10 points)</p>	<p><input type="checkbox"/> No (0 Points)</p>



<p>3. Did your firm identify and select work types (as categorized in HRC's LBE Directory) to meet the LBE subconsultant participation goal? If so, please identify the work types below:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<input type="checkbox"/> Yes (10 points)	<input type="checkbox"/> No (0 Points)
<p>4. Did your firm contact LBE firms (LBE firms include MBEs, WBEs and OBEs) for the identified work types (see #3 above), not less than 10 calendar days prior to the due date of the proposal? If so, <u>please include documentation (i.e. phone logs, emails, faxes, etc.) to verify that contacts were made.</u> The purpose of contacting LBE firms is to provide notice of interest in proposing for this project.</p> <p>A proposer who contacts those LBE firms certified in the identified work types, not less than 10 calendar days prior to due date of the proposal, will receive up to 45 points. If a proposer does not comply with paragraphs a. & b. below, one point will be deducted for each LBE firm within each identified work type that is not contacted.</p> <p>a. If there are less than 25 firms within an identified work type, a proposer should contact all of them.</p> <p>b. If there are 25 or more firms within an identified work type, a proposer should notify at least 25 firms within such identified work type.</p> <p>If a proposer does not contact any LBE firms, the proposer will receive no points. When contacting LBEs, you should provide adequate information about the project. If the City gave public notice of the project less than 15 calendar days prior to the proposal due date, the allocation of points above still applies, except that the proposer may contact those LBE firms certified in the identified work types less than 10 calendar days prior to the due date of the proposal.</p>	<input type="checkbox"/> Yes (Up to 45 points)	<input type="checkbox"/> No (0 Points)
<p>5. Did your firm follow-up and negotiate in good faith with interested LBEs? If so, <u>please include documentation (i.e. phone logs, emails, faxes, etc.) to verify that follow-up contacts were made.</u> If applicable, your follow-up contact with interested LBEs should provide information on the City's bonding and financial assistance programs. For each interested LBE firm that the proposer does not follow-up with, a point will be deducted.</p> <p>A proposer who does not perform any follow-up contact with interested LBEs will receive no points.</p> <p>***Interested LBE" shall mean an LBE firm that expresses interest in being a subconsultant to the proposer.</p>	<input type="checkbox"/> Yes (Up to 20 points)	<input type="checkbox"/> No (0 Points)
<p>6. A proposer shall submit the following documentation with this form:</p> <p>(1) Copies of all written proposals submitted, including those from non-LBEs;</p> <p>(2) If oral proposals were received, a list of all such proposals, including those from non-LBEs. The work type and dollar amounts for each such proposal must be specified; and</p> <p>(3) A full and complete statement of the reasons for selection of the subconsultants for each work type. If the reason is based on relative qualifications, the statement must address the particular qualification at issue.</p>		



SECTION C

If a Small or Micro-LBE prime proposer checks "YES" in Section A, above, and is relying on self-performed Contract Work to meet the 35% good faith efforts outreach exception, such Small or Micro-LBE prime proposer must indicate the total value of Contract Work that proposer will perform with its own forces in the space below:

 % of work

SECTION D

Contract Name: DBI DIGITAL IMAGING FORMAT I

Contract No.: _____

Signature of Owner/Authorized Representative: _____

Owner/Authorized Representative (Print): MR. X; ESO

Name of Firm (Print): PRIME ONE Inc

Title and Position: CEO

Address, City, ZIP: _____

E-mail: mr.x @ google.com

Date: 5/7/12



FORM 3: HRC NON-DISCRIMINATION AFFIDAVIT

1. I will ensure that my firm complies fully with the provisions of Chapter 14B of the San Francisco Administrative Code and its implementing Rules and Regulations and attest to the truth and accuracy of all information provided regarding such compliance.
2. Upon request, I will provide the HRC with copies of contracts, subcontract agreements, certified payroll records and other documents requested so the HRC may investigate claims of discrimination or non-compliance with either Chapter 12B or Chapter 14B.
3. I acknowledge and agree that any monetary penalty assessed against my firm by the Director of the Human Rights Commission shall be payable to the City and County of San Francisco upon demand. I further acknowledge and agree that any monetary penalty assessed may be withheld from any monies due to my firm on any contract with the City and County of San Francisco.
4. I declare and swear under penalty of perjury under the laws of the State of California that the foregoing statements are true and correct and accurately reflect my intentions.

Signature of Owner/Authorized Representative: 

Owner/Authorized Representative (Print) Mr. X ; ESO

Name of Firm (Print) PRIME ONE INC

Title and Position CEO

Address, City, ZIP _____

Federal Employer Identification Number (FEIN): _____

Date: _____



FORM 7: HRC PROGRESS PAYMENT FORM

To be completed by Consultant and submitted to the Contract Awarding Authority and HRC with its monthly progress payment application (transmit to the following):

TRANSMITTAL

TO: Project Manager/Designee COPY TO: HRC Contract Compliance Officer
Firm: _____ Date: _____

SECTION 1. Fill in all the blanks

Contract Number: _____ Contract Name: _____
Reporting Period From: _____ To: _____ Progress Payment No: _____

The information submitted on Sections 1 and 2 of this form must be cumulative for the entire contract as opposed to individual task orders. Additionally, the information submitted on Sections 1 and 2 of this form must be consistent. See next page for Section 2.

- | | |
|---|----------|
| 1. Original Contract Award Amount: | \$ _____ |
| 2. Amount of Amendments and Modifications to Date: | \$ _____ |
| 3. Total Contract to Date including Amendments and Modifications (Line 1 + Line 2): | \$ _____ |
| 4. Sub-total Amount Invoiced this submittal period: Professional Fees | \$ _____ |
| 5. Sub-total Amount Invoiced this submittal period: Reimbursable Expenses | \$ _____ |
| 6. Gross Amount Invoiced this submittal period (Line 4 + Line 5): | \$ _____ |
| 7. All Previous Gross Amounts Invoiced: | \$ _____ |
| 8. Total Gross Amounts of Progress Payments Invoiced to Date (Line 6 + Line 7): | \$ _____ |
| 9. Percent Completed (Line 8 ÷ Line 3): | _____ % |

Consultant, including each joint venture partner, must sign this form.

_____ Owner/Authorized Representative (Signature) _____ Name (Print) _____ Title (Print) _____ Firm Name _____ Telephone Fax _____ Date	_____ Owner/Authorized Representative (Signature) _____ Name (Print) _____ Title (Print) _____ Firm Name _____ Telephone Fax _____ Date
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