HOW TO RESPOND TO THIS ATTACHMENT
Please complete and submit Page 3 of this Attachment as part of your Proposal.

- NEW TO CITY BUSINESS?
If your firm has never done business with the City before, please review, complete and submit the forms referenced and linked here as soon as possible and in advance of your proposal submission to the appropriate City Department identified below. Completion and submission of the firm requirements outlined in Attachment III as soon as possible and in advance of your Proposal to the Contact listed below is recommended but not required to prevent delays to the overall program timeline. The City cannot do business with any firm that by contract award, fails to meet all requirements. Even if your firm is selected for contract negotiations and completes the scope of work portion of negotiations, the City cannot execute a contract and begin work if there are outstanding compliance requirements such as the City's Equal Benefits ordinance, the City's business tax requirements or the City’s insurance requirements. We attempt to prevent those types of delays by providing as much advance notice of firm requirements as possible.

- NOT YOUR FIRST TIME DOING BUSINESS WITH THE CITY?
Even if your firm has done business with the City before, please review firm compliance status at https://sfcitypartner.sfgov.org/.

CONTACT
Contact (415) 944-2442 or sfcitypartnersupport@sfgov.org for information and assistance.

GENERAL INFORMATION
Proposer Team must fulfill the City’s administrative requirements for doing business with the City and become a compliant firm prior to contract award.
- Fulfillment of the City's administrative requirements is defined as completion, submission to the Controller’s Office and approval by applicable City agencies (Contract Monitoring Division, Treasurer/Tax Collector, Office of Contract Administration, Risk Management, etc.) of these forms.
- If you wish to complete and submit the firm requirements outlined in Attachment III in advance of your Proposal, please send all of these forms directly to the Contact below. The Contact will inform your firm if it needs to complete documentation requirements directly with an agency.
- The City can only do business with Proposers that have fulfilled the City’s requirements.
- The City highly recommends that Proposers at the time of Proposal submission fulfill the administrative requirements for doing business with the City.
How to become Eligible to Do Business with the City:
Before the City can award any award any contract to a contractor, all firms must meet the minimum requirements described below. There may be additional requirements placed upon a firm depending on the type of good or service to be purchased.


Mandatory Registration:
At a minimum, in order to become eligible to do business with the City, a firm must complete the following steps in order to register as a bidder and get converted to a fully compliant supplier:


2. Use the online website [http://newbusiness.sfgov.org/vendor](http://newbusiness.sfgov.org/vendor) to complete your Business Tax Registration (Please allow a few days for Business Tax to review and process your application).

3. Submit CMD 12B Compliance Declaration through the supplier portal. 12B Compliance Information: [https://sfgov.org/cmd/forms-resources](https://sfgov.org/cmd/forms-resources)
   If you have any questions, please call 415-944-2442 or email [sfcitypartnersupport@sfgov.org](mailto:sfcitypartnersupport@sfgov.org).

Supplier Eligibility and Invoice Payment:
Suppliers must have a City-issued Supplier ID number, have all compliance paperwork submitted and approved by the City, and have an executed contract or purchase order before payments can be made. Once a Supplier ID has been assigned, an email notification will be provided by the City's Supplier Management Team. This notification will include instructions on how to sign up to receive payments through the City's supplier portal located at [https://sfcitypartner.sfgov.org/](https://sfcitypartner.sfgov.org/).

To provide a superior and user friendly Automated Clearing House (ACH) experience, the City is partnering with Paymode-X, a nationally recognized and widely used ACH provider. Visit [http://www.paymode.com/city_countyofsanfrancisco](http://www.paymode.com/city_countyofsanfrancisco) to enroll.
Please complete and submit this page as part of your Proposal Submission.

Proposer’s Firm Name: 
Proposer’s City Bidder or Supplier ID #: 
Contact Information – Name: 
Email: 
Phone #: 

I certify that my company has started the City vendor compliance process. Please indicate which Supplier Mandatory Forms have been submitted by checking the boxes below.

Supplier Mandatory Forms Checklist:

- If currently doing business with the City, please check this box. No need to fill the checklist below.

Submit the forms through San Francisco’s On-Line Financial & Procurement System:
https://sfcitypartner.sfgov.org/

<table>
<thead>
<tr>
<th>Form/Action</th>
<th>Purpose/Info</th>
<th>Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Register as a Bidder</td>
<td>Establishes basic supplier information and establishes federal and state tax status.</td>
<td></td>
</tr>
<tr>
<td>Submit Business Tax Registration</td>
<td>Required for City suppliers to determine if you are required to obtain a Business Registration Certificate. Establishes San Francisco business tax status.</td>
<td></td>
</tr>
<tr>
<td>Submit CMD 12B Compliance Declaration Through the Supplier Portal</td>
<td>This Declaration is used by the City’s Contract Monitoring Division to determine if a vendor offers benefits to employees. When a vendor offers benefits, it must be verified that all benefits, including insurance plans and leaves, are offered equally to employees with spouses and employees with domestic partners. For more information and assistance, please visit the City Administrator’s Contract Monitoring Division Equal Benefits web page. Establishes determination of how firm provides benefits to employees with spouses and to employees with domestic partners.</td>
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</tr>
</tbody>
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# ATTACHMENT III: CITY’S ADMINISTRATIVE REQUIREMENTS (LINKS TO FORMS)

