



**Friday, May 16, 2025**  
**2:00 P.M. - 3:00 P.M.**

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# **Technical Assistance Conference**

## **Request for Proposals #232**

**WorkforceCentral and SmallBusinessCentral  
Data Systems Hosting, Maintenance, and  
Enhancement Services**

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**RFP Issued: Tuesday, May 13, 2025**  
**Proposals Due: Tuesday, June 3, 2025, by 11:59 P.M. PST**

**San Francisco Office of Economic and Workforce Development**



# Presentation Overview

- **Welcome and Overview**
- **Program Area Details**
- **RFP Timeline and Application Process**
- **City Supplier and Compliance Requirements**
- **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 #232

**This RFP includes one program area: WorkforceCentral and SmallBusinessCentral Data Systems Hosting, Maintenance, and Enhancement Services. OEWD is allocating up to \$195,000 annually (totaling \$780,000 over four years) to support these critical platforms.**

**The selected supplier will provide hosting, ongoing maintenance, and system improvements to ensure reliable performance and data security. This work supports OEWD's ability to track outcomes, inform decision-making, and deliver effective programs. The project will be overseen by OEWD's Impact, Policy, and Communications (IPC) Division, which manages the department's data and performance systems.**

**<https://www.sf.gov/resource--2025--request-proposals-rfp-232>**

# QUESTIONS?

- **Please submit your questions in the chat.**  
**Our team will answer as many questions as possible at this session; all questions will be logged, answered, and posted to the RFP 232 website.**
- **You may still submit questions until 12:00 P.M. on Friday, May 23, 2025, by email (oewd.procurement@sfgov.org)**

**<https://www.sf.gov/resource--2025--request-proposals-rfp-232>**

# About OEWD'S Impact, Policy, and Communications (IPC) Division – Data & Performance Team

The Impact, Policy, and Communications (IPC) Division at the San Francisco Office of Economic and Workforce Development (OEWD) serves as a strategic shared service that supports all OEWD divisions. IPC strengthens program effectiveness, transparency, and community responsiveness by integrating data analysis, research, policy development, and communications into departmental operations. Through this work, IPC ensures that OEWD's programs are guided by community voices, rooted in racial equity, and grounded in evidence-based practices.

Within IPC, the Data & Performance team leads OEWD's strategic data management and impact measurement functions, delivering essential insights and infrastructure across four key service areas:

1. **Systems Management:** Oversees OEWD's client data infrastructure, directly managing key platforms and offering technical guidance to enhance data tools and interoperability across systems.
2. **Data Governance:** Develops and implements frameworks that promote data integrity, security, and compliance while enabling effective data use across the department.
3. **Data Reporting:** Produces actionable insights through reports, interactive dashboards, and custom analytics, supporting both internal operations and external stakeholder engagement.
4. **Research & Evaluation:** Designs and executes program evaluations and impact assessments in partnership with OEWD teams, using findings to inform continuous improvement and highlight community outcomes.

The IPC team ensure that OEWD's initiatives—from neighborhood revitalization to workforce development—are measurable, equitable, and aligned with the needs of San Francisco's diverse communities.

Learn more about OEWD and its divisions at:  
<https://oewd.org>

# Program Area A: WorkforceCentral and SmallBusinessCentral Data Systems Hosting, Maintenance, and Enhancement Services

**Maximum Budget Request: \$195,000 (per year)**

**Anticipated # of Awards: 1**

**Total Funding: OEWD expects to allocate \$195,000 per year, totaling \$780,000 for four years of services.**

**Eligible Neighborhoods: City-wide**

**Priority Population(s): San Francisco's workforce and small business clients, and service providers supporting underserved communities.**

- **OEWD's goal is to strengthen the infrastructure that supports San Francisco's workforce and small business services by maintaining reliable, secure, and user-friendly data systems.**
- **We are seeking a qualified supplier to host, maintain, and enhance OEWD's two integrated web-based systems—WorkforceCentral and SmallBusinessCentral—which support data tracking for federally, state-, and locally funded programs.**
- **This technical support is a key component in helping OEWD deliver data-driven services, ensure compliance, and improve outcomes across workforce and economic development programs in San Francisco.**

# Timeline

- **Tuesday, May 13, 2025: RFP 232 published on OEWD website**
- **Friday, May 16, 2025: Technical Assistance Conference**
- **Friday, May 23, 2025: Deadline to submit questions (12:00pm PST)**
- **Tuesday, May 27, 2025: Final Q&A posted to RFP website by (11:59pm PST)**
- **Tuesday, June 3, 2025: Proposals due by 11:59pm Deadline**

**<https://www.sf.gov/resource--2025--request-proposals-rfp-232>**



# HOW TO APPLY

**Applications will be accepted online only.**

- **Visit: <https://www.sf.gov/information--bid-opportunities>**

**Apply**

**Link to the online application: [OEWD Request for Proposals \(RFP\) 232 Application](#)**

**Need help with the online application? Email us for support at [oezd.procurement@sfgov.org](mailto:oezd.procurement@sfgov.org)**

# Supplier Instructions

**For general questions regarding the  
Supplier registration process, contact the  
User Support Desk 415-944-2442 or email  
[sfcitypartnersupport@sfgov.org](mailto:sfcitypartnersupport@sfgov.org)**

# Supplier Compliance Requirement Instructions

- **City Supplier Registration**
- **Secretary of State (SoS)**
- **Office of Attorney General (OAG)**
- **First Source Hiring Program**
- **Business Tax Compliance (TTX)**
- **Equal Benefits (formerly 12B) Compliance (CMD)**
- **Minimum Compensation Ordinance, Health Care Accountability Ordinance and Health Care Security Ordinance (OLSE)**

# Register to become a City Supplier

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

## Become a Supplier

A guide to becoming a Fully Compliant Supplier.

### 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 a Fully Compliant Supplier

After becoming a Registered Bidder, you can then advance your status to become a Fully Compliant 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 a Fully Compliant 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

Insurance

Payment (Labor and Material)  
Bond

Performance Bond

Sweatfree Contracting Ordinance



SAN FRANCISCO  
OFFICE OF ECONOMIC &  
WORKFORCE DEVELOPMENT

# 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  
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Contract-Related Requirements

First Source Hiring Program

# California Secretary of State (SoS)

## <https://bizfileonline.sos.ca.gov/search/business>

**California**  
Secretary of State

Home

Search

Forms

Help

BusinessUCC

Login

### Business Search

The California Business Search provides access to available information for **corporations**, **limited liability companies** and **limited partnerships** of record with the California Secretary of State, with **free PDF copies** of over 17 million imaged business entity documents, including the most recent imaged Statements of Information filed for Corporations and Limited Liability Companies.

Currently, information for Limited Liability Partnerships (e.g. law firms, architecture firms, engineering firms, public accountancy firms, and land survey firms), General Partnerships, and other entity types are **not contained** in the California Business Search. If you wish to obtain information about LLPs and GPs, submit a Business Entities Order paper form to request copies of filings for these entity types. Note: This search is not intended to serve as a name reservation search. To reserve an entity name, select Forms on the left panel and select Entity Name Reservation ? Corporation, LLC, LP.

#### Basic Search

- A Basic search can be performed using an entity name or entity number. When conducting a search by an entity number, where applicable, **remove "C"** from the entity number. Note, a **basic search** will search **only ACTIVE entities** (Corporations, Limited Liability Companies, Limited Partnerships, Cooperatives, Name Reservations, Foreign Name Reservations, Unincorporated Common Interest Developments, and Out of State Associations). The basic search performs a contains ?keyword? search. The Advanced search allows for a ?starts with? filter. To search entities that have a status other than active or to refine search criteria, use the **Advanced** search feature.

#### Advanced Search

- An Advanced search is required when searching for publicly traded disclosure information or a status other than active.
- An Advanced search allows for searching by specific entity types (e.g., Nonprofit Mutual Benefit Corporation) or by entity groups (e.g., All Corporations) as well as searching by ?begins with? specific search criteria.

**Disclaimer:** Search results are limited to the 500 entities closest matching the entered search criteria. If your desired search result is not found within the 500 entities provided, please refine the search criteria using the Advanced search function for additional results/entities. The California Business Search is updated as documents are approved. The data provided is not a complete or certified record.


Although every attempt has been made to ensure that the information contained in the database is accurate, the Secretary of State's office is not responsible for any loss, consequence, or damage resulting directly or indirectly from reliance on the accuracy, reliability, or timeliness of the information that is provided. All such information is provided "as is." To order certified copies or certificates of status, (1) locate an entity using the search; (2) select Request Certificate in the right-hand detail drawer; and (3) complete your request online.

Advanced ▾

# California Office of the Attorney General (OAG)

<https://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>

State of California  
Department of Justice



Office of the  
Attorney General

HOME ABOUT MEDIA CAREERS REGULATIONS RESOURCES PROGRAMS CONTACT

Registry Search Tool

## Search the Files of the Registry of Charitable Trusts

The Registry Search Tool allows you to query the Registry's database and verify whether a charitable organization or fundraiser has complied with the Attorney General's registration and reporting requirements. You may also review and download records and public filings that a charitable organization or fundraiser has submitted to the Attorney General's Registry of Charitable Trusts. This includes copies of annual registration renewal forms (Form RRF-1), IRS Forms 990, raffle reports and fundraising reports that are in the Registry's database. Information is retrieved from the database in real-time but data and statuses may change intraday as filings are processed.

Potential donors are encouraged to research organizations using this query tool and those available from the [Secretary of State](#), [Franchise Tax Board](#) and [IRS](#) to determine an organization's tax-exempt status and compliance status with all appropriate state and federal agencies. Each agency maintains their own database and independently determines the disposition of organizations relative to their statutory oversight. Each should be considered carefully and collectively to gain the most complete assessment possible. Donors may also benefit from reviewing our [Resources](#) and [Donation Tips](#).

State Charity Registration Number:

SOS/FTB Corporate/Organization Number (numbers only):

FEIN (numbers only):

Organization Name:

DBA:

Program Type:

Record Type:

Registry Status:

County:

City:

State:

ZIP Code:

**Note:** On the organization details page, under **Filings & Correspondence**, if incorrect documents seem to open when you try to download or view them, try clearing your browser's cache and then also refreshing that page. The order of the documents may change, but those two steps should clear up most issues with the links.

[Registry Status Definitions & Search Tips](#) [Downloadable Lists of Charities](#) [Charities Home Page](#)

For more information on how to cure your delinquent status, visit: <https://oag.ca.gov/charities/delinquency>





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# FIRST SOURCE HIRING PROGRAM

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May 16, 2025

<https://sf.gov/comply-first-source-hiring-program>



# WHAT IS THE FIRST SOURCE HIRING PROGRAM?

- **The First Source Hiring Program was enacted into law in 1998 as Chapter 83 of the SF Administrative Code and amended in 2009**
- **Requires covered employers to make good faith efforts toward employing economically disadvantaged San Francisco residents for entry level positions on applicable projects**
- **The San Francisco Workforce Development system provides supply of qualified workers to employers with hiring needs, and gives economically disadvantaged individuals the opportunity to apply for entry-level jobs in San Francisco**



# WHAT IS THE FIRST SOURCE HIRING PROGRAM?

## COVERED EMPLOYERS

- **All businesses with City contracts for goods, services, grants or loans in excess of \$50,000 (*or in excess of \$350,000 for construction contracts*)**
- **Employers engaged in commercial activity in over 25,000 square feet space that involved new construction, an addition, or alteration after April 2001 and resulted in the expansion of entry level positions**
- **Businesses who have leases on City property**



# HOW DOES FIRST SOURCE HIRING WORK?

- **First Source applies to entry level positions that require less than two years of experience**
- **Covered employers submit entry level job descriptions to OEWD's First Source Hiring Program team by submitting a [First Source Workforce Projection Form](#) for every applicable contract**
- **First Source positions are promoted across OEWD's network of community and educational partners**
- **OEWD and partners pre-screen applicants to refer qualified candidates to employers**
- **Employers make a good faith effort to hire First Source candidates**

## 5 STEP PROCESS

1. Complete/submit a [First Source Workforce Projection Form](#) of entry-level positions
2. Register as a First Source Employer with [WorkforceLinkSF](#)
3. Create and submit a job order which includes basic qualifications, wage rate, benefits etc.
4. Make a “good faith effort” to interview and hire referrals from the City’s workforce development system.
5. Submit verification of any hires made with your designated First Source Hiring Specialist.

*Questions? Email or call our Employer Services Team:*

**[Employer.Services@sfgov.org](mailto:Employer.Services@sfgov.org)**

**(415)701-4848 (ask for Employer Services)**

# Supplier Instructions

- **Treasurer and Tax Collector's Office ("TTX")**
- **Contract Monitoring Division ("CMD") Equal Benefits (formerly 12B) Compliance**
- **Office of Labor Standards Enforcement ("OLSE") Minimum Compensation Ordinance, and Health Care Ordinances**

# Supplier Instructions – Business Tax



**Bidder / Supplier ID**



**Connect your Business Account Number to Bidder/Supplier ID**

<https://newbusiness.sfgov.org/vendor>

Are you already registered?

Are you a registered business with a Business Account Number (or Business Registration Certificate)? If so, use the link provided to link your Bidder/Supplier ID Number to your Business Account Number [Click here to enter your BAN and Bidder/Supplier ID Number](#)

# Supplier Instructions – Business Tax

**If you do not have a Business Account Number, complete the questionnaire.**

If you are not registered as a business:

Please answer "Yes" or "No" to the questions below to determine if you are required to register as a business with the Office of the Treasurer & Tax Collector.

Does this business:

- ☐ Yes ☒ No Receive a grant, stipend or honoraria from the SF Arts Commission, as an individual artist or panelist and otherwise does not do business in San Francisco?
- ☐ Yes ☒ No Maintain a fixed place of business within San Francisco?
- ☐ Yes ☒ No Perform work or render services within San Francisco for all or part of any seven days during one tax year?
- ☐ Yes ☒ No Solicit business within San Francisco for all or part of any seven days during one tax year?
- ☐ Yes ☒ No Exercise corporate or franchise powers within San Francisco?
- ☐ Yes ☒ No Own or lease real or personal property within San Francisco for business purposes?
- ☐ Yes ☒ No Regularly maintain a stock of tangible personal property in San Francisco for sale in the ordinary course of business?
- ☐ Yes ☒ No Employ or loan capital on property within San Francisco?
- ☐ Yes ☒ No Liquidate businesses when the liquidators hold themselves out to the public as conducting such business?
- ☐ Yes ☒ No Use streets in San Francisco for business purposes for any part of seven (7) days during the tax year?
- ☐ Yes ☒ No Have more than \$500,000 in total gross receipts allocated to the City during the tax year?

# Supplier Instructions – Business Tax

## CCSF Supplier - Application Form

### In-Lieu of Business Registration

I declare that my business does not need to register with the City and County of San Francisco's Office of the Treasurer & Tax Collector because it does not meet any of the following:

- Maintain a fixed place of business within San Francisco.
- Perform work or render services within San Francisco for all or part of any seven days during one tax year.
- Solicit business within San Francisco for all or part of any seven days during one tax year.
- Exercise corporate or franchise powers within San Francisco.
- Own or lease real or personal property within San Francisco for business purposes.
- Regularly maintain a stock of tangible personal property in San Francisco for sale in the ordinary course of business.
- Employ or loan capital on property within San Francisco.
- Liquidate businesses when the liquidators hold themselves out to the public as conducting such business.
- Use streets in San Francisco for business purposes for any part of seven (7) days during the tax year.
- Have more than \$500,000 in total gross receipts allocated to the City during the tax year.

