



Wednesday, April 17, 2024
3:30 P.M.-4:30 P.M.

Technical Assistance Conference

Request for Proposals #229

Economic and Workforce Development Grants

RFP Issued: Wednesday, April 17, 2024
Proposals Due: Thursday, May 16, 2024 by 5:00 P.M.



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 #229

The **\$2.38 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 **4 distinct program areas** across 3 of OEWD's 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 can be found on **page 10** of the RFP.

<https://www.sf.gov/resource/2024/request-proposals-rfp-229>

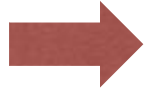
QUESTIONS?

- 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 229 website.
- You may still submit questions until 11:59 P.M. on **Thursday, May 2, 2024** by email (oewd.procurement@sfgov.org)

<https://www.sf.gov/resource/2024/request-proposals-rfp-229>

Program Areas: Community Economic Development (CED)

This RFP includes **1 Community Economic Development program**



Division	Program Area Letter & Title
CED	Area A: Castro cultural activation, uplifting Queer and Transgender Asian American and Pacific Islander communities
WF	Area B: Industries of Opportunity – Worker Cooperative Program
WF	Area C: Industries of Opportunity – Youth and Young Adult Food Sovereignty
Biz Dev	Area D: Union Square Park Programming

<https://www.sf.gov/resource/2024/request-proposals-rfp-229>

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 A: Castro cultural activation, uplifting Queer and Transgender Asian American and Pacific Islander communities

Maximum Budget Request: \$30,000

Anticipated # of Awards: 1

Total Funding: OEWD expects to allocate total of \$30,000 for an award to cover 1 event.

Eligible Neighborhoods: Castro

Priority Population(s): Castro merchant community, with specific emphasis on queer and transgender Asian American and Pacific Islander communities.

- OEWD is seeking proposals from **nonprofit** organizations to **coordinate and implement a cultural event in the Castro commercial corridor to celebrate communities such as Asian American and Pacific Islander queer and transgender community members and encourage visitor engagement.**
- Funding in this area may support a **new or existing** neighborhood event.
- Proposed budgets should be no more than **\$30,000 for one event**, with a minimum attendance of 100 individuals.
- Applicants must have experience designing, coordinating, and implementing successful neighborhood events, and demonstrate experience working in the Castro neighborhood.

Program Areas: Workforce Development

This RFP includes **2 Workforce Development programs**

Division	Program Area Letter & Title
CED	Area A: Castro cultural activation, uplifting Queer and Transgender Asian American and Pacific Islander communities
WF	Area B: Industries of Opportunity – Worker Cooperative Program
WF	Area C: Industries of Opportunity – Youth and Young Adult Food Sovereignty
Biz Dev	Area D: Union Square Park Programming

<https://www.sf.gov/resource/2024/request-proposals-rfp-229>

About Workforce Development

The **Workforce Development Division** of OEWD trains and connects San Franciscans to sustainable jobs with career growth opportunities and promotes prosperity for all residents, including the unemployed, underemployed, and hard-to-employ residents.

Our workforce system supports training and development pipelines for qualified candidates toward some of San Francisco's core industries, including construction, health care, hospitality and tech.

For more information, visit: <https://sf.gov/departments/office-economic-and-workforce-development/workforce-development-division>

About Industries of Opportunity Programs

Industries of Opportunity Occupational Skills Training (“IO OST”) must be designed to **complement and leverage the services and resources of the San Francisco Workforce System** and client flow processes must connect to those established within each Sector Workforce Program. Grantees must coordinate program logistics and training delivery with OEWD to ensure that trainings are marketed accurately across the workforce ecosystem and that clients are referred to appropriate trainings.

IO OST providers are responsible for achieving participant program completion and employment outcomes; therefore, providers must implement or leverage **case management and support services** to ensure program retention and overall participant success. IO OST may also connect to OEWD Job Centers (Comprehensive, Neighborhood, Specialized, and Young Adult) to provide space for instruction and other activities.

