



**Tuesday, October 14, 2025
3:00PM**

**Technical Assistance
Conference
Request for Proposals #234
Community Economic Development; Workforce
Development; and Office of Small Business
Divisions**

RFP Issued: Friday, October 3, 2025

Proposals Due: Friday, November 7, 2025, by 12:00 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 #234

In October 2025, the Office of Economic and Workforce Development (OEWD) issued RFP 234 to solicit proposals across three divisions: Community Economic Development (CED), Workforce Development, and the Office of Small Business (OSB). This solicitation advances programs that strengthen San Francisco's economy, support small businesses, expand workforce opportunities, and foster equitable neighborhood growth.

Program Areas Covered by RFP 234

Applicants may propose under twelve program areas across OEWD's divisions:

A. ScaleUp SF: Training Program for the Growth of Small Businesses in San Francisco	G. Mission Street Food Incubator and Kitchen Capacity Program
B. Community Benefit District – Technical Support	H. Public Safety Academy
C. Citywide Business Outreach and Strengthening Targeting Spanish-language Businesses	I. Industries of Opportunity - Arts and Entertainment
D. Technical Assistance to Small Businesses in Low-Moderate Income Neighborhoods	J. Industries of Opportunity – Education
E. Small Business and Commercial Property Owner Legal Support Services	K. Industries of Opportunity – Urban Agriculture
F. Citywide Business Outreach and Strengthening Targeting Chinese-Language Businesses	L. Manufacture of Legacy Business Brushed-Aluminum Plaques

<https://www.sf.gov/resource--2025--request-proposals-rfp-234>

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 234 website.
- **You may still submit questions until 5:00 P.M. on Friday, October 17, 2025, by email (oewd.procurement@sfgov.org)**

<https://www.sf.gov/resource--2025--request-proposals-rfp-234>

About OEWD'S Community Economic Division

The Community Economic Development (CED) Division of the Office of Economic and Workforce Development (OEWD) fosters inclusive economic growth and neighborhood vitality by supporting locally rooted businesses, entrepreneurs, and community-serving organizations. CED strengthens San Francisco's economic ecosystem through investments that advance equity, build community wealth, and sustain vibrant commercial corridors.

The Division acts as a connector between community-based organizations, small business owners, and City resources—ensuring that all residents and neighborhoods can participate in and benefit from San Francisco's economic opportunities.

The Community Economic Development Division focuses on:

- 1. Neighborhood Revitalization: Investing in small business corridors to strengthen local economies and cultural identity.**
- 2. Small Business Support: Expanding access to affordable technical assistance, legal and leasing guidance, and business development services.**
- 3. Inclusive Entrepreneurship: Promoting programs that empower entrepreneurs from historically underserved communities.**
- 4. Community Partnerships: Collaborating with nonprofits, merchant associations, and cultural institutions to create sustainable economic impact.**
- 5. Equitable Growth: Ensuring San Francisco's economy remains resilient, inclusive, and reflective of the diversity of its people and neighborhoods.**

Learn more about OEWD and its divisions at:

<https://oewd.org>

Program Area A: ScaleUp SF: Training Program for the Growth of Small Businesses in San Francisco (Grant)

**Maximum Funding Request (per applicant):
\$214,000 (1 year)**

Anticipated # of Awards: 7 or more

Total Funding: OEWD expects to allocate \$1,500,000 per year, with an option to extend up to six years of services, not to exceed \$9 million in total.

Eligible Neighborhoods: City-wide

Priority Population(s): Small business owners and entrepreneurs

Eligible Applicants: Nonprofits in good standing with at least 3 years of small business support experience

Who this Program Serves:

Existing San Francisco-based businesses that have:

- **Operated for at least two years with steady sales**
- **Capacity to hire additional staff to support growth**
- **Participated in one of OEWD's business start-up programs within the last three fiscal years**

Who Will Be Funded:

7 or more nonprofit organizations with demonstrated capacity to provide specialized business development support.

Core Service Areas & Program Model

Program Overview: Each funded organization will serve as a subject matter expert in one of six business development areas and collaborate to deliver citywide small business growth programming.

Core Service Areas

1. Business Coaching & Client Onboarding – Assess strengths and weaknesses to prepare growth plans.	4. Branding & Marketing – Develop marketing and branding strategies.
2. Business Strategy Development – Develop and refine growth strategies.	5. Digital Promotion & Web Development – Enhance online presence and marketing tools.
3. Financial & Accounting Coaching – Provide financial management, tax, and lending guidance.	6. Legal & Leasing Support – Support with lease negotiations, legal readiness, and compliance.

