



Mayor's Office of Housing City & County of San Francisco

Form H: Request for Approval of Subcontract and Equipment Purchases

For all purchases and subcontracting agreements the **THRESHOLD AMOUNT** is determined by the total amount to be paid using funds from the City and County. All City and County funds used to pay the contract amount, regardless of department, are used in this calculation.

EQUIPMENT PURCHASES

Amount of purchase is up to \$3,000.00

- Prior approval of Grant Coordinator is NOT required
- No Formal or Informal Bidding is required if management determines that the price is reasonable
- Do not submit Form H

Amount of purchase exceeds \$3,000.00 and up to \$110,000.00 - INFORMAL BIDDING REQUIRED

- Prior approval of Grant Coordinator IS required
- Obtain at least three quotes from different sources. If you are unable to get three quotes, provide an explanation. The only allowable reason is that your equipment or service needs are so rare that only one or two businesses could provide them.
- Record the names, phone numbers, and prices quoted for each business that submits a quote.
- Compare the quotes and make a selection. Document your selection process. If you reject the lowest quote or if the lowest quote withdraws from the process, provide an explanation.
- Make a good faith effort to include minority and women-owned businesses. Follow the Good Faith Effort Instructions below to help you through this process
- Complete Form H; submit it and a copy of the purchase order or quote to Grant Coordinator for approval before purchasing the equipment.

Amount of purchase exceeds \$110,000 – FORMAL BIDDING REQUIRED

- Prior approval of Grant Coordinator IS required
- Advertise your needs by placing an Invitation For Bid (IFB) in a citywide newspaper and in the city's Purchasing Department's newsletter. Follow the Advertisement Instructions below to help you through this process (Form I).
- Make a good faith effort to include minority and women-owned businesses. Follow the Good Faith Effort Instructions below to help you through this process.
- Obtain at least three quotes from different sources. If you are unable to get three quotes, provide an explanation. The only allowable reason is that your equipment or service needs are so rare that only one or two businesses could provide them.
- Record the names, phone numbers, and prices quoted for each business that submits a quote.
- Compare the quotes and make a selection. Document your selection process. If you reject the lowest quote or if the lowest quote withdraws from the process, provide an explanation.
- Complete Form H. Submit it, a copy of the three (3) lowest quotes in writing, and a copy of the IFB to MOCI for approval before purchasing the equipment.

SUBCONTRACTING FOR GENERAL AND PROFESSIONAL SERVICES

Amount of purchase is up to \$3,000.00

- Prior approval of Grant Coordinator is NOT required
- No Formal or Informal Bidding is required if management determines that the price is reasonable
- Do not submit Form H

Amount of purchase is more than \$3,000.00 and up to \$110,000.00 - INFORMAL BIDDING REQUIRED

- Obtain at least three quotes from different sources. If you are unable to get three quotes, provide an explanation. The only allowable reason is that your equipment or service needs are so rare that only one or two businesses could provide them.
- Make a good faith effort to include minority and women-owned businesses. Follow the Good Faith Effort Instructions below to help you through this process
- Record the names, phone numbers, and prices quoted for each business that submits a quote.
- Draft a contract between you and the potential subcontractor. Follow the Drafting Contractual Agreement Instructions below.
- Complete Form H. Submit it and a draft of the contract to Grant Coordinator for approval before obtaining the subcontractor.

Amount of purchase exceeds \$110,000 – FORMAL BIDDING REQUIRED

- ❑ Advertise your needs by placing an Invitation For Bid (IFB) in a citywide newspaper and in the City's Purchasing Department newsletter. Follow the Advertisement Instructions below to help you through this process.
- ❑ Make a good faith effort to include minority and women-owned businesses. Follow the Good Faith Effort Instructions below to help you through this process.
- ❑ Obtain at least three quotes from different sources. If you are unable to get three quotes, provide an explanation. The only allowable reason is that your equipment or service needs are so rare that only one or two businesses could provide them.
- ❑ Record the names, phone numbers, and prices quoted for each business that submits a quote.
- ❑ Compare the quotes and make a selection. Document your selection process. If you reject the lowest quote or if the lowest quote withdraws from the process, provide an explanation.
- ❑ Draft a contract between you and the potential subcontractor. Follow the Drafting Contractual Agreement Instructions below.
- ❑ Complete Form H. Submit it, and a copy of the three (3) lowest quotes in writing, the draft of the contract and a copy of the IFB to Grant Coordinator for approval before obtaining the subcontractor.

