



December 9, 2021
3:30-5:00 P.M.

Technical Assistance Conference

Request for Proposals #219

Economic Development Grants

RFP Issued: December 3, 2021
Proposals Due: January 6, 2022 by 5:00 P.M.

San Francisco Office of Economic and Workforce Development

[www.oewd.org/bid-
opportunities/RFP-219](http://www.oewd.org/bid-opportunities/RFP-219)



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 #219

The **\$8.655 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 **26 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 8** of the RFP.

www.oewd.org/bid-opportunities/RFP-219

QUESTIONS?

- Please submit your questions in the chat; direct questions to “Q&A”
*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 live; all questions will be logged, answered, and posted to the RFP 219 website by **Tuesday, 12/21**
- You may still submit questions until **Friday, 12/17 by e-mail to owd.procurement@sfgov.org**

www.owd.org/bid-opportunities/RFP-219

Business Development Division

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: <https://oewd.org/industry-programs>

Business Development Division

Program Area A: Skills-Based Volunteer Matching

Maximum Budget Request: \$100,000

Anticipated # of Awards: 1

Eligible Applicants: Open

Eligible Neighborhood(s): Citywide

Target Pop(s): Nonprofits led by and substantially serving Black, Latino/a/x , and People of Color communities, nonprofits serving low-income and historically marginalized populations in San Francisco, nonprofits starting up or growing a new line of service, nonprofits advancing justice, equity, diversity and inclusion within their operations.

Activities including (not limited to):

- Provide approximately 125 nonprofits with access to pre-scoped, pro bono projects and consultation calls, and match nonprofits with skilled volunteers
- Projects cover a range of technical assistance in areas such as fund development, social media strategy, events management, program evaluation, hiring and recruiting board members, et cetera

Business Development Division

Program Area B: Mission Violence Prevention – Infrastructure for New Building

Maximum Budget Request: \$115,000

Anticipated # of Awards: 1

Eligible Applicants: Nonprofits

Eligible Neighborhood(s): Mission

Target Pop(s): Low-income youth; children of incarcerated parents; justice-system involved youth; youth exposed to violence, abuse or trauma; African American, Hispanic/Latino/a/x , and Pacific Islander children, youth and families.

This program area will provide financial support to a Mission-based youth violence prevention organization that is in the process of opening a new facility. Deliverables include:

- A signed lease for three years or more for a new facility in District 9
- A detailed facility project budget with sources and uses that demonstrates funding commitments sufficient to open new facility
- Multi-year budget projections reflecting new rent, and an explanation of any planned deficit spending.

Business Development Division

Program Area C: Mission Arts and Culture - Infrastructure for New Building

Maximum Budget Request: \$115,000

Anticipated # of Awards: 1

Eligible Applicants: Nonprofits

Eligible Neighborhood(s): Mission

Target Pop(s): Latino/a/x or Hispanic and low-income residents of the Mission District

This program area will provide financial support to a Mission-based arts and culture organization that is in the process of opening a new facility. Deliverables include:

- A signed lease for three years or more for a new facility in District 9
- A detailed facility project budget with sources and uses that demonstrates funding commitments sufficient to open new facility
- Multi-year budget projections reflecting new rent, and an explanation of any planned deficit spending.

Business Development Division

Program Area D: Mission Youth Poetry and Storytelling: Infrastructure for New Building

Maximum Budget Request: \$50,000

Anticipated # of Awards: 1

Eligible Applicants: Nonprofits

Eligible Neighborhood(s): Mission

Target Pop(s): Low-income youth; children of incarcerated parents; justice-system involved youth; youth exposed to violence, abuse or trauma; youth in below-market or transitional housing; youth in the foster system; African American, Hispanic/Latino, and Pacific Islander children, youth and families.

