



## The Chapter 12B Equal Benefits Ordinance At A Glance

<i>The Equal Benefits Ordinance</i>	<p>Contained in San Francisco Administrative Code Chapter 12B, the Equal Benefits Ordinance prohibits the City from entering into contracts with firms that do not offer benefits equally to employees with domestic partners and employees with spouses.</p>
<i>The Compliance Process</i>	<p>There are two steps to the compliance process:</p> <ol style="list-style-type: none"> <li>1) Complete the online 12B Declaration.</li> <li>2) Provide supporting documentation that (a) confirms equal coverage in all benefits that are offered, and (b) verifies the employee count for your firm.  <i>* Firms that do not have employees are also required to provide verification.</i></li> </ol> <p>The online 12B Declaration contains very helpful links to both an Equal Benefits Documentation Guide and a template for a memorandum that can be used to notify employees of equal benefit administration. (Note that the memorandum is not a substitute for formally incorporating compliant domestic partner language in all benefit policies.)</p>
<i>Tips</i>	<p>It is not hard to complete the compliance process, but there are some things to keep in mind:</p> <ul style="list-style-type: none"> <li>◆ The Equal Benefits Ordinance defines domestic partners as same-sex and opposite-sex couples registered with ANY state or local government domestic partner registry. The State of California’s definition of domestic partner cannot be used because it is more restrictive. Firms must demonstrate compliance with the City of San Francisco’s definition.</li> <li>◆ Any proof of relationship requirements for domestic partners and spouses must be exactly the same.</li> <li>◆ Chapter 12B compliance must be in place at the time a contract is signed. We recommend starting the compliance process well before bid opening.</li> <li>◆ The Equal Benefits Ordinance does not mandate that any benefits be offered, only that any benefits offered be administered equally.</li> <li>◆ Generally, it is easy to obtain equal insurance coverage, including mid-plan year. Many insurance carriers are required by law to offer domestic partner coverage, and it will cost no more than spousal coverage.</li> </ul>
<i>Joint Ventures</i>	<p>Each JV partner must be compliant with Chapter 12B. The JV must have its own vendor number and establish Equal Benefits compliance under that number. A JV can only become compliant after all JV partners are compliant.</p>
<i>Assistance</i>	<p>Please visit the Equal Benefits webpage at <a href="http://www.sfgov.org/cmd">www.sfgov.org/cmd</a> or contact the Equal Benefits Unit at 415-581-2310 or <a href="mailto:cmd.equalbenefits@sfgov.org">cmd.equalbenefits@sfgov.org</a>.</p>

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## Registering Chapter 12B Equal Benefits Compliance in the Supplier Portal

All businesses must submit the 12B Declaration through the City's new online financial and procurement system. If you were instructed to complete a paper 12B Declaration by the City department you plan to work with, please inform your contact that 12B registration must be performed online or direct them to the Equal Benefits Unit.\*

When completing the online 12B Declaration, you will be asked to provide legal verification of employee count.

- ✓ Confirmation of employee count is mandatory **even if there are no employees.**
- ✓ Examples of verification include: W-3 Form, DE-1 Form, DE-9C Form, Form SS-4, Form 1096, or OSHA Form 300A.

Follow the instructions below to register your firm's compliance with the Chapter 12B Equal Benefits Ordinance. We suggest completing the online 12B Declaration in one sitting to avoid having to start over from the beginning.

	IF YOU ARE SUBMITTING A 12B DECLARATION FOR THE FIRST TIME	IF YOU ARE REVISING A PREVIOUSLY SUBMITTED 12B DECLARATION
1	Have your username and password ready. (If you do not have a username and password, contact the User Support Desk at <a href="mailto:Dtis.helpdesk@sfgov.org">Dtis.helpdesk@sfgov.org</a> )	
2	Have the verification of employee count and memorandum to employees ready if you have not already submitted them to the 12B Equal Benefits Unit.	
3	Go to the Supplier Portal at <a href="https://sfsupplierportal.sfgov.org/psp/supplier/SUPPLIER/ERP/h/?tab=DEFAULT">https://sfsupplierportal.sfgov.org/psp/supplier/SUPPLIER/ERP/h/?tab=DEFAULT</a>	
4	Click the <b>Sign In</b> button (if you are already registered) or click the <b>Register as a Sourcing Bidder</b> button and log in.	
5	Under <b>Supplier Home</b> , click the <b>Click here to go to the Supplier WorkCenter</b> link.	
6	Click the arrow next to <b>CCSF Certifications</b> to see a drop-down menu.	
7	Select <b>12B Declaration</b> .	
8	Click the magnifying glass next to <b>SetID</b> .	
9	Select <b>SHARE</b> .	
10	Click the <b>Add A New Value</b> tab.	Click the <b>Find Existing Value</b> tab.
11	Under <b>Declaration Type</b> , select <b>Supplier</b> if you have a Supplier ID, or select <b>Bidder</b> if you do not have a Supplier ID. ( <b>Bidder numbers start with "B"</b> )	
12	Enter one of the following: Bidder ID or Supplier ID	Enter one of the following: Declaration Number, Bidder ID, or Supplier ID
13	Follow the prompts to complete the 12B Declaration. <ul style="list-style-type: none"> <li>• You must check a box next to both the address and contact name lines.</li> </ul> After you save the 12B Declaration, note the Declaration Number at the top of the page so you can refer to it if you need to contact the Equal Benefits Unit or revise the Declaration.	Revise the 12B Declaration as advised by the Equal Benefits Unit. If requested, attach supporting documentation.
14	Click the <b>Save</b> button.	
15	Click the <b>Submit</b> button.	

For general questions regarding the registration process, contact the User Support Desk  
415-944-2442

[sfcitypartnersupport@sfgov.org](mailto:sfcitypartnersupport@sfgov.org)

\* For 12B compliance information and assistance in completing the online 12B Declaration, contact the Equal Benefits Unit  
415-581-2310

[cmd.equalbenefits@sfgov.org](mailto:cmd.equalbenefits@sfgov.org)