

# APPENDIX A: APPLICANT REQUIREMENTS AND GUIDELINES TEMPLATE

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Responses received under this RFP that fail to address **each** of the requested items in this Appendix A: Applicant Requirements and Guidelines Response Template, in sufficient and complete detail to substantiate that the Respondent can meet the City’s Minimum Qualifications, will be deemed **non-responsive** and will not be considered. Note that responses of “To be provided upon request” or “To be determined” or the like, or that do not otherwise provide the information requested (left blank), are not acceptable.

*Instructions are provided in blue and may be deleted. Please complete your response in the template provided, using as much space as needed. Indicate clearly where separate documents are provided. In order to receive the maximum amount of points, please be sure to follow this format carefully and thoroughly (but concisely) address each section. Please ensure your response meets the Minimum Qualifications so that it will be evaluated.*

**Note that all documents under this RFP process are subject to public disclosure. Please redact confidential or proprietary information as appropriate.**

## A. Introductory Information

### 1. Respondent Information and Partner(s)

Respondent’s Organization Name	
Respondent’s Organization Address	
Respondent’s Headquarters Address (if different from above)	
Respondent’s Vendor ID (if existing City vendor prior to July 2017)	
Respondent’s City Supplier ID (if any)	
Respondent’s Partner(s) Organization Name(s)	

### 2. Certification of Headquarters in Accordance with Administrative Code Chapter 12X.

*Response should contain the following statement:*

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*“I certify that my organization is headquartered at the following address:*

\_\_\_\_\_ *Insert Response Here* \_\_\_\_\_.

*I will notify the City if my organization’s headquarters moves.”*

## B. Minimum Qualifications

Any response that does not demonstrate that the Respondent meets these Minimum Qualifications by the response deadline will be considered non-responsive and will not be evaluated or eligible for inclusion in the pre-qualified list. Be sure to complete this section by checking the boxes below.

### *Respondent Certification*

The Respondent certifies that:

Minimum Qualification	Yes? (Check)
Existing non-profit agency recognized as tax-exempt by the IRS under Section 501(c)(3) of the Internal Revenue Code and must demonstrate a history of providing services to communities within San Francisco.	
Vendor of the City and County of San Francisco <i>or</i> be willing and able to become a City Vendor	
Meet San Francisco's non-discrimination in contracts laws, Chapters 12B and 12C of the San Francisco Administrative Code	
Be in good financial standing according to generally accepted accounting practices	
Offer services in an accessible and non-discriminatory manner regardless of race, color, ethnicity, class, age, economic level, education, language, religion, disability, immigration status, or sexual orientation	
Maintain an annual organizational budget totaling less than or equal to fifteen million dollars (\$15,000,000).	
Funds received under this RFP shall not be used to influence or seek to influence local, state, or federal governmental decisions	

## C. Additional Information

### **1. Pending Litigation**

Briefly describe any litigation or pending litigation related to audit services within the past five years of this RFP issue date. If none, state “None.”

*Insert Response Here.*

### **2. Client Relationships Severed For Reasons Other Than Convenience**

Provide a list of your clients where the contractual relationship was not completed and was severed for reasons other than convenience. A brief description of why the relationship was severed and the name of the client and the client’s project manager are also required. If none, state “None.”

*Insert Response Here.*