RFP ATTACHMENT II: Local Business Enterprise (LBE) Forms

**Contract Monitoring Division (“CDM”) Contact**

If you have any questions concerning the CMD Forms and to ensure that your proposal is not rejected for failing to comply with these requirements, please call the Contract Monitoring Division at 415-581-2310. For more information, please visit [http://sfgov.org/cmd/](http://sfgov.org/cmd/). The forms will be reviewed prior to the evaluation process.

**HOW TO RESPOND TO THIS ATTACHMENT**

Each RFQ or RFP process requires a **new submittal of CDM Attachment 2 forms** at the following link:


There is no CDM Local Business Enterprise subcontracting requirement for this RFP or resulting contract(s). However, Forms 3 and 5 must be submitted with your proposal.

1. Form 2A-HRC Contract Participation Form
2. Form 2B-HRC “Good Faith Outreach” Requirements Form
3. **Form 3-HRC Non-Discrimination Affidavit**
4. Form 4-HRC Joint Venture Form (if applicable), and
5. **Form 5-HRC Employment Form**

Please submit **two (2)** copies each of Forms **3 and 5** (and Form 4 if Joint Venture proposal) with your Proposal Package. The forms should be part of the “Original” of your proposal (your seven proposal copies do not need to include these forms). At least one copy should have original signatures.

If these forms are not returned with the proposal, the proposal may be determined to be non-responsive and may be rejected.