Program Area B: Industries of Opportunity – Worker Cooperative Program

Maximum Budget Request: \$475,000

Anticipated # of Awards: 2 or more

Total Funding: OEWD expects to allocate a total of \$475,000 to cover 24 months of services.

Eligible Neighborhoods: Citywide

Priority Population(s): San Francisco residents, aged 18+, who do not possess right-to-work documentation, are unemployed or underemployed, have been dislocated from their jobs, and/or are incumbent workers seeking advancement within their industry.

- OEWD is seeking proposals from **nonprofit organizations and educational institutions** that operate worker-owned cooperatives (“co-ops”). Co-ops should be designed to create a ladder to higher income through worker ownership in targeted occupations.
- Program models may include **Entry level, Mid-Skilled, On-the-Job and/or Employer-Customized Occupational Skills Training (OST)**, and activities should include *Curriculum Development, Training Implementation, and Placement in Unsubsidized Employment or Postsecondary Education*.
- Applicants to this program area must demonstrate experience delivering similar workforce training strategies, as well as an ability to serve the target population(s).

Program Area C: Industries of Opportunity – Youth and Young Adult Food Sovereignty

Maximum Budget Request: \$400,000

Anticipated # of Awards: 1 or more

Total Funding: OEWD expects to allocate a total of \$400,000 to cover 24 months of services.

Eligible Neighborhoods: Citywide

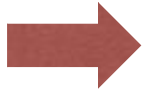
Priority Population(s): San Francisco residents, ages 16-24, with emphasis on American Indian youth and young adults.

- OEWD is seeking proposals from **nonprofit organizations and educational institutions** that deliver training programs in the **food sovereignty and agroecology** industries.
- Applicants must have the organizational capacity to function as the **Employer of Record** for each participant enrolled in training or internship employment activities.
- Program models may include **Entry level, Mid-Skilled, and/or On-the-Job Occupational Skills Training (OST)**, and activities should include *Curriculum Development, Training Implementation, and Placement in Unsubsidized Employment or Postsecondary Education*.
- Applicants to this program area must demonstrate experience delivering similar workforce training strategies, as well as an ability to serve the target population(s).

Program Areas

This RFP includes **1 Business Development program.**

Division	Program Area Letter & Title
CED	Area A: Castro cultural activation, uplifting Queer and Transgender Asian American and Pacific Islander communities
WF	Area B: Industries of Opportunity – Worker Cooperative Program
WF	Area C: Industries of Opportunity – Youth and Young Adult Food Sovereignty
Biz Dev	Area D: Union Square Park Programming



<https://www.sf.gov/resource/2024/request-proposals-rfp-229>

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 D: Union Square Park Programming

Maximum Budget Request: \$1,000,000

Anticipated # of Awards: 1

Total Funding: OEWD expects to allocate a total of \$1,000,000 for 12 months of services.

Eligible Neighborhoods: Union Square

Priority Population(s): San Francisco and Bay Area residents, regional, national, and international visitors and tourists

- OEWD is seeking proposals from **nonprofit and for-profit** organizations to develop and implement a plan to provide **daily programming in Union Square Park** that offers a range of attractions and amenities for residents and visitors to the area.
- Eligible activities may include: Development of a **comprehensive programming plan** for Union Square Park; Management and production of **daily and periodic programming** in Union Square Park; **Marketing and promotional activities** for programming; Coordination with the San Francisco Recreation and Parks Department, business and merchant groups, and other key stakeholders and City agencies.

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 229 website.
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<https://www.sf.gov/resource/2024/request-proposals-rfp-229>

Timeline

- April 10, 2024: RFP 228 published on OEWD website
- April 17, 2024: Technical Assistance Conference
- May 2, 2024: Deadline to submit questions (11:59pm)
- May 6, 2024: Final Q & A Posted to RFP website
- **May 16, 2024: Proposals due by 5pm Deadline**

<https://www.sf.gov/resource/2024/request-proposals-rfp-229>

HOW TO APPLY

Applications will be accepted online only.

- Visit <https://www.sf.gov/resource/2024/request-proposals-rfp-229>

Apply

Applications for RFP 229 are open.

