



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

<b>Equal Benefits Ordinance</b>	<p>Contained in San Francisco Administrative Code Chapter 12B, the Equal Benefits Ordinance prohibits the City from entering into contracts with Suppliers that do not offer benefits equally to employees with domestic partners and employees with spouses.</p>
<b>Compliance Process</b>	<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.             <ol style="list-style-type: none"> <li>(a) Verify the employee count.                 <ul style="list-style-type: none"> <li>* <i>Verification is required even when there are no employees.</i></li> </ul> </li> <li>(b) Confirm equal coverage in all benefits that are offered.</li> </ol> </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.  <i>Note: the memorandum is not a substitute for formally incorporating compliant domestic partner language in all benefit policies.</i></p>
<b>Tips</b>	<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.</li> <li>◆ Domestic partners and spouses may only be required to prove a relationship in the same manner.</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>◆ It is easy to obtain equal insurance coverage. Many insurance carriers are required by law to offer domestic partner coverage, and it will cost no more than spousal coverage.</li> </ul>
<b>Joint Ventures</b>	<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>
<b>Assistance</b>	<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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# SUBMITTING AN ONLINE 12B DECLARATION

The 12B Declaration must be submitted through the City's online procurement system.

When completing the online 12B Declaration, you will be asked to provide supporting documentation:

- ✓ Legal verification of employee count.
  - ◆ Verification 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 990, Form 1096, OSHA Form 300A.
- ✓ Verification that your employees are notified that their benefits are provided equally to employees with spouses and employees with domestic partners.
  - ◆ A link to a template for a compliant employee memorandum is embedded in the 12B Declaration.  
**Note: the memorandum is not a substitute for full incorporation of domestic partner language in all benefit policies.**
  - ◆ If you do not wish to provide a copy of the memorandum you send to your employees, you will be required to provide alternative benefit documentation.

1	Have your username and password ready. <i>Tip: 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></i>
2	Have the verification of employee count and verification of equal benefits ready.
3	Go to the Supplier Portal at <a href="https://sfcitypartner.sfgov.org/">https://sfcitypartner.sfgov.org/</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	Ensure the <b>SetID</b> field is set to <b>SHARE</b> .
9	Click the <b>Add A New Value</b> tab.
10	Under <b>Declaration Type</b> , select <b>Supplier</b> if you have a Supplier ID. If you do not have a Supplier ID, select <b>Bidder</b> . ( <b>Bidder numbers start with "B"</b> )
11	Enter your Supplier ID. If you do not have a Supplier ID, enter your Bidder ID.
12	Follow the prompts to complete the 12B Declaration. <b>IMPORTANT: Failure to attach the required supporting documentation will prevent compliance.</b>
13	Click the <b>Save</b> button. <i>Tip: Note the Declaration Number at the top of the page in case you need to contact the Equal Benefits Unit.</i>
14	Click the <b>Submit</b> button.

**For further assistance with the 12B compliance process, contact the Equal Benefits Unit**  
**415-581-2310**  
**[cmd.equalbenefits@sfgov.org](mailto:cmd.equalbenefits@sfgov.org)**

*For general questions regarding the Bidder/Supplier registration process, contact the User Support Desk*  
415-944-2442  
[sfcitypartnersupport@sfgov.org](mailto:sfcitypartnersupport@sfgov.org)