INSTRUCTIONS FOR ADVERTISEMENTS

To ensure fair and open competition, widely advertise your equipment and service needs so that businesses can submit quotes to you. Place an Invitation For Bid (IFB) in a widely circulated newspaper. Sample IFB wording is: "Notice is given that (YOUR AGENCY) is seeking (EQUIPMENT OR SERVICE). Submit a written quote to (ADDRESS) by (DATE AND TIME). Inquiries can be made to (CONTACT PERSON) at (PHONE NUMBER)." Also, advertise in the City's Purchasing Department Newsletter. To do this, complete Form I: "Bids and Contracts" and return it to the Purchasing Department by email or fax.

GOOD FAITH EFFORT INSTRUCTIONS **Outreach to minority and women-owned businesses**

Good faith efforts shall be made by Grantee Corporation to utilize women and/or minority-owned business enterprises for sources of supplies and professional services. Instructions on complying with the Good Faith Efforts requirements can be obtained from the Compliance Manager, Eugene Flannery at 415-701-5598. When spending \$29,000.00 or more, provide these businesses with written technical requirements of your needs and request them to submit a quote. Also, eliminate unnecessary requirements or other barriers that prevent these businesses from competing, (for example: don't require unreasonably high liability insurance for small projects.)

DRAFTING A CONTRACTUAL AGREEMENT INSTRUCTIONS

When working with a subcontractor, always use a written contract. At minimum, the agreement must include the following items:

1. General Information: the names of both contracting parties (your agency and the subcontractor), the scope of the service to be provided, the time and place of the service, the method of payment, the monitoring and reporting method to verify their work, signatures of both contracting parties, and compensation. Under "compensation," be specific: either stipulate the total dollar amount that you will pay for the service, or, if paying hourly, stipulate the maximum dollar amount that the subcontractor cannot exceed.
2. Required Subcontracting Provisions: Attach the Required Subcontracting Provisions to the contract. These provisions include all necessary federal and local regulations and can be found on the program website.
3. Approval Clause: Include this wording in the contract: "**This contract is subject to written approval by Oversight Office.**"

If you have questions, contact your Grant Coordinator



Mayor's Office of Housing City & County of San Francisco

Form H Request for Approval of Subcontract and Equipment Purchase

Program will not reimburse equipment purchases of \$3,000.00 or more or any subcontract expenditures unless we have approved this form and the required documentation. Follow the instructions to Form H before proceeding.

Agency name _____ Program year 2016-17
 Total amount of purchase or subcontract _____ Amount of purchase or subcontract to be paid using funds from City and County of San Francisco (Threshold Amount) _____
 Vendor or subcontractor name _____
 Vendor or subcontractor address _____
 Telephone _____ Email Address _____
 Vendor or subcontractor's federal ID number or social security number _____
 Length (term) of Contract _____
 Describe the equipment or scope of services that will be provided _____

Did you obtain quotes from minority and women owned businesses? Yes No

Please describe the Good Faith Efforts you made to obtain quotes from MBE/WBE firms.

Vendor or subcontractor characteristics (check all that apply) Woman-owned Person with Disability-owned
 Latino African American Native American Arab American Asian Other

List the subcontractors' names, telephone numbers, and the \$ amounts for the three (3) lowest quotes and the date quotes received.

Did you reject the lowest quote or did the lowest quote withdraw from the process? Yes No . If yes, explain why.

CHECK ONE THAT BEST DESCRIBES THE SERVICE

Architectural Services Auditing Full Service Accounting Other (Security, Janitorial, etc.)
 Payroll Only Planning/IT Professional

THE CONTRACT BETWEEN YOU AND THE SUBCONTRACTOR MUST INCLUDE THE FOLLOWING ITEMS.

Names of both parties Method of Payment Monitoring and Reporting Method
 Scope of Service Approval Clause Total Compensation or Maximum Amount to be paid
 Time and Place of Service Signature of both parties Attachment: Required Subcontracting Provisions

I certify that no employees, officers, agents or members of the Board of Directors and their immediate families, partners or organizations shall have any financial interest with the proposed vendor or subcontractor.

Agency Director's Signature _____

Date _____

FOR MOH USE ONLY

Approval Signatures:(GC) _____ (PM) _____ (F) _____