Link to the online application: [OEWD Request for Proposals \(RFP\) 229 Application](#)

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://www.sf.gov/resource/2024/request-proposals-rfp-229>

III. Application Process

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 [sf.gov/resource/2024/request-proposals-rfp-229](https://www.sf.gov/resource/2024/request-proposals-rfp-229).

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

Templates provided as Appendices to RFP 229:

- Appendix B, Proposed Budget** template – Please list your proposed program/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 39** of the RFP for the full checklist of required attachments, under “How to Apply”

HOW TO APPLY: Additional Support

Session 1

Friday, April 19, 2024

10:00 AM – 11:00 AM

[Click here to join](#)

Session 3

Thursday, April 25, 2024

10:00 AM – 11:00 AM

[Click here to join](#)

Session 5 (Technical only)

Friday, May 10, 2024

12:00 PM – 2:00 PM

[Click here to join](#)

Session 2

Tuesday, April 23, 2024

1:00 PM – 3:00 PM

[Click here to join](#)

Session 4

Wednesday, May 1, 2024

4:00 PM – 5:00 PM

[Click here to join](#)

Session 6 (Technical only)

Wednesday, May 15, 2024

1:00 PM – 4:00 PM

[Click here to join](#)

Visit <https://www.sf.gov/resource/2024/request-proposals-rfp-229>

Supplier Instructions

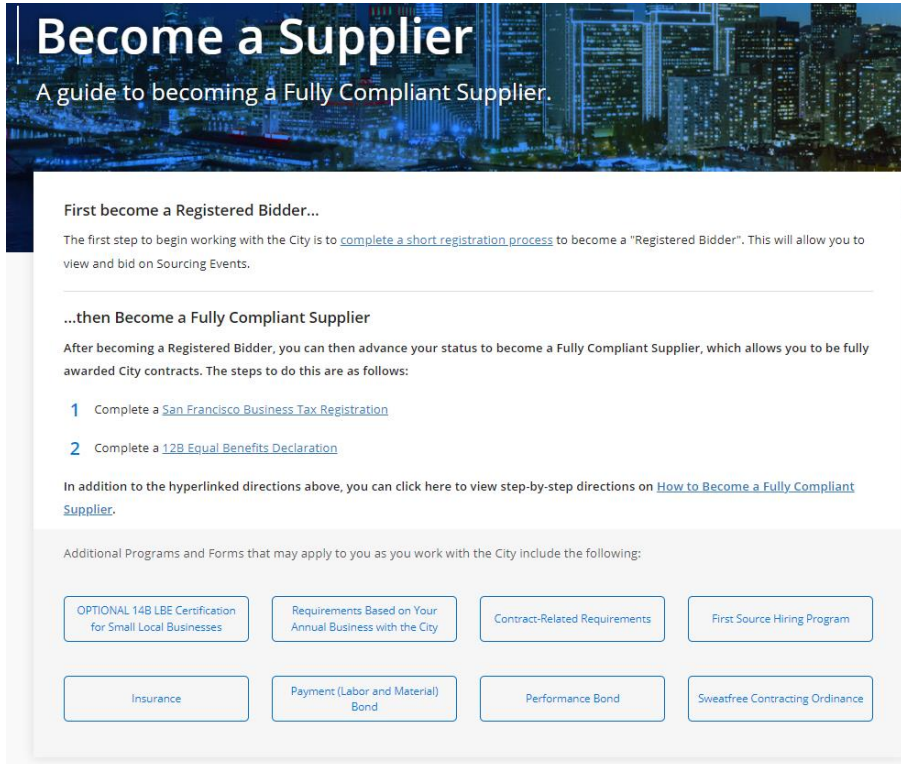
For general questions regarding the Supplier registration process, contact the User Support Desk 415-944-2442 or email sfcitypartnersupport@sfgov.org