**Supplemental Forms:** Additional Forms and Requirements after Contract Award. *Not required at time of submission.*

<table>
<thead>
<tr>
<th>Form name and Internet Location</th>
<th>Form</th>
<th>Description</th>
<th>Routing &amp; For more info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Compensation Ordinance Declaration <a href="https://sfgov.org/olse/sites/default/files/Document/HCAO%20MCO%20Documents/MCO_Declaration_10_1_18.pdf">https://sfgov.org/olse/sites/default/files/Document/HCAO%20MCO%20Documents/MCO_Declaration_10_1_18.pdf</a> <a href="http://www.sfgov.org/olse/mco">www.sfgov.org/olse/mco</a></td>
<td>MCO Declaration <strong>Required If:</strong> You have at least $25,000 ($50,000 for non-profit organizations) in cumulative annual business with a City department or departments and have more than 5 employees, including employees of any parent, subsidiaries and subcontractors.</td>
<td>Established Minimum Compensation Ordinance requirements. 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 Qualifications.</td>
<td>Send completed form via e-mail to <a href="mailto:sfcitypartnersupport@sfgov.org">sfcitypartnersupport@sfgov.org</a>. For more info, contact Office of Labor Standards Enforcement at <a href="mailto:mco@sfgov.org">mco@sfgov.org</a> or call 415-554-7903</td>
</tr>
<tr>
<td>Health Care Accountability Ordinance Declaration <a href="https://sfgov.org/olse/sites/default/files/Document/HCAO%20MCO%20Documents/HCAO_Declaration_10_1_18.pdf">https://sfgov.org/olse/sites/default/files/Document/HCAO%20MCO%20Documents/HCAO_Declaration_10_1_18.pdf</a> <a href="http://sfgov.org/olse/health-care-accountability-ordinance-hcao">http://sfgov.org/olse/health-care-accountability-ordinance-hcao</a></td>
<td>HCAO Declaration <strong>Required If:</strong> You have at least $25,000 ($50,000 for non-profit organizations) in cumulative annual business with a City department or departments and have more than 20 employees (more than 50 employees for nonprofit organizations), including employees of any parent, subsidiaries or subcontractors.</td>
<td>Establishes Health Care Accountability Ordinance requirements.</td>
<td>Send completed form via e-mail to <a href="mailto:sfcitypartnersupport@sfgov.org">sfcitypartnersupport@sfgov.org</a>. For more info, contact Office of Labor Standards Enforcement at <a href="mailto:hcao@sfgov.org">hcao@sfgov.org</a> or call 415-554-7903</td>
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</table>
### ATTACHMENT III: CITY’S ADMINISTRATIVE REQUIREMENTS (LINKS TO FORMS)

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<tr>
<td><strong>First Source Hiring Program (FSHP)</strong></td>
<td>First Source Hiring Form</td>
<td>This form is contract specific. If the contract is for more than $50,000, then the First Source Hiring Program (Admin. Code Chapter 83) may apply.</td>
<td>Send completed form via e-mail to <a href="mailto:business.services@sfgov.org">business.services@sfgov.org</a>. For more info, contact First Source Hiring Administrator (415) 401-4960</td>
</tr>
<tr>
<td><strong>Insurance</strong></td>
<td><strong>See Insurance sample document for more information</strong> <a href="http://mission.sfgov.org/DOCUMENT_CENTER_DOCUMENTS/DC2816.pdf">http://mission.sfgov.org/DOCUMENT_CENTER_DOCUMENTS/DC2816.pdf</a></td>
<td>Please reference Article 5, Insurance of Attachment IV and consult with your broker on your ability to meet the requirements specified therein.</td>
<td><a href="http://www.sfgov.org/riskmanagement">www.sfgov.org/riskmanagement</a></td>
</tr>
<tr>
<td><strong>Local Business Enterprise Program Application</strong> (<a href="http://mission.sfgov.org/DOCUMENT_CENTER_DOCUMENTS/DC2816.pdf">Contract Monitoring Division</a>)</td>
<td>Application</td>
<td>You desire to participate in the City’s Local Business Enterprise Program which helps certain financially disadvantaged businesses increase their ability to compete effectively for City contracts.</td>
<td>On-line application. Submit through <a href="http://mission.sfgov.org/DOCUMENT_CENTER_DOCUMENTS/DC2816.pdf">Contract Monitoring Division</a></td>
</tr>
<tr>
<td><strong>Ban on City Contracts Involving States with Anti-LGBT Laws</strong> (Chapter 12X requirements). Please see <a href="http://mission.sfgov.org/DOCUMENT_CENTER_DOCUMENTS/DC2816.pdf">City Administrator's Memo on 12X Ordinance 10.16.19.pdf</a> for more information.</td>
<td></td>
<td>A vendor or contract awardee is headquartered in a &quot;covered state&quot; that allows discrimination against LGBT individuals or restricts abortion.</td>
<td></td>
</tr>
</tbody>
</table>