

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

- 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.
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- 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 vendor 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.

### **HOW TO RESPOND TO THIS ATTACHMENT**

#### **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 response submission to the Contact listed below.

If your firm has never done business with the City before, please review and complete the forms referenced and linked in this Attachment, and submit them with your Proposal.

Completion and submission of the vendor 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 vendor 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 vendor requirements as possible.

#### **NOT YOUR FIRST TIME DOING BUSINESS WITH THE CITY?**

Even if your firm has done business with the City before, it is best to check on the status of your completion of the City's requirements with the Contact listed below to ensure your firm is not precluded from contract award based on outstanding administrative requirement issues. The City vendor number you list in the RFP Attachment V Executive Summary section serves as partial verification that the Proposer has completed the City's administrative requirements. Please be sure that your firm has fulfilled all City requirements as defined in the third bullet point above.

### **CONTACT**

Contact [CentralContracts@sfgov.org](mailto:CentralContracts@sfgov.org) for information and assistance.

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## FORMS AND REQUIREMENTS

### Vendor Profile Package Website:

<http://sfgsa.org/index.aspx?page=376>

A. **Vendor Profile Application** – Establishes basic vendor information

<http://sfgsa.org/modules/showdocument.aspx?documentid=8291>

Vendor Profile Application Instructions and Commodity Codes for reference in filling out Application are available on Vendor Profile Package Website

<http://sfgsa.org/index.aspx?page=376>

B. **IRS Form W-9** – Establishes federal and state tax status

Link is available on Vendor Profile Package Website.

Or use direct link to IRS website: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

C. **Business Tax Declaration** – Establishes San Francisco business tax status

<http://sfgsa.org/Modules/ShowDocument.aspx?documentid=814> (Word)

<http://sfgsa.org/Modules/ShowDocument.aspx?documentid=816> (PDF)

Note that based on how this declaration is filled out, firm may be required to additionally register for a business tax certificate and pay business taxes. See instructions on the Declaration form. If your company must register, download and complete a business registration form available at this website to obtain a Business Registration Certificate

<http://www.sftreasurer.org/index.aspx?page=22>

D. **CMD Form 12B-101 (Declaration: Nondiscrimination in Contracts and Benefits)** –

Establishes determination of how firm provides benefits to employees with spouses and to employees with domestic partners.

See <http://www.sfgsa.org/modules/showdocument.aspx?documentid=10257>

Note that this form and documentation of benefits should be discussed directly with the Contract Monitoring Division, as the determining authority. Please contact the Contract Monitoring Division at 415-581-2310 for assistance.

E. **Minimum Compensation Ordinance Declaration** – 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.

See <http://sfgsa.org/modules/showdocument.aspx?documentid=7581>

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For the amount of hourly gross compensation currently required under the MCO, see [www.sfgov.org/olse/mco](http://www.sfgov.org/olse/mco). Note that this hourly rate may increase on January 1 of each year and that contractors will be required to pay any such increases to covered employees during the term of the contract.

More information: <http://sfgsa.org/index.aspx?page=403>

- F. **Health Care Accountability Ordinance Declaration** – Establishes Health Care Accountability Ordinance requirements.

<http://sfgsa.org/Modules/ShowDocument.aspx?documentid=8044>

More information: <http://sfgsa.org/index.aspx?page=407>

- G. **First Source Hiring Program (FSHP)**

If the contract is for more than \$50,000, then the First Source Hiring Program (Admin. Code Chapter 83) may apply. Generally, this ordinance requires contractors to notify the First Source Hiring Program of available entry-level jobs and provide the Workforce Development System with the first opportunity to refer qualified individuals for employment. Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the FSHP is available on the web at <http://www.workforcedevelopmentsf.org/> and from the First Source Hiring Administrator, (415) 401-4960.

- H. **Insurance**

Fulfillment of the City's insurance requirements is **not required as part of your Proposal**. However, fulfillment prior to contract award is required.

The City must 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. Professional Liability insurance may also be required.

Please see Section 15, Insurance of Attachment IV and consult with your broker on your ability to meet the requirements specified therein.

If the Proposer is a joint venture, please be advised that each entity in the joint venture must have the specified insurance coverage. The additional insured endorsement must name each JV partner and the joint venture as additional insured, as well as the City and County of San Francisco, its officers, agents, and employees.

See Insurance sample document for more information

[http://mission.sfgov.org/DOCUMENT\\_CENTER\\_DOCUMENTS/DC2816.pdf](http://mission.sfgov.org/DOCUMENT_CENTER_DOCUMENTS/DC2816.pdf)