

The Office of the City Administrator, Real Estate Division (“RED”) is seeking qualified non-profit fiscal sponsor organizations (“Proposers”) to provide proposals (“Proposal”) for fiduciary oversight, financial management, and other administrative services (including but not limited to accounting, reporting, and related services) in connection with various food assistance programs that the City offers at the Alemany Farmers’ Market (including EBT, Market Match, EatSF Vouchers, WIC Farmers Market Nutrition Program and Senior Farmers’ Market Nutrition Program). These programs support low-income customers by offering additional spending capacity at the Alemany Farmers’ Market (“Market”) through the exchange and/or redemption of vouchers, coupons, tokens and Electronic Benefit Transfer (EBT) payments for fresh fruit and vegetables from qualified farmers at the Market. RED will continue to obtain funds via the General Fund budget to offer the programs, and RED staff will continue to staffing the Market on-site and assist with the Programs. The selected Proposer will work with the Market’s staff and provide administrative and fiscal oversight (including but not limited to: accounting, contracting for the “Market Match” Program, and program reporting functions as required and necessary, management of funds, and reimbursement of funds to Farmer vendors) for the Programs.

### **Submittals**

Non-profit fiscal sponsors interested in being awarded a contract for fiduciary oversight, financial management, and other administrative services at the Alemany Farmers’ Market should submit all the required documents including any compliance confirmation forms.

Submittals must be sent one of the following ways:

#### **1. City Partner Portal**

<https://sfcitypartner.sfgov.org/pages/index.aspx>

Contract the SF City Partner team for assistance (415) 944-2442; sfcitypartnersupport@sfgov.org  
Event ID #0000008392

Becoming a City Partner Bidder/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.”*

<https://sfcitypartner.sfgov.org/pages/BidderRegistration-BS3/bidder-registration-1.aspx>  
<https://sfcitypartner.sfgov.org/pages/become-a-supplier.aspx>

#### **2. Mailed to:**

Real Estate Division

25 Van Ness Avenue, Suite 400

San Francisco, CA 94102

Re: AFM – Food Assistance Programs Fiscal Sponsor/Fiduciary Management Assistance Services, Sourcing Event#0000008392

#### **3. Emailed to:**

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

Title of email must reflect the following:

Your Company’s Name -

Re: AFM – Food Assistance Programs Fiscal Sponsor/Fiduciary Management Assistance Services, Sourcing Event#0000008392