This program area will provide financial support to a Mission-based arts and culture organization that is in the process of opening a new facility. Deliverables include:

- A signed lease for three years or more for a new facility in District 9
- A detailed facility project budget with sources and uses that demonstrates funding commitments sufficient to open new facility
- Multi-year budget projections reflecting new rent, and an explanation of any planned deficit spending.

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 Division

Program Area E: District 10 Food Convening and Coordination Support

Maximum Budget Request: \$150,000

Anticipated # of Awards: 1

Eligible Applicants: Nonprofits

Eligible Neighborhood(s): Bayview/Hunters Point, Visitacion Valley, Potrero Hill

Target Pop(s): Children and adults in San Francisco from one or more of the following groups whose food insecurity risk may be exacerbated by the COVID-19 pandemic: marginalized populations; low-income populations; Limited English proficiency; limited cooking or food storage capacity in home; those facing technological or transportation barriers to food access

- Support the facilitation and strategic planning amongst community-based organizations that provide food within D10 to develop and implement a food distribution plan (FDP)
- Upon identifying nonprofit needs, grantee shall provide or administer services that will respond to some of those needs outlined (e.g. educational workshops, referrals to technical experts or directly implementing systems to improve food distribution in District 10).
- Some of the services provided may include developing a communications strategy, improving volunteer recruitment, ensuring thoughtful strategic planning, developing the data collection system, and improving how it measures its outcomes, to effectively deliver its mission to distribute food through the outlets in the community.

Invest In Neighborhoods (IIN) Division

Program Area F: Commercial Corridor and Neighborhood Marketing Initiatives

Maximum Budget Request: \$100,000

Anticipated # of Awards: 1

Eligible Applicants: Nonprofits

Eligible Neighborhood(s): Citywide

Target Population(s): N/A

Support implementation of services across economic development programs such as construction mitigation, shop local and others that support neighborhood and commercial corridor marketing campaigns throughout the city, with the goal of increasing visitors and shoppers.

Activities including (not limited to):

- Brand development
- Web and social media programs and tool
- Communications support
- Development of outreach materials
- Marketing campaign development
- Purchase of marketing collateral

Invest In Neighborhoods (IIN) Division

Program Area G: SF Shines Design Services

Maximum Budget Request: \$150,000

Anticipated # of Awards: Up to 2

Eligible Applicants: Open

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.

OEWD is seeking proposals to administer a **design services and technical assistance program** for property owners, business owners, and other organizations. The program will provide design assistance to improve small business storefronts through architectural services including compliance with City codes, ADA accessibility improvements, and other storefront improvement renovations that help small businesses thrive, increase quality of life, improve physical conditions, and build community capacity.

Invest In Neighborhoods (IIN) Division

Program Area H: Shared Spaces Equity Grants Program Management Support

Maximum Budget Request: \$2,000,000

Anticipated # of Awards: 1

Eligible Applicants: Nonprofits

Eligible Neighborhood(s): Citywide

Target Population(s): Historically disinvested communities and those hardest hit by the COVID-19 pandemic.

Program management support of the **Shared Spaces Equity Grants Program** – a citywide grants initiative managed by the Planning Department associated with the now-permanent Shared Spaces program. The goals of the Program are to:

- Help increase access to the benefits of the Shared Spaces program
- Provide financial support to small businesses and community organizations through the pandemic and throughout pandemic recovery
- Target funds to neighborhoods and individuals in greatest need, focusing on priority geographies, equity communities and those hardest hit by the pandemic
- Create processes that are scalable and replicable improving systems with each grant round

Invest In Neighborhoods (IIN) Division

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

Maximum Budget Request: \$100,000

Anticipated # of Awards: Up to 2

Eligible Applicants: Nonprofits

Eligible Neighborhood(s): Citywide

Target Population(s): Historically disinvested communities and those hardest hit by the COVID-19 pandemic.

Provide legal and non-legal support to small business owners and commercial landowners to prevent conflict, mediate, and resolve lease and related disputes in various languages and in a culturally appropriate manner.

