

OEWD REQUEST FOR PROPOSALS #213

Community Development Block Grant (CDBG) Economic Development Grants

Bidders Conference

Friday, October 4, 2019 ~ 2:00 P.M. – 3:30 P.M.

San Francisco Public Library, Main Branch
Latino/Hispanic Community Room A/B

| | |
|----------------------------------|--|
| RFP issued by: | Office of Economic and Workforce Development |
| Date issued: | Monday, September 30, 2019 |
| Proposals due: | Thursday, October 31, 2019 by 5:00 P.M. |
| Information on this RFP: | https://oewd.org/bid-opportunities/rfp-213 |
| Questions about this RFP? | Email: oewd.procurement@sfgov.org <i>The deadline for all substantive questions is Thursday, October 10, 2019 at 5:00 PM.</i> |



Presentation Overview

- Welcome & Programming Overview
- Program Area Details
- City Contracting Requirements
- RFP 213 Timeline and Web Resources
- Questions and Answers



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.



Invest In Neighborhoods (IIN)

IIN Goals

1. Successful, better, supported, and anchored small businesses
2. Increase quality of life on Commercial Corridors
3. Vibrant, lively, strong corridors and districts

In a way that is

- Equitable
- Effective
- Efficient
- Culturally competent and culturally appreciated
- Forward-thinking



IIN's Community Development Block Grant Economic Development Objectives

Objectives

- Promote an environment rich with economic development resources that encourages entrepreneurship, and supports business growth and job creation for low- and moderate-income persons;
- Focus technical assistance in specific geographic areas;
- Conduct outreach to established businesses, and provide business development assistance at the business site whenever possible;
- Increase access to resources for small businesses in low-mod income neighborhoods;
- Strengthen economic development strategies and activities in community-driven plans; and
- Revitalize and provide technical assistance to long-term neighborhood-serving storefronts in an effort to retain them and empower them to thrive in the current economy.



Program Area Details: Small Business Support Services IIN Priority Corridors

IIN prioritizes corridors of low to moderate income concentration such as:

- Bayview
- Central Market/Tenderloin (includes SoMa)
- Chinatown
- Excelsior
- Lower Fillmore
- Mission
- Mission-Bernal
- Ocean Avenue
- Oceanview (Broad St.)
- Portola
- Sunset
- Visitacion Valley (Leland Ave.)



About this RFP

The **\$1.25 Million** investment in this RFP funds small business support services, with a focus on **advancing equity** and **shared prosperity and opportunities for all small businesses**.

The RFP contains 4 distinct program areas:

- Program Area 1 – Small Businesses and Micro-Enterprise Technical Assistance
- Program Area 2 – Technical Assistance for Corridor Businesses
- Program Area 3 – Neighborhood Commercial Corridor Revitalization
- Program Area 4 – Commercial Corridor Improvements and Beautification



RFP 213 Program Areas

Press "Ctrl" and click the hyperlink to navigate to a specific program.

| PROGRAM AREAS | | | | |
|---------------|--|-------------------------------|--------------------|--------|
| # | Program Area | Maximum Annual Budget Request | HUD Matrix Code(s) | Page # |
| 1 | Small Business and Micro-Enterprise Technical Assistance | \$100,000 | 18A, 18B, 18C | 13 |
| 2 | Technical Assistance for Corridor Businesses | \$30,000 per corridor | 18B | 17 |
| 3 | Neighborhood Commercial Corridor Revitalization | \$100,000 | 18B | 36 |
| 4 | Commercial Corridor Improvements and Beautification | \$100,000 | 14E, 17C | 53 |



HUD National Objectives

1. Benefit to Low/Moderate Income (LMI) Clients Program Areas 1-3

- If serving micro-enterprises only, 100% of your clients must be LMI.
- If serving micros and small businesses, 51% of the jobs created and retained by your client must be available or held by LMI individuals.

2. Prevention and Elimination of Slums and Blight Program Area 4

- 51% of the jobs created or retained by your clients must be available or held by LMI individuals.



Program Area Details: Small Business Support Services Programs 1-4

1– Small Business and Micro-Enterprise Technical Assistance up to \$100,000

Under Program Area 1, OEWD will fund nonprofit organizations to provide technical assistance (TA) and services that are available citywide. The Scope of Work may include, but is not limited to the following:

- **Training** - Essential for clients to understand fundamental business concepts, training must be comprehensive, relevant, and culturally sensitive to the learning needs of individual clients.
- **Case Management and Individual Development Plans** - Develop individually tailored sets of pre-development, development, and post-development plans.
- **One-on-One Consulting, Coaching, and Mentoring** - Guidance by experienced advisors.
- **Direct Financial Assistance to For-Profits**
 - Financial assistance to for-profit small businesses including pre-loan counseling



Program Area Details: Small Business Support Services Programs 1-4

2 – Technical Assistance for Corridor Businesses – up to \$30,000 per corridor (limited to 3 corridors per provider)

OEWD will fund TA providers that are skilled in and passionate about working with commercial corridor merchants, property owners, and area stakeholders as well as formalizing **partnerships with Neighborhood-Based Commercial Corridor Partners**.

