



January 30, 2023
3:30 P.M.-5:00 P.M.

Technical Assistance Conference Request for Proposals #225

Economic Development Grants

RFP Issued: January 20, 2023
-New version published January 26, 2023
Proposals Due: February 22, 2023 by 5:00 P.M.

San Francisco Office of Economic and Workforce Development

<https://sf.gov/resource/2023/request-proposals-rfp-225>



Presentation Overview

- **Welcome and Overview**
- **Program Area Details**
- **RFP Timeline and Application Process**
- **City Supplier and Compliance Requirements**
- **Q&A**

About OEWD

OEWD's **Mission** is to advance equity and shared prosperity for all San Franciscans by:

- growing sustainable jobs,
- supporting businesses of all sizes,
- creating great places to live and work, and
- helping everyone achieve economic self-sufficiency.

About RFP #225

The **\$6.756 Million** initial investment in this RFP touches numerous aspects of San Francisco's diverse economy, with a focus on **advancing equity and shared prosperity for all residents**.

The RFP contains **22 distinct program areas** across 3 of OEWD's economic development divisions, which complement funded initiatives already underway throughout the city.

A chart showing all the distinct areas, anticipated number of awards, anticipated total funding and eligible applicant notes begins on **page 10** of the RFP.

<https://sf.gov/resource/2023/request-proposals-rfp-225>

QUESTIONS?

- Please submit your questions in the chat.
*Please include the **program area** you are interested in, or list “Administrative” if your question is general in nature.*
- Our team will answer as many questions as possible at this session; all questions will be logged, answered, and posted to the RFP 225 website.
- You may still submit questions until 11:59 P.M. on **Monday, February 13, 2023** by email (oewd.procurement@sfgov.org)

<https://sf.gov/resource/2023/request-proposals-rfp-225>

About Business Development

San Francisco has long been a beacon to people and companies who think outside the box. As a result, the City has become an international hub for a number of pioneering, forward-thinking industries including life sciences, information technology, clean technology, manufacturing, nonprofits, fashion, nightlife and entertainment, and international commerce.

Dedicated to continuing San Francisco's tradition of business excellence, OEWD's **Business Development team** provides specialized support to address the unique needs of businesses in a variety of key sectors. For emerging and established companies alike, our team serves as a centralized clearinghouse of information and services to support these industries' ongoing success.

For more information, visit:

<https://sf.gov/information/get-specialized-help-key-business-industries>

Program Area A: Nonprofit Sector Impact Development Grants

Maximum Budget Request: \$225,000

Anticipated # of Awards: Up to 8

Total Funding: OEWD expects to allocate a total of \$1 Million for initial awards, over 24 months.

Target Neighborhoods: Citywide, focusing on census tracts facing current inequities

- Grants will provide early-stage capital to nonprofits that need investment to act upon a high-impact opportunity
- Funds can be used for one-time, short-term expenses related to planning and pre-development of a **business opportunity or commercial real estate project**
- Grants will be prioritized for projects located in a census tract at or below the 3rd quartile in California's Healthy Places Index (<https://www.healthyplacesindex.org/>)
- Budget requests can range between \$100k and \$225k for 24 months of eligible activities.
- Evaluation Process will include pre-screening for eligibility and prioritization of census tracts facing current inequities

About Economic Recovery and Regeneration (ERR)

The **Economic Recovery and Regeneration (“ERR”) Division** coordinates the City’s economic recovery resources and initiatives to ensure that all communities can rebound from the devastating impacts of the COVID-19 pandemic. This team leads the design and delivery of public space activation, beautification, and safety initiatives in targeted areas throughout the City, with particular emphasis on communities and business sectors that have been most adversely impacted by COVID.

Program Area B: Golden Gate Park Seasonal Programming

Maximum Budget Request: \$250,000

Anticipated # of Awards: 1 or more

Total Funding: OEWD expects to allocate a total of \$250,000 for initial awards, over 12 months

Target Neighborhoods: Citywide applicants allowed, programming must focus on Golden Gate Park

- Grants will fund implementation of seasonal public space activation and stewardship efforts for Golden Gate Park
- Funds can be used for **daily or weekly event programming, small-scale temporary amenities** (e.g. temporary art installations), and **stewardship activities** that support daily use, activation and temporary installations
- Proposals must include equity plans that provide access to underrepresented or economically disadvantaged groups
- Must leverage non-City funds (25% or more)
- If more funds are identified to support this program, any single award may be as high as \$1M (see RFP for more details)

About Community Economic Development (CED)

The **Community Economic Development (CED) Division** is committed to advancing racial equity, diversity and inclusion in San Francisco's neighborhood commercial corridors and meeting the needs of local residents and users by strengthening small businesses, improving physical conditions, increasing quality of life, and building community capacity.

