

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

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

**While Respondents are not required to be fully approved City vendors in order to respond to this RFQ, the Board of Supervisors can only contract for services with fully compliant and approved City vendors. The City's administrative compliance and vendor authorization processes can take a few weeks to several months to complete depending on the complexity of the Respondent's employee benefits package. As such, the City strongly encourages Respondents to initiate this process immediately, if they have not done so already.**

#### **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 to the appropriate City agencies for review and approval.

#### **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 appropriate City agencies to ensure your firm is not precluded from contract award based on outstanding administrative requirement issues.

### **CONTACT**

Please contact Ambi Bohannon Jones at [Ambi.BohannonJones@sfgov.org](mailto:Ambi.BohannonJones@sfgov.org) for information and assistance on meeting these requirements.

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## FORMS AND REQUIREMENTS

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

- A. **Vendor Profile Application** – establishes basic vendor information  
Vendor Profile Application Instructions  
Commodity Codes for Reference in Filling Out Application
- B. **IRS Form W-9** – establishes federal and state tax status  
<http://sfgsa.org/Modules/ShowDocument.aspx?documentid=778>
- C. **Business Tax Declaration** – establishes San Francisco business tax status  
<http://sfgsa.org/Modules/ShowDocument.aspx?documentid=7833>  
Note that based on how this declaration is filled out, Respondents may be required to additionally register for a business tax certificate and pay business taxes. See instructions on the Declaration form.
- D. **HRC Form 12B-101 (Declaration: Nondiscrimination in Contracts and Benefits)** – establishes determination of how Respondent provides benefits to employees with spouses and to employees with domestic partners.  
<http://sfgsa.org/Modules/ShowDocument.aspx?documentid=780>  
Note that this form and documentation of benefits should be discussed directly with the Human Rights Commission, as the determining authority. Please contact the Human Rights Commission at 415-252-2500 for assistance.
- E. **Minimum Compensation Ordinance Declaration**  
<http://sfgsa.org/Modules/ShowDocument.aspx?documentid=7831>  
  
More information: <http://sfgsa.org/index.aspx?page=403>
- F. **Health Care Accountability Ordinance Declaration**  
<http://sfgsa.org/Modules/ShowDocument.aspx?documentid=7830>  
  
More information: <http://sfgsa.org/index.aspx?page=407>
- G. **Insurance**  
Fulfillment of the City's insurance requirements is also required prior to contract award.  
  
The City is self-insured, so at minimum per the City's standard insurance requirements, 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. Based on the type of service being provided and the amount of risk to the City, other insurance coverages may be required.