While the mix of activities will vary depending on the specific strategies developed for each commercial corridor in consultation with OEWD, common elements include:

- Training
- Case Management and Individual Development Plans
- One-on-One Consulting, Coaching, and Mentoring



Program Area Details: Small Business Support Services Programs 1-4

3 – Neighborhood Commercial Corridor Revitalization – up to \$100,000

OEWD will fund organizations that are skilled in and passionate about working with local merchants, residents, and area stakeholders as well as formalizing **partnerships with business technical assistance providers**.

While the mix of activities will vary depending on the specific strategies developed for each commercial corridor in consultation with OEWD, common elements include:

- Leverage resources and formalize collaborations with Small Business Technical Assistance Partners
- Business Attraction, Retention, Expansion, and Relocation
- Tenant Improvements and Beautification
- Marketing and Branding



Program Area Details: Small Business Support Services Programs 1-4

4 – Commercial Corridor Improvements & Beautification - up to \$100,000

OEWD seeks to fund non-profit organizations to plan, market, develop, and complete commercial storefront façade and/or tenant improvement projects in targeted IIN neighborhoods.

The scope of work for the recipient(s) in this program area may include the following:

- Design enhancements to any visible part of a retail or commercial building, the façade, including removing inappropriate exterior finishes or grilles, restoring exterior finishes, installing new signage and lighting, painting storefront, and installing awnings
- Interior improvements include accessibility upgrades, electrical, plumbing, and equipment. Tenant improvements are on a case-by-case basis and may be authorized based on availability of funding and priority of the project along the IIN corridor.



City Contracting Requirements: Supplier Compliance

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



City Contracting Requirements: Supplier Compliance

Steps to Becoming a City Supplier

sfcitypartner.sfgov.org

A completed W-9 form (the W-9 Form can be found at irs.gov.) Federal Tax Identification Number or Social Security Number; Official Name of Company, as listed on W-9

New to City Business?

If you are new to doing business with the City of San Francisco, you should start by registering in our system as a bidder. Our easy 5 step instructions are below. If you are already a supplier with a supplier i.d. number, go [here](#).

1

Gather Your Info

- A completed W-9 form (the W-9 Form can be found at irs.gov.)
- Federal Tax Identification Number or Social Security Number
- Official Name of Company, as listed on W-9
- Business Type, Contact Name and Address

2

Register

- Go to the supplier portal. You will create a username for logging into our system while registering as bidder.
- After completing this step you will receive a Bidder ID and password to the portal.
- You can then log in using this password and your username.

3

Contact User Support

- After registering as a Bidder, contact User Support by email or by phone to let them know your intent to become a supplier and receive a Supplier ID.
- User Support will assign your ticket to Supplier Management.

4

Complete Compliance

- To become a Supplier, you must complete Business Tax Registration with the Treasurer and Tax Collector's Office (see link below).
- Suppliers must also submit a 12B Compliance Declaration.
- Bidders can submit the 12 Compliance Declaration by logging onto the Supplier Portal

5

Confirmation

- Once your business registration is processed and 12B Compliance Declaration is approved, the City will convert your profile from bidder to supplier and send you a Supplier ID number via email.
- Please allow 3 business days to receive a Supplier ID number.

City Contracting Requirements: Supplier Compliance

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

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



City Contracting Requirements

- **Business Tax Compliance**
- **Equal Benefits (12B) Compliance**



City Contracting Requirements: Business Tax Compliance

Visit <https://sftreasurer.org/registration> to register or renew with the Treasurer and Tax Collector's Office. Select the **"City Bidder/Supplier (Vendor) Business Registration"** link to get started.

All San Francisco businesses must renew their business registration annually by May 31 of each year.

For additional support, call 3-1-1 or visit: https://sftreasurer.org/RG2019_instructions



Secured Property Taxes

Unsecured Property Taxes

Delinquent Real Property Taxes

Public Auction - Sales of Tax-Defaulted Property

Business Registration

San Francisco's Business and Tax Regulations Code requires that every person engaging in business within the City generally must register within 15 days after commencing business and renewed on an annual basis. To become a Supplier for the City and County of San Francisco, you must complete a Business Registration with our office.