In pursuit of these objectives, CED offers programs that are designed to provide focused, customized assistance that meets the specific needs of San Francisco's neighborhood commercial corridors by leveraging existing programs from across multiple City departments and nonprofit partners. There are many programs offered through CED for which more information can be found at

<https://sf.gov/departments/office-economic-and-workforce-development/community-economic-development>

Program Area C: Fillmore Community Block Parties, Events and Activations

Maximum Budget Request: \$350,000

Anticipated # of Awards: 1 or more

Total Funding: OEWD expects to allocate a total of \$350,000 for initial awards for 12 months of services, but may offer initial awards of up to 5 years

Target Neighborhoods: Fillmore/Western Addition

Target Population(s): Fillmore residents, local partners, and community organizations

- OEWD seeks proposals from **nonprofit or for-profit** entities to establish and coordinate a mini-grant program for commercial corridor events and programming in the Fillmore.
- Proposed activities must support the **activation of business corridors within the neighborhood** and **provide economic opportunities to entrepreneurs and residents**
- Mini-grant program must be pre-approved by OEWD
- Funds can be used for staff, program delivery, indirect (no more than 15% of direct costs), and mini-grants (no less than 70% of budget)
- If more funds are identified to support this program, any single award may be as high as 400% of the proposed budget amount

Program Area D: Fillmore Annual Events and Activations

Maximum Budget Request: \$100,000

Anticipated # of Awards: 1 or more

Total Funding: OEWD expects to allocate a total of \$100,000 for initial awards for 12 months of services, but may offer initial awards of up to 5 years

Target Neighborhoods: Fillmore/Western Addition

Target Population(s): D5 Commercial Corridors, Fillmore residents, businesses and visitors

- OEWD seeks proposals from **nonprofit** entities to support the continuation of **a minimum of 4 annual, established neighborhood activations and events** (e.g. Mardi Gras, Kwanzaa)
- Proposals must clearly articulate the program's positive economic impact on the local community, including **hiring of local residents**, and **must engage local businesses and entrepreneurs**
- Funds can be used for event planning, marketing and outreach, volunteer management, contractor and entertainment costs, permit and licensing costs, supplies, and documentation
- If more funds are identified to support this program, any single award may be as high as 400% of the proposed budget amount

Program Area E: Bayview Community Block Parties, Events and Activations

Maximum Budget Request: \$100,000

Anticipated # of Awards: 1 or more

Total Funding: OEWD expects to allocate a total of \$100,000 for initial awards for 12 months of services, but may offer initial awards of up to 5 years

Target Neighborhoods: Bayview

Target Population(s): Bayview business owners, property owners, and residents

- OEWD seeks proposals from **nonprofit or for-profit** entities to establish and coordinate a mini-grant program for commercial corridor events and programming in the Bayview.
- Proposals must clearly articulate the program's positive economic impact on the local community, and mini-grant program must allow community members to introduce ideas on a reoccurring basis
- Funds can be used for staff, program delivery, indirect (no more than 15% of direct costs), and mini-grants (no less than 70% of budget)
- A minimum of **12 events** must be supported each year
- If more funds are identified to support this program, any single award may be as high as 400% of the proposed budget amount

Program Area F: Tenderloin and SOMA Events and Activations

Maximum Budget Request: \$300,000

Anticipated # of Awards: 1 or more

Total Funding: OEWD expects to allocate a total of \$300,000 for initial awards for 12 months of services, but may offer initial awards of up to 5 years

Target Neighborhoods: Tenderloin, South of Market Area (SOMA)

Target Population(s): Tenderloin/SOMA business owners, property owners, and residents

- OEWD seeks proposals from **nonprofit or for-profit** entities to establish and coordinate a mini-grant program for commercial corridor events and programming in the Tenderloin and SOMA neighborhoods including, but not limited to, Dodge Alley, Stevenson Alley, Jessie Street, Little Saigon Corridor, Myrtle and Fern Alley.
- Proposals must clearly articulate the program's positive economic impact on the local community
- Funds can be used for staff, program delivery, indirect (no more than 15% of direct costs), and mini-grants (no less than 70% of budget)
- A minimum of **35 events** must be supported each year
- If more funds are identified to support this program, any single award may be as high as 400% of the proposed budget amount

Program Area G: District 7 Economic Recovery Activities

Maximum Budget Request: \$100,000

Anticipated # of Awards: 1 or more

Total Funding: OEWD expects to allocate a total of \$100,000 for initial awards for 12 months of services. This is anticipated to be one-time funding.

Target Neighborhoods: District 7 commercial corridors

Target Population(s): District 7 business owners, entrepreneurs, community partners, residents and visitors

- OEWD seeks proposals from **nonprofit** entities to support D7 economic vitality projects on Ocean Ave, West Portal, Irving Street, and other economic corridors within the district
- Proposals must clearly articulate the program's positive economic impact on the local community
- Funds can be used for **new and existing commercial corridor events/festivals** and must include a series of free, public events ranging between \$10-15k in cost
- If more funds are identified to support this program, any single award may be as high as 400% of the proposed budget amount

Program Area H: District 7 Armenian Annual Events and Activations

Maximum Budget Request: \$100,000

Anticipated # of Awards: 1 or more

Total Funding: OEWD expects to allocate a total of \$100,000 for initial awards for 12 months of services. This is anticipated to be one-time funding.