Activities including (not limited to):

- Mediation
- Legal and non-legal Consultation
- Lease and Contract Review
- Educational Seminars
- Proactive and targeted outreach to historically disenfranchised communities
- May also include the administration and disbursement of small business grants

Invest In Neighborhoods (IIN) Division

Program Area J: Small Business Grant Program Administrative Support

Maximum Budget Request: \$200,000

Anticipated # of Awards: 1

Eligible Applicants: Nonprofits

Eligible Neighborhood(s): Citywide

Target Population(s): N/A

Manage the administration of small business grant funds that support independently-owned and operated small businesses citywide across multiple programs. The goal of the fund is to provide financial awards to small businesses that meet an established criteria identified by OEWD.

Activities including (not limited to):

- Managing communication and correspondence regarding grant programs, including establishing a hotline
- Provide TA to small businesses in multiple languages to support online application process
- Provide updates to the public and applicants regarding grant programs and applications
- Manage a public-facing grant application portal
- Keep detailed demographic data on all program applicants and awardees

Invest In Neighborhoods (IIN) Division

Program Area K: Small Business Grants Payment Administrative Support

Maximum Budget Request: \$750,000

Anticipated # of Awards: 1

Eligible Applicants: Nonprofits

Eligible Neighborhood(s): Citywide

Target Population(s): N/A

Manage the administration of small business grant funds that support independently-owned and operated small businesses citywide across multiple programs. The goal of the fund is to provide financial awards to small businesses that meet an established criteria identified by OEWD.

Activities including (not limited to):

- Managing communication and correspondence regarding grant programs, including establishing a hotline
- Provide TA to small businesses in multiple languages to support online application process
- Provide updates to the public and applicants regarding grant programs and applications
- Manage a public-facing grant application portal
- Keep detailed demographic data on all program applicants and awardees

Invest In Neighborhoods (IIN) Division

Program Area K: Small Business Grants Payment Administrative Support

Maximum Budget Request: \$750,000

Anticipated # of Awards: 1

Eligible Applicants: Nonprofits

Eligible Neighborhood(s): Citywide

Target Population(s): N/A

Manage the administration of small business grant funds that support independently-owned and operated small businesses citywide across multiple programs. This investment shall reflect compensation for staff and operational costs associated with administration of the funds. Award amount is not inclusive of funds to be disbursed (which could reach \$10M or more).

Activities including (not limited to):

- Financial Management and Administrative Support including check writing and fund distribution
- Budget shall include costs associated with printing and disbursing checks
- Keeping detailed records of invoices and disbursements
- Providing the appropriate tax documentation to the business owners
- Providing regular reports to OEWD on status of disbursements
- Following up with small businesses for distribution

Invest In Neighborhoods (IIN) Division

Program Area L: Small Business Technical Assistance for Spanish-speaking and Latino/a/x Businesses Citywide

Maximum Budget Request: \$300,000

Anticipated # of Awards: 1

Eligible Applicants: Nonprofits

Eligible Neighborhood(s): Citywide

Target Population(s): Spanish-speaking and Latino/a/x-owned Businesses

Support collaborative efforts, coordination, engagement and implementation of technical assistance and outreach prioritizing Spanish-speaking and Latino/a/x -owned businesses citywide.

Activities including (not limited to):

- **Partnerships, Coordination and Engagement** across multiple stakeholders
- **Business Outreach and Strengthening** activities, including providing services and referrals that strengthen small businesses that have been part of historically disenfranchised communities

Invest In Neighborhoods (IIN) Division

Program Area M: Castro Cares

Maximum Budget Request: \$415,000

Anticipated # of Awards: 1

Eligible Applicants: Nonprofits

Eligible Neighborhood(s): Castro/Upper Market

Target Population(s): N/A

Castro Cares is a community-based initiative focused on building community capacity to develop long-term, sustainable solutions to improve the quality of life for those living on the street and for those who are housed, live, work, and play in the Castro/Upper Market commercial corridor. Castro Cares provides a range of safety and cleaning serving services particularly focused on engaging people and, where possible, connecting them to services. OEWD is seeking proposals to **support collect and analyze data** for this project, **supervise the project**, and **keep stakeholders informed** of the project's process .