Supplier Compliance Requirement Instructions

- City Supplier Registration
- Secretary of State (SoS)
- Office of Attorney General (OAG)
- First Source Hiring Program
- Business Tax Compliance (TTX)
- Equal Benefits (12B) Compliance (CMD)
- Prevailing Wage, Minimum Compensation Ordinance, Health Care Accountability Ordinance and Health Care Security Ordinance (OLSE)

Register to become an a City Supplier

<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 - *sfcitypartner.sfgov.org*

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 an Approved Supplier

After becoming a Registered Bidder, you can then advance your status to become an Approved 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 an Approved 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

California Secretary of State (SoS)

<https://bizfileonline.sos.ca.gov/search/business>



Business UCC Login

Business Search

The California Business Search provides access to available information for **corporations, limited liability companies and limited partnerships** of record with the California Secretary of State, with **free PDF copies** of over 17 million imaged business entity documents, including the most recent imaged Statements of Information filed for Corporations and Limited Liability Companies.

Currently, information for Limited Liability Partnerships (e.g. law firms, architecture firms, engineering firms, public accountancy firms, and land survey firms), General Partnerships, and other entity types are **not contained** in the California Business Search. If you wish to obtain information about LLPs and GPs, submit a Business Entities Order paper form to request copies of filings for these entity types. Note: This search is not intended to serve as a name reservation search. To reserve an entity name, select Forms on the left panel and select Entity Name Reservation ? Corporation, LLC, LP.

Basic Search

- A Basic search can be performed using an entity name or entity number. When conducting a search by an entity number, where applicable, **remove "C"** from the entity number. Note, a **basic search** will search **only ACTIVE entities** (Corporations, Limited Liability Companies, Limited Partnerships, Cooperatives, Name Reservations, Foreign Name Reservations, Unincorporated Common Interest Developments, and Out of State Associations). The basic search performs a contains ?keyword? search. The Advanced search allows for a ?starts with? filter. To search entities that have a status other than active or to refine search criteria, use the **Advanced** search feature.

Advanced Search

- An Advanced search is required when searching for publicly traded disclosure information or a status other than active.
- An Advanced search allows for searching by specific entity types (e.g., Nonprofit Mutual Benefit Corporation) or by entity groups (e.g., All Corporations) as well as searching by ?begins with? specific search criteria.

Disclaimer: Search results are limited to the 500 entities closest matching the entered search criteria. If your desired search result is not found within the 500 entities provided, please refine the search criteria using the Advanced search function for additional results/entities. The California Business Search is updated as documents are approved. The data provided is not a complete or certified record.

Although every attempt has been made to ensure that the information contained in the database is accurate, the Secretary of State's office is not responsible for any loss, consequence, or damage resulting directly or indirectly from reliance on the accuracy, reliability, or timeliness of the information that is provided. All such information is provided "as is." To order certified copies or certificates of status, (1) locate an entity using the search; (2) select Request Certificate in the right-hand detail drawer; and (3) complete your request online.


Search by name or file number

Advanced ▾

California Office of the Attorney General (OAG)

<https://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>

State of California
Department of Justice



Office of the
Attorney General

HOME ABOUT MEDIA CAREERS REGULATIONS RESOURCES PROGRAMS CONTACT

Registry Search Tool

Search the Files of the Registry of Charitable Trusts

The Registry Search Tool allows you to query the Registry's database and verify whether a charitable organization or fundraiser has complied with the Attorney General's registration and reporting requirements. You may also review and download records and public filings that a charitable organization or fundraiser has submitted to the Attorney General's Registry of Charitable Trusts. This includes copies of annual registration renewal forms (Form RRF-1), IRS Forms 990, raffle reports and fundraising reports that are in the Registry's database. Information is retrieved from the database in real-time but data and statuses may change intraday as filings are processed.

Potential donors are encouraged to research organizations using this query tool and those available from the [Secretary of State](#), [Franchise Tax Board](#) and [IRS](#) to determine an organization's tax-exempt status and compliance status with all appropriate state and federal agencies. Each agency maintains their own database and independently determines the disposition of organizations relative to their statutory oversight. Each should be considered carefully and collectively to gain the most complete assessment possible. Donors may also benefit from reviewing our [Resources](#) and [Donation Tips](#).

