

Appendix B – Vendor Response Form

SFHSS Request For Bids for PeopleSoft HCM Benefits Optimization – Phase II Implementation Services (RFPQHSS2026.I1)

1. Bid Proposal Requirements Checklist

- Completed Appendix B – Vendor Response Form.
- Proposed approach and detailed schedule to the Scope of Work (see Appendix A, Section 3) and Requirements (see Appendix A, Section 4).
- Cost proposal that clearly identifies all costs and fees for services and Deliverables (see Appendix A, Section 5).
- A two-page (standard size: 8.5x11 PDF format) summary of your firm’s relevant experience.
- Up to three (3) resumes and/or professional summaries for the proposed project team (no more than three standard pages each) demonstrating relevant experience and who are available during the proposed contract period.
- One (1) resume (no more than two standard pages) for a proposed project lead who is available during the proposed contract period and demonstrating relevant experience.
- Three (3) references from similar public sector or multi-employer PeopleSoft Benefits Administration projects, including: employer name, contact information, service period (mm/yyyy – (mm/yyyy), and a brief description of the work.

2. If selected, confirm that all personnel providing services for SFHSS will be located within the United States.

Yes _____ No _____

3. If selected, confirm that City data will not traverse networks located outside of the United States.

Yes _____ No _____

4. Confirm that you maintain the levels of insurance set forth in Appendix B (Standard Agreement), Section 5 (Insurance and Indemnity) to cover the services provided.

Yes _____ No _____

5. Company or Organization Contact, Tax, & Vendor Information Page

a. Name:

b. Address:

c. Website:

d. Federal Tax ID:

e. City Supplier ID (if applicable):

6. Primary Contacts for the City’s Department of Technology and the Cybersecurity Risk Assessment:

a. Account Contact Name:

b. Email:

c. Telephone:

d. Technical Contact Name:

e. Email:

f. Telephone: