

Office of Cannabis: Request for Proposals Frequently Asked Questions
9.22.20

Questions	Responses
Where can I find additional information about the Request for Proposals?	Our website includes applicable information and documents. The site is also translated in multiple languages including: Chinese, Spanish, and Tagalog.
Regarding "Applicant must have been operating for at least six (6) months prior to the issuance of the RFP. " Must the entity be local? Does this mean that the entity that is applying for the RFP must have been registered with the state in the last 6 months?	The entity need not be based in San Francisco or California. Ultimately, the entity must be operational for at least 6 months preceding the issuance of this RFP. For example, an entity formed in Idaho could be eligible for this RFP if it meets the minimum qualifications.
What's the protocol to upload minimum qualifications into PeopleSoft as asked for in Appendix G? If we are awaiting our official IRS letter to secure a business account number with the Treasurer and Tax Collectors Office, will this bar us from submitting a proposal?	Proposal(s) may be submitted in a number of ways, reflected in the RFP. Due to COVID-19, it is highly encouraged to submit proposals by email to cannabisgrants@sfgov.org. A proposer may submit an application while they await their IRS letter. If selected to receive a grant award, a proposer will need to become a Registered Bidder and subsequently a Vendor. The supplier portal facilitates that process. These items, including a business account number, will be required in order to receive funds – if selected. Applicants may note in Appendix G that they are submitting their proposal(s) and corresponding documentation directly to the SF Office of Cannabis.
Does the scoring criteria give any preference for nonprofits or San Francisco headquartered businesses?	The scoring criteria does not differentiate between entity classifications or geographic location.
I recently saw the RFP for the pilot grant program. Is there a similar avenue, where I can provide legal assistance to social equity applicants for little to no charge?	The Office of Cannabis partnered with the Bar Association of San Francisco to panel attorneys in order to support equity applicants and businesses. For additional information please contact either Princess Bustos (pbustos@sfbbar.org) or Jeremy Schwartz (jeremy.schwartz@sfgov.org).

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<p>Can you clarify if a sole proprietor may apply or must the applicant actually be a registered corporation of some sort?</p>	<p>The applicant entity must be registered and active for the 6 months preceding the issuance of the RFP.</p> <p>Sole Proprietors can apply so long as they demonstrate that they've been active for the 6 months preceding the issuance of this RFP in addition to meeting other applicable requirements.</p>
<p>Is it possible to see a copy of the existing Law firm contract with the Office of Economic Workforce Development (OEWD)?</p>	<p>Individuals will need to follow-up with OEWD for their contract with a law firm providing technical assistance to the social equity community because OEWD is the custodian of that contract.</p>
<p>Is it possible to redact confidential financial information provided in the RFP?</p>	<p>Language about the Sunshine Ordinance is reflected on page 19 of the RFP which also discusses proprietary financial data.</p>
<p>How will you determine if and when multiple vendors are awarded. and if so, how that budget would then be divided?</p>	<p>An independent review committee will evaluate and score proposals. The budget will be divided equally should there be multiple awards. No more than two awards will be granted per program area.</p>
<p>Will you be posting a recording of the Bidders Conference?</p>	<p>The Bidders Conference Webinar is posted on our website. Here is the direct link to the recording.</p>
<p>There doesn't seem to be a category for non-profits or 501c6s in the business registration portal. Which "Organization Type" should I select?</p>	<p>If there is a system limitation, then nonprofit clients may select C-Corp. You may also select "Exempt from Registration Fee", if available and applicable.</p> <p>Ultimately, nonprofit clients will need to corroborate their tax exempt status with the Treasurer and Tax Collector's office (TTX).</p>
<p>How many verified equity applicants will the grant awardee be assisting during the grant period?</p> <p>Is there an estimated hours per week committed to the project during the grant period?</p>	<p>It is difficult to approximate how many equity applicants will leverage the resources reflected in this RFP.</p> <p>To orient our prospective proposers, there are:</p> <ul style="list-style-type: none"> • Approx. 345 verified equity applicants. • Approx. 90 unique equity applicants with applications. • 10 equity permits issued to 8 equity applicants.

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<p>What do we put in “payment terms” in Appendix H?</p>	<p>Please input “Not Applicable” or “N/A”.</p>
<p>Does the Budget statement on page 1 require an income? It looks like it is aimed at an organization or corporation. As a sole proprietor I have projected income but do not have an income budget other than that required to cover my expenses. Can I list my expenses as my budget?</p>	<p>An income is not required if there is no historical data to this end. It is okay to list your expenses as your budget. Please clarify these points within the application. Similarly, if there’s an organizational nuance regarding the budget, then please clarify those nuances in the application.</p>
<p>Part 2 of the Application states, "Briefly describe your organization’s mission, values, and history providing services to residents and businesses in San Francisco."</p> <p>Is this two separate questions; First our general mission and values, and second our history of providing services to residents and businesses in San Francisco?</p> <p>Or is it one question about our history, mission, and values all specific to providing services to residents and businesses in San Francisco?</p>	<p>Please address your organization’s mission and values. If applicable, please discuss the history of your services as it relates to residents and businesses in San Francisco.</p>
<p>The budget instructions say please refer to definitions tab, there is no tab</p>	<p>The budget template is merely provided as a sample. Please disregard both the “definitions tab” in addition to contacting OEWD should you have questions on this form.</p> <p>Proposers may modify the template or use another excel document. Ultimately, proposers must include a budget for their proposed project activity. Please use a spreadsheet that best accommodates your organization’s budget.</p>