If the Office of The Treasurer & Tax Collector determines that I am conducting business in San Francisco, the City may either cancel the contract or withhold payment ten days after written notification by the Tax Collector. I declare (or certify) under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am authorized to bind this entity contractually.

Full Name:

Email Address:

Name of Company

Supplier/Bidder ID Number

Mailing Address

City, State, ZIP

Tax ID Number

Telephone Number

Continue

**If you are not required to have a Business Account Number, you will see this form.**

**For assistance:  
TTX.VendorAccounts@sfgov.org**




# Supplier Instructions – Business Tax

- **Registration is required within 15 days after commencing business and renewed annually by May 31st.**
- **To register your business, visit <https://sftreasurer.org/business/register-business>**
- **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'. The main content area is titled 'Register a Business' and features a breadcrumb trail: 'Home > Business > Register a Business'. A 'Print' button is located in the top right corner. On the left, a sidebar lists options: 'Register a Business' (selected), 'First Year Free', 'Renew Business Registration', 'Manage Your Business', 'Taxes & Fees', and 'Tax Collector Regulations'. The main content area contains a paragraph explaining that San Francisco's Business and Tax Regulations require registration within 15 days of commencing business, with renewal by May 31st. A blue button labeled 'New Business Registration Application' is prominently displayed. At the bottom, a note directs users to watch an 'instructional video' on completing the application.

**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](#) > Register a Business [Print](#)

**In this section**

- ▶ Register a Business
- First Year Free
- Renew Business Registration
- Manage Your Business
- Taxes & Fees
- Tax Collector Regulations

## Register a Business

San Francisco's Business and Tax Regulations generally requires that every person engaging in business within the City must register within 15 days after commencing business and renewed every year by May 31st. Business Registration is generally valid for one fiscal year July 1st through June 30th.

[New Business Registration Application](#)

Watch our [instructional video](#) on completing the new business registration application.

# Supplier Instructions – Business Tax

**Selecting "yes" enables our office to ask the Supplier Management Team to link your bidder/supplier ID# with your business account#.**

### Business Identification

Are you establishing this business to be a vendor (City Bidder/Supplier) or participate in procurement processes with the City and County of San Francisco? \* ☒ Yes ☐ No

Supplier ID

Bidder ID

**For Assistance:**

**Email to: [TTX.VendorAccounts@sfgov.org](mailto:TTX.VendorAccounts@sfgov.org)**

# Requirement Before Contracting : Equal Benefits Compliance

Labor and Employment Code Article 131 & 132

Equal Benefits Unit, Contract Monitoring Division (CMD)

☎ 415-581-2310 8:00 a.m. to 5:00 p.m.

✉ [cmd.equalbenefits@sfgov.org](mailto:cmd.equalbenefits@sfgov.org)

💻 [Equal Benefits Program | SF.gov](#)

# What is the Equal Benefits Ordinance, Articles 131 & 132 Labor and Employment Code? ( Formerly known as 12B)

Equal Benefits is a social policy that requires City contractors to provide equal treatment for employer sponsored health and well-being benefits.

City requires Equal Benefits compliance for contracts.

## What Are The Employer Requirements?

If benefits are provided then:

- Employees who are in a domestic partnership are treated the same as married employees in/or related to employee benefits.
- Employees are given the option to add a spouse or domestic partner to employer sponsored benefits when available.
- Proof of relationship/waiting period requirements are applied the same for employees that are married or in a domestic partnership.