Invest In Neighborhoods (IIN) Division

Program Area N: Jane Warner Stewardship

Maximum Budget Request: \$100,000

Anticipated # of Awards: 1

Eligible Applicants: Nonprofits

Eligible Neighborhood(s): Castro/Upper Market

Target Population(s): N/A

Jane Warner Plaza was established in 2009 and sits at the entry to the Castro, making it the neighborhood's first impression for tourists from across the globe. The plaza is also the last stop for the historic MUNI F-Line streetcar, which runs from Fisherman's Wharf to the Castro, bringing hundreds of tourists each day to the neighborhood. OEWD is seeking proposals to **develop a plan** to attract visitors to the plaza, purchase necessary **equipment and furnishings** for the plaza, **oversee plaza ambassadors** to help direct visitors, **develop and implement event programming** to activate the plaza, and lead marketing efforts to promote programming.

Invest In Neighborhoods (IIN) Division

Program Area O: Castro District Historic Institution Visitor Attraction

Maximum Budget Request: \$100,000

Anticipated # of Awards: 1

Eligible Applicants: Nonprofits

Eligible Neighborhood(s): Castro

Target Population(s): N/A

supports the attraction of visitors to the Castro by celebrating the history and culture of the LGBTQ community. Organizations to be considered must be long time established institutions open to the public within the Castro, that maintain San Francisco's LGBTQ culture and history, through curated exhibits, archives and programming.

Invest In Neighborhoods (IIN) Division

Program Area P: Storefront Vacancy Project

Maximum Budget Request: \$35,000

Anticipated # of Awards: 1

Eligible Applicants: Nonprofits

Eligible Neighborhood(s): District 5

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

Create and manage a survey to support a storefront activation and retention program within District 5 with a focus on Fillmore commercial corridors.

Activities including (not limited to):

- Develop survey that solicits top desired businesses and services that contribute to a vibrant commercial corridor including, but not limited to: bakery, cafes and restaurants, retail, package shipping services, shoe repair, etc.
- Survey findings should be used as a basis for the future recruitment of entrepreneurs and pipeline of new businesses to open in vacant storefronts
- Collect relevant data associated with vacant storefronts
- Work with a merchant neighborhood group to assist with capacity building on engaging with property owners and pipeline businesses

Invest In Neighborhoods (IIN) Division

Program Area Q: Japantown Economic Vitality

Maximum Budget Request: \$500,000

Anticipated # of Awards: Up to 2

Eligible Applicants: Nonprofits

Eligible Neighborhood(s): Japantown

Target Population(s): Japantown business owners, property owners and residents

Support collaborative efforts, coordination, engagement and implementation of Japantown economic vitality projects that will contribute to neighborhood vitality, increase economic activity and build upon existing efforts led by local leadership.

Activities including (not limited to):

- Partnerships, Coordination and Engagement activities
- Business Attraction and Retention activities
- Outreach and Referrals
- Grant Programs
- Cultural Heritage and Marketing

Invest In Neighborhoods (IIN) Division

Program Area R: Calle 24 Latino Cultural District Economic Vitality Services

Maximum Budget Request: \$400,000

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

Support collaborative efforts, coordination, engagement and implementation of Calle 24 Latino Cultural District economic vitality projects that will contribute to neighborhood vitality, increase economic activity and build upon existing efforts led by local leadership.

