



ANNOUNCEMENT

San Francisco Public Works
Sourcing Event ID 000002707

Request for Qualifications
Coaching and Training Services

This Solicitation can be viewed at SF City Partner Website:

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

Proposal Deadline – June 17, 2021, 2:00 PM, PDT

San Francisco Public Works, a department of the City and County of San Francisco, (“City”) seeks responses to a Request for Qualifications from qualified firms to provide proposals for providing leadership and training services on a range of topics, broadly divided into 4 Service Areas:

Service Area 1: Individualized Executive Leadership Coaching and Strategic Management Training

Service Area 2: Leadership, Management and Employee Development Training

Service Area 3: Strategic Planning, Training and Facilitation

Service Area 4: Negotiation, Mediation, and Departmental Partnering Training

Anticipated Contract Term and Contract Amount:

The anticipated contract term and contract amount awarded to Proposers resulting from this RFQ may vary and shall be determined at the time of Contract award based on the awarding Department’s business needs.

Prequalification Process:

The City shall evaluate Proposals to create a prequalified list or pool of Proposers (“Prequalified Pool”). The City may use the Prequalified Pool, at its sole and absolute discretion, to select for negotiation of contracts on an as-needed basis for two (2) years, and up to four (4) years from the prequalification date if the requirements of San Francisco Administrative Code Section 21.4 (c)(2) are met. Firms qualified under this RFQ are not guaranteed a contract.

How to Submit a Proposal:

Proposers must submit proposals and all related attachments, into the SF City Partner Website: <https://sfcitypartner.sfgov.org/pages/index.aspx>. **on June 17, 2021** no later than **2:00 P.M. Pacific Daylight Time (PDT)**. Proposals submitted by fax or by email will not be accepted. Late or partial submittals will not be considered and failure to adhere to the submission requirements specified in Section 4 of the RFQ may be deemed non-responsive and will not be considered for prequalification.



Additional Information and Digital files of the RFP Package may be downloaded at no cost through the Supplier Portal at <https://sfcitypartner.sfgov.org/>. Notices regarding Addenda and other RFQ changes will also be posted on SF City Partner.

Preproposal Conference will not be conducted for this RFQ. Questions regarding the RFQ are due by 5:00 PM, PDT on June 9, 2021, by submitting an e-mail, to the Contract Administrator at ContractAdmin.Staff@sfdpw.org

Requirements:

The Local Business Enterprise (“LBE”) Subcontracting Participation Requirement and Good Faith Outreach requirements of Chapter 14B of the San Francisco Administrative Code shall apply to this RFQ. LBE Subcontracting Participation Requirements, unless waived, will be assessed by the Contract Monitoring Division (“CMD”) prior to the selection of a consultant from the Prequalified Pool, established from this solicitation. Rating Bonuses may apply to each Resulting contract to eligible LBE/LBE Joint Venture proposers. Refer to RFQ for additional details regarding application of LBE rating bonuses. For any CMD-related questions, contact Daniel Guarente by email at daniel.guarente@sfgov.org.

Subject to certain exceptions, Proposers are advised that this Solicitation is subject to the requirements of Administrative Code Chapter 12X, which prohibits the City from entering into a contract with a Proposer that (a) has its headquarters in a state that has enacted a law that perpetuates discrimination against LGBT people and/or has enacted a law that prohibits abortion prior to the viability of the fetus, or (b) will perform any or all of the work on the contract in such a state. Chapter 12X requires the City Administrator to maintain a list of such states, defined as “Covered States” under Administrative Code Sections 12X.2 and 12X.12. The list of Covered States is available on the website of the City Administrator (<https://sfgsa.org/chapter-12x-state-ban-list>).