



December 18, 2020
3:30-5:00 P.M.

Bidders Conference

Request for Proposals #215

Economic Development &
Business Development Grants

RFP Issued: December 14, 2020
Proposals Due: January 12, 2021 by 5:00 P.M.

San Francisco Office of Economic and Workforce Development
www.oewd.org/bid-opportunities-RFP-215



Presentation Overview

- **Welcome and Overview**
- **Program Area Details**
- **City Supplier Requirements**
- **RFP Timeline and Application Process**
- **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 #215

The **\$3.85 Million** 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 **31 distinct program areas** focused on realizing an equitable recovery for San Francisco's diverse communities

A chart showing all the distinct areas, anticipated number of awards, anticipated total funding and eligible applicant notes begins on **page 9** of the RFP.

Invest in Neighborhoods (IIN) Division

Vision: to advance racial equity, diversity and inclusion in San Francisco's neighborhood commercial corridors so they are economically thriving, safe, resilient, sustainable, and meet the needs of local residents and users.

Objectives:

strengthen small businesses, improve physical conditions, increase quality of life, and build community capacity.

For more information: <https://oewd.org/neighborhoods>

Invest in Neighborhoods (IIN) Division

Program Area A: Chinatown Halloween and Springtime Festivals

Maximum Budget Request: \$50,000

Anticipated # of Awards: 1

Eligible Applicants: Nonprofits

Eligible Neighborhood(s): Chinatown

Target Population(s): Chinatown residents, businesses, and community stakeholders

Activities including (not limited to):

- Coordinate and facilitate 2 cultural events - Halloween and Springtime Festivals - to promote the Chinatown neighborhood
- Develop culturally-appropriate strategies that attract and encourage participants/visitors to better appreciate Chinatown's cultural and historical assets
- Develop promotional materials, media/marketing opportunities, and merchant/partnership guides to promote local spending

Invest in Neighborhoods (IIN) Division

Program Area B: Chinatown Music and Dance Festivals

Maximum Budget Request: \$45,000

Anticipated # of Awards: 1

Eligible Applicants: Nonprofits

Eligible Neighborhood(s): Chinatown

Target Population(s): Chinatown residents, businesses, and community stakeholders

Activities including (not limited to):

- Coordinate and facilitate 2 musical events - Music and Dance Festivals - to promote the Chinatown neighborhood
- Develop culturally-appropriate strategies that attract and encourage participants/visitors to better appreciate Chinatown's cultural and historical assets
- Develop promotional materials, media/marketing opportunities, and merchant/partnership guides to promote local spending

Invest in Neighborhoods (IIN) Division

Program Area C: Chinatown Customer Attraction and Marketing Project

Maximum Budget Request: \$25,000

Anticipated # of Awards: 1

Eligible Applicants: Nonprofits

Eligible Neighborhood(s): Chinatown

Target Population(s): Chinatown commercial corridor businesses

Activities including (not limited to):

- Develop and implement a district marketing campaign to promote neighborhood serving business and to increase customer visit and spending
- Showcase Chinatown business characteristics through artwork and media campaigns
- Engage merchants, residents, and stakeholders to improve the business environment like media interaction, nightlife, and public accessibility
- Utilize language- and culturally-appropriate social media tools in association with activities in the Scope of Work

Invest in Neighborhoods (IIN) Division

Program Area D: Greater Chinatown Corridor Manager

Maximum Budget Request: \$100,000

Anticipated # of Awards: 1

Eligible Applicants: Nonprofits

Eligible Neighborhood(s): Chinatown

Target Population(s): Chinatown merchants

Activities include:

- Conducting monthly outreach services to update businesses on vital City programs
- Conducting quarterly vacancy tracking, updating commercial inventories
- Providing needed information and referrals, documenting and coordinating service linkage, following up with IIN and businesses regarding service progress
- Developing a community-driven economic development strategy that focuses on business attraction and retention, preserving cultural and historical assets
- Coordinating and facilitating bi-annual meetings to enhance stakeholders' engagement towards economic revitalization and community improvement

Invest in Neighborhoods (IIN) Division

Program Area E: Chinatown Open Space Activation

Maximum Budget Request: \$25,000

Anticipated # of Awards: 1-2

Eligible Applicants: Nonprofits

Eligible Neighborhood(s): Chinatown

Target Population(s): Chinatown businesses and community stakeholders

Activities include:

- Establishing and managing a cultural hub that motivates community, cultural and business growth
- Formulating an Action Plan that serves as guidance towards the proper usage and maintenance of open space
- Obtaining consensus and support from business and property owners to increase public use and improve quality of life
- Facilitating community events to encourage public involvement and strengthen the neighborhood network

Invest in Neighborhoods (IIN) Division

Program Area F: Chinatown Quality of Life Improvement Projects

Maximum Budget Request: \$15,000

Anticipated # of Awards: 1-2

Eligible Applicants: Nonprofits

Eligible Neighborhood(s): Chinatown

Target Population(s): Chinatown businesses, residents, and community stakeholders

Activities include:

- Fostering a thriving creative element in the corridor to showcase the district's commercial and cultural uniqueness
- Restoring historic business signs and/or lighting to attract visitors and improve safety
- Creating artwork and placards that evoke the character of the historic retail district
- Providing activities that support health, safety and cleanliness in the neighborhood, to encourage walking traffic and to extend visiting time
- Including local merchants and residents in designing and implementing phases

Invest in Neighborhoods (IIN) Division

Program Area G: Chinatown Business-Strengthening Projects

Maximum Budget Request: \$25,000

Anticipated # of Awards: 1-2

Eligible Applicants: Nonprofits

Eligible Neighborhood(s): Chinatown

Target Population(s): Chinatown small businesses

Activities include:

- Providing technical assistance to small businesses to open, stabilize, grow
- Conducting and monitoring at least twenty (20) result-based cases with measurable deliverables
- Implementing individual business strengthening projects to improve compliance with codes, expand revenue sources, enhance operational sustainability, etc.
- Assisting small businesses in building capacity and establishing partnerships with local merchant groups

Invest in Neighborhoods (IIN) Division

Program Area H: Excelsior Small Business Support & Neighborhood Improvement Projects

Maximum Budget Request: \$75,000

Anticipated # of Awards: 1-3

Eligible Applicants: Nonprofits

**Eligible Neighborhood(s): Excelsior
Outer Mission**

Target Population(s): Small business owners, community members with limited English proficiency, historically marginalized and/or underrepresented communities, women, and populations from low-income backgrounds.

Activities including (not limited to):

- COVID-19 response activities to support small businesses
- Small business technical assistance support
- Small business storefront and sidewalk improvements
- Related permitting, fund distribution, and project management

Invest in Neighborhoods (IIN) Division

Program Area I: Lower Fillmore Small Business Technical Assistance and Neighborhood Support

Maximum Budget Request: \$75,000

Anticipated # of Awards: 1

Eligible Applicants: Nonprofits

Eligible Neighborhood(s): Lower Fillmore

Target Population(s): Lower Fillmore small business owners, sole proprietors, startups, micro-businesses

Assist small and microbusinesses with **group and one-on-one customized technical assistance**, providing direct access to professional services such as (but not limited to):

- Business tax preparation, accountant services, marketing support strategies
- Financial readiness (loan preparation, credit repair, financial literacy)
- Accelerated business permit support and compliance
- Guidance on obtaining necessary business documentation

Invest in Neighborhoods (IIN) Division

Program Area J: Lower Fillmore Corridor Support

Maximum Budget Request: \$30,000

Anticipated # of Awards: 1

Eligible Applicants: Nonprofits

Eligible Neighborhood(s): Lower Fillmore

Target Population(s): Lower Fillmore small businesses and commercial district

- Build community partnerships through meetings and attendance at community events, including; special events, community board meetings.
- Plan, develop, implement and evaluate commercial revitalization programs serving primarily Lower Fillmore, including business support and retention, public space activation and management, and commercial district marketing and promotion
- Assess neighborhood conditions and needs by gathering and analyzing commercial district data through a rigorous district needs assessment process
- Develop communication materials for local businesses, residents, and other stakeholders highlighting events or relevant services and programs

Invest in Neighborhoods (IIN) Division

Program Area K: Art Programming and Training for African American Youth

Maximum Budget Request: \$20,000

Anticipated # of Awards: 1

Eligible Applicants: Nonprofits

Eligible Neighborhood(s): District 5

Target Population(s): African American youth in District 5, with a focus on mentorship of young women

Activities include:

- Provide programming in the arts and interactive arts with a focus on creating opportunities for young women.
- Provide mentorship programs that empower African American youth.
- Provide safe and comfortable interactive art experiences.
- Provide programming online and other creative platforms to reach youth.
- Provide materials and needed supplies for youth to successfully participate in arts programs and training.