Activities including (not limited to):

- Partnerships, Coordination and Engagement activities
- Business Attraction and Retention activities
- Outreach and Referrals
- Grant Programs
- Cultural Heritage and Marketing

Invest In Neighborhoods (IIN) Division

Program Area S: Valencia Street Commercial Corridor Economic Vitality- Business Liaison

Maximum Budget Request: \$175,000

Anticipated # of Awards: 1

Eligible Applicants: Nonprofits

**Eligible Neighborhood(s): Mission-Valencia
Street Corridor**

Target Population(s): Small business owners, property owners and residents.

Hire a small business liaison to support collaborative efforts, coordination, engagement and implementation of Valencia Street commercial corridor economic vitality projects that will contribute to neighborhood vitality, increase economic activity and build upon existing efforts led by local leadership.

Activities including (not limited to):

- Partnerships, Coordination and Engagement activities
- Business Attraction and Retention activities
- Outreach and Referrals
- Grant Programs
- Economic Development Programming and Marketing

Invest In Neighborhoods (IIN) Division

Program Area T: Portola Economic Vitality Services

Maximum Budget Request: \$115,000

Anticipated # of Awards: 1

Eligible Applicants: Nonprofits

Eligible Neighborhood(s): Portola

Target Population(s): N/A

Support collaborative efforts, coordination, engagement and implementation of Portola economic vitality projects that will contribute to neighborhood vitality, increase economic activity and build upon existing efforts led by local leadership.

Activities including (not limited to):

- Partnerships, Coordination and Engagement activities
- Business Attraction and Retention activities
- Outreach and Referrals
- Grant Programs
- Economic Development Programming and Marketing

Invest In Neighborhoods (IIN) Division

Program Area U: Richmond Commercial Corridors Economic Vitality

Maximum Budget Request: \$125,000

Anticipated # of Awards: 1

Eligible Applicants: Nonprofits

Eligible Neighborhood(s): Richmond

Target Population(s): Small businesses, property owners and residents

Support collaborative efforts, coordination, engagement and implementation of Richmond commercial corridors economic vitality projects that will contribute to neighborhood vitality, increase economic activity and build upon existing efforts led by local leadership.

Activities including (not limited to):

- Partnerships, Coordination and Engagement activities
- Business Attraction and Retention activities
- Outreach and Referrals
- Grant Programs
- Economic Development Programming and Marketing

Invest In Neighborhoods (IIN) Division

Program Area V: Sunset Commercial Corridors Economic Vitality

Maximum Budget Request: \$30,000

Anticipated # of Awards: 1

Eligible Applicants: Nonprofits

Eligible Neighborhood(s): Sunset

Target Population(s): Small businesses, property owners and residents

Support collaborative efforts, coordination, engagement and implementation of Sunset commercial corridors economic vitality projects that will contribute to neighborhood vitality, increase economic activity and build upon existing efforts led by local leadership.

Activities including (not limited to):

- Partnerships, Coordination and Engagement activities
- Business Attraction and Retention activities
- Outreach and Referrals
- Grant Programs
- Economic Development Programming and Marketing

Invest In Neighborhoods (IIN) Division

Program Area W: Tenderloin and Mid-Market Economic Vitality Services

Maximum Budget Request: \$150,000

Anticipated # of Awards: Up to 2

Eligible Applicants: Nonprofits

Eligible Neighborhood(s): Tenderloin, Mid-Market

Target Population(s): Small businesses, property owners and residents

Support collaborative efforts, coordination, engagement and implementation of Tenderloin and Mid-Market economic vitality projects that will contribute to neighborhood vitality, increase economic activity and build upon existing efforts led by local leadership.

Activities including (not limited to):

- Partnerships, Coordination and Engagement activities
- Business Attraction and Retention activities
- Outreach and Referrals
- Grant Programs
- Economic Development Programming and Marketing

Invest In Neighborhoods (IIN) Division

Program Area X: Tenderloin and Mid-Market Marketing Campaign

Maximum Budget Request: \$80,000

Anticipated # of Awards: 1

Eligible Applicants: Nonprofits

Eligible Neighborhood(s): Tenderloin, Mid-Market

Target Population(s): N/A

Implement a small business **neighborhood marketing program** that aims to stabilize small businesses, increase customer traffic, and elevate the profile of neighborhood commercial areas.