State Charity Registration Number:

SOS/FTB Corporate/Organization Number (numbers only):

FEIN (numbers only):

Organization Name:

DBA:

Program Type:

Record Type:

Registry Status:

County:

City:

State:

ZIP Code:

Note: On the organization details page, under **Filings & Correspondence**, if incorrect documents seem to open when you try to download or view them, try clearing your browser's cache and then also refreshing that page. The order of the documents may change, but those two steps should clear up most issues with the links.

[Registry Status Definitions & Search Tips](#) [Downloadable Lists of Charities](#) [Charities Home Page](#)

For more information on how to cure your delinquent status, visit: <https://oag.ca.gov/charities/delinquency>



FIRST SOURCE HIRING PROGRAM

Advancing Equitable Economic Recovery

April 17, 2024

<https://sf.gov/comply-first-source-hiring-program>

WHAT IS THE FIRST SOURCE HIRING PROGRAM?

- The First Source Hiring Program was enacted into law in 1998 as Chapter 83 of the SF Administrative Code and amended in 2009
- Requires **covered employers** to make **good faith efforts** toward employing economically disadvantaged San Francisco residents for **entry level positions** on applicable projects
- The San Francisco Workforce Development system provides supply of qualified workers to employers with hiring needs, and gives economically disadvantaged individuals the opportunity to apply for entry-level jobs in San Francisco



WHAT IS THE FIRST SOURCE HIRING PROGRAM?

COVERED EMPLOYERS

- **All businesses with City contracts for goods, services, grants or loans in excess of \$50,000** (or in excess of \$350,000 for construction contracts)
- **Employers engaged in commercial activity in over 25,000 square feet space** that involved new construction, an addition, or alteration after April 2001 and resulted in the expansion of entry level positions
- **Businesses who have leases on City property**



HOW DOES FIRST SOURCE HIRING WORK?

- First Source applies to **entry level positions that require less than two years of experience**
- Covered employers submit entry level job descriptions to OEWD's First Source Hiring Program team by submitting a [First Source Workforce Projection Form](#) for **every applicable contract**
- First Source positions are **promoted across OEWD's network of community and educational partners**
- OEWD and partners **pre-screen applicants to refer qualified candidates** to employers
- Employers make a **good faith effort** to hire First Source candidates

5 STEP PROCESS

1. Complete/submit a [First Source Workforce Projection Form](#) of entry-level positions
2. Register as a First Source Employer with [WorkforceLinkSF](#)
3. Create and submit a job order which includes basic qualifications, wage rate, benefits etc.
4. Make a “good faith effort” to interview and hire referrals from the City’s workforce development system.
5. Submit verification of any hires made with your designated First Source Hiring Specialist.

Questions? Email or call our Employer Services Team:

Employer.Services@sfgov.org

(415)701-4848 (ask for Employer Services)

Supplier Instructions

- Treasurer and Tax Collector's Office ("TTX")
- Contract Monitoring Division ("CMD")
Equal Benefits (12B) Compliance
- Office of Labor Standards Enforcement ("OLSE") Minimum Compensation Ordinance, Health Care Ordinances, and Prevailing Wage Compliance

Supplier Instructions – Business Tax



Bidder / Supplier ID



Connect your Business Account Number to Bidder/Supplier ID

<https://newbusiness.sfgov.org/vendor>

Are you already registered?

Are you a registered business with a Business Account Number (or Business Registration Certificate)? If so, use the link provided to link your Bidder/Supplier ID Number to your Business Account Number [Click here to enter your BAN and Bidder/Supplier ID Number](#)

Supplier Instructions – Business Tax

If you do not have a Business Account Number, complete the questionnaire.

If you are not registered as a business:

Please answer “Yes” or “No” to the questions below to determine if you are required to register as a business with the Office of the Treasurer & Tax Collector.

