

# RFP ATTACHMENT III: CITY'S ADMINISTRATIVE REQUIREMENTS (LINKS TO FORMS)

## FORMS AND REQUIREMENTS

All businesses must qualify to do business with the City before the City can award a contract or pay an invoice. The minimum requirements are described below. Depending on the product or service you sell to the City, additional compliance requirements may apply.

### Mandatory Forms

At a minimum, in order to qualify to do business with the City, a vendor **must** submit four documents:

1. **IRS Form W-9 -Request for Taxpayer Identification Number and Vendor Number Request Form**
2. **P-25 - Business Tax Declaration**
3. **CMD 12B-101 Declaration** of Nondiscrimination in Contracts and Benefits

For your convenience you may download a Vendor Registration Package which contains these three forms as well as a supplemental vendor application, which collects your firm's product and service information so that City departments can search for your firm in our internal databases by product and service type.

### Getting paid for your goods and/or services from the City:

1. The Controller and Office of Contract Administration (OCA) have announced that starting in January 2012, all new and extended/renewed contracts will require vendors to accept electronic payments. This requirement includes professional service, construction, non-profits and other contracts. This also includes departmental blankets and purchase orders.
2. Our goal is to make Automated Clearing House (ACH or "electronic") payments the norm for all City vendors. The City uses Paymode-X, an independent service through the Bank of America, to process Automated Clearing House (ACH) "electronic" payments.
3. Electronic payments are processed every business day and are safe and secure. There is no charge from Paymode or the City to use this payment service.
4. You must have an issued City vendor number, have all compliance paperwork submitted and approved by the City, and have a signed and executed contract before payments can be issued from the City.
5. Once you are issued your City vendor number, you will receive notification from the City's Vendor File Support division. This notification will include instructions on how to sign up to receive payments through Paymode-X.
6. To sign up for electronic payment, visit **[www.sfgov.org/ach](http://www.sfgov.org/ach)**
7. You will need the following in order to sign up:
  - o You must be your company's authorized financial representative.
  - o Your company's legal name, main telephone number and all physical and remittance addresses used by your company
  - o Your company's U.S. federal employer identification number (EIN) or Social Security number (if you are a sole proprietor)
  - o Your company's bank account information, including routing and account numbers

**Please note:** Chapter 12B (the Equal Benefits Ordinance) of the San Francisco Administrative Code prohibits the City 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 City requires that vendors submit along with their CMD

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12B-101 Declaration of Nondiscrimination in Contracts and Benefits copies of their benefit plans and personnel handbook that evidence compliance with the Human Rights Commission's standards. The City cannot award a contract if a Vendor does not offers equal benefits; however IF the Vendor has demonstrated a commitment to comply but requires additional time to update its benefits and policies, the City may grant additional time. Also, in certain limited instances the City may waive the equal benefits requirement.

To date, over 16,000 firms have complied with the City's Equal Benefits Ordinance and today every state in the Union has an insurance provider that provides coverage to Domestic Partners. There is a clear and easy path forward to comply with the City's equal benefits requirements but the process does take time. We strongly encourage that you plan ahead and start by visiting City Administrator's [Contract Monitoring Division](#) to learn more about the City's Equal Benefits requirements and successes.

Form	Purpose/Info	Routing
<b>Request for Taxpayer Identification Number</b> <a href="#">(IRS Form W-9)</a>	This form provides the City with your taxpayer ID number, which is then used to assign your firm a City 5-digit Vendor Number.	Email: <a href="mailto:vendor.file.support@sfgov.org">vendor.file.support@sfgov.org</a> Fax: (415) 554-6261
<b>Business Tax Declaration Form</b> <a href="#">(Form P-25)</a>	This Declaration is used to determine if you are physically "doing business in San Francisco" and therefore are required to pay business taxes.	Email: <a href="mailto:ttx.VendorAccounts@sfgov.org">ttx.VendorAccounts@sfgov.org</a> Fax: (415) 554-6207 Mail: Treasurer & Tax Collector City Hall, Room 140 1 Dr. Carlton B. Goodlett Pl. San Francisco, CA 94102
<b>Declaration of Nondiscrimination in Contracts and Benefits with supporting documentation</b> <a href="#">(Form CMD-12B-101)</a>	This Declaration is used by the City's Human Rights Commission to determine if the vendor has employees and offers benefits to these employees. If the vendor does, then the vendor must demonstrate to the Human Rights Commission that the vendor offers equal benefits (health, retirement, sick leave...) to employees with spouses and to employees with domestic partners by submitting with the Declaration copies of the vendor's benefit plans and personnel handbook that evidence compliance with the Human Rights Commission's standards. For additional information please visit City Administrator's <a href="#">Contract Monitoring Division</a> 's website.	Website: <a href="http://www.sfgov.org/cmd">www.sfgov.org/cmd</a> Email: <a href="mailto:cmd.equalbenefits@sfgov.org">cmd.equalbenefits@sfgov.org</a> Mail: CMD, 30 Van Ness Ave., Suite 200 San Francisco, CA 94102-6033

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<p><b>Vendor Registration Package</b> (<a href="#">New Vendor</a>)</p>	<p>Combines the above forms and as well as vendor business profile in one easy location.</p>	<p>Email: <b><a href="mailto:Vendor.File.Support@sfgov.org">Vendor.File.Support@sfgov.org</a></b>            Fax: (415) 554-6261            Mail: Vendor Registration Package            City and County of San Francisco            Vendor File Support            City Hall, Room 484            1 Dr. Carlton B. Goodlett Place            San Francisco, CA 94102-4685</p>
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### Supplemental Forms

Depending on the requirements specified in the bid you are responding to, you may be requested to complete one of the below forms. These supplemental forms are bid specific and are required in addition to the mandatory forms above.

Form:	Required If:
Minimum Compensation Ordinance (MCO) Declaration ( <a href="#">pdf</a> )	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.
Health Care Accountability Ordinance (HCAO) Declaration ( <a href="#">pdf</a> )	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 non-profit organizations) including employees of any parent, subsidiaries and subcontractors.
Insurance Requirements ( <a href="#">pdf</a> )	<p>Fulfillment of the City's insurance requirements is not required as part of your proposal/response. However, fulfillment prior to contract award is required.</p> <p>The City is self-insured, so it will need to be added to a contractor's General Liability and Auto Liability policies as an additional insured. The City needs a formal endorsement showing that the primary insured's policies have been amended to specifically add "the City and County of San Francisco, its officers, agents and employees" as an additional insured. The General and Auto Liability policy number(s) should appear on the endorsement.</p>
Payment (Labor and Material) Bond ( <a href="#">pdf</a> )	If the bid package requires the awarded vendor to post a Payment (Labor and Material) Bond
Performance Bond ( <a href="#">pdf</a> )	If the bid package requires the awarded vendor to post a Performance bond
Local Business Enterprise Program Application ( <a href="#">City Administrator's website</a> )	If 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.