Activities including (not limited to):

- Developing marketing and branding campaigns related to the Tenderloin/Mid-Market community
- Providing branding, logo, and collateral creation services
- Implementing community building campaigns, social media promotions, event support
- Increasing outreach and engagement with neighborhood business groups and small businesses
- Increase viability and the profile of the neighborhood to increase foot traffic and patrons to the commercial corridor
- Executing and implementing commercial district and small business marketing and related efforts
- Leading neighborhood branding and promotions

Invest In Neighborhoods (IIN) Division

Program Area Y: Civic Center Public Spaces Programming

Maximum Budget Request: \$2,000,000

Anticipated # of Awards: 1

Eligible Applicants: Nonprofits

Eligible Neighborhood(s): Tenderloin, Mid-Market

Target Population(s): N/A

Assist with the implementation of a multi-faceted public space activation and stewardship effort for the three public spaces linking Market Street to City Hall: United Nations Plaza, Fulton Street between the Main Library and Asian Art Museum, and Civic Center Plaza.

Activities including (not limited to):

- Develop and implement regular or seasonal event programming and activation for the three spaces
- Develop and implement small-scale temporary amenities that facilitate activation and beautification, such as a roller rink; temporary art installations; vendor kiosks; landscaping improvements; and a sound system.
- Manage stewardship program that supports daily use, activation and beautification of the three public spaces, with a particular focus on ensuring the safety and quality of experience of the activities proposed in the grant.

Office of Small Business

The Office of Small Business (OSB) functions as the City's central point of information and referral for entrepreneurs and small businesses located in the City and County of San Francisco.

OSB provides high quality direct services and programs, drives practical policy solutions, and serves as a champion for San Francisco's diverse small business community in order to equitably support, preserve, and protect small businesses in San Francisco.

For more information: <https://sfosb.org/>



Office of Small Business

Program Area Z: Office of Small Business Check Printing Services

Maximum Budget Request: \$50,000

Anticipated # of Awards: 1

Eligible Applicants: Nonprofits

Eligible Neighborhood(s): Citywide

Target Population(s): N/A

OEWD's Office of Small Business is seeking proposals from nonprofit firms to provide timely, secure and accurate **check printing services** for a variety of Office of Small Business programs, including the Legacy Business Program, SF Music and Entertainment Venue Recovery Fund, Disability Access and Education Fund, and others to be determined. Contractors must be able to print and deliver checks at a third-party Contractor-run facility or service (hosted).



QUESTIONS?

- Please submit your questions in the chat; direct questions to “Q&A”
*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 live; all questions will be logged, answered, and posted to the RFP 219 website by **Tuesday, 12/21**
- You may still submit questions until **Friday, 12/17** by email (oewd.procurement@sfgov.org)

