

City and County of San Francisco
Sourcing Event ID 0000011618
Department Procurement ID: OEWD RFQ 100 Spring 2026

Formal Request for Qualifications for:
Office of Economic and Workforce Development
Community Economic Development, Office of Small Business,
and Workforce Development Divisions

This RFQ can be viewed on [the bid opportunities page](#)
This RFQ can be viewed on [the City's Supplier Portal page](#)



Proposal Phase	Tentative Date
Request for Qualifications Issuance	Friday, May 22, 2026
Optional Technical Assistance Conference	Tuesday, June 2, 2026 at 2:00 P.M. PDT Location: Zoom Meeting Zoom Webinar Link: Register here Zoom Meeting ID: 897 9541 7775 If you require an accommodation due to a disability, please contact 415-701-4848 or TDD 800-735-2929 (CRS), or email oewd.procurement@sfgov.org at least 3 business days prior to the meeting to ensure availability.
Deadline for Questions	Tuesday, June 2, 2026 at 5:00 PM PDT technical questions may be submitted until the submission deadline.
Deadline to Submit Proposals	Monday, June 15, 2026 at 12:00 PM (Noon) PDT
Notice of Intent to Establish Prequalified Pool	Tuesday, June 30, 2026
Period for Protesting Notice of Intent to Establish Prequalified Pool	Within five (5) business days of the City's issuance of a Notice of Intent to Establish Prequalified Pool
Anticipated Program Start Date	July 1, 2026 or later
Pool Administrator:	Andres Salas, Contract and Grant Manager Office of Economic and Workforce Development 1 South Van Ness Ave, Fifth Floor, San Francisco, CA, 94103 Email: oewd.procurement@sfgov.org

Appendices

Attachment A: Application Questions

Attachment B: P-600 City Contract Terms

Attachment C: Supplier Registration Instructions

MANDATORY MINIMUM QUALIFICATION DOCUMENTATION	Proposers must submit with their proposal documents in support of each Minimum Qualification (MQ) listed below specific to each Area. A proposal that fails to provide the following documentation will not be eligible for further consideration.
--	--

MQ #	Description
MQ #1	Submitted online application , as referenced in Attachment 1 - Application Questions
MQ #2	Uploaded document verifying that Proposer has at least three (3) years of experience providing the services requested in each individual area.
MQ #3	Entered client list of a minimum of three (3) clients which Proposer has served, consulted, or trained in the last 10 years. Identify what services were provided specific to the relevant program area. <ol style="list-style-type: none">1) RFQ 100 Program Area Name2) Name of the client, if applicable,3) The project scope and deliverables,4) The budget and length of time of the project and if the project was completed on schedule and within budget, and5) The methods and strategies employed to complete the projects.

Table of Contents

I. Introduction.....	1
A. General	1
B. Creation and Duration of the Prequalified Pool	1
C. Resulting Contracts Awarded to Contractors Selected from the Prequalified Pool.....	1
1. Selection of Contractors from the Prequalified Pool.....	1
2. Notice of Intent to Award a Resulting Contract to the Prequalified Pool	2
3. Anticipated Term of Resulting Contracts	2
4. Anticipated Not to Exceed Amount of Resulting Contracts.....	2
D. Cooperative Agreement.....	2
E. RFQ Schedule	2
II. Goods and Services Requested	3
A. Goods and/or Services Requested	3
B. Reserved. (Regulatory and Compliance Requirements Specific to the Goods/Services Solicited)	14
C. Reserved. (Green Purchasing Requirements)	14
III. Local Business Enterprise (LBE) Program Requirements	14
A. CMD Compliance Officer	14
B. Application of LBE Rating Bonuses and/or Bid Discounts.....	14
C. LBE Subcontracting Participation Requirements.....	14
IV. reserved (Proposal Evaluation Criteria).....	15
V. Minimum Qualifications Documentation Required with Proposal (Pass/Fail).....	15
VI. Reserved (Written Proposal Evaluation Criteria)	15
VII. Reserved. (Price Proposal EVALUATION CRITERIA)	15
VIII. RReserved. (Supporting Documentation Required Prior to Selection For the Prequalified Pool)	15
IX. City’s Social and Economic Policy Requirements	15
A. Nondiscrimination Requirements	15
B. Reserved. (Prevailing Wage Ordinance)	16
C. Health Care Accountability Ordinance.....	16
D. Minimum Compensation Ordinance	16
E. First Source Hiring Program	16
F. Reserved. (Sweatfree Procurement)	16
G. Non-Profit Entities	16
X. Terms and Conditions for Receipt of Proposals.....	16
A. How to Register as a City Supplier	16
B. Proposal Questions and Submissions.....	17
C. RFQ Addenda	17
D. Public Disclosure.....	18
E. Limitation on Communications During Solicitation	18
F. Proposal Selection Shall Not Imply Acceptance.....	18
G. Cybersecurity Risk Assessment	18
H. Solicitation Errors and Omissions	19
I. Objections to Solicitation Terms.....	19
J. Protest Procedures	19
K. Proposal Term.....	20
L. Revision to Proposal	20

M. Proposal Errors and Omissions 20
N. Financial Responsibility 20
O. Proposer’s Obligations under the Campaign Reform Ordinance..... 20
P. Reservations of Rights by the City 21
Q. No Waiver 21
R. Other 21

I. INTRODUCTION

A. General

The Office of Economic and Workforce Development’s mission is to advance equitable and shared prosperity for San Franciscans. We support businesses of all sizes, create great places to live and work, and help everyone achieve economic self-sufficiency. Learn more about our work at [the Office of Economic and Workforce Development website](#).

This Request for Qualifications (hereinafter “RFQ” or “Solicitation”) is being issued by the Office of Economic and Workforce Development (hereinafter, “OEWD” or “City”). OEWD is seeking qualified suppliers (“Proposers”) to provide proposals (“Proposal”) for professional and technical assistance, capacity building and supportive services to our partners, stakeholders, and Art Community.