Does this business:

- Yes No Receive a grant, stipend or honoraria from the SF Arts Commission, as an individual artist or panelist and otherwise does not do business in San Francisco?
- Yes No Maintain a fixed place of business within San Francisco?
- Yes No Perform work or render services within San Francisco for all or part of any seven days during one tax year?
- Yes No Solicit business within San Francisco for all or part of any seven days during one tax year?
- Yes No Exercise corporate or franchise powers within San Francisco?
- Yes No Own or lease real or personal property within San Francisco for business purposes?
- Yes No Regularly maintain a stock of tangible personal property in San Francisco for sale in the ordinary course of business?
- Yes No Employ or loan capital on property within San Francisco?
- Yes No Liquidate businesses when the liquidators hold themselves out to the public as conducting such business?
- Yes No Use streets in San Francisco for business purposes for any part of seven (7) days during the tax year?
- Yes No Have more than \$500,000 in total gross receipts allocated to the City during the tax year?

Supplier Instructions – Business Tax

CCSF Supplier - Application Form

In-Lieu of Business Registration

I declare that my business does not need to register with the City and County of San Francisco's Office of the Treasurer & Tax Collector because it does not meet any of the following:

- Maintain a fixed place of business within San Francisco.
- Perform work or render services within San Francisco for all or part of any seven days during one tax year.
- Solicit business within San Francisco for all or part of any seven days during one tax year.
- Exercise corporate or franchise powers within San Francisco.
- Own or lease real or personal property within San Francisco for business purposes.
- Regularly maintain a stock of tangible personal property in San Francisco for sale in the ordinary course of business.
- Employ or loan capital on property within San Francisco.
- Liquidate businesses when the liquidators hold themselves out to the public as conducting such business.
- Use streets in San Francisco for business purposes for any part of seven (7) days during the tax year.
- Have more than \$500,000 in total gross receipts allocated to the City during the tax year.

If the Office of The Treasurer & Tax Collector determines that I am conducting business in San Francisco, the City may either cancel the contract or withhold payment ten days after written notification by the Tax Collector. I declare (or certify) under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am authorized to bind this entity contractually.

Full Name:

Email Address:

Name of Company

Supplier/Bidder ID Number

Mailing Address

City, State, ZIP

Tax ID Number

Telephone Number

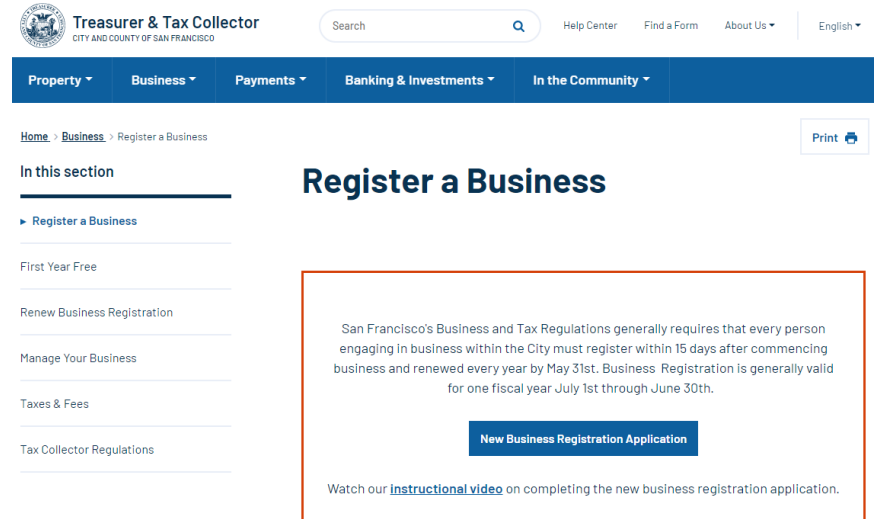
Continue

If you are not required to have a Business Account Number, you will see this form.

For assistance:
TTX.VendorAccounts@sfgov.org

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 text '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, a 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 features a list of links: 'Register a Business', 'First Year Free', 'Renew Business Registration', 'Manage Your Business', 'Taxes & Fees', and 'Tax Collector Regulations'. A highlighted box contains the 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 box, it says 'Watch our [instructional video](#) on completing the new business registration application.'

