

City and County of San Francisco

Request for Proposals for

State Lobbying Services

Mayor's Office of Legislative and Government Affairs



Date issued: June 2, 2023
Proposal due: July 7, 2023

Request for Proposals for **State Lobbying Services**

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I. INTRODUCTION AND SCHEDULE

A. General

The Mayor’s Office intends to select a firm to provide state legislative representation in Sacramento, California, to advocate on behalf of the City and City Departments on legislative and regulatory matters, to assist with implementation of the City’s State Legislative Agenda, and to keep the Mayor’s Office up-to-date with relevant information about State government. As a city and county, San Francisco is affected by a broad range of issues across many disciplines and departments. The City’s state legislative representatives should possess the experience and knowledge to work on a broad array of policy topics including, but not limited to: state budget, homelessness, economic development, health care, public safety, human services, housing, environment, transportation, education, and community development.

The contract shall have a term of two years. In addition, the City shall have three options to extend the term for a period of one year each, which the City may exercise in its sole, absolute discretion.

B. Schedule

Request for Proposals Issuance	June 2, 2023
Deadline for Questions	June 28, 2023
Deadline to Submit Proposals	July 7, 2023
Short-Listing Notification for Oral Interviews (optional, at discretion of City)	July 19, 2023
Oral Interviews (optional, at discretion of City)	July 31, 2023
Notice of Intent to Award	August 16, 2023
Period for Protesting Notice of Intent to Award	Within (3) three business days of the City’s issuance of a Notice of Intent to Award.

C. Contractors Unable to do Business with the City

1. Generally

Contractors that do not comply with laws set forth in San Francisco’s Municipal Codes may be unable to enter into a contract with the City. Some of the laws are included in this RFP, or in the sample terms and conditions.

II. SCOPE OF WORK

The Scope of Work is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the project.

As noted above, key issue areas affecting San Francisco include the state budget, homelessness, economic development, health care, public safety, human services, housing, environment, transportation, education, and community development.

The following are work tasks assumed necessary to provide State legislative representation to the City. Proposing teams may suggest a modified scope as part of their proposal.

1. Work with the Mayor's Office to develop and advocate on the City's State legislative priorities, including developing legislation for the City to sponsor, identifying authors for such legislation, developing and executing legislative strategies and advocating for adoption of legislation and budget priorities.
2. Work in support of designated City and County of San Francisco staff person, based in Sacramento, should the Mayor's Office choose to locate a staffer at the Capitol.
3. Track relevant legislation and inform the Mayor's Office of hearings, meetings and any changes to the legislation.
4. Analyze State legislation and proposed regulatory changes that may impact the City and work with the Mayor's Office and City departments to advocate the City's positions, as appropriate.
5. Lobby for the City's position on legislative and regulatory matters of interest, through direct contact with:
 - a. State legislators and staff
 - b. Gubernatorial staff
 - c. State agencies
 - d. State labor organizations
 - e. Relevant regional and statewide associations
6. Proactively and frequently notify Mayor's Office and relevant City departments of state grant opportunities and availability of state resources, and help the City apply and advocate to receive these grants and resources.
7. Draft letters and talking points on legislative, budgetary, and regulatory issues as necessary.
8. Testify on behalf of the City at hearings before legislative and regulatory committees.
9. Regularly report to the Mayor's Office via written memorandum, email, and phone on key state issues affecting the City.
10. Maintain strong working relationships with members of the California State Legislature, and specifically, San Francisco's delegation, and their staff, as well as members of leadership in the Legislature, State agencies, and State commissions.
11. Organize trips by the Mayor and staff to Sacramento, including scheduling meetings and preparing briefing materials.
12. Schedule and participate in phone calls with California State Legislature members, their staff, and City staff to discuss and advocate on bills of interest.
13. Participate in monthly State Legislative Committee meetings and update City staff on state issues.
14. Travel to San Francisco, as necessary, for State advocacy-related meetings and/or hearings.
15. Advise Mayor's Office staff of existing and newly acquired clients, and, work in good faith to implement steps to address potential conflicts of interest in a timely and transparent manner.

III. SUBMISSION REQUIREMENTS

A. Time and Place for Submission of Proposals

Proposals must be received by 5:00 p.m., on **July 7, 2023**. Proposals may be emailed to: Sarah

Owens (Sarah.Owens@sfgov.org) and Susanna Conine-Nakano (Susanna.Conine-Nakano@sfgov.org).

Proposers shall submit their proposal in an email titled “**State Lobbying Services, Mayor’s Office**” to the above referenced individuals. A copy of the fee proposal shall also be submitted in a separate file. Proposals that are submitted by mail or fax will not be accepted. Late submissions will not be considered. Proposers will receive an email confirmation of their submission by 5:00pm, on July 12, 2023.