The City shall evaluate Proposals to create a Prequalified Pool of Proposers (“Prequalified Pool”). Proposers prequalified under this RFQ are not guaranteed a contract. The City may use the Prequalified Pool, at its sole and absolute discretion, on an as-needed basis.

Multiple Service Areas: The Prequalified Pools will consist of the following four Service Areas:

Service Area A. Design Services for Small Businesses.

Service Area B. Community Benefit District – Technical Support.

Service Area C. Museum Sustainability Consulting.

Service Area D. Major SF Arts & Innovation Conference/Festival Design.

B. Creation and Duration of the Prequalified Pool

Proposers meeting the Minimum Qualifications for each Service Area shall be added to the Prequalified Pool and eligible for potential contract negotiations (“Resulting Contract”) with the City, on an as-needed basis. A Prequalified Pool list is valid for 2 years, but may be extended for up to 2 additional years if re-opened by City in accordance with Section 21.4 of the San Francisco Administrative Code. Responsive Proposals will be evaluated by a panel (“Evaluation Panel”) consisting of parties with expertise related to goods and/or services being procured through this RFQ. The Evaluation Panel may include staff from various City departments. Proposals will be evaluated based on the criteria outlined herein. If applicable, a Contract Monitoring Division (CMD) Contract Compliance Officer will assess Proposal compliance with Local Business Enterprise (LBE) requirements and assign a rating bonus. The CMD-adjusted scores (if applicable) will then be tabulated and Proposers will be assigned scores.

C. Resulting Contracts Awarded to Contractors Selected from the Prequalified Pool

1. Selection of Contractors from the Prequalified Pool

Pursuant to Section 21.4 of the San Francisco Administrative Code, City shall select contractors from the Prequalified Pool for Resulting Contracts pursuant to three options, as described below. Selections must be made prior to Pool expiration.

- a. City may select the highest available ranked contractor from the Prequalified Pool (if a ranking was done when the pool was created); OR
- b. City may request quotes or proposals from Prequalified Pool from which to select. Where applicable, the Department shall apply Chapter 14B LBE Rating Bonuses or Bid Discounts when evaluating quotes and proposals received from the Prequalified Pool. The request for quotes or proposals may also include an LBE Participation Requirement; OR

- c. For Resulting Contracts that are less than the Minimum Competitive Amount in effect when the selections is being made, City may select a contractor from the Prequalified Pool without any further solicitation. In choosing this option, City shall notify the Prequalified Pool of its selection. The Notice shall specify the commodities and/or services awarded; their cost; and the selected Contractor’s unique qualifications for having been selected without a further solicitation.

2. Notice of Intent to Award a Resulting Contract to the Prequalified Pool

Where a contractor was selected without a further solicitation for a contract amount equal to or less than the Minimum Competitive Amount, City shall issue a Notice of Intent to Award when awarding a Resulting Contract to a contractor from the Prequalified Pool. Where the City requests quotes or proposals from the Prequalified Pool, the City will issue a Notice of Intent to Award when awarding a Resulting Contract to a highest ranked proposal. The City’s award of a Resulting Contract to a contractor from the Prequalified Pool is final and not subject to further review.

3. Anticipated Term of Resulting Contracts

A Resulting Contract awarded to the Prequalified Pool shall be non-exclusive, with an original term to be determined at the time of Contract award based on City’s business needs, but shall not exceed ten (10) years. Contracts awarded under this RFQ are expected to begin July 1, 2026 or later.

4. Anticipated Not to Exceed Amount of Resulting Contracts

The Not-to-Exceed (NTE) amount of a Resulting Contract awarded to the Prequalified Pool shall be determined at the time of Contract award based on the City’s business needs and funding availability through OEWD or any other City department. The hourly rate listed in this RFQ is the current rate, and may increase based on Federal and State funding updates, at City’s sole discretion. Actual awards will be determined by the number of responsive proposals that meet OEWD strategies and objectives, and funding may be less or more. This amount is based on the City’s estimated spend over the advertised initial contract term. Should City’s actual spend exceed its estimated spend for the initial term, City may in its sole discretion increase the NTE for the initial term. **The amount of any initial funding award may be as much as 400% of the proposed budget amount listed under the limits in this RFQ.** Should additional funding become available, award amounts may be increased significantly beyond the originally anticipated amount at a level commensurate to the cost-per-deliverable or cost-per-client for the Program Area, but will not exceed 400% of the proposed budget amount listed in this RFQ.

D. Cooperative Agreement

Any other City department, public entity or non-profit made up of multiple public entities, may use the results of this RFQ to select Contractors from the Prequalified Pool under the same terms and conditions of this RFQ.

E. RFQ Schedule

The anticipated schedule for this RFQ is set forth below. These dates are tentative and subject to change. It is the responsibility of the Proposer to check for any Addenda to this RFQ or other pertinent information posted on [the bid opportunities page](#).

Proposal Phase	Tentative Date
Request for Qualifications Issuance	Friday, May 22, 2026
Optional Technical Assistance Conference	Tuesday, June 2, 2026 at 2:00 P.M. PDT Location: Zoom Meeting Zoom Webinar Link: Register here

	Zoom Meeting ID: 897 9541 7775 If you require an accommodation due to a disability, please contact 415-701-4848 or TDD 800-735-2929 (CRS), or email owd.procurement@sfgov.org at least 3 business days prior to the meeting to ensure availability.
Deadline for Questions	Tuesday, June 2, 2026 at 5:00 PM PDT technical questions may be submitted until the submission deadline.
Deadline to Submit Proposals	Monday, June 15, 2026 at 12:00 PM (Noon) PDT
Notice of Intent to Establish Prequalified Pool	Tuesday, June 30, 2026
Period for Protesting Notice of Intent to Establish Prequalified Pool	Within five (5) business days of the City's issuance of a Notice of Intent to Establish Prequalified Pool
<p>The Optional Technical Assistance Conference Details</p> <p>The Technical Assistance Conference will be conducted remotely, in accordance with public health and accessibility guidelines. While not required, interested parties are encouraged to attend the Technical Assistance Conference to hear key information about this RFQ and City contracting requirements. The event will include captioning. A recording of the meeting and all presentation materials will be posted to the OEWD website following the event at the bid opportunities page. Any change or addition to the requirements contained in this RFQ as a result of the Technical Assistance Conference will be posted on the RFQ 100 website. It is the responsibility of the Proposer to check for any pertinent information posted on the RFQ 100 website.</p> <p>If you require an accommodation due to a disability, please contact 415-701-4848 or TDD 800-735-2929 (CRS), or email owd.procurement@sfgov.org at least 3 business days prior to the Technical Assistance Conference meeting to ensure availability of accommodation.</p>	

