

1. **Proposer Information**

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| --- | --- |
| **Proposer’s Firm Name** | *[Insert firm name here]* |
| **Proposer’s Firm Address (Principal Place of Business)** | *[Insert firm address (principal place of business)]* |
| **Location of Proposer’s Lead Office to Perform Services under this RFP** | *[Insert location of lead office to perform services under this RFP]* |
| **Proposer’s Website Address** | *[Insert Proposer’s website address]* |
| **If you have a Proposer’s City Supplier ID, please provide it** | *[Insert Supplier ID here, if available]* |
| **How did you find out about this RFP opportunity?** | *[Insert response here]* |

1. **Proposer’s RFP Contact**

|  |  |
| --- | --- |
| **Identify the person who will serve as your RFP contact. This contact will receive email notifications regarding the RFP process.** | |
| **Name** | *[Insert name here]* |
| **Title** | *[Insert title here]* |
| **Email** | *[Insert email here]* |
| **Phone** | *[Insert phone here]* |

1. **Certification of Headquarters in Accordance with Administrative Code Chapter 12X**

As outlined in RFP Section 1.3., this Contract is subject to the requirements of Administrative Code Chapter 12X, which prohibits the City from entering into contracts with companies headquartered in states with laws that perpetuate discrimination against LGBT populations or where any or all of the work on the contract will be performed in any of those states. Please certify by completing the following statement:

*“I certify that my company is headquartered at the following address [insert address here]. I will notify the City if my company’s headquarters moves.”*

1. **Submission Components**

Proposals must be **both** emailed and mailed/hand-delivered to:

Email:

Michael Hirai: michael.hirai@sfgov.org

Mail/Hand-delivery:

Michael Hirai

Department of Human Resources

1 South Van Ness Avenue, 4th Floor

San Francisco, CA 94103

CCSF requires mailed/hand-delivered materials to ensure the evaluation team can have a printed copy of all Proposals to facilitate the review process. The Proposal must be clearly marked **Applicant Tracking System Solution HRD-RFP#2019-02**.

Use the checklist below to ensure that you have included all required documentation with your submission.

|  |  |
| --- | --- |
| **Submission components** | **Completed & included in RFP submission** |
| **Mail/Hand-deliver:**  **One (1) original set copy of signed** [**CMD forms**](https://sfgov.org/cmd/sites/default/files/Documents/CMD%20Attachment%202%20-%208.01.16.pdf) **described in Sections 8, 9, and 12 of the RFP:**   * Form 2A-CMD Contract Participation Form * Form 3-CMD Non-Discrimination Affidavit * Form 4-CMD Joint Venture Form (if applicable) * Form 5-CMD Employment Form |  |
| **Mail/Hand-deliver:**  **One (1) original printed response** (with original signatures) labelled as “Original.” The pages should be bound by a method in which the sheets may be easily separated (e.g., 3-hole binder, binder clip, etc.).   * RFP Template A-Submission Checklist * RFP Template B-Acknowledgment and Forms * RFP Template C-Minimum Qualifications * RFP Template D-Summary * RFP Template E1-Core Competencies * RFP Template E2-Core Competencies * RFP Template F1-Culture Fit * RFP Template F2-Culture Fit * RFP Template G1-Integrations * RFP Template G2-Integrations * RFP Template G3-Integrations * RFP Template H1-Creativity and Problem Solving * RFP Template H2-Creativity and Problem Solving * RFP Template I-Technical Abilities * RFP Template J-Cost Estimate * RFP Template K-Release and Waiver Agreement |  |
| **Mail/Hand-deliver:**  **Seven (7) complete printed copies of RFP Template D-Summary through RFP Template J-Cost Estimate for the evaluation team.** The pages should be bound by a method in which the sheets may be easily separated (e.g., 3-hole binder, binder clip, etc.).   * RFP Template D-Summary * RFP Template E1-Core Competencies * RFP Template E2-Core Competencies * RFP Template F1-Culture Fit * RFP Template F2-Culture Fit * RFP Template G1-Integrations * RFP Template G2-Integrations * RFP Template G3-Integrations * RFP Template H1-Creativity and Problem Solving * RFP Template H2-Creativity and Problem Solving * RFP Template I-Technical Abilities * RFP Template J-Cost Estimate |  |
| **Email:**  **All RFP forms and templates in unprotected PDF or Excel format (with scanned or digital signatures).** Electronic files for each Form/Template must include all documents submitted for that Form/Template in one, separate, complete, electronic file. Each file must be titled with RFP number, Proposer’s name, and Form/Template number/letter (e.g., HRD-RFP#2019-02 ABC Company Form 2A, HRD-RFP#2019-02 ABC Company Template A), in that specific order.   * Form 2A-CMD Contract Participation Form * Form 3-CMD Non-Discrimination Affidavit * Form 4-CMD Joint Venture Form (if applicable) * Form 5-CMD Employment Form * RFP Template A-Submission Checklist * RFP Template B-Acknowledgment and Forms * RFP Template C-Minimum Qualifications * RFP Template D-Summary * RFP Template E1-Core Competencies * RFP Template E2-Core Competencies * RFP Template F1-Culture Fit * RFP Template F2-Culture Fit * RFP Template G1-Integrations * RFP Template G2-Integrations * RFP Template G3-Integrations * RFP Template H1-Creativity and Problem Solving * RFP Template H2-Creativity and Problem Solving * RFP Template I-Technical Abilities * RFP Template J-Cost Estimate * RFP Template K-Release and Waiver Agreement |  |