Supplier Instructions – Business Tax

Selecting "yes" enables our office to ask the Supplier Management Team to link your bidder/supplier ID# with your business account#.

Business Identification

Are you establishing this business to be a vendor (City Bidder/Supplier) or participate in procurement processes with the City and County of San Francisco? * Yes No

Supplier ID Bidder ID

[For Assistance:](#)

Email to: TTX.VendorAccounts@sfgov.org

Complying with the Chapter 12B Equal Benefits Ordinance

Contact Equal Benefits Unit

415-581-2310 8:00 a.m. to 5:00 p.m.

cmd.equalbenefits@sfgov.org

<https://sf.gov/chapter-12b-equal-benefits-program>

What is the Chapter 12B Equal Benefits Ordinance?

This is a social policy to ensure that employees of City Contractors are treated fairly and equally. Compliance is required for award of a contract. Employees in domestic partnerships must be treated the same as married employees.

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 accepted the same as marriage certificates

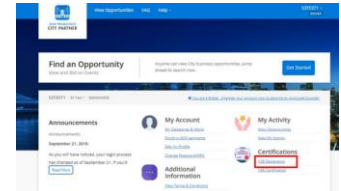
Compliance - Chapter 12B Equal Benefits

3 Documents Needed to Achieve Compliance

1. Complete online [12B Declaration](#)
2. Submit proof of employee count (*example: IRS Form 941*)
3. Provide a copy of the Memorandum to Employees that summarizes domestic partner policies ([Memorandum Template](#))

Instructions – 12B Equal Benefits

1. Gather info needed—1) number of employees in U.S., 2) verification of employee count (IRS 941 or W-3), and 3) Memorandum to Employees.
2. Log in to the SF City Partner portal at <https://sfcitypartner.sfgov.org/>
3. On the certification menu, click 12B Declaration



- 4. Click Add A New Value (necessary boxes self-populate)
- 5. Click ADD

12B Declaration

Find an Existing Value **Add a New Value**

SetIDSHARE

Declaration NumberNEXT

Declaration Type Bidder

Supplier ID

Bidder ID

Add

6. **Fill in the 12B Declaration**

- 7. Click Save
- 8. Click Submit

6.0 Read and enter each address system to use for:

- Address system are either an address only (street, city, state, zip, country) or an address and unit, that includes a full address and unit.
- A permanent address and every alternate address has been identified.
- The address location includes address number, address street name and direction.
- The names of address parties are clearly listed in all public and private records.
- All address plans enter through the migration system are entered address system.
- All address plans are clearly visible to the user interface and the address system are clearly visible.

Save

Save

Warning: When you enter your address system, the user interface displays the address system plan information.

Save

Save

- 9. Respond to the three pop-up windows by clicking 1) Return 2) Confirm and 3) Return. Warning: Do NOT click the x to minimize the windows without responding.
- 10. You will receive an email to confirm your submission.

FAQ and [Link](#) to Equal Benefits Guide

Review Responses in the [Guide, page 10](#))

For example:

- What happens if my entity has no employees?
- What happens if my entity does not offer benefits or benefits are offered to employees only?
- What happens if none of my employees are in a domestic partnership?
- I don't have any employees in San Francisco. Do I still need to complete a 12B Declaration?

NOTE

12B applies to all employees in the United States.

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)

Jade San Diego, Compliance Officer

Beverly Popek, Supervising Compliance Officer



Office of Labor Standards Enforcement

A scenic view of the Golden Gate Bridge in San Francisco, California, with the bridge's towers and suspension cables visible against a clear blue sky. The water of the bay is a vibrant blue-green, and the city skyline is visible in the distance under a bright, clear sky.