# How do I complete Equal Benefits compliance?



1. Start at link [Comply with the Equal Benefits Program | SF.gov](https://www.sf.gov/equalbenefits)



2) Gather and submit the 3 compliance documents

- The total number of employees in U.S.
- Proof of employee count (IRS 941 or W-3)
- Provide a Memorandum that summarizes employee benefits.



3) Complete online declaration

# What if - I do not provide benefits, have zero-employees, or my employees have no partner/spouse – what do I do?

Compliance is required of all firms. However, documenting compliance for a firm in this situation is simpler. For example: if you:

## Do not provide benefits:

- On Declaration respond to question 2A and 2B with “No”

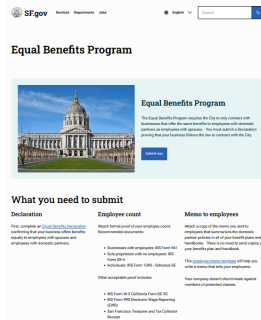
## Have zero employees, provide:

- IRS Form 1040 Schedule SE- Individuals
- or
- Self Certification - more information contact CMD at [cmd.equalbenefits@sfgov.org](mailto:cmd.equalbenefits@sfgov.org)

## Have employees with no partner or spouse:

- Document that if employee marital/partnership status changes, they are still Equal Benefits compliant. This will be declared in the Memorandum to Employees.

# Want more information? Helpful links



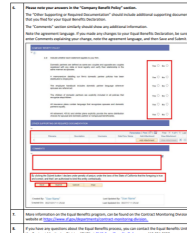
## More info on the Equal Benefits Program –

[Equal Benefits Program | SF.gov](#)



City and County of San Francisco

Managing Your Equal Benefits Declaration



## Step-by-step job aid for Equal Benefits online declaration –

[Managing Your Equal Benefits Declaration v2.9 \(2\)](#)

### Live Help

Call User Support:

Monday – Friday

[415-944-2442](#)

8:30 AM – 5:00 PM

Email User Support:

[sfcitypartnersupport@sfgov.org](mailto:sfcitypartnersupport@sfgov.org)

### One-on-One Labs

Mondays (Except Holidays)

8:30 AM – 5:00 PM

Please make a reservation by

emailing [sfcitypartnersupport@sfgov.org](mailto:sfcitypartnersupport@sfgov.org)

Video conferencing is available by appointment.

## Help from San Francisco City Partner Portal

[helpdesk](#)

**Contact us with any and all questions!**

## **Equal Benefits Unit**

☎ 415-581-2310

✉ [cmd.equalbenefits@sfgov.org](mailto:cmd.equalbenefits@sfgov.org)

💻 [Equal Benefits Program | SF.gov](https://www.sfgov.org/equalbenefits)





# **Minimum Compensation Ordinance (MCO) & Health Care Accountability Ordinance (HCAO)**

**Jade San Diego, Compliance Officer**

**Beverly Popek, Supervising Compliance Officer**



**Office of Labor Standards Enforcement**



# Minimum Compensation Ordinance (MCO)

## **Covered Employer**

- For-profit and nonprofit – 5+ workers (permanent, temporary, etc.) anywhere in the world
- with a City contract
- subcontractors and subtenants need to comply

## **Covered Employee/Worker**

- Anyone working for a covered employer on a City contract
- Working in the US



# Compensation = Wages + Time Off



## Wage Rates:

**7/1/2024-6/30/2025**

**For Profit Rate: \$20.96\***

(Effective 7/1/2025: \$21.54)

**\*\*Non-Profit Rate: \$20.25\***

\*Annual increases occur every July 1

\*\*Rates are contingent on the City's Budget.

