



Katherine Weinstein Miller  
Chief Probation Officer

**NOTICE OF INTENT TO AWARD A CONTRACT**  
**RFQ#JUV2023-02 PRE-EMPLOYMENT BACKGROUND INVESTIGATIONS**

The San Francisco Juvenile Probation Department (JPD) issued RFQ#JUV2023-02 (Sourcing Event ID 0000008380) on 5/24/23 and re-issued it on 5/31/23. The intent of the RFQ was to establish a pre-qualification list of firms that provide pre-employment background investigation services.

JPD received one Proposal from Maerly, LLC, and after the minimum qualification screening, the Proposal was deemed Responsive and was considered in the evaluation process. The Proposer's final score was over the minimum of 70 points, which determined them to be eligible for pre-qualification.

JPD intends to award a contract to **Maerly, LLC** and will promptly commence contract negotiations.

As stated in RFQ Section J.4 ("Protest of Prequalified Pool Creation"), a written Notice of Protest of Contract Award may be submitted within three (3) business days of the City's issuance of a 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 Notice of Protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or Solicitation provision on which the protest is based. In addition, the Notice of Protest must specify facts and evidence sufficient for the City to determine the validity of the protest.

The issued date of this notice is July 18, 2023.

Any other questions related to the outcome of this RFQ may be addressed to [elisa.baeza@sfgov.org](mailto:elisa.baeza@sfgov.org).