Target Neighborhoods: District 7

Target Population(s): District 7 residents, visitors and small businesses

- OEWD seeks proposals from **nonprofit** entities to support the continuation of a minimum of 3 annual, established neighborhood activations and events, e.g. the Annual Armenian Food Festival and Bazaar
- Proposals must clearly articulate the program's positive economic impact on the local community
- Funds can be used for planning, marketing, volunteer management, contractors, entertainment, licensing, permitting, supplies and documentation of events
- If more funds are identified to support this program, any single award may be as high as 400% of the proposed budget amount

Program Area I: District 11 Community Events and Activations

Maximum Budget Request: \$100,000

Anticipated # of Awards: 1 or more

Total Funding: OEWD expects to allocate a total of \$100,000 for initial awards for 12 months of services. This is anticipated to be one-time funding.

Target Neighborhoods: Citywide

Target Population(s): District 11 residents, entrepreneurs, visitors

- OEWD seeks proposals from **nonprofit or for-profit** entities to establish and coordinate a mini-grant program for commercial corridor events and programming in District 11
- Proposals must clearly articulate the program's positive economic impact on the local community
- Funds can be used for **new and existing commercial corridor events** and must support a minimum of 12 events per year
- If more funds are identified to support this program, any single award may be as high as 400% of the proposed budget amount

Program Area J: Bayview Commercial Corridor Economic Vitality

Maximum Budget Request: \$321,000

Anticipated # of Awards: 1

Total Funding: OEWD expects to allocate a total of \$321,000 for initial awards for 12 months of services, but may offer initial awards of up to 5 years.

Target Neighborhoods: Bayview

- OEWD seeks proposals from **nonprofit** entities to support economic vitality activities along the Third Street commercial corridor, prioritizing businesses and cultural facilities located between Evans Street and Jamestown Avenue
- Proposals must clearly articulate the program's positive economic impact on the local community
- Funds can be used for staff and operational costs that are related to corridor business support
- If more funds are identified to support this program, any single award may be as high as 400% of the proposed budget amount

Program Area K: Tenderloin Commercial Corridor Economic Vitality

Maximum Budget Request: \$50,000

Anticipated # of Awards: 1

Total Funding: OEWD expects to allocate a total of \$50,000 for initial awards for 12 months of services, but may offer initial awards of up to 5 years.

Target Neighborhoods: Tenderloin

- OEWD seeks proposals from **nonprofit** entities to support economic vitality activities along Tenderloin commercial corridors, prioritizing businesses and cultural facilities located on Larkin Street between McAllister and Post Street.
- Proposals must clearly articulate the program's positive economic impact on the local community
- Funds can be used for staff and operational costs that are related to corridor business support
- If more funds are identified to support this program, any single award may be as high as 400% of the proposed budget amount

Program Area L: Mission District Ambassador Program

Maximum Budget Request: \$2,000,000

Anticipated # of Awards: 1

Total Funding: OEWD expects to allocate a total of \$2,000,000 for initial awards for 12 months of services. This is anticipated to be one-time funding.

Target Neighborhoods: Mission

- OEWD seeks proposals from **nonprofit** entities to manage a Mission District Community Ambassador Program, which shall provide a consistent, welcoming presence to support businesses and residents in the area
- Ambassadors should be stationed between Mission Street between 14th Street and Cesar Chavez but the project area may be expanded
- Proposals must align with existing City efforts to catalyze neighborhood recovery and support health and safety among commercial corridors and public spaces in the neighborhood
- Funds can be used for staffing, training, coordination efforts, communications, evaluation, and other related activities
- If more funds are identified to support this program, any single award may be as high as 400% of the proposed budget amount

Program Area M: Noe Valley Townsquare Activations

Maximum Budget Request: \$135,000

Anticipated # of Awards: 1

Total Funding: OEWD expects to allocate a total of \$135,000 for initial awards for 12 months of services, but may offer initial awards of up to 5 years

Target Neighborhoods: Noe Valley Townsquare (24th Street in Noe Valley)

- OEWD seeks proposals from **nonprofit** entities to improve the quality-of-life experience in Noe Valley's 24th Street commercial corridor
- Funds can be used for all reasonable and necessary costs related to one-time or ongoing events, including permit costs, staffing, operating, and minor capital improvements
- If more funds are identified to support this program, any single award may be as high as 400% of the proposed budget amount

Program Area N: BigBelly Operations

Maximum Budget Request: \$50,000

Anticipated # of Awards: Up to 8

Total Funding: OEWD expects to allocate a total of \$250,000 for initial awards for 12 months of services, but may offer initial awards of up to 5 years

Target Neighborhoods: Areas that currently have BigBelly trash receptacles deployed

- OEWD seeks proposals from **Community Benefit Districts** and **nonprofit** entities to continue to operate existing BigBelly units, until such time as the SF Department of Public Works deploys their new trash cans.
- Funds can be used for all reasonable and necessary costs related to deployment of the units
- Budgets must include leverage of at least 25% of the budget request, which should be used for maintenance during the grant period
- If more funds are identified to support this program, any single award may be as high as 400% of the proposed budget amount

Program Area O: SF Shines Storefront Improvement - Bayview

Maximum Budget Request: \$225,000

Anticipated # of Awards: 1 or more

Total Funding: OEWD expects to allocate a total of \$225,000 for initial awards for 12 months of services, but may offer initial awards of up to 5 years