- New Business Registration
- Renew Business Registration
- City Bidder/Supplier (Vendor) Business Registration**



City Contracting Requirements: Equal Benefits (12B) Compliance

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

**Equal Benefits Unit
415-581-2310
cmd.equalbenefits@sfgov.org**



City Contracting Requirements: Equal Benefits (12B) Compliance

- 1 Have your username and password ready.
Tip: If you do not have a username and password, contact the User Support Desk at Dtis.helpdesk@sfgov.org
- 2 Have the verification of employee count and verification of equal benefits ready.
- 3 Go to the Supplier Portal at <https://sfcitypartner.sfgov.org/>
- 4 *Returning Users:* Click the **Log In** button.
New Users: Under the Help drop-down menu, select the **Become a Supplier** option.
- 5 *Returning Users:* Under the Get Started menu, click the **Log In** button and log in.
New Users: Under the Get Started menu, click the **complete a short registration process** link and follow the steps for Bidder Registration.
- 6 *Returning Users:* Select 12B Declaration under the **Certifications** menu.
New Users: go to Step 3, above, and follow the instructions for a Returning User.
- 7 Select **12B Declaration**.
- 8 Ensure the **SetID** field is set to **SHARE**.
- 9 Click **Add A New Value** (for a new Declaration) or **Find An Existing Value** (to locate a previous Declaration).
- 10 Under **Declaration Type**, select **Supplier** if you have a Supplier ID.
If you do not have a Supplier ID, select **Bidder**. (**Bidder** numbers start with "B")
- 11 Enter your Supplier ID. If you do not have a Supplier ID, enter your Bidder ID.
- 12 Follow the prompts to complete the 12B Declaration.
IMPORTANT: Failure to attach the required supporting documentation will prevent compliance.
- 13 At the end of the Declaration, click the following buttons in this order: **Save, Print, Submit, Cancel** or **Submit**.
Tip: Note the Declaration Number at the top of the page in case you need to contact the Equal Benefits Unit.

2019 September



RFP 213 Timeline & Web Resources

- **September 30:** RFP published on OEWD website
- **October 4:** Bidders Conference
- **October 10:** Deadline for written questions (5pm)
- **October 11:** Q & A Final Posting
- **October 31:** Proposals due (5 pm)



RFP 213 Timeline & Web Resources

Deadline for Responses:
Thursday, October 31, 2019 by 5:00 PM.

1 complete response package may be submitted via email to
owd.procurement@sfgov.org

(Preferred Method)

OR

1 copy of the completed response package including all supplementary materials may be hand-delivered by the deadline or received by OEWD by mail by the deadline at the following address:

Office of Economic and Workforce Development
1 South Van Ness Avenue, 5th Floor
San Francisco, CA 94103
Attention: Contracts and Grants Director

HAND DELIVERY RECOMMENDED IF SUBMITTING HARD COPY



RFP 213 Timeline & Web Resources

Website: <http://oewd.org/bid-opportunities/rfp-213>

Document Downloads

[Full RFP 213 - Issued September 30, 2019](#)

[Appendix A: Sample Agreement for Grant \(Form G-100\)](#)

[Appendix B: Proposal Budget Template](#)

[Appendix C: Application: Request for Proposals 213 - Areas 1 & 2](#)

[Appendix D: Application: Request for Proposals 213 - Area 3](#)

[Appendix E: Application: Request for Proposals 213 - Area 4](#)

[Appendix F: Staffing and Board Composition Chart Template](#)

[Appendix G: Submission Authorization Form](#)

[Appendix H: Supplier Registration Instructions](#)

[Appendix I: Individual Development Plan \(IDP\) Template](#)

Please use the application template that corresponds to the correct program area



Questions & Answers

- 1. Fill out your question card(s). Staff will pick them up.**
- 2. Additional questions may be asked via email by the deadline to owd.procurement@sfgov.org**
 - Please put “RFP #213” and area of interest in the Subject Line
 - Questions may be submitted up until **Thursday, October 10, 5 pm**
 - Questions and answers will be posted on OEWD website on Friday, October 11:

<http://owd.org/bid-opportunities/rfp-213>

Updates will be posted ongoing



Questions & Answers:

Please cite Program Area (1-4), if applicable

Press "Ctrl" and click the hyperlink to navigate to a specific program.

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|---------------|--|-------------------------------|--------------------|--------|
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Thank you!

- **Visit the Bid Opportunities page** on our website (oewd.org/bid-opportunities) to review and apply for current funding opportunities. The direct link to the RFP 213 page is:

oewd.org/bid-opportunities/rfp-213

- **Subscribe to the “OEWD General Interest” email list** to make sure you are notified of all active funding opportunities. You may subscribe here:

oewd.org/email

- **Connect with OEWD** if you have any suggestions or questions related to our current procurement or programs:

oewd.procurement@sfgov.org or (415) 701-4848

