**Form C: Qualifications, Experience, and Control**

(All firms must respond to this section. Please limit your answers to Form C to no more than 10 pages.)

1. Provide a general overview and brief history of your organization, including parent and/or subsidiary companies and number of employees.
2. Describe the experience of the firm in providing similar services for municipal entities.
3. Complete the following table with current credit ratings by Standard & Poor’s Rating Services and Moody’s Investor Services. If the firm is not rated by these rating organizations, provide other evidence of the firm’s financial strength.

|  |  |  |
| --- | --- | --- |
|  | **Standard & Poor’s Rating** | **Moody’s Investor Services** |
| **Firm / Bank** | | |
| Short-Term Unsecured Senior Debt |  |  |
| Long-Term Unsecured Senior Debt |  |  |
| **Bank Holding Company** | | |
| Short-Term Unsecured Senior Debt |  |  |
| Long-Term Unsecured Senior Debt |  |  |

1. Discuss the firm’s current capital structure, adequacy, and coverage.
2. Provide the following statistics for the firm and the regulatory minimum requirement for the last reporting period:

|  |  |  |
| --- | --- | --- |
|  | **Firm’s Results** | **Regulatory Minimum Requirement** |
| Total Risk Based Capital Ratio |  |  |
| Tier 1 Risk Based Capital Ratio |  |  |
| Tier 1 Leverage Capital Ratio |  |  |

1. Include a link to or an ***electronic copy*** of the most recent audited annual financial statements. **DO NOT INCLUDE A COPY IN THE PHSYICAL COPIES.**
2. Provide a brief summary (maximum of 5 pages) of the firm's capabilities on how you will partner with CCSF in a strategic, innovative and forward-thinking manner and opportunities including but not limited to leveraging CCSF’s ERP System, Peoplesoft.
3. Control
   1. Discuss the firm's security environment related to cybersecurity. Specifically describe the cyber risks to which the proposed services may be exposed and explain your approach and response to protection against these risks. Describe the encryption capabilities that are supported by the firm for the transmission of data between the firm and CCSF.
   2. Describe the process and procedures for providing notification of technology changes, such as file content/structure, and new/modified data availability reporting changes to CCSF.
   3. List the types and amounts of insurance and bonding carried. Provide copies of the insurance certificates.
   4. Include a copy of the firm’s most recent reports issued in accordance with the Statement on Standards for Attestation Engagements (SSAE) No. 18 for any processes or systems relevant to the services proposed by the firm, under this RFP.
4. Pricing
5. Are there any additional price breaks or incentives if more than one Module is awarded to your firm?
6. Group C Departments (San Francisco Housing Authority, Spark San Francisco Public Schools, San Francisco County Transportation Authority, San Francisco Unified School District)
   1. Are you willing to allow City affiliates that operate under separate tax identification numbers to “piggy-back” off CCSF’s banking contract and pricing?
   2. Will separate contracts with each of these affiliates be required *(Note: this is not CCSF’s preference)*?