Target Neighborhoods: Bayview/Hunters Point

Target Population(s): Third Street Corridor and Bayview/Hunters Point business owners, property owners, and residents

- OEWD seeks proposals from **nonprofit and for-profit** entities to manage Storefront Improvement projects on commercial corridors in the Bayview/Hunters Point neighborhoods
- Funds can be used for mini-grant awards (expected to be up to \$5,000 each) so that businesses may cover the costs of architectural and branding design services, painting, signage, power washing, minor repairs, equipment, furniture, and other related activities
- Mini-grant programs must be pre-approved, and applicants must have the capacity to cover mini-grant costs for at least 30 days.
- If more funds are identified to support this program, any single award may be as high as 400% of the proposed budget amount

Program Area P: SF Shines Storefront Improvement - Mission

Maximum Budget Request: \$225,000

Anticipated # of Awards: 1 or more

Total Funding: OEWD expects to allocate a total of \$225,000 for initial awards for 12 months of services, but may offer initial awards of up to 5 years

Target Neighborhoods: Mission

Target Population(s): Calle 24 Corridor and Mission business owners, property owners, and residents

- OEWD seeks proposals from **nonprofit and for-profit** entities to manage Storefront Improvement projects on commercial corridors in the Mission neighborhood
- Funds can be used for mini-grant awards (expected to be up to \$5,000 each) so that businesses may cover the costs of architectural and branding design services, painting, signage, power washing, minor repairs, equipment, furniture, and other related activities
- Mini-grant programs must be pre-approved, and applicants must have the capacity to cover mini-grant costs for at least 30 days.
- If more funds are identified to support this program, any single award may be as high as 400% of the proposed budget amount

Program Area Q: Mission Corridor Economic Revitalization and Sustainability Plan

Maximum Budget Request: \$100,000

Anticipated # of Awards: 1 or more

Total Funding: OEWD expects to allocate a total of \$100,000 for initial awards for 12 months of services. This is anticipated to be one-time funding.

Target Neighborhoods: Mission

Target Population(s): Mission Corridor, Latino business community, residents and property owners, Mission District stakeholders

- OEWD seeks proposals from **nonprofit** entities to develop a community-rooted economic revitalization and sustainability plan and strategy for the Mission District (prioritizing the span between Duboce Street and Cesar Chavez)
- The plan will identify vacant commercial spaces and sites that can be utilized for economic recovery strategies including, but not limited to, master leasing, long term leases and or site acquisition
- Funds can be used for all reasonable and necessary expenses to support a stakeholder engagement process, and the subsequent sustainability plan
- If more funds are identified to support this program, any single award may be as high as 400% of the proposed budget amount

Program Area R: Business Development and Technical Assistance for Small Businesses and Entrepreneurs with Disabilities

Maximum Budget Request: \$250,000

Anticipated # of Awards: 1 or more

Total Funding: OEWD expects to allocate a total of \$250,000 for initial awards for 12 months of services. This is anticipated to be one-time funding.

Target Neighborhoods: Citywide

Target Population(s): Small businesses and entrepreneurs with intellectual or developmental disabilities

- OEWD seeks proposals from **nonprofit** entities to support the start and growth of microenterprises, small businesses, and entrepreneurs with intellectual or developmental disabilities
- Funds can be used for all reasonable and necessary expenses to support a variety of business sectors and include cohort trainings, access to public facing resources, and one-on-one coaching and mentorship
- If more funds are identified to support this program, any single award may be as high as 400% of the proposed budget amount

Program Area S: Lower Fillmore Neighborhood Strengthening, Stabilization, and Capacity Building

Maximum Budget Request: \$50,000

Anticipated # of Awards: 1

Total Funding: OEWD expects to allocate a total of \$50,000 for initial awards for 12 months of services, but may offer initial awards of up to 5 years

Target Neighborhoods: Lower Fillmore

- OEWD seeks proposals from **nonprofit** entities to support community engagement, economic restructuring, events, and technical assistance to enhance community and economic development in the Lower Fillmore neighborhood.
- Funds can be used for all reasonable and necessary expenses to support a variety of capacity building and business strengthening activities
- If more funds are identified to support this program, any single award may be as high as 400% of the proposed budget amount

Program Area T: Community Process and Strategy for Twin Peaks Visitor Center

Maximum Budget Request: \$300,000

Anticipated # of Awards: 1

Total Funding: OEWD expects to allocate a total of \$300,000 for initial awards for 12 months of services. This is anticipated to be one-time funding.

Target Neighborhoods: Citywide

Target Population(s): Twin Peaks and surrounding communities, American Indian community

- OEWD seeks proposals from **nonprofit** entities to support the design and implementation for a community engagement and data gathering process, toward the establishment of Twin Peaks as a visitor center that promotes the cultural history, stories and ongoing contributions of the American Indian community in San Francisco.
- Funds can be used for all reasonable and necessary expenses to bring stakeholders together, gather data, determine economic development opportunities, and ultimately to develop the plan.
- If more funds are identified to support this program, any single award may be as high as 400% of the proposed budget amount

Program Area U: Latinx Citywide Business Technical Assistance and Street Vendor Support

Maximum Budget Request: \$150,000

Anticipated # of Awards: 1

Total Funding: OEWD expects to allocate a total of \$150,000 for initial awards for 12 months of services. This is anticipated to be one-time funding.

