

**Sourcing Event 000007467**  
**Appendix B**  
**Supporting Documentation Required Prior to Contract Execution**

**A. How to become Eligible to Do Business with the City:**

Before the City can award, or execute, any contract to a Proposer, the Proposer must meet the minimum requirements described below. There may be additional requirements placed upon a Proposer depending on the type of good or service to be purchased.

**B. Mandatory Forms for Successful Proposer:**

At a minimum, in order to become eligible to do business with the City, a Proposer must complete the following steps:

**Step 1:** Register as a BIDDER at City’s Supplier Portal:

<https://sfcitypartner.sfgov.org/pages/index.aspx>

**Step 2:** Follow instructions for converting your BIDDER ID to a SUPPLIER ID. This will require you to register with the City Tax Collector’s Office and submit Chapter 12B and 12C forms through the Supplier portal. Once these forms have been completed, submitted, and processed, you will be notified via email with your organization's new Supplier ID. That email will also provide instructions for completing your Supplier registration.

- **City Business Tax Registration Inquiries:** For questions regarding business tax registration procedures and requirements, contact the Tax Collector’s Office at (415) 554-4400 or, if calling from within the City and County of San Francisco, 311.
- **Chapter 12(B) and 12(C) Inquiries:** For questions concerning the City’s Chapter 12(B) and 12(C) Equal Benefits and Non-Discrimination in Contracting requirements, go to: [www.sfgov.org/cmd](http://www.sfgov.org/cmd).

Detailed instructions on how to become an eligible to do business with the City can be found here: [A Step by Step Guide to Becoming an Approved Supplier](#).

**C. Contract Terms and Negotiations**

Per section I.G. *Contract Terms and Negotiations* of the RFP, a revised, or redlined, copy of Appendix A, City’s Proposed Agreement Terms, will be requested within ten days of the notice of Intent to Award to the selected Proposer.

**D. Required Supporting Documentation (RSD):**

The successful Proposer, who is issued a Notice of Intent to Award, may be required to provide RSD including but not limited to the following, as applicable.

<b>Form:</b>	<b>Required If:</b>
Health Care Accountability Ordinance (HCAO)	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

Declaration	organizations), including employees of any parent, subsidiaries or subcontractors.
Minimum Compensation Ordinance (MCO) Declaration	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.
First Source Hiring Form	The contract value is equal to or greater than \$50,000.
Insurance Requirements	The solicitation requires the successful Proposer(s) to furnish evidence of insurance as outlined in Appendix A, City's Proposed Agreement Terms.

For further guidance, refer to the City's supplier training videos that are located online at: <https://sfcitypartner.sfgov.org/>