II. GOODS AND SERVICES REQUESTED

A. Goods and/or Services Requested

This RFQ is being issued to create a Prequalified Pool of suppliers to provide services for four different areas across the Office of Small Business, Community Economic Development, and Business Development Divisions at the Office of Economic and Workforce Development (OEWD).

Multiple Service Areas: The Prequalified Pool will consist of the following 4 (four) Service Areas:

Office of Small Business (OSB)

Area	Title of Program or Project	Total Funding Available	Term of Service	Anticipated Annual Funding Per Contract (min/max)	Eligible Applicants
A	Design Services for Small Businesses	\$1,300,000	4 Years	\$40,625-\$65,000	Licensed Architects

Community Economic Development (CED)

Area	Title of Program or Project	Total Funding Available	Term of Service	Anticipated Annual Funding Per Contract (min/max)	Eligible Applicants
B	Community Benefit District – Technical Support	\$600,000	2 Years	\$50,000-\$200,000	Both nonprofit and for-profit

Business Development

	Title of Program or Project	Total Funding Available	Term of Service	Anticipated Annual Funding Per Contract (min/max)	Eligible Applicants
C	Museum Sustainability Consulting	\$300,000	2 Years	\$150,000-\$200,000	Both nonprofit and for-profit
D	Major SF Arts & Innovation Conference/Festival Design	\$100,000	2 Years	\$100,000	Both nonprofit and for-profit

Program Area A: Design Services for Small Businesses (Professional Services Contract)

Division: Office of Small Business

Total Funding Available: \$1,300,000

Term of Service: Four (4) Years

Anticipated Annual Funding Per Contract (min/max): \$40,625-\$65,000

Funding Source: General Fund

Additional Funding Source Info: None specified

Expected Start Date: July 1, 2026

Eligible Applicants: Licensed Architects

Program Area Summary: The Office of Small Business is seeking a pre-qualified pool of licensed architects to provide renderings for new and existing small businesses in San Francisco.

Scope of Work: The Office of Small Business refers selected small businesses to licensed architects, who produce renderings, help with permit issuance, and related services directly to the business. The business does not get billed for this service, which is paid for by the Office of Small Business. The selected architects do not refer or determine which small businesses can utilize the design services. Selection of small businesses is determined solely by the Office of Small Business.

Performance Measures: Selected architects will be paid on an hourly basis with a maximum allowable amount per business location, to be determined by the Office of Small Business. The key metric of performance is the issuance of required permits for each project.

Preferred Qualifications:

- Licensed architect located in San Francisco
- At least three (3) years of experience working on ground floor storefront locations
- At least three (3) years of experience with business permitting requirements in San Francisco, including but not limited to:
 - Change of Use
 - Change of Occupancy
 - Facade and signage
 - Accessibility/ADA

We are looking for architects that can provide design services in a variety of languages including, but not limited to:

- Spanish
- Mandarin
- Cantonese
- Filipino
- Vietnamese

Supplementary Questions:

1. Describe your experience in providing architectural design services to small businesses in San Francisco.
2. Describe your experience with understanding and navigating permitting requirements in San Francisco. This must include Building, Fire, Public Health, Public Utilities, Public Works, and Planning permitting requirements.

Supplementary Materials Criteria: Two (2) letters of support from small business clients. Letters should include detailed information about the Scope of Work that each business had with the Architects, and dates when services were rendered.

Total number of Supplementary attachments: Two (2) letters of support.

Program Area B: Community Benefit District – Technical Support (**Professional Services Contract**)

Division: Community Economic Development

Total Funding Available: \$600,000

Term of Service: Two (2) Years

Anticipated Annual Funding Per Contract (min/max): \$50,000-\$200,000

Funding Source: General Fund

Additional Funding Source Info: None specified

Expected Start Date: July 1, 2026

Eligible Applicants: Both nonprofit and for-profit

Program Area Summary: Provide as-needed consulting services to support the growth and development of San Francisco’s Community Benefit District (CBD) program, including guidance around best practices for CBD management, formation, governance, compliance, and opportunities to enhance operational effectiveness, efficacy, efficiency and community impact.

Scope of Work: The Office of Economic and Workforce Development (OEWD) is seeking qualifications from nonprofit and for-profit organizations to provide consulting services on an as-needed basis to support the continued growth and development of the City’s CBD program. Applicants will possess extensive experience with CBD/Business Improvement District (BID) management, formations and renewals, CBD/BID/non-profit-specific strategic planning, and an in-depth understanding of the state and local laws that govern these organizations. Services may include technical assistance for the establishment of new CBDs throughout San Francisco, trainings both for City Team and existing CBDs on the Brown Act, strategic planning support for CBDs, and governance trainings.

The Contractor(s) will play a role in advising the City and its partner organizations in managing all steps of the CBD formation process as well as the operational and governance aspects of current districts. Services provide assistance with CBD formation process and organizational support including, but not limited to, the following:

- Determining appropriate and/or alternative approach to CBD formations
- Setting and mapping boundaries
- Developing an assessment methodology and assessment rates
- Developing a services plan and budget
- Development of varying levels of strategic planning documentation and outreach for CBDs.
- Brown Act and Board Governance Best Practice Trainings for existing CBD portfolio at least two times per year.
- Guidance around Public Records Act (PRA) requests to support timely and compliant responses from CBDs.
- As-needed clarification of state and local law that governs CBDs in San Francisco
- Guidance regarding best practices of CBD or non-profit program administration
- General technical assistance for City and CBD staff as needed and appropriate
- As it relates to district formation feasibility, Contractor will be required to develop a process with the Office of Economic and Workforce Development (OEWD) to ensure

coordination among neighborhoods, alignment with complementary initiatives, and equitable decision-making.