Target Neighborhoods: Citywide, prioritizing the Mission

- OEWD seeks proposals from **nonprofit** entities to conduct small business technical assistance.
- Through this RFP, OEWD hopes to expand our list of providers to prioritize outreach and service provision to Spanish-speaking and Latino/a/x-owned businesses within the Mission Street corridor (Mission, between Duboce and Cesar Chavez)
- If more funds are identified to support this program, any single award may be as high as 400% of the proposed budget amount

Program Area V: American Indian Community Capacity Building Support - Securing Space

Maximum Budget Request: \$300,000

Anticipated # of Awards: 1

Total Funding: OEWD expects to allocate a total of \$300,000 for initial awards for 12 months of services. This is anticipated to be one-time funding.

Target Neighborhoods: Fort Mason

- OEWD seeks proposals from **nonprofit** entities to support improvements on a new program space for American Indian communities and cultural events that are deeply rooted in the American Indian community
- Funds can be used for planning, design, and improvements to a new space that will support the American Indian community, and incubate smaller American Indian-serving nonprofits in order to stabilize and sustain organizations.
- If more funds are identified to support this program, any single award may be as high as 400% of the proposed budget amount

QUESTIONS?

- Please submit your questions in the chat.
*Please include the **program area** you are interested in, or list “Administrative” if your question is general in nature.*
- Our team will answer as many questions as possible at this session; all questions will be logged, answered, and posted to the RFP 225 website.
- You may still submit questions until 11:59 P.M. on **Monday, February 13, 2023** by email (oewd.procurement@sfgov.org)

<https://sf.gov/resource/2023/request-proposals-rfp-225>

Timeline

- January 20, 2023: RFP 225 published on OEWD website
- January 30, 2023: Technical Assistance Conference
- February 13, 2023: Deadline to submit questions (11:59pm)
- February 15, 2023: Final Q & A Posted to RFP 225 website
- **February 22, 2023: Proposals due by 5pm Deadline**

<https://sf.gov/resource/2023/request-proposals-rfp-225>

HOW TO APPLY

Applications will be accepted online only.

- Visit <https://sf.gov/resource/2023/request-proposals-rfp-225>

Apply

[Go to the online application](#)

View the questions that are in the application in Appendix A linked below. All elements of the proposal package must be submitted online by the application deadline on **Wednesday, February 22, 2023 at 5:00 PM**.

Need help with the online application? Join one of our Drop-in TA Sessions (registration links available at the above website).

HOW TO APPLY

Please pay attention to all supplementary requirements and forms!

- Visit <https://sf.gov/resource/2023/request-proposals-rfp-225>

A. How to Apply

Complete applications shall include all of the items listed in the Proposal Package Checklist, below. Instructions and tips on completing all Proposal Package documents are included following the Checklist and all templates noted can be downloaded from <https://sf.gov/information/bid-opportunities>.

Proposal Package Checklist - The following items must be completed and included in the application package.

Templates provided as Appendices to RFP 225:

- Appendix B, Proposed Budget** template – Please list your proposed project budget on this template and upload it where prompted before you submit your application. Please do not convert this file to a PDF document before you upload it; the application will only accept Excel (.xls) file format.

See **page 91** of the RFP for the full checklist of required attachments, under “How to Apply”

Need help with the online application? Join one of our Drop-in TA Sessions (registration links available at the above website).