B. Format

Proposers can submit files in a Word document or PDF format. For word processing documents, the Mayor’s Office prefers that text be unjustified (i.e., with a ragged-right margin) and use a serif font (e.g., Times Roman, and not Arial), and that pages have margins of at least 1” on all sides (excluding headers and footers).

If your response is lengthy, please include a Table of Contents.

Each proposal submitted in response to this RFP must include the following information in the order specified below with tabbed sections. It is highly recommended that responses be professionally presented, well-organized, and concise.

IV. CONTENT

Firms interested in responding to this RFP must submit the following information, in the order specified below:

A. Introduction and Executive Summary (up to 3 pages)

Submit a letter of introduction and executive summary of the proposal. The letter must be signed by a person authorized by your firm to obligate your firm to perform the commitments contained in the proposal. Submission of the letter will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in the proposal.

B. Lobbying Services (up to 3 pages)

Describe the services and activities that your firm proposes to provide to the City. Include the following information:

1. Overall approach to tasks described in Section II Scope of Work above;
2. Experience in working on issues described in Section II Scope of Work above;
3. Deep understanding of the City and County of San Francisco’s issues and needs;
4. Assignment of work within your firm’s work team and with any proposed joint consultant or sub consultant arrangements.

C. Firm Qualifications (up to 10 pages)

Provide information on your firm’s background and qualifications which addresses the following:

A brief description of your firm, including history, organizational structure, ownership structure, names of principals, number of employees, number of years in business, and areas of policy and political expertise. Include any information that may be of value to the City in evaluating your firm’s qualifications.

A list identifying: (i) each key person who will perform lobbying services and their role; (ii) descriptions of the experience and qualifications of each person described in part (i), including brief resumes, and (iii) a written assurance that the key individuals listed and identified will perform work and will not be substituted with other personnel without the City’s approval.

A description of two major legislative or regulatory issues where your firm lobbied successfully for a client, including: issue, client contact information, staff members who worked on the issue, and a summary of how the issue was resolved. Descriptions should be limited to one page for each work project. Selected examples must reflect an issue listed in Section II. Scope of work of this RFP. If joint consultants or sub consultants were used, provide information for each.

A description of the firm's successful experience and expertise in providing citywide and countywide services.

D. Conflict of Interest

Discuss clients represented by your firm whose interests may either coincide or conflict with the interests of the City and County of San Francisco.

E. Fee Proposal

The City intends to award this contract to the firm that it considers will provide the best overall program services. The City reserves the right to accept an offer other than the lowest priced offer and reject any proposals that are not responsive to this request.

Please provide a fee proposal that includes the following:

- Proposed total fee for the period of November 1, 2023 through November 1, 2025; and
- Hourly rates for all team members. Hourly rates and itemized costs may be used to negotiate changes in the Scope of Work if necessary.
- Proposed payment schedule

V. EVALUATION AND SELECTION CRITERIA

A. Minimum Qualifications

Respondents must have at least five (5) years business experience successfully representing municipal agencies on state legislative and regulatory issues and must demonstrate their compliance with all applicable laws governing lobbying services.

Proposals should clearly demonstrate that the qualifications are met. Insufficient or incomplete information may result in a proposal being considered non-responsive and may not be eligible for award of the contract. If required information is complete, but the department determines that the proposer does not meet minimum qualifications, proposer may be deemed non-responsible.

B. Evaluation of Proposals

The City reserves the right to decide, in its sole discretion, not to award a contract.

The City will have a Selection Committee consisting of three panelists review and score the written responses. The proposals will be ranked on the basis of their written qualifications. Written responses will be worth a maximum of 100 points and will be evaluated using the following criteria (Section IV.C below) to select the Proposers that best meet the needs of the City. The Contract Monitoring Division (CMD) will verify that the firms requesting rating preferences are currently on a CMD-certified list of local business enterprises (LBE) and will calculate the appropriate rating bonuses. A ranking of firms will then be made based on the written response scores and up to three firms with the highest scores may be invited for oral interviews, although the City retains the option not to conduct interviews.

C. Selection Criteria

The Committee will evaluate each response in accordance with the criteria stated below. Each proposal may receive a maximum of the 100 possible points.

1. Submission Requirements (10 points)

- a. Did the response follow the required format? Is it professionally presented and well-organized?
- b. Is the information provided complete, accurate, and responsive to the RFP?

2. Lobbying Approach (30 points)

- a. Does the response demonstrate understanding of the City’s needs and tasks to be performed?
- b. Is the proposed staffing appropriate?