Minimum Compensation Ordinance (MCO)

Covered Employer

- For-profit and nonprofit – 5+ workers (permanent, temporary, etc.) anywhere in the world
- with a City contract
- subcontractors and subtenants need to comply

Covered Employee/Worker

- Anyone working for a covered employer on a City contract
- Working in the US



Compensation = Wages + Time Off



Wage Rates Effective:

7/1/2023-6/30/2024

For Profit Rate: \$20.22

Eff. 7/1/24: \$20.96*

****Non-Profit Rate: \$18.93***

**Annual increases occur every July 1*

***Rates are contingent on the City's Budget.*

Paid Time Off (PTO)

- 12 days (Accrual rate is 0.04615 hours)
- PTO is the property of the worker

Unpaid Time Off (UTO)

- 10 days (Accrual rate is 0.03846 hours)
- For use as unpaid sick time





Health Care Accountability Ordinance (HCAO)

Covered Employer:

- For Profits have 20 or more workers anywhere in the world
- Non-Profits have 50 or more workers anywhere in the world
- Has a City Contract
- Subcontractors and subtenants need to comply

Covered Employee:

- Anyone in the US who works at least 20 hours a week or more on a City Contract for services or on the leased property.



HCAO's Three Options- Slide 1 of 2

Employer chooses how to comply with HCAO depending on where the work is performed.

Option 1- Available in all locations in the U.S.

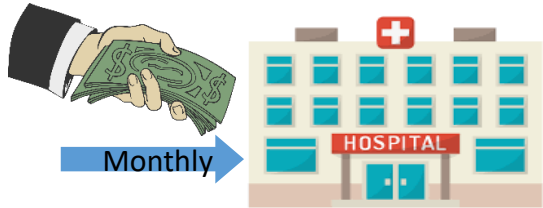
- Offer each covered employee a compliant health plan at no charge to the employee-no later than the first of the month after 30 days.
- Health plan compliance review and answers to HCAO Minimum Standards questions contact Max Gara, Department of Public Health, (415) 554-2621 or Maxwell.Gara@sfdph.org



HCAO's Three Options- Slide 2 of 2

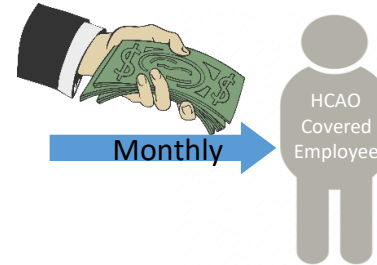
OPTION 2- Available for work performed in the CCSF, SFO, or San Bruno Jail

Pay **HCAO Fee Rate** per employee, per hour to SF General Hospital



OPTION 3- Only available to employees who do **NOT** work in the CCSF, SFO, or San Bruno Jail

Pay the fee amount directly to employee



- Payments capped at 40 hours per week
- Rates adjusted every July 1st
- 7/1/2023-6/30/2024: \$6.35 per hour



MCO and HCAO Declaration Forms

- To contract with the City and County of San Francisco, both the MCO and HCAO Declaration Forms are required for contracts that are \$25,000 or more.
- By completing the Declaration Forms, you are agreeing to comply with the ordinances when the ordinances apply to your firm
- A Department can not request a waiver or exemption for the Declaration requirement



Compliance Reminders and Resources

OLSE Website: www.sf.gov/olse

MCO Webpage: <https://sf.gov/mco>

HCAO Webpage: <https://sf.gov/hcao>

- Provide employees MCO & HCAO Notices/Posters/Know Your Rights Forms
- MCO and HCAO Webinars, Rules and Regulations, FAQs, etc.
- All posters, forms, more information



Office of Labor Standard Enforcement (OLSE)
San Francisco City Hall
1 Dr. Carlton B. Goodlett Place, Room 430
San Francisco, CA 94102

Phone: (415) 554-7903

Email: MCO@sfgov.org

HCAO@sfgov.org



Office of Labor Standards Enforcement

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 229 website.
- You may still submit questions until 11:59 P.M. on **Thursday, May 2, 2024** by email (oewd.procurement@sfgov.org)

<https://www.sf.gov/resource/2024/request-proposals-rfp-229>



SAN FRANCISCO

OFFICE OF ECONOMIC &
WORKFORCE DEVELOPMENT

<https://www.sf.gov/resource/2024/request-proposals-rfp-229>

Email our team: owd.procurement@sfgov.org

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