Drop-in Technical Assistance Opportunities

RFP 225 Drop-in TA - Session 1

Date: February 1, 2023

Time: 3pm-4pm

RFP 225 Drop-in TA - Session 2 – **Featuring Lex!**

Date: February 6, 2023

Time: 4pm-5pm

RFP 225 Drop-in TA - Session 3 – **Featuring OLSE!**

Date: February 10, 2023

Time: 10am-11am

RFP 225 Drop-in TA - Session 5 – **Featuring Lex!**

Date: February 21, 2023

Time: 1:30pm-3:30pm

RFP 225 Drop-in TA - Session 4

Date: February 16, 2023

Time: 12pm-2pm



<https://sf.gov/resource/2023/request-proposals-rfp-225>



Supplier Instructions

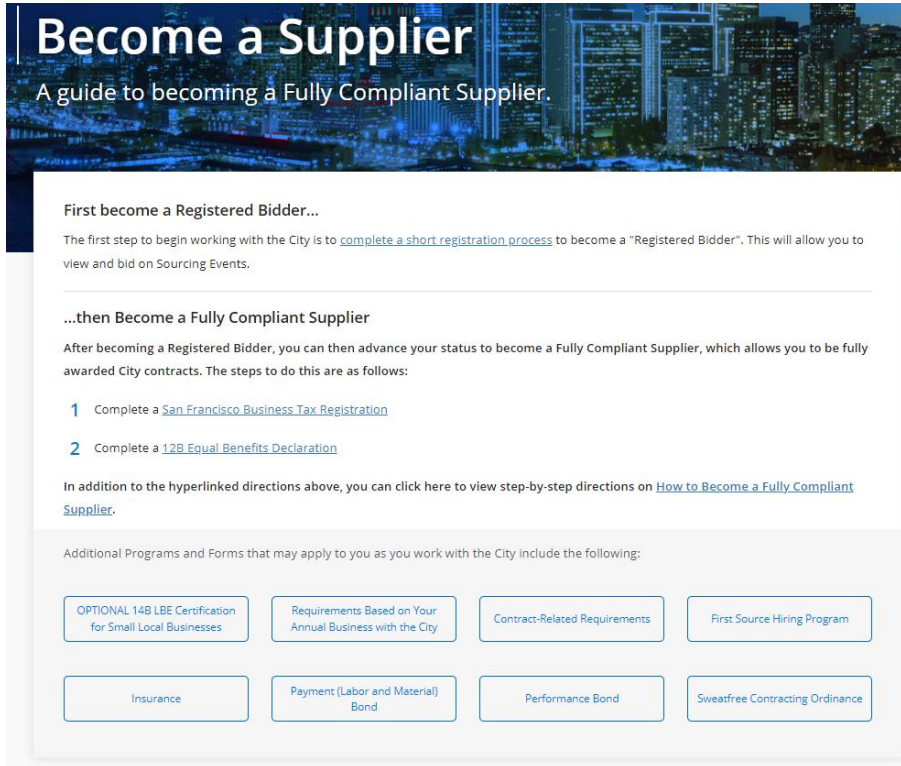
For general questions regarding the Supplier registration process, contact the User Support Desk 415-944-2442 or email sfcitypartnersupport@sfgov.org

Supplier Instructions

- Supplier Registration
- Business Tax Compliance (TTX)
- Equal Benefits (12B) Compliance (CMD)
- Prevailing Wage, Minimum Compensation Ordinance, Health Care Accountability Ordinance and Health Care Security Ordinance (OLSE)

Supplier Instructions

<https://sfcitypartner.sfgov.org/pages/become-a-supplier.aspx>



Become a Supplier

A guide to becoming a Fully Compliant Supplier.

First become a Registered Bidder...

The first step to begin working with the City is to [complete a short registration process](#) to become a "Registered Bidder". This will allow you to view and bid on Sourcing Events.

...then Become a Fully Compliant Supplier

After becoming a Registered Bidder, you can then advance your status to become a Fully Compliant Supplier, which allows you to be fully awarded City contracts. The steps to do this are as follows:

- 1 Complete a [San Francisco Business Tax Registration](#)
- 2 Complete a [12B Equal Benefits Declaration](#)

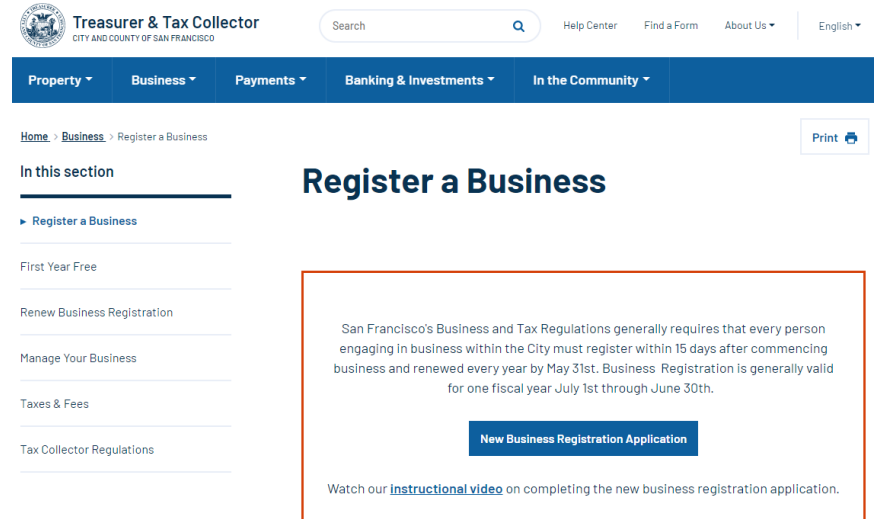
In addition to the hyperlinked directions above, you can click here to view step-by-step directions on [How to Become a Fully Compliant Supplier](#).