3. Firm Qualifications and Experience (60 points)

- a. Does the firm and its team have the structural capacity, experience, and expertise in public sector lobbying to provide the level of services the City needs?
- b. Do the individuals proposed to perform the work have sufficient qualification, experience, and expertise to provide the services the City needs?
- c. Does the firm have the depth of experience and expertise to successfully provide the comprehensive range of services required to meet the City’s needs as outlined in the Scope of Work?

4. Oral Interview

Following the evaluation of the written proposals, up to three of the proposers receiving the highest scores may be invited to an oral interview with the Committee. The interview will consist of standard questions asked of each of the proposers. There will be four general parts of the oral interview.

- 1. Explanation of why the firm is best situated to represent San Francisco.
- 2. Explanation of why past lobbying experience is relevant and helpful to San Francisco.
- 3. Demonstration of an in-depth knowledge of the structure of San Francisco government.
- 4. A hypothetical example of a policy issue, and how a firm would respond.

Each part of the interview will be worth a maximum of 25 points, for a total maximum score of 100 points. Each member of the Selection Committee will assign each firm a score. The Selection Committee will then rank the firms based on their total aggregate scores.

VI. CONTRACT AWARD

A. Contract Negotiations and Award

The Mayor’s Office will select a firm with whom staff shall commence contract negotiations, based on the Selection Committee rankings and the specific contents of the firms’ proposals. The selection of a proposal shall not constitute acceptance by the City of all terms of the proposal, which may be subject to further negotiations and approvals before the City may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time, the Mayor’s Office, in its sole discretion, may terminate negotiations with the current firm and begin contract negotiations with the next highest ranked proposer.

VII. TERMS AND CONDITIONS FOR RECEIPT OF PROPOSAL

A. Errors and Omissions in RFP

Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify the Mayor’s Office, in writing, if the proposer discovers any ambiguity,

discrepancy, omission, or other error in the RFP. Any such notification should be directed to the Mayor's Office promptly after discovery, but in no event later than 72 hours prior to the date that proposals are due. Modifications and clarifications will be made by addenda as provided below.

B. Inquiries Regarding RFP

Proposers shall submit all questions concerning this Contract Proposal, scope of services or requirements in writing by email only during the Question and Answer Period, ending June 28, 2023 no later than 5:00 PM PST and directed to: Sarah.Owens@sfgov.org and Susanna.Conine-Nakano@sfgov.org. All Proposer questions concerning the bid process shall be submitted no later than 72 hours prior to the bid deadline. Proposers who fail to do so will waive all further rights to protest, based on these specifications and conditions.

C. Objections to RFP Terms

Should a proposer object on any ground to any provision or legal requirement set forth in this RFP, the proposer must, not less than 72 hours prior to the RFP deadline, provide written notice to the Department setting forth with specificity the grounds for the objection. The failure of a proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

D. Change Notices

The Mayor's Office may modify the RFP, prior to the proposal due date, by issuing Bid Addendum(s), which will be posted on the website at <https://sf.gov/information/contract-and-bid-opportunities-mayors-office>. The proposer shall be responsible for ensuring that its proposal reflects any and all Bid Addendum(s) issued by the Mayor's Office prior to the proposal due date regardless of when the proposal is submitted. Therefore, the City recommends that the proposer consult the website frequently, including shortly before the proposal due date, to determine if the proposer has downloaded all Bid Addendum(s).

E. Term of Proposal

Submission of a proposal signifies that the proposed services and prices are valid for 120 calendar days from the proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

F. Revision of Proposal

A proposer may revise a proposal on the proposer's own initiative at any time before the deadline for submission of proposals. The proposer must submit the revised proposal in the same manner as the original. A revised proposal must be received on or before the proposal due date.

In no case will a statement of intent to submit a revised proposal, or commencement of a revision process, extend the proposal due date for any proposer.

At any time during the proposal evaluation process, the Mayor's Office may require a proposer to provide oral or written clarification of its proposal. The Mayor's Office reserves the right to make an award without further clarifications of proposals received.

G. Errors and Omissions in Proposal

Failure by the Mayor's Office to object to an error, omission, or deviation in the proposal will in no way modify the RFP or excuse the vendor from full compliance with the specifications of the RFP or any contract awarded pursuant to the RFP.

H. Financial Responsibility

The City accepts no financial responsibility for any costs incurred by a firm in responding to this RFP. Submissions of the RFP will become the property of the City and may be used by the City in any way deemed appropriate.