Through these services, the Contractor will enhance the effectiveness, transparency, and compliance of the CBD program, supporting the City's mission of fostering vibrant commercial districts and strong community partnerships.

Performance Measures: Performance measures will be specific to the services proposed and could include measures such as the following:

- Number of trainings (Brown Act, Board Member Onboarding, Renewal)
- Number of feasibility assessments provided (Annually)
- Number of technical assistance sessions provided to provide clarification on state and local that legislates Community Benefit Districts in San Francisco (Annually)
- Outreach to be provided (surveys, open house meetings, door-to-door/on-site support)
- Submission of semi-annual reports to OEWD detailing activities, challenges, and measurable outcomes achieved in reporting period.

Preferred Qualifications:

- Experience with CBD formation or renewal in the City of San Francisco.
- Extensive experience in CBD formation services, including at least five (5) CBDs formed within the State of California.
- Detailed knowledge of state and local laws enabling CBD formation and governance.
- Detailed knowledge of the Brown Act and California Public Records Act.
- Experience with drafting strategic planning for CBDs/BIDs and/or non-profit organizations.

Existing relationships and/or past projects with property owners, community organizations, and/or small businesses operating in San Francisco.

Supplementary Questions:

1. Describe your organization's experience with CBD formation processes.
2. Describe your organization's experience providing trainings to CBDs/BIDs as it relates to compliance with the Brown Act and the California Public Records Act.
3. Describe your organization's experience with strategic planning development. Please indicate if you have any specific experience with this work as it relates to CBDs/BIDs in particular.
4. Describe how your organization engages with appropriate stakeholders throughout the CBD/BID formation process.
5. How does your organization approaches boards or executive directors not willing to implement changes? Please provide an example.
6. Provide a list of key personnel assigned to this project and their qualifications.

Supplementary Materials Criteria: two (2) letters of support from previous clients (BIDs/CBDs and/or City agencies) that can speak to your organization's ability to deliver support relevant to this scope of work.

Total number of attachments: Two (2) letters of support.

Program Area C: Museum Sustainability Consulting (Professional Services Contract)

Total Funding Available: \$300,000

Term of Service: Two (2) Years

Anticipated Annual Funding Per Contract (min/max): \$150,000-\$200,000

Funding Source: General Fund

Additional Funding Source Info: General Fund

Expected Start Date: July 1, 2026

Eligible Applicants: Both nonprofit and for-profit

Eligible Neighborhoods: All

Physical Location: None specified

Target Population(s): San Francisco museums

Program Area Summary: Like peers around the world, San Francisco museums face increasing operational costs, grant funding uncertainty, and evolving audience expectations. Museum leaders have identified a need for increased collaboration to help individual institutions identify shared challenges and leverage collective resources to innovate and ensure long-term viability.

The Office of Economic and Workforce Development seeks an experienced consultant with subject matter expertise to facilitate collaboration among a coalition of museum leaders to identify shared challenges and opportunities. The consultant should work with participating museums to identify new approaches to earned and contributed income streams (such as joint memberships, shared marketing, new revenue-generating programs) and develop one or more pilot projects to pursue innovative income-generating strategies.

While the Office of Economic and Workforce Development does not expect the initial funding to support the implementation of the museum-developed pilot projects, further city funding or philanthropic support could support the implementation of these projects, with the consultant expected to continue to support the coalition of participants in evaluating the efficacy of the pilots and supporting further adaption over subsequent years.

Scope of Work: The selected consultant will be expected to collaborate with the Office of Economic and Workforce Development on the formation of a coalition of museums and leaders.

Once the coalition is identified, the consultant will spend up to one year facilitating a collaborative process to: 1) identify common challenges across institutions; 2) develop potential pilot strategies to enhance the resilience of coalition participants; and 3) advise the coalition around fundraising strategies to support implementation of one or more pilot projects.

If additional funding is identified either through city funding or philanthropic support, the consultant will be expected to support the implementation of one or more pilot projects, evaluate the efficacy of these projects, and recommend additional steps

Performance Measures:

- Museum participation and feedback on collaborative process
- Reporting on common challenges faced by coalition members and potential opportunities to support revenue growth identified through collaborative process
- Identification of one or more pilot projects designed to address revenue growth needs of museums
- Collaboration between coalition members during this process
- If one or more pilot projects are implemented:
- Successful execution of one or more pilot projects and reporting on outcomes for participating museums, lessons learned, and recommendations for revision in future iteration
- Increase in San Francisco’s global and local reputation as a cultural hub, as evidenced through media coverage, social media mentions, surveys, and/or other metrics

Preferred Qualifications:

- Experience consulting with museums in areas such as program planning, strategic planning, and/or revenue development
- Experience working with arts and culture institutions to develop new strategies to adapt to post-pandemic challenges
- Possession of a keen understanding of the pressing needs facing the museum sector
- Experience evaluating the effectiveness of arts and culture projects using clear metrics
- Experience consulting with San Francisco museums
- Experience consulting with museums around revenue development to adapt to post-pandemic challenges
- Experience supporting multiple arts and culture organizations through a collaborative project or initiative
- Familiarity with San Francisco’s arts and culture ecosystem and its pressing needs

Supplementary Questions:

1. Please describe your experience leading consulting projects for museums.
2. Please highlight any consulting experience you have working with San Francisco museums, as well as any projects supporting museums in adapting to post-pandemic challenges
3. Please describe your experience evaluating the effectiveness of pilot projects developed with arts and culture institutions

Supplementary Materials Criteria: One (1) letter of support from a museum that has benefited from the applicant's consulting services.

Total number of attachments: One (1) letter of support.