Additional Programs and Forms that may apply to you as you work with the City include the following:

- OPTIONAL 14B LBE Certification for Small Local Businesses
- Requirements Based on Your Annual Business with the City
- Contract-Related Requirements
- First Source Hiring Program
- Insurance
- Payment (Labor and Material) Bond
- Performance Bond
- Sweatfree Contracting Ordinance

Supplier Instructions – Business Tax

- Registration is required within 15 days after commencing business and renewed annually by May 31st.
- To register your business, visit <https://sftreasurer.org/business/register-business>
- For additional support, visit the Help Center at the above website



The screenshot shows the website for the San Francisco Treasurer & Tax Collector. The header includes the logo, the title 'Treasurer & Tax Collector CITY AND COUNTY OF SAN FRANCISCO', a search bar, and navigation links for 'Help Center', 'Find a Form', 'About Us', and 'English'. A blue navigation bar contains links for 'Property', 'Business', 'Payments', 'Banking & Investments', and 'In the Community'. Below this, the breadcrumb trail reads 'Home > Business > Register a Business'. A 'Print' button is visible in the top right. The main content area is titled 'Register a Business' and contains a text box with the following text: 'San Francisco's Business and Tax Regulations generally requires that every person engaging in business within the City must register within 15 days after commencing business and renewed every year by May 31st. Business Registration is generally valid for one fiscal year July 1st through June 30th.' Below this text is a blue button labeled 'New Business Registration Application'. At the bottom of the text box, it says 'Watch our [instructional video](#) on completing the new business registration application.'

Supplier Instructions – Business Tax

- If you are already registered, connect your Business Account Number with your existing Bidder/Supplier ID:
<https://newbusiness.sfgov.org/vendor/banAndVendorNumber.aspx>
- For assistance:
TTX.VendorAccounts@sfgov.org

City Bidder / Supplier Requirements

After you become a **Registered Bidder**, you need to take additional steps before you can become an **Approved Supplier** and be fully awarded City contracts:

1. Complete a San Francisco [New Business Registration Application](#). You will be asked for your Bidder ID number during the registration process. If you are already registered in San Francisco, you need to **connect your San Francisco Business Account Number** with your existing Bidder ID/Supplier ID to proceed.

Not sure if you are required to register?

Complete [this questionnaire](#). If you are not required to register the form will have you declare those facts. If you are required to register, the form will take you to the online business registration application. It's important to select "Yes" or "No" to each question on the form so you are routed correctly.

Contact for Help – Treasurer and Tax Collector

If you have any trouble with completing your business tax registration, email:

TTX.VendorAccounts@sfgov.org

Chapter 12B Equal Benefits Ordinance

Most businesses that contract with the City are required to include domestic partners in employee benefits.

Domestic Partners

- same-sex and different-sex couples registered with any state or local government agency
- same proof of relationship/waiting period requirements for domestic partnerships and marriages
- domestic partner registry certificates = marriage certificates

Compliance - Chapter 12B Equal Benefits

3 documents

1. Online 12B Declaration
2. Proof of employee count (*example: IRS Form 941*)
3. Memorandum to employees that summarizes domestic partner policies

Supplier Instructions – 12B Equal Benefits

- Log in to the SF City Partner portal
<https://sfcitypartner.sfgov.org/>
- On the Certification menu, click 12B Declaration
- Click Add A New Value (necessary boxes self-populate)
- Click ADD
- Fill in the 12B Declaration
- Click Save
- Click Submit

Contact for Help – 12B Equal Benefits

Equal Benefits compliance information and assistance in completing the online 12B Declaration:

Equal Benefits Unit

415-581-2310

cmd.equalbenefits@sfgov.org

www.sfgov.org/cmd



Office of Labor Standards Enforcement

PREVAILING WAGE

San Francisco's prevailing wage laws create wage and benefit requirements for certain types of work – typically construction related tasks. However, certain limited types of non-construction work are also covered by the City's prevailing wage requirements.

OLSE's website thoroughly explains San Francisco's prevailing wage requirements for contractors.

An explanation of prevailing wage *for construction* related work can be found at:
<https://sf.gov/information/understanding-prevailing-wage>

An explanation of prevailing wage *for non-construction* related work can be found at:
<https://sf.gov/information/understanding-prevailing-wage-non-construction-workers>

Our office is available as a resource to answer any questions you may have. We can be reached via email at: prevailingwage@sfgov.org or via phone at **(415) 554-OLSE (6573)**



Minimum Compensation Ordinance (MCO) Health Care Accountability Ordinance (HCAO) Health Care Security Ordinance (HCSO)

Presented on 1/30/23

For OEWD

Beverly Popek, Supervising Compliance Officer



Office of Labor Standards Enforcement

**This presentation is customized
for the award of grants.**



If the labor performed is NOT covered under Prevailing Wage, it may be covered under the following:

Citywide Labor Laws

- Health Care Security

Contracting Labor Laws

- Minimum Compensation
- Health Care Accountability



Non-Profit Summary for Grant Awards

Citywide Labor Laws

- Health Care Security

Contracting Labor Laws

- Minimum Compensation

For-Profit Summary for Grant Awards

Citywide Labor Laws

- Health Care Security

Contracting Labor Laws

- Minimum Compensation
- Health Care Accountability

Minimum Compensation Ordinance (MCO)

MCO: Covered Employer

- For-profit and nonprofit – 5+ workers (permanent, temporary, etc.) anywhere in the world with a San Francisco City contract or grant
- Includes subcontractors and subtenants

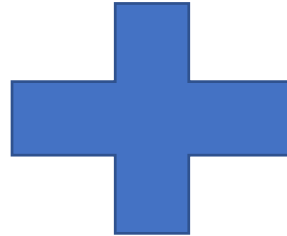
MCO: Covered Employee/Worker

- Anyone working for a covered employer on a City contract
- Worker/Employee is anyone – doesn't matter if full-time, part-time, contract, casual, etc.



