# Submission Cover Sheet

Submission of a Proposal indicates that the Respondent will comply with all Terms and Conditions outlined in this RFP and its related documents. Proposals and all related materials must be submitted by the deadline per the RFP schedule to:

Attn: Molly Cohen

Office of the Treasurer and Tax Collector

City and County of San Francisco

City Hall, Room 140

1 Dr. Carlton B. Goodlett Place

San Francisco, CA 94102

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| **Respondent Information** | | |
| Organization Name: | | |
| Address Line 1: | | |
| Address Line 2: | | |
| Primary Contact Name: | | |
| Primary Contact Title: | | |
| Primary Contact Phone: | | |
| Primary Contact E-mail: | | |
| **Authorized Signature #1** | | |
| Name: | | Signature: |
| Title: | | Date: |
| **Authorized Signature #2** | | |
| Name: | | Signature: |
| Title: | | Date: |
| **Certification of Headquarters in Accordance with Administrative Code Chapter 12X** | | |
| “I certify that my company is headquartered at the following address \_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I will notify the City if my company's headquarters moves.” | | |
| Name: | Signature: | |
| Title: | Date: | |
| Please see [http://sfgov.org/oca/sites/default/files/Update\_Memo\_Contract Travel Ban Anti-LGBT States\_8.31.17.pdf](http://sfgov.org/oca/sites/default/files/Update_Memo_Contract%20Travel%20Ban%20Anti-LGBT%20States_8.31.17.pdf) | | |

# Minimum Qualifications

Respondents must meet the following minimum qualifications to participate in the evaluation process. Any Proposal that does not demonstrate that the Respondent meets the minimum qualifications will be considered non-responsive and will not be evaluated for award of any contract(s) issued under this RFP.

The Respondent must attest to and provide evidence of the following:

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| --- | --- | --- |
| **Qualification Items** | | |
| The Respondent has been in business continuously for at least three years, and during this period has provided products and services similar to those requested in this RFP. | Satisfies   | Will Not  Satisfy   |
| The Respondent is a financially responsible organization with annual revenues of at least $20 Million and at least twenty permanent and full-time employees for 2017. | Satisfies   | Will Not  Satisfy   |
| The Respondent has at least one installation of the proposed commercial off-the-shelf (COTS) solution that handles an annual transaction volume of 115,000 or more. | Satisfies   | Will Not  Satisfy   |
| A Respondent electing to team with other firms must be clearly designated as the Prime Solution Provider, and any contract with the City must be executed by the Prime Solution Provider. | Satisfies   | Will Not  Satisfy   |
| The System's abilities to accept check payments and credit card payments are fully compliant with Check 21, FACTA, EMV, and Level 1 PCI Security Standards. | Satisfies   | Will Not  Satisfy   |
| The System will support integration with a payment gateway that uses encryption and tokenization. Tokens from the gateway will be stored on the system in place of any PINs or PANs, if applicable. | Satisfies   | Will Not  Satisfy   |
| The system will integrate with bank to create daily deposit in required format to produce required fields for BAI file to PeopleSoft. | Satisfies   | Will Not  Satisfy   |
| The System will support daily electronic deposits by Image Cash Letter (ICL) services. | Satisfies   | Will Not  Satisfy   |
| The Respondent will accept the following payment types: cash, checks, VISA, MasterCard, Discover, and American Express, and debit cards. | Satisfies   | Will Not  Satisfy   |
| The Respondent can host a shopping cart experience allowing the payer to pay multiple obligations in a single transaction and settle funds to multiple accounts. | Satisfies   | Will Not  Satisfy   |
| The Respondent can support flat files, form posts, APIs and web calls back and forth between applications and City’s subsidiary systems. | Satisfies   | Will Not  Satisfy   |
| If proposing a kiosk, the Respondent can support [Section 508](https://sfgov.org/web-accessibility-standards-and-guidelines) accessibility standards. (The accessibility standard is located at: https://sfgov.org/web-accessibility-standards-and-guidelines) | Satisfies   | Will Not  Satisfy   |
| The Respondent can settle funds in USD. | Satisfies   | Will Not  Satisfy   |
| The Respondent can settle all funds the next business day into the City’s bank accounts, including from credit card transactions. | Satisfies   | Will Not  Satisfy   |

To meet the qualification items above, the Respondent must also attach clear documentation of annual revenue and employee count. Sufficient documentation of financial information can be provided through a copy of your company’s audited financial statements with accompanying notes and supplemental information for the past three fiscal years.