Program Area D: Major SF Arts & Innovation Conference/Festival Design (Professional Services Contract)

Division: Business Development

Total Funding Available: \$100,000

Term of Service: Two (2) Years

Anticipated Annual Funding Per Contract (min/max): \$100,000

Funding Source: General Fund

Additional Funding Source Info: General Fund

Expected Start Date: July 1, 2026

Eligible Applicants: Both nonprofit and for-profit

Eligible Neighborhoods: All

Physical Location: Not specified

Target Population(s): Global creative sector leaders

Program Area Summary: San Francisco is a global epicenter of creativity and innovation but does not yet define and leverage this identity to its fullest extent. Strategically cultivating a reputation as a premier creative hub will attract new talent and investment, fortify existing cultural infrastructure, and catalyze high-value collaborations across San Francisco's world-class arts, design, technology, fashion, and entertainment sectors.

Industry stakeholders have identified the development of a new major Arts & Innovation Conference or Festival as a high-profile way to amplify San Francisco's creative reputation while also driving support for our tourism and hospitality industries.

The Office of Economic and Workforce Development seeks a consultant with experience in major conference or festival design to research, design and evaluate the feasibility of a new Arts & Innovation Conference or Festival in San Francisco. The event would be expected to prominently involve San Francisco companies in entertainment, arts and culture, technology, fashion, and/or design. If appropriate, the event could operate in conjunction with an existing high-profile local festival or conference, or could be conceived of as its own standalone experience.

The consultant would be expected to conduct market analysis, engage local civic, creative, and business leaders, meet with national and international conference producers, and analyze emerging opportunities, potential challenges, and financial models.

The consultant would be expected to recommend to OEWD one or more potential models for an Arts & Innovation Conference or Festival for potential support in a subsequent year. The model(s) should prioritize reputational impact, cross-sector economic development, tourism and hospitality growth, and provide an outline of a self-sustaining financial structure.

Scope of Work: The selected consultant will be expected to spend up to one year evaluating the feasibility of a new high-profile conference or festival that could be launched in a subsequent year. Responsibilities are expected to include:

- Stakeholder Engagement: Connect with local leaders across arts, entertainment, technology, business, government and civic organizations to identify top priorities; engage national and international creative sector conference producers to understand key trends, opportunities, and risks; conduct outreach to potential sponsors and partners
- Market Research: Assess demand for a new high-profile creative conference or festival in San Francisco
- Comparative Analysis: Evaluate best-in-class models, with analysis of formats, audiences, financial structures, impacts, and applicability to the San Francisco market
- Recommendation: Recommend at least one conference/festival model for further evaluation by city stakeholders including high-level analysis of event: (1) success metrics; (2) target audience; (3) format; (4) budget; (5) implementation timeline; and (6) projected impacts for San Francisco creative sectors and tourism, as well as a financial sustainability plan outlining multiple non-governmental revenue streams.

Performance Measures

- Stakeholder Engagement: Engagement with local, national, and international stakeholders to envision a new conference or festival
- Market Research and Comparative Analysis: Robust research and analysis of market conditions and the feasibility of potential conference or festival models
- Recommendation Completion: Delivery of one or more viable models for an Arts & Innovation Conference or Festival meeting all elements outlined in the Scope of Work

Preferred Qualifications:

- Experience designing, either solo or as part of a team, a high-profile conference or festival showcasing arts, design, tech, fashion, and/or entertainment sectors
- Experience in stakeholder engagement in the creative sectors
- Possession of a keen understanding of the pressing needs facing creative sectors
- Experience designing a high-profile conference or festival in partnership with a city, state, or national government
- Experience designing a high-profile conference or festival that has occurred for multiple annual installments
- Experience designing events or experiences that attract large numbers of attendees and/or deliver significant economic impact

Supplementary Questions:

1. Please describe your experience designing conferences or festivals showcasing the creative sector. For each conference or festival, please describe your specific role and cite any metrics to demonstrate the success of the event.
2. Please describe your familiarity with the needs of the creative sectors and any experience working with creative sector stakeholders in San Francisco.
3. Please describe your high-level approach to evaluating the feasibility of a new high-profile conference or festival.

Supplementary Materials Criteria: One (1) letter of support from a stakeholder affiliated with a past conference or festival that the applicant has designed

Total number of attachments: One (1) letter of support.

B. Reserved. (Regulatory and Compliance Requirements Specific to the Goods/Services Solicited)

C. Reserved. (Green Purchasing Requirements)

III. LOCAL BUSINESS ENTERPRISE (LBE) PROGRAM REQUIREMENTS

A. CMD Compliance Officer

The CMD Compliance Officer (CCO) for this Solicitation and any Contract awarded to a Contractor selected from the resulting Prequalified Pool is:

Regina Chan
Contract Monitoring Division
City and County of San Francisco
Email: regina.chan@sfgov.org
Website: www.sfgov.org/cmd.

B. Application of LBE Rating Bonuses and/or Bid Discounts

LBE Rating Bonuses and/or Bid Discounts shall be applicable to at each phase of the RFQ evaluation and selection process, in accordance with the values shown below. LBE Rating Bonuses and/or Bid Discounts shall also be applicable when selecting a Contractor from the resulting Prequalified Pool.

- 1. Reserved. (Commodities)**
- 2. General and Professional Services**

Estimated Contract Value	Small/Micro LBEs Rating Bonus	SBA LBEs Rating Bonus
Greater than \$20,000 but less than or equal to \$400,000.	10%	0%
Greater than \$400,000 but less than or equal to \$10,000,000.	10%	5% <i>So long as it does not adversely affect a Small or Micro-LBE Proposer's participation or, for Professional Services, an JV Proposer's participation.</i>
Greater than \$10,000,000 but less than or equal to \$20,000,000.	2%	2%

- 3. Reserved. (Professional Services by Joint Ventures)**

C. LBE Subcontracting Participation Requirements

There shall be no LBE Subcontracting Requirement for any Contract awarded to a Contractor selected from the Prequalified Pool because the LBE Subcontracting Requirements were waived by the Contract Monitoring Division.