Collaborative Model:

- **All 7 grantees will deliver technical assistance and participate in regular peer collaboration meetings.**
- **Each organization contributes to a shared “Action Plan” outlining growth tasks, including sustainability strategies, hiring plans, financial forecasting, and digital presence.**
- **OEWD expects grantees to hire qualified contractors/subject-matter experts and maintain compliance with state registration and Attorney General requirements.**

Performance Metrics

Individual Goals (per grantee)	Collective Goals (all grantees)
75 businesses served annually	75 businesses served (aggregate)
8+ hours of one-on-one counseling per business	56+ hours total per business
75 action plan sections completed	75 full Action Plans completed

Service Area Selection Process

- 1. Applicant shall submit one Proposal per Core Service Area, up to a maximum of three (3) submissions.**
- 2. Qualified Applicants will only be awarded in one (1) Cores Service Area based on score.**
- 3. Should an Applicant be the top scorer for multiple Core Service Areas, then OEWD reserves the sole discretion to determine which Proposal will be awarded to the Applicant. OEWD will award the next highest scoring Proposal for the other Core Service Areas not awarded to such Applicant.**

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

**Maximum Funding Request (per applicant):
\$155,000 (1 year)**

Anticipated # of Awards: 1 or more

Total Funding: OEWD expects to allocate \$155,000 for one year of services, with an option to extend up to six years of services, not to exceed \$930,000 in total.

Eligible Neighborhoods: Citywide

Priority Population(s) or Eligible Applicants: Contractors/Consultants who provide direct support to Community Benefit Districts or Business Improvement Districts.

Services Requested:

- **Provide as-needed technical support to existing and prospective Community Benefit District portfolio.**
- **Assist OEWD Team with formation, renewal, assessment management, and governance.**
- **Offer trainings for CBD staff on compliance, budgeting, and community engagement.**
- **Support OEWD Team with data collection and evaluation of district performance.**

Program Area C: Citywide Business Outreach and Strengthening Targeting Spanish-language Businesses (Grant)

**Maximum Funding Request (per applicant):
\$300,000 (1 year)**

Anticipated # of Awards: 1 or more

Total Funding: OEWD expects to allocate \$300,000 for services.

Eligible Neighborhoods: Citywide for services provided but must have offices in both the Mission and Excelsior neighborhoods.

Priority Population(s): Spanish-speaking small business owners.

Physical Location: San Francisco's Mission and Excelsior neighborhoods.

Services Requested:

- **Provide technical assistance and outreach to Latinx/Spanish-speaking businesses.**
- **Facilitate access to City resources and compliance support.**
- **Offer workshops and multilingual business navigation services.**
- **Conduct corridor activation and business networking events.**
- **Conducting and coordinating activities that complement and enhance existing efforts that support activities that celebrate the areas unique offerings while spurring economic activity.**

Program Area D: Technical Assistance to Small Businesses in Low-Moderate Income Neighborhoods (18B HUD Matrix Code) (Grant)

**Maximum Funding Request (per applicant):
\$200,000 (1 year)**

Anticipated # of Awards: 7 or more

Total Funding: OEWD expects to allocate \$200,000 per year, with an option to extend up to four years of services, not to exceed \$800,000 in total.

Eligible Neighborhoods: San Francisco Bayview, Chinatown, Mission, Tenderloin, Western Addition, South of Market (SoMa), Excelsior neighborhoods.

Priority Population(s): Small businesses, micro-enterprises, and low-moderate income entrepreneurs

Services Requested:

- **Deliver one-on-one business advising, workshops, and group trainings**
- **Support access to capital, permits, and lease negotiations.**
- **Coordinate neighborhood-based entrepreneur support.**
- **Track business performance and stabilization outcomes.**

Program Area E: Small Business and Commercial Property Owner Legal Support Services (Grant)

**Maximum Funding Request (per applicant):
\$250,000 (1 year)**

Anticipated # of Awards: 1 or more

Total Funding: OEWD expects to allocate \$250,000 per year, with an option to extend up to six years of services, not to exceed \$1.5 million in total.

Eligible Neighborhoods: Citywide

Priority Population(s): Small businesses and property owners.

