



CONTRACT MONITORING DIVISION CITY ADMINISTRATOR'S OFFICE



London N. Breed, Mayor
Naomi M. Kelly, City Administrator

Romulus Asenloo, Director

MEMORANDUM

Date: December 17, 2020

To: Stephanie Tang, Port of San Francisco

From: Alysabeth Alexander-Tut, Contract Monitoring Division (CMD)

Subject: CMD Pre-Award Memo for RFQ Youth Employment Services

The Contract Monitoring Division (CMD) has reviewed the proposals and the application of the appropriate rating bonus for the above-referenced project and has determined responsiveness to San Francisco Administrative Code Chapter 14B pre-award requirements.

Rating Bonus

RDJ Enterprises, LLC ("RDJ") is a SF Micro-LBE (MBE) certified in an area of work they are listed to perform. RDJ is eligible for a 10% Rating Bonus.

Score Tabulations

CMD has reviewed the score sheets submitted by panelists. Based on this information, the proposals are ranked as follows:

FIRM	RANK	SCORE
RDJ Enterprises	1	886.60
Larkin Street Youth Services	2	800.00
Centers for Equity and Success, Inc	3	798.00
Cornerstone Transportation	4	759.00

Firms Responsive to CMD Requirements

CMD reviewed the proposers' CMD forms for compliance with Chapter 14B requirements. The LBE subcontracting requirement set for this Project was waived. The PORT anticipates to award two (s) separate contracts to proposers deemed most qualified based on the RFQ Evaluation Criteria. Listed below are the highest-ranked firms who met Chapter 14B pre-award requirements for this RFQ.

<u>Prime Proposer</u>	<u>LBE Subcontractor</u>	<u>LBE Status</u>	<u>Scope of Work</u>	<u>% of Work</u>
RDJ Enterprises	Youth Community Developers, Inc	SF Small LBE-OBE Non-Profit	Program Recruitment, Training, Case Management	35%
Total LBE Subcontracting Participation Commitment				35%

RDJ did not list any non-LBE subconsultants on their Form 2A.

Larkin Street Youth Services did not list any subconsultants on their Form 2A.

Should you have any questions, or if I can be of any further assistance, please do not hesitate to contact me at Alysabeth.alexander-tut@sfgov.org.