



OFFICE OF THE CITY ADMINISTRATOR CONTRACT MONITORING DIVISION



London Breed, Mayor
Carmen Chu, City Administrator

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Request for Proposals for Drupal Development, Support and Maintenance for the San Francisco Health Service System

Chapter 14B Local Business Enterprise (LBE) Requirements

June 3, 2022

CMD Contact Information

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CMD Attachment 2. Please read CMD Attachment 2 carefully.

CMD 14B requirements are included in [Attachment 2](#), which can be found on CMD's website at <https://sfgov.org/cmd/important-forms>.

CMD Directory of Certified LBEs

- From the CMD website (<https://sfgov.org/cmd/>), select "Chapter 14B", then "LBE Certification", the "Directory of Certified LBEs" or <https://sfgov.org/cmd/directory-certified-lbes> to search for Small and Micro LBEs. Then click "Option A" to search for Small or Micro LBE's. Do not use "PUC-LBE's" or "SBA-LBE's" to meet the goal. Next, search by vendor criteria to select the category of subcontractors you require and confirm their certification (General Services 129 / GS129 - COMPUTER: WEB DESIGN AND MAINT.)
- In order to be counted toward the subcontracting participation requirement, the Small or Micro LBE firm must be currently certified and certified for the scope they are being listed to perform.

LBE Rating Bonus

- SF Micro- and Small-LBE proposers will be eligible to receive a 10% rating bonus on their proposal.
- Joint Ventures
 - 5% to a Joint Venture with Small and/or Micro-LBE Prime Contractor participation that equals or exceeds thirty-five percent (35%) but is under forty percent (40%);
 - 7.5% to a Joint Venture with Small and/or Micro-LBE Prime Contractor participation that equals or exceeds forty percent (40%);
 - 10% to a Joint Venture exclusively among Small and/or Micro-LBE Prime Contractors.
- If you are interested in becoming certified for this project, you must get in touch with our certification unit as soon as possible. There must be a reasonable amount of time for certification to be completed. Let the certification unit know you are bidding on a project (including the proposal due date). However, please be aware that CMD may not be able to complete the certification of new firms by the proposal due date

LBE Subcontracting Requirement

The LBE subcontracting requirement is 20%.

Good Faith Outreach

Please be advised that the Good Faith Outreach requirement is separate from the LBE Subcontracting Requirement. Both requirements must be met.

There are two approaches you can use to meet the good faith outreach requirements. However, under both approaches, you must still meet the **20%** LBE subcontracting requirement.

1. Under the first approach, the Prime must submit CMD Form 2B, the Good Faith Outreach Requirements Form, along with all supporting documentation. You must achieve at least 80 points out of the possible 100 points. → Of particular importance, the Prime Contractor must advertise and contact the requisite number of subcontractors no later than 10 days before the bid due date.
- OR**
2. Under the second approach, if the Prime Proposer exceeds the project's stated LBE participation requirement by 35%, the Prime Proposer does not have to meet the 80 points on Form 2B that I just went over.

For this project, 35% of the **20%** subcontracting requirement is **7%**. Add **7%** to **20%**, you get **27%**. In order for the Prime to be exempt from meeting the "Good Faith Outreach" requirements that I mentioned above, the Prime's LBE participation must meet or exceed **27%**. If you will be utilizing this approach, you must check YES under Section A of Form 2B. **This is also clearly outlined in CMD Attachment 2.**

Pay attention to each of the required steps listed on Form 2B. Form 2B will walk you through the two options that I just mentioned. Please have your outreach person contact me so I can walk them through the CMD website. The LBE Online Directory is also on the CMD website, if you go to www.sfgov.org/cmd.

Forms To Be Submitted With The Bid

CMD Attachment 2:

- **Form 2A - CMD Contract Participation Form**
- **Form 2B – Good Faith Outreach Requirements Form**
- **Form 3 - CMD Non-Discrimination Affidavit**
- **Form 4 - CMD Joint Venture Form (*if applicable*)**
- **Form 5 - CMD Employment Form**

The City strongly encourages each Prime Proposer proposing on this contract to contact CMD if you have any questions regarding any of the CMD requirements or forms.