## Paid Time Off (PTO)

- 12 days (Accrual rate is 0.04615 hours)
- PTO is the property of the worker

## Unpaid Time Off (UTO)

- 10 days (Accrual rate is 0.03846 hours)
- For use as unpaid sick time



Office of Labor Standards Enforcement



# Health Care Accountability Ordinance (HCAO)

## **Covered Employer:**

- For Profits have 20 or more workers anywhere in the world
- Non-Profits have 50 or more workers anywhere in the world
- Has a City Contract
- Subcontractors and subtenants need to comply

## **Covered Employee:**

- Anyone in the US who works at least 20 hours a week or more on a City Contract for services or on the leased property.



# HCAO's Three Options- Slide 1 of 2

*Employer chooses how to comply with HCAO depending on where the work is performed.*

**Option 1-** Available in all locations in the U.S.

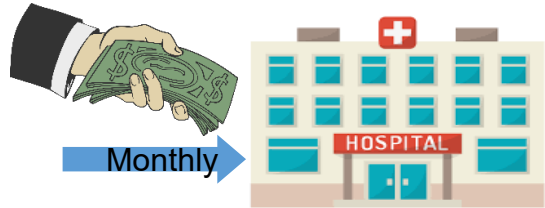
- Offer each covered employee a compliant health plan at no charge to the employee-no later than the first of the month after 30 days.
- Health plan compliance review and answers to HCAO Minimum Standards questions contact Max Gara, Department of Public Health, (628) 271-7517 or [Maxwell.Gara@sfdph.org](mailto:Maxwell.Gara@sfdph.org)



# HCAO's Three Options- Slide 2 of 2

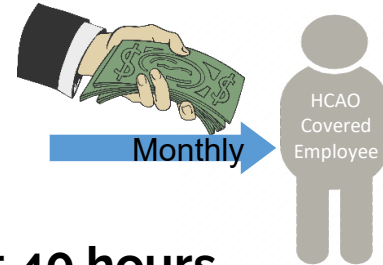
**OPTION 2-** Available for work performed in the CCSF, SFO, or San Bruno Jail

Pay **HCAO Fee Rate** per employee, per hour to SF General Hospital



**OPTION 3-** Only available to employees who do **NOT** work in the CCSF, SFO, or San Bruno Jail

Pay the fee amount directly to employee



- Payments capped at 40 hours per week
- Rates adjusted every July 1<sup>st</sup>
- 7/1/2024-6/30/2025: \$6.75 per hour



# MCO and HCAO Declaration Forms

- To contract with the City and County of San Francisco, both the MCO and HCAO Declaration Forms are required for contracts that are \$25,000 or more.
- By completing the Declaration Forms, you are agreeing to comply with the ordinances when the ordinances apply to your firm.
- A Department can not request a waiver or exemption for the Declaration requirement.



# Compliance Reminders and Resources

OLSE Website: [www.sf.gov/olse](http://www.sf.gov/olse)

MCO Webpage: <https://sf.gov/mco>

HCAO Webpage: <https://sf.gov/hcao>

- Provide employees MCO & HCAO Notices/Posters/Know Your Rights Forms
- MCO and HCAO Webinars, Rules and Regulations, FAQs, etc.
- All posters, forms, more information



Office of Labor Standard Enforcement (OLSE)  
San Francisco City Hall  
1 Dr. Carlton B. Goodlett Place, Room 430  
San Francisco, CA 94102

Phone: (415) 554-7903

Email: [MCO@sfgov.org](mailto:MCO@sfgov.org)  
[HCAO@sfgov.org](mailto:HCAO@sfgov.org)



**Office of Labor Standards Enforcement**



# QUESTIONS?

- **Please submit your questions in the chat.**  
**Our team will answer as many questions as possible at this session; all questions will be logged, answered, and posted to the RFP 232 website.**
- **You may still submit questions until Friday, May 23, 2025, by 12:00 P.M. PST by email ([oezd.procurement@sfgov.org](mailto:oezd.procurement@sfgov.org))**

**<https://www.sf.gov/resource--2025--request-proposals-rfp-232>**



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**Email our team: [oe wd.procurement@sfgov.org](mailto:oe wd.procurement@sfgov.org)**

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