**ATTACHMENT 3: PROPOSER QUESTIONNAIRE AND REFERENCES**

**Sourcing Event 0000008229**

**Strategic Plan Consultant**

**MQ 3: Completed Attachment 3, Proposer Questionnaire and References, must be submitted by Deadline for RFP Proposals for this Solicitation.**

**Part I**

**Proposer Information**

|  |  |
| --- | --- |
| **Firm Name:** |  |
|  |  |
| Firm Address |  |
| Headquarter Address (if different from Firm Address): |  |
|  |  |
| Firm Web Address (if applicable) |  |
| Firm Size (total # of employees) |  |
| Phone No.: |  |
|  |  |
| Toll Free Phone No.: |  |
|  |  |
| **RFP Contact Name & Title:** |  |
|  |  |
| **RFP Contact E-mail:** |  |
| RFP Contact Phone: |  |
| RFP Contact Address: |  |
|  |  |
| SF City Supplier ID (or Bidder ID): |  |
|  |  |
| Federal Tax ID: |  |
|  |  |

|  |  |
| --- | --- |
| Subcontractor Firm Name (if applicable): |  |
|  |  |

|  |  |
| --- | --- |
|  |  |

Contractors and Subcontractors: List the names of all contractors and subcontractors that are listed in the proposal and the date the proposal was submitted. Insert additional lines if needed.

|  |  |  |  |
| --- | --- | --- | --- |
| # | Contractor/Subcontractor Name | Contractor Type | Date Proposal Submitted |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

**Parts II - V continued on subsequent pages.**

**Part II**

**Proposer Questionnaire**

|  |  |  |
| --- | --- | --- |
| **Question** | **Yes** | **No** |
| 1. **Do you certify that you have complied and will continue to comply with Section XII. (E) of this Solicitation entitled “Limitation on Communications during Solicitation”?** |  |  |
| 1. **Have you registered as a Bidder or Supplier, through the Supplier Portal** ([*https://sfcitypartner.sfgov.org/*](https://sfcitypartner.sfgov.org/?))?   If yes, what is your Bidder ID or Supplier ID? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| 1. **Has your company enrolled with Paymode-X to receive electronic payments from the City?**   <https://www.paymode.com/city_countyofsanfrancisco> |  |  |
| 1. **Have you registered your business with the San Francisco Treasurer & Tax Collector as required prior to submission of any Proposal?**   *Enter your Business Tax Registration ID here*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| 1. **Are you claiming LBE preference on this solicitation per Chapter 14B?**   Note: To claim LBE preference for this solicitation, you must be certified in the following LBE certification category by the Proposal Due Date:  *Application of LBE rating bonuses is waived*. | N/A | N/A |
| 1. **Can you comply with the terms set forth in Attachment 1, City’s Proposed Agreement Terms?**   If you reply NO, you must submit a redline copy of any proposed changes. |  |  |
| 1. **Have you submitted with your Proposal all the Minimum Qualification Documentation outlined in the accompanying solicitation document?**   If you reply NO to any document, please explain. |  |  |
| 1. **Have you submitted with your Proposal a Written Proposal that complies with the requirements of the accompanying solicitation document?**   If you reply NO to any document, please explain. |  |  |
| 1. **Have you submitted with your Proposal a Cost Proposal that complies with the requirements of the accompanying solicitation document?**   If you reply NO to any document, please explain. |  |  |

**Part III**

**Proposer References**

All proposers, including current Contractor, must provide references for at least three (3) organizations of the approximate size and volume comparable to services described in this Solicitation. Upon request, successful proposer(s) may also be required to submit a letter of reference from each reference listed within five (5) days of notification. Failure to do so may result in rejection of proposal.

**MQ 4: In Attachment 3, Proposer has provided three professional references and must be submitted by Deadline for RFP Proposals for this Solicitation.**

|  |  |  |
| --- | --- | --- |
| **1.** | Name of Company |  |
|  |  |  |
|  | Address (street, city, state, zip) |  |
|  |  |  |
|  | Contact Name |  |
|  |  |  |
|  | Phone No. |  |
|  |  |  |
|  | Email |  |
|  |  |  |
|  | Number of Years Providing Service |  |
|  |  |  |
| **2.** | Name of Company |  |
|  |  |  |
|  | Address (street, city, state, zip) |  |
|  |  |  |
|  | Contact Name |  |
|  |  |  |
|  | Phone No. |  |
|  |  |  |
|  | Email |  |
|  |  |  |
|  | Number of Years Providing Service |  |
|  |  |  |
| **3.** | Name of Company |  |
|  |  |  |
|  | Address (street, city, state, zip) |  |
|  |  |  |
|  | Contact Name |  |
|  |  |  |
|  | Phone No. |  |
|  |  |  |
|  | Email |  |
|  |  |  |
|  | Number of Years Providing Service |  |
|  |  |  |

**Part IV**

**Proposer Release of Liability for References**

The undersigned hereby fully and forever release, exonerate, discharge and covenant not to sue the City, its commissions and boards, officers and employees, and all individuals, entities and firms providing information, comments, or conclusions ("Reference Information") in response to inquiries that the City may make regarding the qualifications or experience of a Prime proposer, proposed joint venture partner, proposed subconsultant or proposed key/lead team member in connection with the selection process for DBI | 2023 Strategic Plan Consultant from and for any and all claims, causes of action, demands, damages, and any and all liabilities of any kind or description, in law, equity, or otherwise arising out of the provision of said Reference Information. This Release and Waiver is freely given and will be applicable whether or not the responses by said individuals, entities or firms are accurate or not, or made willfully or negligently.

|  |
| --- |
|  |

Company Name

|  |  |  |
| --- | --- | --- |
|  |  |  |

Signature of Authorized Representative of Company Date

|  |
| --- |
|  |

Print Name and Title

**Part V.**

**Proposer Certification of Truth, Accuracy, and Completeness**

I certify that based on information and belief formed after reasonable inquiry, the statements and information contained in this document are true, accurate, and complete. Additionally, by submitting this bid/proposal, I attest that I have reviewed and accepted all terms found in this solicitation, any and all addenda issued to this solicitation, and City’s contract terms.

|  |
| --- |
|  |

Company Name

|  |  |  |
| --- | --- | --- |
|  |  |  |

Signature of Authorized Representative of Company Date

|  |
| --- |
|  |

Print Name and Title