



City and County of San Francisco

San Francisco Department of Public Health

Barbara A. Garcia, MPA
Director of Health

Solicitation Process Summary

Contractor Selection Options

- a. Request for Proposals/Qualifications (RFP/Q) process. – takes 3 to 6 months
- b. Sole Source (SS) – takes 3 months (request for Sole Source Waiver through Contract's Office), justifying any acquisition of unique services where such services are known to be provided by only one vendor/contractor. Need sufficient justification to warrant Sole Source approval.
- c. Direct contract – if the service is less than \$10,000 total, bidding is not required. It is recommended to solicit written bids/quotes from multiple vendors especially LBEs. The lowest responsive and responsible bidder may be selected

Solicitation Process Brief Overview

1. Planning and Development:

- a. Division/Program plan for future services; Secure funding, identify the need
- b. New Services, New Funding or Service Renewal (current contract ending)
- c. Prepare solicitation document

2. Publication: Mail and post RFP/Q documents on DPH website and OCA's bid listing site

- ##### **3. Review and Selection Process:** Once proposals/applications are in, contract analyst (a) confirms applicants meet the minimum qualifications, (b) recruits of panel members (making sure there are no conflicts of interest), (c) distributes review packets to review panel (content of the review packet), (4) conducts review meeting, either a meeting and sometimes oral interview, and (5) coordinates DPH staff to determine funding allocations among successful bidders- utilizing review panel data.

4. Notification: Applicants Notified

- ##### **5. Protest Period:** for non-selected agencies, there is a 5 day window to submit protest only if applicants have the reason to believe there was substantial failure by the Department of Public Health in following standard procedures for soliciting and selecting providers

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7. **Personal Service Contract (PSC) Approval - (3 – 6 months needed)**
Civil Service Commission (CSC) reviews and approves/denies all Department requests for contracting out services versus civil service staffing. Approval through CSC meetings. For contracts over \$100K a year, there is also a union review period ranging from 30 to 60 days.
8. **Contract Development and Certification Process:** Starts with negotiations, Funding Notification or notice of award distribution, contract development, through certification.
9. **Health Commission / Board of Supervisor approval**
Contracts require Health Commission approval if they meet funding thresholds All contracts in excess of \$10 million or have a term of 10 years or more are subject to approval by the Board of Supervisors.

Summary Data included in an RFP

- a. RFP # and title: This will be the id for the particular RFP
- b. Introduction: overview of the program and background information
- c. Contract Term & Amount: estimated annual contract and how long the contract is good for and the options to renew, will this be one single award or multiple awards?
- d. Schedule: from the day the RFP is published up to Contract start date, schedule will show the email question period, due date of proposal submission, estimated timeline of when the review will be going, when selections will be made, contract development and when the services are scheduled to start
- e. Scope of Work: detailed description of the services DPH is soliciting for, the target population, the outcome and other information
- f. Minimum Qualifications: list of minimum requirements an agency must have to be eligible for submitting a proposal in response to an RFP
- g. Submission Requirements: how should proposals be formatted and submitted. Clear direction on page limits, on content, what to submit, following the guidelines in the RFP.
- h. Evaluation and Selection Criteria: How will the proposals be scored and points allocated for each criteria. This sections matches the submission requirements section and suits the particular services requested.
- i. Email Question Period or Pre Proposal Conference: information as to where to send in E-questions or info for Pre-Proposal Conference with date and time, location.
- j. Terms and Conditions for receiving proposals
- k. Contract Requirements
- l. Protest procedures
- m. Attachments: RFP forms; Agreement for Professional Services; Appendix B as budget forms, checklists, letter of intent, vendor profile forms etc. CMD Forms to comply with Chapter 12B Equal Benefits Ordinance and the Chapter 14B Local Business Enterprises (LBE) Ordinances/