MCO

Required Wages and Paid Time Off (PTO)



- MCO wages are higher than the SF Minimum Wage Rate
- PTO must meet MCO Requirements



MCO Wage Requirements

Effective July 1, 2022:

- *\$19.15 per hour – For-profit Rate**
- *\$17.90 per hour – Non-profit Rate***

*For-Profit Annual increases every July 1 based on the increase in the Consumer Price Index.

**Non-Profit increases are based on City Budget (July-August)

Check the MCO webpage for the current MCO rates.



Office of Labor Standards Enforcement



Health Care Accountability Ordinance (HCAO)

Contract Requirement

Non-Profits

- Grants to **NON-PROFITS** are **exempt** from HCAO but company may need to comply with HCSO (CCSF citywide labor law)

For-Profits

- **FOR-PROFITS** need to comply with HCAO and maybe HCSO



Health Care Accountability Ordinance (HCAO)

HCAO: Covered Employer

- **For-profit with 20 or more employees (anywhere)**
- with a City contract
- Includes subcontractors

HCAO: Covered Employee/Worker

- Anyone working for a covered employer on a City contract at least 20 hours a week



Health Care Security Ordinance (HCSO)

Non-Profits

May need to comply with HCSO

For-Profits

If the employee/worker does not work 20 hours or more a week AND performs work in the City and County of San Francisco, then the company may need to comply with the Health Care Security Ordinance (HCSO).



MCO & HCAO Declaration Forms

- Required for contracts \$25,000 or more
- **Send completed forms to sfcitypartnersupport@sfgov.org**
- There is no waiver or exemption for the Declaration requirement
- MCO & HCAO Units can explain compliance requirements



Videos On Demand (VOD) Library

<https://wayback.archive-it.org/20244/20221104220555/https://sfgov.org/olse/olse-trainings-and-videos>

The screenshot shows a web browser window displaying the Office of Labor Standards Enforcement (OLSE) website. The browser's address bar shows the URL: <https://wayback.archive-it.org/20244/20221104220555/https://sfgov.org/olse/olse-trainings-and-videos>. The website header features the OLSE logo and the text "Office of Labor Standards Enforcement". A navigation menu includes links for Home, About OLSE, Citywide Laws, Contractor Laws, Workplace Postings, Contact Us, For Workers, Para Trabajadores, and 雇员. The main content area is titled "OLSE Trainings and Videos" and includes a sub-section for "On-Demand Library for Employers". Below this, there are two columns of links: "City-wide Labor Laws" and "Contractor Labor Laws". The "Contractor Labor Laws" link is highlighted. A sidebar on the right contains a list of "ABOUT OLSE" links, including "About the Director", "OLSE Statutory Authority", "Annual Reports", "Trainings", "General Services Agency (GSA)", "OLSE Videos", "Contracting Opportunities", and "Documents". The bottom of the page shows "San Francisco Paid Sick Leave Videos" and "English".

OLSE Trainings and Videos | Office of Labor Standards Enforcement

Home About OLSE Citywide Laws Contractor Laws Workplace Postings Contact Us For Workers Para Trabajadores 雇员

Home > About OLSE > OLSE Trainings and Videos

OLSE Trainings and Videos

On-Demand Library for Employers

Watch this video to find out the difference between City-wide Labor Laws and Contractor Labor Laws.

[City-wide Labor Laws](#) [Contractor Labor Laws](#)

Do you have a business operating in San Francisco? Do you have a contract (agreements to perform work, lease, permits, etc.) with the City and County of San Francisco?

San Francisco Paid Sick Leave Videos

English

ABOUT OLSE

- About the Director
- OLSE Statutory Authority
- Annual Reports
- Trainings
- General Services Agency (GSA)
- OLSE Videos**
- Contracting Opportunities
- Documents

SHARE THIS

Office of Labor Standards Enforcement (OLSE)

For additional information about these policies, contact:

Office of Labor Standards Enforcement

San Francisco City Hall

1 Dr. Carlton B. Goodlett Place, Room 430

San Francisco, CA 94102

<https://sf.gov/departments/office-labor-standards-enforcement>

Prevailing Wage: (415) 554-OLSE (6573) - prevailingwage@sfgov.org

MCO & HCAO: (415) 554-7903 - mco@sfgov.org, hcao@sfgov.org

HCSO: (415) 554-7892 - hcsos@sfgov.org

QUESTIONS?

- Please submit your questions in the chat.
*Please include the **program area** you are interested in, or list “Administrative” if your question is general in nature.*
- Our team will answer as many questions as possible at this session; all questions will be logged, answered, and posted to the RFP 225 website.
- You may still submit questions until 11:59 P.M. on **Monday, February 13, 2023** by email (oewd.procurement@sfgov.org)

<https://sf.gov/resource/2023/request-proposals-rfp-225>



SAN FRANCISCO

OFFICE OF ECONOMIC &
WORKFORCE DEVELOPMENT

<https://sf.gov/resource/2023/request-proposals-rfp-225>

Email our team: owd.procurement@sfgov.org

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