IV. RESERVED (PROPOSAL EVALUATION CRITERIA)

V. MINIMUM QUALIFICATIONS DOCUMENTATION REQUIRED WITH PROPOSAL (PASS/FAIL)

Proposers must provide documentation that clearly demonstrates each Minimum Qualification (MQ) listed below has been met. Minimum Qualification documentation should be clearly marked as “MQ1”, MQ2”, etc.... to indicate which MQ it supports. Each Proposal will be reviewed for initial determination on whether Proposer meets the MQs referenced in this section. **This screening is a pass or fail determination and a Proposal that fails to meet the Minimum Qualifications will not be eligible for further consideration in the evaluation process.** The City reserves the right to request clarifications from Proposers prior to rejecting a Proposal for failure to meet the Minimum Qualifications.

MQ #	Description
MQ #1	Submitted online application , as referenced in Attachment 1 - Application Questions
MQ #2	Uploaded document verifying that Proposer has at least three (3) years of experience providing the services requested in each individual area.
MQ #3	Entered client list of a minimum of three (3) clients which Proposer has served, consulted, or trained in the last 10 years. Identify what services were provided specific to the relevant program area. 6) RFQ 100 Program Area Name 7) Name of the client, if applicable, 8) The project scope and deliverables, 9) The budget and length of time of the project and if the project was completed on schedule and within budget, and 10) The methods and strategies employed to complete the projects.

VI. RESERVED (WRITTEN PROPOSAL EVALUATION CRITERIA)

VII. RESERVED. (PRICE PROPOSAL EVALUATION CRITERIA)

VIII. RRESERVED. (SUPPORTING DOCUMENTATION REQUIRED PRIOR TO SELECTION FOR THE PREQUALIFIED POOL)

IX. CITY’S SOCIAL AND ECONOMIC POLICY REQUIREMENTS

The San Francisco Municipal Code establishes a number of requirements for people seeking to do business with the City (“Social and Economic Policy Requirements”). The Social and Economic Policy Requirements set forth below are not intended to be a complete list of all Social Policy Requirements applicable to this Solicitation and any contracts awarded from it.

A. Nondiscrimination Requirements

If awarded a Resulting Contract when selected from the Prequalified Pool, Proposer may not, during the term of the Contract, in any of its operations in San Francisco, on real property owned by San Francisco, or where work is being performed for the City elsewhere in the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership

discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in San Francisco Labor and Employment Code Articles 131 and 132.

B. Reserved. (Prevailing Wage Ordinance)

C. Health Care Accountability Ordinance

If awarded a Resulting Contract when selected from the Prequalified Pool, Proposer may be required to comply with the requirements of San Francisco Labor and Employment Code Articles 121. For more information, visit [the Health Care Accountability Ordinance website](#).

D. Minimum Compensation Ordinance

If awarded a Resulting Contract when selected from the Prequalified Pool, Proposer may be required to comply with San Francisco Labor and Employment Code Articles 111. For more information, visit [the Minimum Compensation Ordinance page](#).

E. First Source Hiring Program

If awarded a Resulting Contract when selected from the Prequalified Pool, Proposer may be required to comply with all of the applicable provisions of the First Source Hiring Program, Chapter 83 of the San Francisco Administrative Code. For more information, visit [the First Source page](#).

F. Reserved. (Sweatfree Procurement)

G. Non-Profit Entities

If awarded a Resulting Contract under this Solicitation, any nonprofit Proposer must be in good standing with the California Attorney General's Registry of Charitable Trusts by the time of contract execution and must remain in good standing during the term of the agreement. Upon request, Proposer must provide documentation to the City demonstrating its good standing with applicable legal requirements. If Proposer will use any nonprofit subcontractors to perform the agreement, Proposer will be responsible for ensuring they are also in compliance with all requirements of the Attorney General's Registry of Charitable Trusts at the time of Contract execution and for the duration of the agreement.

X. TERMS AND CONDITIONS FOR RECEIPT OF PROPOSALS

A. How to Register as a City Supplier

The following requirements pertain only to Bidders not currently registered with the City as a Supplier.

Step 1: Register as a BIDDER at City's Supplier Portal:

<https://sfcitypartner.sfgov.org/pages/index.aspx>

Step 2: Follow instructions for converting your BIDDER ID to a SUPPLIER ID. This will require you to register with the City Tax Collector's Office and submit the online 12B Declaration for Article 131 (Equal Benefits Program) compliance through the Supplier portal. Once these forms have been completed, submitted, and processed, you will be notified via email with your organization's new Supplier ID. That email will also provide instructions for completing your Supplier registration.

- **City Business Tax Registration Inquiries:** For questions regarding business tax registration procedures and requirements, contact the Tax Collector's Office at (415) 554-4400 or, if calling from within the City and County of San Francisco, 311.
- **Equal Benefits Program Inquiries:** For questions concerning the San Francisco Labor and Employment Code Articles 131 and 132, go to [the Contract Monitoring Division website](#).

B. Proposal Questions and Submissions

1. Proposer Questions and Requests for Clarification

Proposers shall address any questions regarding this Solicitation to oe wd.procurement@sfgov.org. Proposers who fail to submit questions concerning this Solicitation and its requirements will waive all further rights to protest based on the specifications and conditions herein. **Substantive Questions must be submitted by email to oe wd.procurement@sfgov.org no later than Written Substantive Questions Due Date.** Substantive questions are questions that seek to clarify expectations about the RFQ or administrative processes. However, you may continue to submit technical questions (e.g. "How do I complete the application?") to oe wd.procurement@sfgov.org until the submission deadline and we will respond as soon as possible. A written Addendum will be executed addressing each question and answer and posted publicly. It is the responsibility of the Proposer to check for any Addenda and other updates posted on [the bid opportunities page](#).

2. Proposal Format

Proposals must be submitted via the online application, which can be accessed at [the Bid Opportunities page](#). Information must be provided at a level of detail that enables effective evaluation and comparison between Proposals. Failure to follow formatting, submission, or content requirements, as well as page limit restrictions (if any), may negatively impact the evaluation of your Proposal.

