

## ATTACHMENT IV: Local Business Enterprise (LBE) Forms

### Contract Monitoring Division (“CMD”) Contact

If you have any questions regarding the required CMD Forms and to ensure that your proposal is not rejected for failing to comply with S.F. Administrative Code Chapter 14B requirements, please email **Ambi Bohannon Jones** in the **Office of the Clerk of the Board** at **Ambi.BohannonJones@sfgov.org**. These forms will be reviewed prior to the evaluation process.

### HOW TO RESPOND TO THIS ATTACHMENT

Each solicitation process requires submittal of all applicable CMD Attachment 2 forms. These forms can be found using the following link:

<http://www.sfgsa.org/index.aspx?page=6135>

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

**Please submit Forms 2A, 3 and 5 as part of your Response Package. Form 4 should only be submitted if the Respondent is submitting a Joint Venture proposal. The forms included in the “Original” version of the Response Package should have original signatures.**

**If these forms are not completed, signed, and returned with the Response Package, the proposal 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 solicitation. More information regarding these requirements can be found at:

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

#### 2. LBE Subcontracting Participation Goal

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

There is no LBE subcontracting requirement for the total value of goods and services provided under this solicitation and resulting contracts. LBEs are strongly encouraged to submit proposals and will be eligible for rating discounts.

#### 3. Link to LBE Subconsultant Directory

Use the following link to access a directory of current Local Business Enterprises.

[http://mission.sfgov.org/hrc\\_certification/](http://mission.sfgov.org/hrc_certification/)

#### 4. Reserved

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### 5. Reserved

### 6. LBE Participation and Rating Bonuses

The City strongly encourages proposals from qualified LBEs. Pursuant to Chapter 14B, the following rating bonuses will be in effect for this solicitation for any Respondents who are certified as a Small or Micro-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 (415) 581-2310.** The rating bonus applies at each phase of the selection process. The application of the rating bonus is as follows:

- (1) A 10% bonus to a Small or Micro-LBE; or a joint venture between or among Small and/or Micro-LBEs; or
- (2) A 5% bonus to a joint venture with Small or Micro-LBE participation that equals or exceeds 35%, but is under 40%; or
- (3) A 7.5% bonus to a joint venture with Small or Micro-LBE participation that equals or exceeds 40%; or
- (4) A 10% bonus to a certified non-profit entity.

Joint Venture Rating Bonus If applying for a 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 proposal, 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.

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