

CITY CONTRACTING 101: A SMALL BUSINESS WORKSHOP

SUPPLIER SUPPORT EDITION

Wednesday, January 14, 2026

Southeast Community Center
1550 Evans Ave SF, CA 94124

Schedule

1:00 – 1:30 pm

Registration and Light Refreshments

1:30 – 2:15 pm

Unlocking Opportunities: How Small Businesses Can Contract with the City

Join us for an overview of City contracting! This presentation will demystify the City's procurement processes, outline the steps to get your foot in the door as a "supplier" for the City, and help you navigate who's who in the Hands-On Support Room. By the end of this session, you'll better understand what it takes to seek contracting work with the City.

2:15 – 4:00 pm

Hands-on Supplier Support Room

Interact with City agencies involved with bidder and supplier registration, contracting, and compliance to get your questions answered. Read on to see which agencies will be in the support room and the things they can help you with!



Who is in the Supplier Support Room (page 1 of 2)

Note: list of agencies to be confirmed

Agency	Description
Help Desk	Don't know where to start? Come visit us at the help desk and we'll point you in the right direction!
SF City Partner Support Team	The SF City Partner Support team at the Controller's Office manages the City's supplier portal. Visit this table for: portal navigation, questions about where to register as a City bidder or supplier, account issues.
CON – Supplier Management Team	The Controller's Office – Supplier Management Team (CON SMT) helps businesses navigate the bidder and supplier registration processes. Visit this table for: help with creating an account, process steps to become a bidder or supplier, account management.
TTX – Tax Payer Assistance Unit	The Taxpayer Assistance Unit at the Office of the Treasurer & Tax Collector (TTX) oversees all business registrations in San Francisco. Visit this table for: questions about whether your business needs to be registered in San Francisco, and help with connecting your Business Account Number (Business Registration Certificate #) to your City supplier ID.
TTX – SF Lends	The Office of the Treasurer & Tax Collector (TTX) administers SF Lends, a program that can help point your business to financial resources and access to capital. Visit this table to: learn more about financial resources available for small businesses.
Office of Labor Standards Enforcement (OLSE)	The Office of Labor Standards Enforcement (OLSE) oversees compliance with the City's labor laws including the Health Care Accountability Ordinance (HCAO) and the Minimum Compensation Ordinance (MCO). These two ordinances are part of the supplier registration process. Visit this table to: learn about HCAO and MCO compliance requirements for your business.
CMD Equal Benefits Team	The Equal Benefits Team at the Contract Monitoring Division (CMD) manages the City's Equal Benefits Program. Compliance with this program is part of City contracting. Visit this table to: learn more about the Equal Benefits Program and compliance requirements for your business.

Who is in the Supplier Support Room (page 2 of 2)

Note: list of agencies to be confirmed

Agency	Description
CMD Certification Team	The Certification Team at the Contract Monitoring Division (CMD) manages the City’s Local Business Enterprise (LBE) Program. Visit this table to: learn more about the LBE Program, eligibility criteria, and benefits of becoming certified.
CMD – Contractor Accelerated Payment Program	The Contract Monitoring Division (CMD) CAP Program connects San Francisco LBE contractors to loans for City projects. Visit this table to: learn more about eligibility for these project-based financing loans.
Department of Technology (DT) – Office of Cybersecurity	The Department of Technology (DT) is responsible for Cybersecurity Risk Assessment (CRA) and Chief Information Officer (CIO) review of technology purchases. Visit this table to: learn about requirements for contracts involving data or technology including the City’s CRA and CIO review processes, questions about SOC 2 Type 2 Reporting, Cybersecurity Risk Assessment questionnaires, and protocols for technology contracting.
Office of Contract Administration (OCA)	OCA supports the procurement of goods and services for the City. Visit this table to: learn more about what the City buys, where to find bid opportunities, and the contracting process overall.
Employer Services – First Source (OEWD)	The Employer Services team at the Office of Economic and Workforce Development (OEWD) oversees the City’s First Source Hiring Program. Visit this table to: learn about First Source Hiring compliance requirements for your business and how this program can help your business at no cost.
Office of Small Business (OSB)	OSB is San Francisco’s central point of information for small businesses. Visit this table to: learn how OSB can help you through business counseling; help with local, state, and federal requirements; leasing support; guidance on permits and the process required to open your business; connection to grant programs.