Invest in Neighborhoods (IIN) Division

Program Area L: Calle 24 Latino Cultural District Economic Vitality

Maximum Budget Request: \$100,000	Anticipated # of Awards: 1
Eligible Applicants: Nonprofits	Eligible Neighborhood(s): Mission
Target Population(s): Calle 24 Latino Cultural District business owners, property owners, and residents	

Activities include (but are not limited to):

- **Partnerships, Coordination and Engagement** with community stakeholders to spur economic development, direct resources, and improve quality of life
- **Business Outreach and Strengthening** to support the needs of businesses in the corridor and promote City resources and programs
- **Cultural Heritage and Marketing** to support a district marketing campaign and launch projects that complement and enhance existing efforts that celebrate and strengthen cultural heritage while spurring economic activity

Invest in Neighborhoods (IIN) Division

Program Area M: North Beach Street Conditions Program and Activation

Maximum Budget Request: \$15,000

Anticipated # of Awards: 1

Eligible Applicants: Nonprofits

Eligible Neighborhood(s): North Beach

Target Population(s): North Beach small business owners, commercial district

Activities include:

- Neighborhood activations and safe events (e.g., art walks, closed streets, etc.)
- Installing public art, murals, neighborhood landmarks
- Neighborhood beautification and street cleaning
- Engaging non-English-speaking stakeholders
- Community safety efforts

Invest in Neighborhoods (IIN) Division

Program Area N: Leland Avenue Visitacion Valley Greenway Project

Maximum Budget Request: \$25,000

Anticipated # of Awards: 1

Eligible Applicants: Nonprofits

Eligible Neighborhood(s): Visitacion Valley

Target Population(s): Visitacion Valley residents and businesses

Activities include:

- Projects that support maintenance and beautification activities within the greenway
- Educational activities that promote the history and character of the neighborhood
- Activities that engage a diverse neighborhood audience to support the maintenance of the greenway
- Activities that support the enhancement and beautification of Leland Avenue greenway entrance and connection to the greenway

Invest in Neighborhoods (IIN) Division

Program Area O: SF Shines Window Display

Maximum Budget Request: \$25,000

Anticipated # of Awards: 1-5

Eligible Applicants: Nonprofits, For-profits

Eligible Neighborhood(s): Chinatown, Central Market/Tenderloin, Lower Fillmore, Mission, Excelsior

Target Population(s): Small business owners with limited English proficiency, historically marginalized and/or underrepresented communities, women, and populations from low-income backgrounds.

Support the SF Shines Window Display program, which provides temporary creative installations in storefronts. **Activities include (but are not limited to):**

- Create a process by which small businesses and/or property owners can apply to participate in the window display program
- Create an outreach strategy to the target population
- Plan a public event and/or marketing strategy to promote the project

Invest in Neighborhoods (IIN) Division

Program Area P: SF Shines Storefront Improvement

Maximum Budget Request: \$250,000

Anticipated # of Awards: 1-3

Eligible Applicants: Nonprofits

Eligible Neighborhood(s): Citywide

Target Population(s): Small business owners with limited English proficiency, historically marginalized and/or underrepresented communities, women, and populations from low-income backgrounds.

Administer a Storefront Improvement mini-grant program on commercial corridors.

- Storefront improvements may include, but are not limited to, architectural and branding design services, equipment and furniture for health and safety compliance, painting, signage, power washing, minor repairs, etc.
- Mini-grants are expected to be up to \$5,000 each. This will be a cost-reimbursement grant, so organizations must have capacity to cover up to \$30,000 in mini-grant funds for at least 30 days.

Invest in Neighborhoods (IIN) Division

Program Area Q: Community Benefit District/ Business Improvement District Organizational Support

Maximum Budget Request: \$20,000

Anticipated # of Awards: 1-4

**Eligible Applicants: Existing CBDs,
BIDs**

**Eligible Neighborhood(s): Citywide CBDs,
BIDs**

**Target Population(s): Businesses, residents and property owners comprising the
Community Benefit Districts/Business Improvement Districts**

- Grants can assist groups with strategic planning, business attraction, business technical assistance, volunteer management, renewal, district improvements, and improved fundraising.
- Primary goal is to advance the management corporation's ability to carry out strategic goals and make the management corporations more sustainable.
- Funding is a matching grant to assist organizations in defraying costs, therefore **leveraged funding is required**.