I. Proposer's Obligations under the Campaign Reform Ordinance

Proposers must comply with Section 1.126 of the S.F. Campaign and Governmental Conduct Code, as it may be amended from time to time, which currently states, in relevant part,

that “no City Contractor or affiliate of a City Contractor may make any contribution to: (1) An individual holding a City elective office if the contract must be approved by such individual, the board on which that individual serves, or a state agency on whose board an appointee of that individual serves; (2) a candidate for the office held by such individual; or (3) a committee controlled by such individual or candidate.” This prohibition remains in effect from the submission of a proposal for a contract until: (1) the termination of negotiations for such contract; or (2) twelve months from the date the contract is approved. Violation of Section 1.126 may result in criminal, civil, or administrative penalties. For further information, proposers should contact the San Francisco Ethics Commission at (415) 581-2300.

J. Sunshine Ordinance

In accordance with S.F. Administrative Code Section 67.24(e), contractors’ bids, responses to RFPs and all other records of communications between the City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person’s or organization’s net worth or other proprietary financial data submitted for qualification for a contract or other benefits until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

K. Public Access to Meetings and Records

If a proposer is a non-profit entity that receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the S.F. Administrative Code, the proposer must comply with Chapter 12L. The proposer must include in its proposal (1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to proposer’s meetings and records, and (2) a summary of all complaints concerning the proposer’s compliance with Chapter 12L that were filed with the City in the last two years and deemed by the City to be substantiated. The summary shall also describe the disposition of each complaint. If no such complaints were filed, the proposer shall include a statement to that effect. Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in proposer’s Chapter 12L submissions shall be grounds for rejection of the proposal and/or termination of any subsequent Agreement reached on the basis of the proposal.

L. Reservations of Rights by the City

The issuance of this RFP does not constitute an agreement by the City that any contract will actually be entered into by the City. The City expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, proposal, proposal procedure;
2. Reject any or all proposals;
3. Reissue a Request for Proposals;
4. Prior to submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFP, or the requirements for contents or format of the proposals;
5. Procure any materials, equipment or services specified in this RFP by any other means; or
6. Determine that no project will be pursued.

M. No Waiver

No waiver by the City of any provision of this RFP shall be implied from any failure by the City to recognize or take action on account of any failure by a proposer to observe any provision of this RFP.

N. Local Business Enterprise Goals and Outreach

The requirements of the Local Business Enterprise and Non-Discrimination in Contracting Ordinance set forth in Chapter 14B of the San Francisco Administrative Code as it now exists or as it may be amended in the future (collectively the “LBE Ordinance”) have been waived.

VIII. CONTRACT REQUIREMENTS

A. Standard Contract Provisions

The successful proposer will be required to enter into a contract substantially in the form of the Agreement for Professional Services, attached hereto as Appendix B. Failure to timely execute the contract, or to furnish any and all insurance certificates and policy endorsement, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another firm and may proceed against the original selectee for damages.

Firms are urged to pay special attention to the requirements of Administrative Code Chapters 12B and 12C, Nondiscrimination in Contracts and Benefits, as set forth in then paragraphs below.

B. Nondiscrimination in Contracts and Benefits

The successful proposer will be required to agree to comply fully with and be bound by the provisions of Chapters 12B and 12C of the San Francisco Administrative Code. Generally, Chapter 12B prohibits the City and County of San Francisco from entering into contracts or leases with any entity that discriminates in the provision of benefits between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of employees. The Chapter 12C requires nondiscrimination in contracts in public accommodation. Additional information on Chapters 12B and 12C is available on the CMD’s website at <http://www.sf.gov/cmd>.

C. Minimum Compensation Ordinance (MCO)

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in S.F. Administrative Code Chapter 12P. 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 requirements.

For the amount of hourly gross compensation currently required under the MCO, see 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.

Additional information regarding the MCO is available on the web at <https://sf.gov/information/understanding-minimum-compensation-ordinance>.

D. Health Care Accountability Ordinance (HCAO)

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Health Care Accountability Ordinance (HCAO), as set forth in S.F. Administrative Code Chapter 12Q. Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the HCAO is available on the web at <https://sf.gov/information/understand-health-care-accountability-ordinance>.

E. 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 <https://sf.gov/comply-first-source-hiring-program> and from the First Source Hiring Administrator, 415-701-4848.

F. Conflicts of Interest

The successful proposer will be required to agree to comply fully with and be bound by the applicable provisions of state and local laws related to conflicts of interest, including Section 15.103 of the City's Charter, Article III, Chapter 2 of City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California. The successful proposer will be required to acknowledge that it is familiar with these laws; certify that it does not know of any facts that constitute a violation of said provisions; and agree to immediately notify the City if it becomes aware of any such fact during the term of the Agreement.

