

# ATTACHMENT III: City Administrative Requirements (LINKS TO FORMS)

## HOW TO RESPOND TO THIS ATTACHMENT

Please complete and submit Page 3 of this Attachment as part of your Response.

### NEW TO CITY BUSINESS?

If your organization has never done business with the City before, please review, complete and submit the forms referenced and linked here as soon as possible and in advance of your response submission to the appropriate City Department identified below.

Completion and submission of the vendor requirements outlined in Attachment III as soon as possible and in advance of your Response to the Contact listed below is recommended but not required to prevent delays to the overall program timeline. The City cannot do business with any vendor that fails to meet all requirements by the time the contract is awarded. Even if your organization is selected for contract negotiations and completes the scope of work portion of negotiations, the City cannot execute a contract and begin work if there are outstanding compliance requirements such as the City's Equal Benefits ordinance, the City's business tax requirements, or the City's insurance requirements. We attempt to prevent those types of delays by providing as much advance notice of vendor requirements as possible.

### NOT YOUR FIRST TIME DOING BUSINESS WITH THE CITY?

Even if your organization has done business with the City before, please review vendor compliance status at <https://sfcitypartner.sfgov.org/>. We recommend that you check on the status of your completion of the City's requirements with the Contact listed below to ensure your organization is not precluded from contract award based on outstanding administrative requirement issues.

## GENERAL INFORMATION

Respondent must fulfill the City's administrative requirements for doing business with the City and become a compliant vendor prior to contract award.

- Fulfillment of the City's administrative requirements is defined as completion, submission to the Controller's Office and approval by applicable City agencies (Contract Monitoring Division, Treasurer/Tax Collector, Office of Contract Administration, Risk Management, etc.) of these forms.
- If you wish to complete and submit the vendor requirements outlined in Attachment III in advance of your Response, please send all of these forms directly to the Contact below. The Contact will inform your organization if it needs to complete documentation requirements directly with another agency.
- The City can only do business with Respondents that have fulfilled the City's requirements.
- The City highly recommends that Respondents at the time of Response submission fulfill the administrative requirements for doing business with the City.

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## 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.

City's Requirements: <https://sf.gov/information/city-business-registration>

## 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://sf.gov/information/city-business-registration>

## 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/>.

To provide a superior and user friendly Automated Clearing House (ACH) experience, the City is partnering with Paymode-X, a nationally recognized and widely used ACH provider. Visit [http://www.paymode.com/city\\_countyofsanfrancisco](http://www.paymode.com/city_countyofsanfrancisco) to enroll.

**Please complete and submit this page as part of your Response Submission.**

Respondent's Organization

Name: \_\_\_\_\_

Respondent's City Vendor ID #: \_\_\_\_\_

Contact Information – Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone #: \_\_\_\_\_

**I certify that my company has started the City vendor compliance process. Please indicate which Supplier Mandatory Forms have been submitted by checking the boxes below.**

## Supplier Mandatory Forms Checklist:

- If currently doing business with the City, please check this box. No need to fill the checklist below.

Submit the forms through San Francisco's On-Line Financial & Procurement System:  
<https://sfcitypartner.sfgov.org/>

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<u>Form</u>	<u>Purpose/Info</u>	<u>Submitted</u>
<a href="#">Register as a City Supplier</a>	It is required that all grantees register with the City Tax Collector’s Office and submit Chapter 12B and 12C forms through the Supplier portal.	<input type="checkbox"/>
<a href="#">Minimum Compensation Ordinance Declaration</a> <b>NOT REQUIRED AT TIME OF SUBMISSION.</b>	<p><b>Required If:</b> 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.</p> <p>Established Minimum Compensation Ordinance requirements. 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 Qualifications.</p>	
<a href="#">Health Care Accountability Ordinance Declaration</a> <b>NOT REQUIRED AT TIME OF SUBMISSION.</b>	<p><b>Required If:</b> 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.</p> <p>Establishes Health Care Accountability Ordinance requirements.</p>	
<a href="#">First Source Hiring Program (FSHP)</a> <b>NOT REQUIRED AT TIME OF SUBMISSION.</b>	If the contract is for more than \$50,000 then the First Source Hiring Program (Admin. Code Chapter 83) may apply.	
Insurance <b>NOT REQUIRED AT TIME OF SUBMISSION.</b>	Please consult with your broker on your ability to meet the requirements specified therein.	