Invest in Neighborhoods (IIN) Division

Program Area R: Community Benefit District/ Business Improvement District Impact Analysis

Maximum Budget Request: \$200,000

Anticipated # of Awards: 1

Eligible Applicants: Nonprofits, For-profits

Eligible Neighborhood(s): N/A

Target Population(s): Businesses, residents and property owners comprising the Community Benefit Districts/Business Improvement Districts

- OEWD is seeking proposals to update and expand on the **2012-2013 impact analysis** to determine the impact of Community Benefit Districts (CBD) and Business Improvement Districts (BID) in the City and County of San Francisco.
- The analysis will be used to educate the public at large, City departments, and elected officials on what CBD/BIDs do and the program's overall and specific impact.

Invest in Neighborhoods (IIN) Division

Program Area S: Commercial Loans - Revolving Loan Fund

Maximum Budget Request: \$575,000

Anticipated # of Awards: 1

Eligible Applicants: Nonprofits

**Eligible Neighborhood(s): Citywide,
focused on opportunity neighborhoods**

Target Population(s): Small business owners

Activities will support the following:

- Economic development efforts directed at revitalizing and strengthening targeted
- commercial neighborhood corridors throughout the City; and
- Job creation and retention efforts that create and/or retain permanent full-time jobs filled by low- to moderate-income San Franciscans; and
- Investment and economic growth where other financing sources are not available.

*Budget request should include \$75,000 to support the program; the City may provide up to \$500,000 in lending capital to seed the program.

Invest in Neighborhoods (IIN) Division

Program Area T: Public Space Improvement Services

Maximum Budget Request: \$250,000

Anticipated # of Awards: 1-6

Eligible Applicants: Nonprofits

Eligible Neighborhood(s): Citywide

Target Population(s): San Francisco public space stakeholders including residents and businesses

Activities include:

- Cleaning, public health and/or safety services with particular focus on workforce development partnerships and/or efforts to hire dislocated workers.
- Public space activation and/or beautification services including programming, events, and arts activation, and landscaping.
- Public space improvement project planning, community engagement, fundraising, and implementation, and evaluation.

Invest in Neighborhoods (IIN) Division

Program Area U: Real Estate Case Management Services

Maximum Budget Request: \$200,000

Anticipated # of Awards: 1-2

Eligible Applicants: Nonprofits, For-profits

Eligible Neighborhood(s): Citywide

Target Population(s): San Francisco businesses, residents and landlords impacted by vacant storefronts.

Activities include:

- Work with OEWD to identify and prioritize storefronts to activate, and with landlords to fill vacant storefronts.
- Assist tenant pipeline businesses and existing businesses in representing them, negotiating leases, assessing zoning and permitting, and drafting letters of intent.
- Provide OEWD with real estate data such as development pipeline information, tenants in the market, and aggregate demand.

Invest in Neighborhoods (IIN) Division

Program Area V: Small Business and Commercial Property Owner Legal Support Services

Maximum Budget Request: \$50,000

Anticipated # of Awards: 1

Eligible Applicants: Nonprofits

Eligible Neighborhood(s): Citywide

Target Population(s): Small business owners

Mediation - triage and client consultation and situational analysis, individual conflict coaching, and conflict navigation.

Legal Consultation - holistic legal consultation with a licensed attorney, when appropriate.

Lease and Contract Review - specialized lease contract review with a professional or a licensed attorney focused on legal issues relating to commercial leases.

Non-legal Consultation - non-legal triage, counseling, consultation, and education with experts in tenant-landlord matters.

Educational Seminars - educational workshops and materials for Small Business Owners/Managers.

