# Questions and Answers:
## RFP#2024-1 Certified Payroll and Labor Compliance Management System

1.  **Q:** Is there a current vendor who is performing all the listed scopes?
    **Response:** The City has been contracting out certified payroll for approximately 17 years and is currently in contract with a vendor to provide most of the listed scopes. However, that contract is set to expire soon, we are now seeking proposals for new services.

2.  **Q:** I would like to confirm that all times listed in the RFP are pacific time?
    **Response:** Correct, all times listed in the RFP in Pacific Standard Time.

3.  **Q:** In MQ 8 it states:  three U.S.-based references from clients for whom the Proposer has provided electronic payroll services for public works construction projects  - If we don't have three to refer to, would our proposal not be accepted?
    **Response:** All proposals submitted by the deadline of November 25, 2024, at 5:00 pm will be accepted. However, only those proposals that meet the minimum qualifications will proceed to the selection committee for evaluation.

4.  **Q:** In Attachment 1 "Proposed Agreement Terms" Appendix F Business Associate Agreement is missing. Can OLSE please provide this document?
    **Response:** Attachment 1, the Proposed Agreement Terms, contains standard boilerplate language and does not reflect the final contract. Appendix F is included as a placeholder for the potential addition of a Business Associate Agreement; however, no specific language has been drafted at this time. The City and the awarded vendor will negotiate the contract terms, including whether Appendix F will be incorporated.

5.  **Q:** Our pricing structure is based on annual construction volume. Can you provide the dollar amount for annual construction volume of the projects that will be entered into the system for certified payroll reporting?
    **Response:** The City currently has a total of $22 billion in active projects, and this number will continue to grow as new projects are awarded. Annual construction volume can vary significantly, so we do not have a specific annual figure to provide. However, this total reflects the ongoing scale of the City's construction activity.

6.  **Q:** What kind of documentation will satisfy the MQ1 ask?
    **Response:** Any documentation demonstrating when the business was established will satisfy this requirement. Acceptable documents may include legal documents such as, Articles of Incorporation or a Certificate of Status from the state where the business is registered, tax returns, or a screenshot of business registration information from the Secretary of State's website, if applicable.

7.  **Q:** What kind of documentation will satisfy the MQ7 ask?
    **Response:** Acceptable documentation may include contracts, purchase orders, invoices, or any other documents that detail services provided to an agency, company, or organization.

8. **Q:** Do the references that are required to be listed in Attachment 2 need to be different then the ones that are requested as MQ8?
**Response:** No, the references can be the same; just ensure they meet the specified requirements.

9. **Q:** Can CCSF be listed as a reference for MQ8?
**Response:** Yes.

10. **Q:** Please clarify if the NTE amount is $1,000,000 per year or NTE $1,000,000 for 10 years in total?
**Response:** The not-to-exceed (NTE) amount is $1,000,000 per year.
The initial contract term is for 5 years, with the option to extend the contract for two additional amendments, allowing a total term of 10 years.

11. **Q:** How often is training required? Will it be in-person, virtual or both?
**Response:** The training schedule and format (in-person, virtual, or both) will be tailored post-award to meet the needs of City users and contractors, considering factors such as user familiarity, system complexity, and logistical preferences.

12. **Q:** Is there a specific font size that is preferred for this proposal?
**Response:** No.

13. **Q:** May respondent mark certain sections of the proposal as "confidential"?
**Response:** Respondents may mark specific sections as "confidential." Each proposal will remain confidential during the evaluation process. Once a contract is awarded, confidential information will be protected to the extent allowed by public records laws.

14. **Q:** Is respondent able to create "one document" that includes all required attachments and sections like the MQ's with a cover letter and table of contents? The proposal document isn't clear if there should be one submittal file or multiple, individual files such as Attachment 2, 3, 4, etc.?
**Response:** Yes, submitting a single, comprehensive document that includes all required attachments and sections is acceptable. To facilitate easy navigation and ensure a fair evaluation, please include clear section headers that correspond to each required element in the RFP (such as the MQs and each attachment).

15. **Q:** If a "Table of Contents" is permissible, does it count against the page numbers?
**Response:** Yes, a table of contents is permissible and will not count against the page limit**.**

16. **Q:** Can CCSF be listed as a reference?
**Response:** Yes.

17. **Q:** Should the "customers" required in this section tie back to those listed in MQ8 or Attachment 2? Is CCSF able to be listed as a customer in this section?
**Response:** Yes, the City can be listed as a "customer" in this section. The City has no preference regarding whether the Proposer uses the same customers or different ones as those listed in MQ8 or Attachment 2; the Proposer may select different customers if they better showcase their qualifications

and relevant experience.

**18. Q:** Sections 1 through 5 in this attachment discuss requirements for this RFP, would CCSF prefer a narrative around the system requirements or would a table be preferred?
**Response:** The City has no preference for the format, as long as the Proposer responds thoroughly to the questions. You may choose a narrative, table, or any format that best conveys the information clearly and completely.

**19. Q:** If respondent is the current provider, how do we not lose points for the "implementation approach" when we will not be implementing anything? As a current provider, there would be 1. no project plan (100 points), 2. explanation of system design, implementation and user experiece (50 points), or 3. data conversion and testing plan (30 points).
**Response:** All Proposers should address each section of the implementation approach by providing a high-level outline of how they plan to implement the scopes of work in the RFP, including system design, data management, and testing procedures.

**20. Q:** The HCAO forms uses the term "contractor" in relation to form requirements. Respondents for this solicitation are not contractors, but rather software vendors. Is this form required for construction contractors only, or are vendors considered contractors by CCSF?
**Response:** Under HCAO, the term "contractor" encompasses any business entity entering into a contract with the City and County of San Francisco, regardless of the nature of services provided.

**21. Q:** The MCO forms uses the term "contractor" in relation to form requirements. Respondents for this solicitation are not contractors, but rather software vendors. Is this form required for construction contractors only, or are vendors considered contractors by CCSF?
**Response:** Under MCO, the term "contractor" encompasses any business entity entering into a contract with the City and County of San Francisco, regardless of the nature of services provided.