3. Time and Place for Submission of Proposals

Prior to the Proposal submission deadline, Proposers must submit the online application, which can be accessed at <https://sf.gov/information/bid-opportunities>. Late submissions will not be considered. Proposals will not be accepted in any other format. Each original Proposal received will be screened to ensure that all content required by this Solicitation is included. Partial or complete omission of any required content may disqualify Proposals from further consideration. Late Proposal submissions will not be considered and failure to adhere to the above requirements may result in the complete rejection of your Proposal.

C. RFQ Addenda

The City may modify this Solicitation, prior to the Proposal Due Date, by issuing an Addendum to the Solicitation, which will be posted on the RFQ 100 website at <https://sf.gov/information/bid-opportunities>. **The Proposer shall be responsible for ensuring that its Proposal reflects any and all Addenda issued by the City prior to the Proposal Due Date regardless of when the Proposal is submitted.** Therefore, the City recommends that the Proposer consult the website frequently, including shortly before the Proposal Due Date, to determine if the Proposer has downloaded all Solicitation Addenda. It is the responsibility of the Proposer to check for any Addenda, Questions and Answers documents, and updates, which may be posted to the subject Solicitation.

THE SUBMITTAL OF A RESPONSE TO THIS SOLICITATION SHALL EXPLICITLY STIPULATE ACCEPTANCE BY PROPOSERS OF THE TERMS FOUND IN THIS SOLICITATION, ANY AND ALL ADDENDA ISSUED TO THIS SOLICITATION, AND THE PROPOSED CONTRACT TERMS.

D. Public Disclosure

All documents under this solicitation process are subject to public disclosure per the California Public Records Act (California Government Code Section §6250 et. Seq) and the San Francisco Sunshine Ordinance (San Francisco Administrative Code Chapter 67). Contracts, Proposals, responses, and all other records of communications (“RFQ Materials”) between the City and Proposers shall be open to inspection immediately after a contract has been awarded. Public disclosure may be made regardless of whether the RFQ Materials are marked “confidential,” “proprietary,” “Copyright ©” or otherwise, and regardless of any statement purporting to limit the City’s right to disclose information, or requiring the City to inform or obtain the consent of the Proposer prior to the disclosure of the RFQ Materials. Nothing in this Administrative Code provision requires the disclosure of a private person’s or organization’s net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit. Submission of any proposal or communication pursuant to the RFQ constitutes acknowledgment and consent by the Proposer to the potential public disclosure of its RFQ Materials.

E. Limitation on Communications During Solicitation

From the date this Solicitation is issued until the date the competitive process of this Solicitation is completed (either by cancelation or final Award), Proposers and their subcontractors, vendors, representatives and/or other parties under Proposer’s control, shall communicate solely with the Pool Administrator named in this Solicitation. Any attempt to communicate with any party other than the Pool Administrator whose name appears in this Solicitation – including any City official, representative or employee – is strictly prohibited. Failure to comply with this communications protocol may, at the sole discretion of City, result in the disqualification of the Proposer or potential Proposer from the competitive process. This protocol does not apply to communications with the City regarding business not related to this Solicitation.

F. Proposal Selection Shall Not Imply Acceptance

The acceptance and/or selection of any Proposal(s) shall not imply acceptance by the City of all terms of the Proposal(s), which may be subject to further approvals before the City may be legally bound thereby. **Receipt of a notification letter confirming the respondent met the minimum qualifications as set forth in the RFQ is not a promise to contract for services.** Proposers receiving prequalification letters may be subsequently contacted by the department to discuss specific opportunities that coincide with the Proposer’s qualifications when and if they arise, and Proposers are not guaranteed any amount of work or contract..

G. Cybersecurity Risk Assessment

As part of City’s evaluation process, City may engage in Cybersecurity Risk Assessment (CRA). CRA may be performed for each entity manufacturing the product, performing technical functions related to the product’s performance, and/or accessing City’s networks and systems. Where a prime contractor or reseller plays an active role in each of these activities, CRA may also be required for the prime contractor or reseller.

To conduct a CRA, City may collect as part of this Solicitation process one of the following two reports:

- **SOC-2 Type 2 Report:** Report on Controls at a Service Organization Relevant to Security, Availability, Processing Integrity, Confidentiality or Privacy; or
- **City’s Cyber Risk Assessment Questionnaire:** Proposer’s responses to a City’s Cyber Risk Assessment Questionnaire.

The above reports may be requested at such time City has selected or is considering a potential Proposer. The reports will be evaluated by the soliciting Department and the City's Department of Technology to identify existing or potential cyber risks to City. Should such risks be identified, City shall afford a potential Proposer an opportunity to cure such risk within a period of time deemed reasonable to City. Such remediation and continuing compliance shall be subject to City's on-going review and audit through industry-standard methodologies, including but not limited to: on-site visits, review of the entities' cybersecurity program, penetration testing, and/or code reviews.

H. Solicitation Errors and Omissions

Proposers are responsible for reviewing all portions of this Solicitation. Proposers are to promptly notify the City, in writing and to the Solicitation contact person if the Proposer discovers any ambiguity, discrepancy, omission, or other error in the Solicitation. Any such notification should be directed to the City promptly after discovery, but in no event later than the deadline for questions. Modifications and clarifications will be made by Addenda as provided below.

I. Objections to Solicitation Terms

Should a Proposer object on any ground to any provision or legal requirement set forth in this Solicitation, the Proposer must, no later than the deadline for questions, provide written notice to the City setting forth with specificity the grounds for the objection. The failure of a Proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

J. Protest Procedures

1. Protest of Non-Responsiveness Determination

Within three (3) business days of the City's issuance of a Notice of Non-Responsiveness, a Proposer may submit a written Notice of Protest of Non-Responsiveness. The Notice of Protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The Notice of Protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or Solicitation provision on which the protest is based. In addition, the Notice of Protest must specify facts and evidence sufficient for the City to determine the validity of the protest.