Invest in Neighborhoods (IIN) Division

Program Area W: Business Development and Technical Assistance Grant for Black Transgender and Gender Nonconforming Small Businesses and Entrepreneurs

Maximum Budget Request: \$250,000

Anticipated # of Awards: 1-2

Eligible Applicants: Nonprofits

Eligible Neighborhood(s): Citywide, with focus on opportunity neighborhoods

Target Population(s): Black transgender and gender nonconforming-led businesses

- Providing counseling, training, and research assistance to assist small businesses who are launching, growing, and innovating.
- Offering capacity building services, technical assistance, and business development programs in order to strengthen existing businesses
- Supporting businesses secure business licenses, permits, other needs.
- Providing financial assistance in the form of microgrants for business start-up costs on an as-needed basis

Business Development Division

Program Area X: Accelerate Manufacturing

Maximum Budget Request: \$90,000

Anticipated # of Awards: 1

Eligible Applicants: Nonprofits

Eligible Neighborhood(s): Citywide

Target Population(s): Manufacturers

Supporting the manufacturing industry with:

- Outreach
- Real Estate Assistance
- Information Clearinghouse
- Workforce
- Connect to Assistance Programs
- Local Purchasing Campaigns
- Information Resources
- Sector-wide Efforts
- Marketing
- Referrals to City resources
- Reporting

Business Development Division

Program Area Y: Distribution and Repair Business Development

Maximum Budget Request: \$45,000

Anticipated # of Awards: 1

Eligible Applicants: Nonprofits

Eligible Neighborhood(s): Citywide

Target Population(s): Distribution and Repair Businesses

Supporting the Distribution and Repair sector with:

- Outreach
- Real Estate Assistance
- Information Clearinghouse
- Connect to Assistance Programs
- Information Resources
- Workforce
- Referrals to City resources
- Sector-wide Efforts
- Reporting

Business Development Division

Program Area Z: FashionSF

Maximum Budget Request: \$30,000

Anticipated # of Awards: 1-3

Eligible Applicants: Nonprofits

Eligible Neighborhood(s): Citywide

Target Population(s): Apparel and accessory designers and manufacturers, both existing and new

Supporting designers and manufacturers in the apparel and accessory sector with:

- Outreach
- Real Estate Assistance
- Information Clearinghouse
- Connect to Assistance Programs
- Information Resources
- Workforce
- Sector-wide Efforts
- Referrals to City resources
- Marketing
- Reporting

Business Development Division

Program Area AA: SF Biz Connect

Maximum Budget Request: \$60,000

Anticipated # of Awards: 1

Eligible Applicants: Nonprofits

Eligible Neighborhood(s): Citywide

Target Population(s): San Francisco local business enterprises

Supporting target business sectors in developing connections to additional business opportunities through shop local programs and coalition building. Sectors include:

- Small businesses
- Life sciences
- Health care
- Nonprofits
- Tourism
- Financial and professional services
- Education
- Technology
- Clean technology

Business Development Division

Program Area BB: Shop & Dine in the 49

Maximum Budget Request: \$60,000

Anticipated # of Awards: 1

Eligible Applicants: Nonprofits

Eligible Neighborhood(s): Citywide

Target Population(s): San Francisco local small businesses

Conduct business outreach, education, business development support for shop local programs. Activities include:

- **Outreach:** Conduct direct, proactive, iterative business outreach to businesses in order to recruit them into participating in shop-local activities and events.
- **Event Coordination and Planning:** Coordinating and managing a minimum of two pop-ups which support small local makers, and plan a minimum of four events per year that support buy-local.
- **Innovate:** Identify and/or rollout additional activities and event formats

Shared Services

Program Area CC: Human Centered Design/Innovation: Organizational Development Projects for Youth, Education, and Opportunity

Maximum Budget Request: \$50,000

Anticipated # of Awards: 1-2

Eligible Applicants: Nonprofits, For-profits

Eligible Neighborhood(s): Citywide

Target Population(s): OEWD staff (~130 individuals), and OEWD funded partners, San Francisco high-school aged opportunity youth

Proposals will be considered for the following:

- Designing, evaluating and coordinating projects, programming, and initiatives focused on both SFUSD K-12 opportunity youth (high school age preferred) as well as collaborations with post-secondary students and/or institutions that amplify those efforts.
- The specific focus of this work is to develop pathways for students to access professional/post-secondary opportunities and to expand social capital, networks, and student-centered career exploration.