Individuals who will perform work for the City on behalf of the successful proposer might be deemed consultants under state and local conflict of interest laws. If so, such individuals will be required to submit a Statement of Economic Interests, California Fair Political Practices Commission Form 700, to the City within ten calendar days of the City notifying the successful proposer that the City has selected the proposer.

IX. PROTEST PROCEDURES

A. Protest of Non-Responsiveness Determination

Within five working days of the City's issuance of a notice of non-responsiveness, any firm that has submitted a proposal and believes that the City has incorrectly determined that its proposal is non-responsive may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth working day following the City's issuance of the notice of non-responsiveness. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

B. Protest of Contract Award

Within five working days of the City's issuance of a notice of intent to award the contract, any firm that has submitted a responsive proposal and believes that the City has incorrectly selected another proposer for award may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth working day after the City's issuance of the notice of intent to award.

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

C. Delivery of Protests

All protests must be received by the due date. If a protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that will objectively establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) will not be considered. Protests must be delivered to:

Sarah Owens
Manager of State and Federal Affairs
Mayor's Office
1 Dr. Carlton B. Goodlett Place, Room 200
San Francisco, CA 94102

X. APPENDIX A

Standard Forms

A. How to become Eligible to Do Business with the City:

Before the City can award any award any contract to a contractor, all vendors must meet the minimum requirements described below. There may be additional requirements placed upon a vendor depending on the type of good or service to be purchased.

B. Mandatory Forms:

At a minimum, in order to become eligible to do business with the City, a vendor must submit the following documents to the Vendor Support Division via the City’s supplier portal located at <https://sfcitypartner.sfgov.org/>

1. [CCSF Vendor - Bidder Registration \(Electronic Submission - you must have a vendor number to complete\)](#)
2. [CMD 12B-101 Declaration](#) of Nondiscrimination in Contracts and Benefits



C. Vendor Eligibility and Invoice Payment:

Vendors must have a City-issued vendor number, have all compliance paperwork submitted and approved by the City, and have an executed contract or purchase order before payments can be made. Once a vendor number has been assigned, an email notification will be provided by the City's Vendor File Support Division. This notification will include instructions on how to sign up to receive payments through the City's supplier portal located at <https://sfcitypartner.sfgov.org/> .

D. Vendor Eligibility Forms:

<u>Form</u>	<u>Purpose/Info</u>	<u>Routing</u>
CCSF Vendor - Bidder Registration (Electronic Submission - you must have a vendor number to complete)	This declaration is required for city vendors to determine if you are required to obtain a Business Registration Certificate.	https://sfcitypartner.sfgov.org/
Declaration of Nondiscrimination in Contracts and Benefits with supporting documentation (Form CMD-12B-103)	This Declaration is used by the City’s Contract Monitoring Division to determine if a vendor offers benefits to employees. When a vendor offers benefits, it must be verified that all benefits, including insurance plans and leaves, are offered equally to employees with spouses and employees with domestic partners. For more information and assistance, please visit the City Administrator’s Contract Monitoring Division Equal Benefits web page.	https://sfcitypartner.sfgov.org/

E. Supplemental Forms:

Form:	Required If:
Minimum Compensation Ordinance (MCO) Declaration ( pdf)	You have at least \$25,000 (\$50,000 for non-profit organizations) in cumulative annual business with a City department or departments and have more than 5 employees, including employees of any parent, subsidiaries and subcontractors.
Health Care Accountability Ordinance (HCAO) Declaration ( pdf)	You have at least \$25,000 (\$50,000 for non-profit organizations) in cumulative annual business with a City department or departments and have more than 20 employees (more than 50 employees for nonprofit organizations), including employees of any parent, subsidiaries or subcontractors.
Insurance Requirements (pdf)	The solicitation requires the successful proposer to demonstrate proof of insurance.
Payment (Labor and Material) Bond (pdf)	The solicitation requires the awarded vendor to post a Payment (Labor and Material) bond.
Performance Bond (pdf)	The solicitation requires the awarded vendor to post a Performance bond.
Local Business Enterprise Program Application (Contract Monitoring Division)	You desire to participate in the City’s Local Business Enterprise Program which helps certain financially disadvantaged businesses increase their ability to compete effectively for City contracts

For further guidance, refer to the City’s supplier training videos that are located online at: <https://sfcitypartner.sfgov.org/> .

XI. APPENDIX B

Bidders have the opportunity to review the City's standard contract requirements. To view a professional services agreement template, refer to the template located online ([pdf](#)). Bidders are not required to complete this document.