



**SFERS Responses to Questions Submitted regarding the SFERS Fiduciary Governance Consulting Services Request for Proposals – March 17, 2021**

**Question #1 – On page 3 of the RFP, it states Proposers shall submit one (1) electronic copy of their proposal in a sealed envelope or box. Please clarify and confirm if SFERS is requesting an electronic copy of the proposal on a USB and that the physical and electronic copies may be delivered in the same sealed envelope or box.**

**SFERS' Response – Confirmed SFERS requests an electronic copy of the proposal on a USB that would be included in the same sealed envelope or box that contains the requested hard copies of the proposal.**

**Question #2 – In Appendix A-2 of the RFP, the hyperlinks to the supplemental forms do not work. If you could please provide working links, or a PDF copy of these forms, we'd appreciate it.**

**SFERS' Response – SFERS is providing a soft-copy (Word) version of Appendix A-2 with live hyperlinks to the supplemental forms.**

**Supplemental Forms:**

<b>Form:</b>	<b>Required If:</b>
Minimum Compensation Ordinance (MCO) Declaration <a href="#">(pdf)</a>	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.
Health Care Accountability Ordinance (HCAO) Declaration <a href="#">(pdf)</a>	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.

Insurance Requirements <a href="#">(pdf)</a>	The solicitation requires the successful bidder to demonstrate proof of insurance.
Payment (Labor and Material) Bond <a href="#">(pdf)</a>	The solicitation requires the awarded vendor to post a Payment (Labor and Material) bond.
Performance Bond <a href="#">(pdf)</a>	The solicitation requires the awarded vendor to post a Performance bond.
Local Business Enterprise Program Application( <a href="#">Contract Monitoring Division</a> )	You desire to participate in the City's Local Business Enterprise Program, which helps certain financially disadvantaged businesses increase their ability to compete effectively for City contracts.