

RFP ATTACHMENT II: Local Business Enterprise (LBE) Forms

Contract Monitoring Division Contact

If you have any questions concerning the CMD requirements and CMD Forms (Attachment 2) and to ensure that your response is not rejected for failing to comply with these requirements, please contact Ryan Young, CMD Contract Compliance Officer, at 415- 581-2301 or by e-mail at Ryan.B.Young@sfgov.org. The forms will be reviewed as part of the pre-qualification process.

HOW TO RESPOND TO THIS ATTACHMENT

Each solicitation process requires a **new submittal of CMD forms found in Attachment II** at the following link:

<http://sfgov.org/cmd/sites/default/files/Documents/CMD%20Attachment%202%20-%20208.01.16.pdf>

There is no Contract Monitoring Division LBE subcontracting requirement for this RFP or resulting contract(s). Respondents are required to submit **Forms 3 and 5** (and Form 4 if proposing as a Joint Venture) with the Response Package.

- (1) Form 3- CMD Non-Discrimination Affidavit
- (2) Form 4- CMD Joint Venture Form (if applicable), and
- (3) Form 5- CMD Employment Form

The forms should be part of the “Original” copy of your response, and with original signatures. If these CMD Forms are not returned with the response, the response may be determined to be non-responsive and may be rejected.

1. Local Business Enterprise Goals and Outreach

The requirements of the Local Business Enterprise (LBE) and Non-Discrimination in Contracting Ordinance set forth in Chapter 14B of the S.F. Administrative Code as it now exists or as it may be amended in the future (collectively the “LBE Ordinance”) shall apply to this RFP. More information regarding these requirements can be found at:

<http://www.sfgov.org/cmd>

2. LBE Subcontractor Participation Requirement

Please refer to San Francisco Administrative Code Chapter 14B and CMD Attachment 2 for information concerning the City's LBE program.

There is no Contract Monitoring Division LBE subcontracting requirement for this RFP or resulting contract(s).

3. Link to LBE Subcontractor Directory

This link takes you to a directory of current Local Business Enterprises:

http://mission.sfgov.org/hrc_certification/

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4. LBE Participation and Rating Bonuses

The City strongly encourages Responses from qualified LBEs. Pursuant to the LBE Ordinance (Chapter 14B of the City Administrative Code), the following rating bonus will be in effect for the award of this program for any Respondents who are certified by CMD as an LBE, or joint ventures where the joint venture partners are in the same discipline and have the specific levels of participation as identified below. Certification applications may be obtained by calling CMD at (415) 581-2310 or online at www.sfgov.org/lbecert. The rating bonus applies at each phase (written proposal evaluation and interview stage) of the selection process. The application of the rating bonus is as follows:

- (1) A 10% bonus to a Small or Micro LBE including Non-Profit; or a joint venture between or among LBEs; or
- (2) A 5% bonus to a joint venture with LBE participation that equals or exceeds 35%, but is under 40%;
- (3) A 7.5% bonus to a joint venture with LBE participation that equals or exceeds 40%;
- (4) A 10% bonus to a certified non-profit entity; or
- (5) A 5% bonus will be applied to any response from a SBA-LBE, except that the 5% rating bonus shall not be applied at any state if it would adversely affect a Small or Micro-LBE Respondent or a joint venture with LBE participation.

Joint Venture Rating Bonuses – If applying for a LBE rating bonus as a joint venture: The LBE must be an active partner in the joint venture and perform work, manage the job and take financial risks in proportion to the required level of participation stated in the response, and must be responsible for a clearly defined portion of the work to be performed and share in the ownership, control, management responsibilities, risks, and profits of the joint venture. The portion of the LBE joint venture's work shall be set forth in detail separately from the work to be performed by the non-LBE joint venture partner. The LBE joint venture's portion of the contract must be assigned a commercially useful function. The joint venture partners must be of the same or similar discipline in order to be eligible for a rating bonus. The joint venture partners will be jointly responsible for the overall program management, control and compliance with Chapter 14B requirements.

SBA firms will get a 2% bid discount, to be applied only if it does not adversely affect the small and/or Micro LBEs.

Local Business Enterprise Utilization Tracking System - Prime contractors and all subcontractors who are awarded contracts as a result of the RFP process are required to use the Elation secure web-based Local Business Enterprise Utilization Tracking System (LBEUTS) to submit payment information including invoices and other related information. The Contract Monitoring Division (CMD) will use this information to monitor compliance with the 14B LBE Ordinance. Information about the system including instruction manuals and upcoming training workshops are available on the CMD website at www.sfgov.org/lbeuts.