



October 12, 2023

10:00 A.M.-11:00 A.M.

Information Session

Request for Information (RFI)

Development and Administration of a Portable Technology-Based System To Provide Access to Paid Sick Leave (PSL) for Domestic Workers in San Francisco

RFI Issued: October 6, 2023

Responses Due: Friday, October 27, 2023 by 5:00 P.M.

San Francisco Office of Economic and Workforce Development

<https://sf.gov/resource/2023/request-information-rfi-development-and-administration-portable-technology-based>



Presentation Overview

Welcome and Overview

Program Area Details

RFI Schedule

Submission Process

Q&A

About OEWD

The City and County of San Francisco's Office of Economic and Workforce Development (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 RFI #000008748

OEWD is requesting responses from qualified firms and parties to inform an industry review regarding their experience with:

- 1) Developing and administering existing portable benefit and other related technology-based systems; and
- 2) The applicability of this experience for the development and administration of a new portable benefits system in SF that could:
 - A. Facilitate the calculation and recording of Paid Sick Leave (PSL) accruals for domestic workers across multiple employers, and
 - B. Facilitate PSL payments to domestic workers by their employers in San Francisco.

About RFI #000008748

- The development and administration of a new Portable PSL System is required by Article 33N of the SF Police Code Ordinance 4-22 Police Code - Domestic Workers' Access to Paid Sick Leave (PSL) through a Portable System
- Ordinance 4-22 requires hiring entities that do not directly provide paid sick leave (PSL) payments to domestic workers, to provide PSL payments to domestic workers by using the portable system to facilitate that process

Overview of the Domestic Workers' Access to Paid Sick Leave (PSL) through a Portable System Legislation

- The ordinance requires the development and administration of a new portable benefits system, which will allow domestic workers to earn and consolidate paid sick leave accrual benefits across multiple employers in SF and to request access to the paid sick leave accrued as they move between jobs that are located in SF
- The system will allow hiring entities to track PSL accruals, which would be transferred from the hiring entity to the domestic worker in the order it was originally accrued across all employers, after the PSL is requested by the domestic worker and after the sick leave is taken by the domestic worker

Schedule

Deadline for submission of written questions: **(Updated!) Friday, October 20, 2023 at 12:00 P.M.**

Answers to questions posted online on RFI website **(Updated!)**

Initial log will be posted on **Wednesday, October 18, 2023 by 5:00 P.M.**

Final log will be posted by **Tuesday, October 24, 2023 by 5:00 P.M.**

Deadline for RFI Responses: **Friday, October 27, 2023 by 5:00 P.M.**

Invitation for Prospective Demonstrations: **By Friday, November 17, 2023**

Prospective Demonstrations: **By Friday, December 15, 2023**

All Submission Times are in SF local Pacific Daylight Time

<https://sf.gov/resource/2023/request-information-rfi-development-and-administration-portable-technology-based>

Submitting a Response

Applications will be accepted online only.

- Visit <https://sf.gov/resource/2023/request-information-rfi-development-and-administration-portable-technology-based>

Submit a Response

- Download and review [the RFI](#) (also linked below in the "Documents" section).
- Submit responses through the [online RFI Response Form](#) (also linked below).
- Attachments to the response form should be uploaded and submitted through the online RFI Response Form as PDF files by **Friday, October 27, 2023 by 5:00 PM PST**.



[Submit a response](#)

Need help with the online portal? Contact us at owd.procurement@sfgov.org

Submitting a Response

All of the questions that you will be asked to respond to can be found in the RFI, starting on **page 8**.

III. Submittal Process

Required Format

All respondents shall submit written responses via the [ONLINE RESPONSE FORM](#) form which asks for the following information:

Section 1: Primary Response

Section 2: References

Section 3: Additional Materials (optional)

Submitting a Response

San Francisco Office of Economic and Workforce Development (OEWD) RFI #0000008748 Response Form

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Save my progress and resume later | Resume a previously saved form

Page 1

Welcome

This is the response form for OEWD's Development and Administration of a Portable Technology Based System to Provide Access to Paid Sick Leave (PSL) for Domestic Workers Request for Information (RFI) #0000008748.

All fields marked by an asterisk (*) are mandatory; enter "-" or N/A if not applicable.

The online response form allows the ability to save progress and resume later.

When ready to submit the final response form, press the "Submit" button located on the last page. A message will indicate if any errors need to be corrected before final submission.