2. Protest of Non-Responsible Determination

Within three (3) business days of the City's issuance of a Notice of Non-Responsibility, a Proposer may submit a written Notice of Protest of Non-Responsibility. The Notice of Protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The Notice of Protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or Solicitation provision on which the protest is based. In addition, the Notice of Protest must specify facts and evidence sufficient for the City to determine the validity of the protest.

3. Protest of Prequalified Pool Creation

Within three (3) business days of the City's issuance of a Notice of Intent to Award, a Proposer may submit a written Notice of Protest of Contract Award. The Notice of Protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The Notice of Protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or Solicitation provision on which the protest is based. In addition, the Notice of Protest must specify facts and evidence sufficient for the City to determine the validity of the protest.

4. Delivery of Protests

A Notice of Protest must be written. Protests made orally (e.g., by telephone) will not be considered. A Notice of Protest must be delivered by email to owd.procurement@sfgov.org and received by the due dates stated above. A Notice of Protest shall be transmitted by a means that will objectively establish the date the City received the Notice of Protest. If a Notice of Protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. All protest determinations made by the Executive Director of OEWD are final.

K. Proposal Term

Submission of a Proposal signifies that the proposed products, services and prices are valid for 180 calendar days from the Proposal Due Date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity. At Proposer's election, the Proposal may remain valid beyond the 180-day period in the circumstance of extended negotiations. This RFQ procurement process, and the submissions received as a result of it, may be used to justify contract or grant funding decisions for services, and the Not-to-Exceed (NTE) amount of a Resulting Contract shall be determined at the time of Contract award based on the awarding Department's business needs and funding availability through OEWD or any other City department.

L. Revision to Proposal

A Proposer may revise a Proposal on the Proposer's own initiative at any time before the deadline for submission of Proposals. The Proposer must submit the revised Proposal in the same manner as the original. A revised Proposal must be received on or before, but no later than the Proposal Due Date and time. In no case will a statement of intent to submit a revised Proposal, or commencement of a revision process, extend the Proposal Due Date for any Proposer. At any time during the Proposal evaluation process, the City may require a Proposer to provide oral or written clarification of its Proposal. The City reserves the right to make an award without further clarifications of Proposals received.

M. Proposal Errors and Omissions

Failure by the City to object to an error, omission, or deviation in the Proposal will in no way modify the Solicitation or excuse the Proposer from full compliance with the specifications of this Solicitation or any contract awarded pursuant to this Solicitation.

N. Financial Responsibility

The City accepts no financial responsibility for any costs incurred by a Proposer in responding to this Solicitation. Proposers acknowledge and agree that their submissions in response to this Solicitation will become the property of the City and may be used by the City in any way deemed appropriate.

O. Proposer's Obligations under the Campaign Reform Ordinance

If a Resulting Contract awarded to a Contractor from the Prequalified Pool has (A) a value of \$100,000 or more in a fiscal year and (B) requires the approval of an elected City official, Proposers are hereby advised:

1. Submission of a Proposal in response to this Solicitation may subject the Proposers to restrictions under Campaign and Governmental Conduct Code Section 1.126, which prohibits City contractors, Proposers, and their affiliates from making political

contributions to certain City elective officers and candidates; and

2. Before submitting a Proposal in response to this Solicitation, Proposers are required to notify their affiliates and subcontractors listed in the awarded contract or Proposal of the political contribution restrictions set forth in Campaign and Governmental Conduct Code section 1.126.

This restriction applies to the party seeking the contract, the party's board of directors, chairperson, chief executive officer, chief financial officer, chief operating officer, any person with an ownership interest greater than ten percent, and any political committees controlled or sponsored by the party, as well as any subcontractors listed in the awarded contract or Proposal. The law both prohibits the donor from giving contributions and prohibits the elected official from soliciting or accepting them.

The people and entities listed in the preceding paragraph may not make a campaign contribution to the elected official at any time from the submission of a Proposal for a contract until either: (1) negotiations are terminated and no contract is awarded; or (2) twelve months have elapsed since the award of the contract.

A violation of Section 1.126 may result in criminal, civil, or administrative penalties. For further information, Proposers should contact the San Francisco Ethics Commission at [\(415\) 252-3100](tel:4152523100) or go to [the Ethics Commission website](#).

P. Reservations of Rights by the City

The issuance of this Solicitation does not constitute a guarantee by the City that a contract will be awarded or executed by the City. The City expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, Proposal, or Proposal procedure;
2. Reject any or all Proposals;
3. Reissue the Solicitation;
4. Prior to submission deadline for Proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this Solicitation, or the requirements for contents or format of the Proposals;
5. Procure any materials, equipment or services specified in this Solicitation by any other means; or
6. Determine that the subject goods or services are no longer necessary.

Q. No Waiver

No waiver by the City of any provision of this Solicitation shall be implied from the City's failure to recognize or take action on account of a Proposer's failure to comply with this Solicitation.

R. Other

1. The City may make such investigation, as it deems necessary, prior to the award of this contract to determine the conditions under which the goods are to be delivered or the work is to be performed. Factors considered by the City shall include, but not be limited to:

- a. Any condition set forth in this Solicitation;
- b. Adequacy of Proposer's plant facilities and/or equipment, location and personnel location to properly perform all services called for under the Purchase Order; and
- c. Delivery time(s).

2. City reserves the right to inspect an awarded Proposer's place of business prior to award of and/or at any time during the contract term (or any extension thereof) to aid City in determining an awarded Proposer's capabilities and qualifications.

3. Failure to timely execute a contract, or to furnish any and all insurance certificates and policy endorsements, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another Proposer and may proceed against the original selectee for damages.

4. City reserves the right to reject any Proposal on which the information submitted by Proposer fails to satisfy City and/or if Proposer is unable to supply the information and documentation required by this Solicitation within the period of time requested.

5. Any false statements made by a Proposer or any related communication/clarification may result in the disqualification of its Proposal from receiving further evaluation and a contract award.