Shared Services

Program Area DD: Human Centered Design/Innovation: Organizational Development Projects for Strategy and Planning

Maximum Budget Request: \$100,000

Anticipated # of Awards: 1-2

Eligible Applicants: Nonprofits, For-profits

Eligible Neighborhood(s): Citywide

Target Population(s): OEWD staff (~130 individuals), and OEWD funded partners

- **Communications strategy design:** Development of human/user-centered business processes to support OEWD stakeholder outreach
- **Stakeholder Facilitation:** Development of human-centered approaches facilitating greater collaboration and partnership among and between OEWD and internal and external stakeholders.
- **Strategic Planning:** may range from discreet work on OEWD's strategic planning process to responsibility for all aspects of planning, facilitation, design, and delivery of OEWD's strategic plan

Shared Services

Program Area EE: Human Centered Design/Innovation: Organizational Development Projects for Internal Training and Integration

Maximum Budget Request: \$50,000

Anticipated # of Awards: 1-2

Eligible Applicants: Nonprofits, For-profits

Eligible Neighborhood(s): Citywide

Target Population(s): OEWD staff (~130 individuals), and OEWD funded partners

- Work with OEWD to develop and implement new internal structures for incorporating human-centered design/innovation methodologies throughout its operations.
- Provide human-centered design/innovation training and tools to support the professional growth and development of OEWD leadership and staff.

Supplier Instructions

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

QUESTIONS?

- Please submit your questions in the chat; direct questions to “Q&A”
- Our team will answer as many questions as possible live; all questions will be logged, answered, and posted to the RFP 215 website by **Thursday, 12/24**
- You may still submit questions until **Tuesday, 12/22** through the link on the RFP 215 website:

www.oewd.org/bid-opportunities/RFP-215

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

Supplier Instructions

- Business Tax Compliance
- Equal Benefits (12B) Compliance
- Local Business Enterprise (14B) Compliance (Contracts only)

Supplier Instructions - Business Tax

- To renew your tax registration, visit <https://sftreasurer.org/business-registration-renewal-instructions-2020-2021>
- Select the “**Business Registration Renewal**” link to get started.
- This year, all San Francisco businesses must renew their business registration by **March 1, 2021**.
- For additional support, visit the Help Center at the above website

Business Registration Renewal Instructions 2020-2021

Business Registration Renewal Deadline - March 1, 2021

All persons doing business in San Francisco must have a current business registration.

San Francisco Business Registration is typically valid from July 1st through June 30th and must be renewed annually. Due to the COVID-19 crisis, the 2021 Business Registration deadline was extended to **March 1, 2021**. Business Registration Certificates issued for 2019-2020 will remain valid through March 1, 2021.

Failure to pay in full by the deadline will result in [penalties, interest, and fees](#).

Go to [2021 Business Registration Renewal](#) and login using the following information to renew your business registration:

Supplier Instructions - Equal Benefits (12B)

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

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

Supplier Instructions - Equal Benefits (12B)

- 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.

Contracting Requirements: Local Business Enterprise (Chapter 14B) Program

Review the instructions in
“**Attachment 2**”

<https://sfgov.org/cmd/important-forms>

Questions?

Email Dalmar Ismail

Dalmar.Ismail@sfgov.org

Contracting Requirements: Local Business Enterprise (Chapter 14B) Program

If you are applying for **program areas O, R, U, CC, DD and/or EE**, which are open to for-profit entities, include the following as attachments with your proposal:

- **Form 2A (if rating bonus requested)**
- **Form 3 (CMD Compliance Affidavit)**
 - **Form 5 (Employment Form)**
- **Form 4 (if proposing as a JOINT VENTURE)**

Contracting Requirements: Local Business Enterprise (Chapter 14B) Program

If you are applying for program areas O, R, U, CC, DD and/or EE, which are open to for-profit entities, the following will apply:

- Certified as a SF LBE → 10% rating bonus
- Not a SF LBE but
 - JV partner is a SF LBE and performs at least 35% of the work → 5% rating bonus
 - JV partner is a SF LBE and performs at least 40% of the work → 7.5% rating bonus

Contracting Requirements: Local Business Enterprise (Chapter 14B) Program

Form 2A

CITY AND COUNTY OF SAN FRANCISCO
CONTRACT MONITORING DIVISION



CHAPTER 14B
CMD ATTACHMENT 2
Architecture, Engineering, and Professional Services

FORM 2A: CMD CONTRACT PARTICIPATION FORM

Section 1: This form must be submitted with the proposal or the proposal may be deemed non-responsive and rejected. Prime Proposer, each Joint Venture Partner, Subconsultants, Vendors, and lower sub tiers must be listed on this form. Only CMD certified Small and/or Micro-LBEs can be used to meet the LBE subconsultant participation goal unless the RFP allows for SBA-LBE subconsultants to count towards the LBE participation goal. A Small and/or Micro- LBE Prime proposer/JV with LBE participation must meet the LBE subconsultant goal. A Small and/or Micro-LBE Prime proposer/JV with LBE participation may not count its participation towards meeting the LBE subconsultant participation goal. Be sure to check box for Rating Bonus. If more space is needed, attach additional copies of this form. This form is also completed and submitted for all contract modifications which exceed the original contract amount by more than 20%.