www.oewd.org/bid-opportunities/RFP-219

Supplier Instructions

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

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

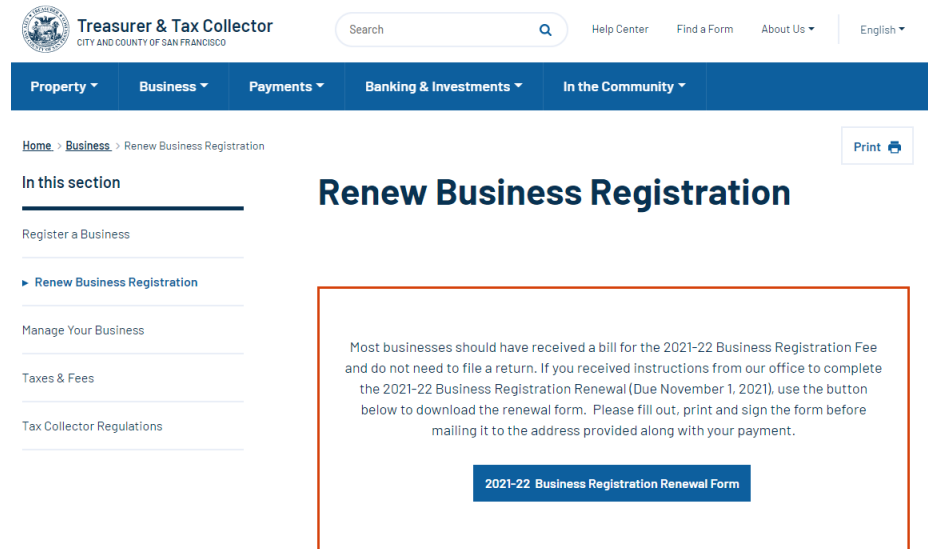
First Source Hiring Program

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/renew-business-registration>**
- San Francisco businesses were required to renew their business registration by **April 30, 2021**. You will also be required to renew for Program Year 21-22 by **May 1, 2022**.
- For additional support, visit the Help Center at the above website



The screenshot shows the official website of the San Francisco Treasurer & Tax Collector. The header includes the city seal, the title 'Treasurer & Tax Collector', and the text 'CITY AND COUNTY OF SAN FRANCISCO'. A search bar and links for 'Help Center', 'Find a Form', 'About Us', and 'English' are also present. A blue navigation bar contains links for 'Property', 'Business', 'Payments', 'Banking & Investments', and 'In the Community'. Below this, a breadcrumb trail reads 'Home > Business > Renew Business Registration'. A 'Print' button is in the top right. The main heading is 'Renew Business Registration'. Under 'In this section', there are links for 'Register a Business', 'Renew Business Registration' (highlighted with a blue arrow), 'Manage Your Business', 'Taxes & Fees', and 'Tax Collector Regulations'. A large orange-bordered box contains text about the 2021-22 Business Registration Fee and a blue button labeled '2021-22 Business Registration Renewal Form'.

Treasurer & Tax Collector
CITY AND COUNTY OF SAN FRANCISCO

Search

Help Center Find a Form About Us English

Property Business Payments Banking & Investments In the Community

Home > Business > Renew Business Registration

Print

Renew Business Registration

In this section

- Register a Business
- ▶ **Renew Business Registration**
- Manage Your Business
- Taxes & Fees
- Tax Collector Regulations

Most businesses should have received a bill for the 2021-22 Business Registration Fee and do not need to file a return. If you received instructions from our office to complete the 2021-22 Business Registration Renewal (Due November 1, 2021), use the button below to download the renewal form. Please fill out, print and sign the form before mailing it to the address provided along with your payment.

2021-22 Business Registration Renewal Form

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 Dris.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.
Returning Users: Under the Get Started menu, click the **Log In** button and log in.
- 5 *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?

owd.procurement@sfgov.org

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

If you are applying for **program areas A or G**, 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 A or G**, 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

QUESTIONS?

- December 3: RFP published on OEWD website
- December 9: Technical Assistance Conference
- December 17: Deadline to submit questions (5 pm)
- December 21: Q & A Posted to RFP 219 website
- January 6: **Proposals due by 5pm Deadline**

www.oewd.org/bid-opportunities/RFP-219

QUESTIONS?

- Please submit your questions in the chat; direct questions to “Q&A”
*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 live; all questions will be logged, answered, and posted to the RFP 219 website by **Tuesday, 12/21**
- You may still submit questions until **Friday, 12/17** by email (oewd.procurement@sfgov.org)

www.oewd.org/bid-opportunities/RFP-219



SAN FRANCISCO

OFFICE OF ECONOMIC &
WORKFORCE DEVELOPMENT

www.oewd.org/bid-opportunities/RFP-219

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