Response Forms will not be accepted after the deadline.

Helpful information is available on OEWD's [website](#)

For technical support, attend the virtual **Information Session** on **Thursday, October 12th at 10am**, or email oewd.procurement@sfgov.org.

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 Save my progress and resume later | Resume a previously saved form

You can save progress on your form by clicking **“Save my progress and resume later”** at the bottom of each screen.

Please make sure your email address is accurate, as the system will send you a new link **each time you save** to return to where you left off.

[Save my progress and resume later](#) | [Resume a previously saved form](#)

Submitting a Response

On page 5 of the form, you will be asked whether your firm has the ability to **administer the system**. If you answer **yes**, you will be asked additional questions about **system administration**. If you answer **no**, those questions will not appear on page 5.

Page 5

ADMINISTRATION OF THE PORTABLE BENEFITS SYSTEM

SF anticipates that the Portable Paid Sick Leave (PSL) System for Domestic Workers will be administered by a 3rd Party contractor. The next section will ask you to answer the following:

In addition to developing the system, my firm also has the ability to administer the system, including providing user support.

If you confirm that you do have the ability to administer the system, you will be asked to answer an additional question set.

- My system has this capability
- My system does not have this capability

Technical Assistance & Outreach

The administrator of the System will need to be able to provide targeted education, outreach and training in preparation for the System launch/roll out and during the operation and administration phase. This capacity may exist in-house or could be subcontracted to one or more entities with experience with stakeholder engagement and technical assistance.

The System should have the capacity to provide instructions and options for trainings in multiple languages. Including an explanation/tour/demo of functions, simple/intuitive navigation, and an easily accessible FAQ or support function.

Please select...

- My system has this capability
- My system does not have this capability
- I can customize my system or develop a system to include this capability

Page 5

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Submitting a Response

On the final page of the form, you will be asked to certify that the content being submitted is true, accurate and complete, and to confirm that you are duly authorized to submit the response. You will not be able to submit the form until you check the reCAPTCHA box.

Ready to Submit?

The "**Submit**" button is located below. Do not press this button until ready to submit the final request form. If the request form contains errors in need of correction, an error message will be generated. After making all necessary corrections and pressing "**Submit**" again, review for accuracy and press "**Confirm**" to make your final submission, which must happen before the deadline. After successful submission, the Primary Point of Contact email address will receive a time-stamped confirmation email.

Request forms will not be accepted after the deadline.

Helpful information is available on the OEWD's [website](#).

For technical support, email oewd.procurement@sfgov.org.



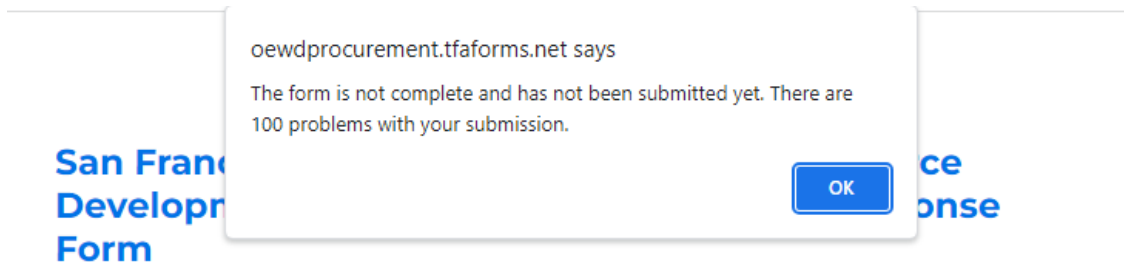
I'm not a robot



reCAPTCHA
Privacy - Terms

Submitting a Response

If there are errors or omissions in your submission, the system will notify you of the number of errors and will highlight the pages where corrections are needed in red.



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Submitting a Response

You will receive this message when your submission is complete.

Thank you for your submission to the San Francisco Office of Economic and Workforce Development (OEWD) RFI #0000008748 response form.

You will also receive an email confirmation confirming successful submission. If you do not receive a confirmation, please contact us at owd.procurement@sfgov.org.

Question & Answer Session

- Please submit your questions in the chat.
- Our team will answer as many questions as possible at this session; all questions will be logged, answered, and posted to the RFI webpage

<https://sf.gov/resource/2023/request-information-rfi-development-and-administration-portable-technology-based>

- You may continue to submit questions until 12:00 P.M. PST on Friday, October 20, 2023 by email to owd.procurement@sfgov.org