Contract:		RATING BONUS	
		<input type="checkbox"/> LBE 10%	<input type="checkbox"/> Joint Venture 7.5%
Firm:		<input type="checkbox"/> Joint Venture 5%	<input type="checkbox"/> Joint Venture 10% (LBEs ONLY)
Contact Person:		<input type="checkbox"/> No Rating Bonus Requested	
Address:		LBE Goal %	
City/ZIP			
Phone			

*Type: Identify if prime (P), JV partner (J), Subconsultant (S), or Vendor (V)

TYPE *	Firm	PORTION OF WORK (describe scope(s) of work)	% OF WORK	INDICATE LBE YES/NO	If an LBE, Identify MBE, WBE, or OBE **	% OF LBE SUBWORK
			%			%
			%			%
			%			%
			%			%
Total % of Work: 100%				Total LBE Subconsulting%		%

I declare, under penalty of perjury under the laws of the State of California, that I am utilizing the above Consultants for the portions of work and amounts as reflected in the Proposal for this Contract.

Owner/Authorized Representative (Signature): _____ Date: _____

Print Name and Title: _____

All
firms



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RFP Schedule

- December 14: RFP published on OEWD website
- December 18: Bidders Conference
- December 22: Deadline to submit questions (5 pm)
- December 24: Q & A Posted to RFP 215 website
- January 12: **Proposals due by 5pm Deadline**

www.oewd.org/bid-opportunities/RFP-215

Web Resources

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REQUEST FOR PROPOSALS (RFP) #215

The Office of Economic and Workforce Development (OEWD) is issuing this **Request for Proposals (RFP)** for grants to support a variety of key economic development activities from its Invest in Neighborhoods (IIN) and Business Development divisions. The funding in this RFP responds to the recovery needs shared by OEWD's many stakeholders including the small business community, neighborhoods, non-profit partners, elected leaders as well as the recommendations from the [COVID-19 Economic Recovery Task Force](#).

The RFP maintains long-standing, successful programs and partnerships while focusing on program areas that support recovery, including targeted investments in:

- Clean and safe outdoor and public spaces
- Hard-hit neighborhoods
- Commercial corridors and business sectors
- Technical, real estate and legal support for small businesses
- Resources to support marketing and customer attraction

Unless otherwise indicated in the program descriptions, successful proposals will be funded for a term of one (1) year, beginning in fiscal year 2020-2021, with opportunities to renew or extend programming through fiscal year 2024-2025, subject to OEWD approval and funding appropriation.

Skip to:

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APPLY

Applications will be accepted online, and all elements of the proposal package must be submitted by the application deadline. Please review the **Proposal Package Checklist** (found in [Appendix A](#) as well as [the RFP](#)) to confirm all required questions and attachments. When you are ready to submit your application, click on the following link:

Click the button below to apply online:

A P P L Y

UPDATES

All updates to the RFP will be posted in this section with a date/time stamp indicating when the update occurred. Any questions regarding updates should be directed to owd.procurement@sfgov.org.

DOCUMENTS (CLICK TO VIEW OR DOWNLOAD)

[Request for Proposals \(RFP\) #215 - issued 12.14.2020](#)

[Appendix A: Application Questions - Request for Proposals 215](#) - For reference only

[Appendix B: Proposal Budget Template](#) - Prepare your project budget on this template; upload and submit it with your application

[Appendix C: City Grant Terms \(Form G-100\)](#) - For reference only

[Appendix D: Applicant Requirements and Guidelines](#) - For reference only

[Appendix E: Supplier Registration Instructions](#) - For reference only

QUESTIONS?

- Please submit your questions in the chat; direct questions to “Q&A”
- Our team will answer as many questions as possible live; all questions will be logged, answered, and posted to the RFP 215 website by **Thursday, 12/24**
- You may still submit questions until **Tuesday, 12/22** through the link on the RFP 215 website:

www.oewd.org/bid-opportunities/RFP-215



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