Services Requested:

- **Provide legal advice on leasing, contracts, and disputes.**
- **Develop templates and educational materials on tenant rights.**
- **Offer direct support for lease negotiations and commercial stability.**
- **Coordinate with City partners to strengthen legal resources for small firms.**

Program Area F: Citywide Business Outreach and Strengthening Targeting Chinese-Language Businesses (Grant)

**Maximum Funding Request (per applicant):
\$300,000 (1 year)**

Anticipated # of Awards: 1 or more

Total Funding: OEWD expects to allocate \$300,000 per year, with an option to extend up to six years of services, not to exceed \$1.8 million in total.

Eligible Neighborhoods: Citywide

Priority Population(s): Chinese-speaking small business owners.

Services Requested:

- **Engage with Chinese speaking small businesses and provide technical assistance and referrals.**
- **Strengthen community ties by fostering collaboration among stakeholders, small business owners, and city agencies.**
- **Recruit and grow businesses in key sectors aligned with community goals.**
- **Organize events and activations to boost foot traffic and commercial activity.**

Program Area G: Mission Street Food Incubator and Kitchen Capacity Program (Grant)

**Maximum Funding Request (per applicant):
\$300,000 (1 year)**

Anticipated # of Awards: 1 or more

Total Funding: OEWD expects to allocate \$300,000 per year, with the potential for multi-year funding contingent upon availability.

Eligible Neighborhoods: San Francisco's Mission District.

Priority Population(s): Culinary entrepreneurs, street vendors, and food producers.

Physical Location: San Francisco's Mission District.

Services Requested:

- **Provide access to permitted commissary kitchen space compliant with Planning Code and DPH requirements.**
- **Recruit and support food microentrepreneurs and street vendors along the Mission Street corridor.**
- **Deliver technical assistance and training on business launch, site identification, operations, and state and local compliance.**
- **Offer workshops and one-on-one coaching on business planning, marketing, and food vendor permitting.**
- **Identify compliant CMFO push carts and track measurable outcomes on business launches and growth.**

About OEWD'S Workforce Development Division

The Workforce Development Division of OEWD trains and connects San Franciscans to sustainable jobs with career growth opportunities. The division promotes economic prosperity for all residents, including unemployed, underemployed, and those facing barriers to employment.

The Workforce Division partners with employers, training providers, and community organizations to create equitable pipelines into San Francisco's key industries—construction, health care, hospitality, technology, etc.

The Workforce Development Division focuses on:

- **Training Pipelines:** Preparing residents for in-demand careers through targeted training and skill development.
- **Employer Partnerships:** Connecting businesses with qualified job seekers.
- **Supportive Services:** Addressing barriers to employment with wraparound supports such as job readiness and case management.
- **Equity & Access:** Ensuring historically underserved populations gain entry to sustainable, living-wage careers.

Through these efforts, Workforce Development helps residents achieve long-term self-sufficiency while meeting the evolving labor needs of San Francisco's economy.

Learn more about OEWD and its divisions at:

<https://oewd.org>

Program Area H: Public Safety Academy (Grant)

**Maximum Budget Request (per applicant):
\$1,600,000 (2 years)**

Anticipated # of Awards: 2 or more

Total Funding: OEWD expects to annually allocate \$2,300,000 (up to 2 years), with an option to extend up to six years of services, not to exceed \$6.9 million in total.

Eligible Neighborhoods: City-wide

Priority Population(s): Unemployed or underemployed San Francisco residents seeking public-safety careers.

Physical Location: San Francisco

Services Requested:

- **Offer multiple entry points into the workforce across emergency response, community health, mental and behavioral health, security, and other areas.**
- **Provide training and certification in occupations such as Emergency Medical Technician, Safety Dispatcher, Community Health Worker, Security Guard or Officer, Peer Mental Health Counselor or Behavioral Health Clinician, and other public safety sector occupations.**
- **Develop career pathways and employment placement services.**
- **Partner with public agencies and training institutions.**
- **Collect data on participant employment and certifications.**

Program Area I: Industries of Opportunity - Arts and Entertainment (Grant)

Maximum Budget Request (per applicant): \$350,000 (2 years)

Anticipated # of Awards: 1 or more

Total Funding: OEWD expects to annually allocate \$350,000 (up to 2 years), with an option to up to six years of services, not to exceed \$1.05 million in total.

Eligible Neighborhoods: Citywide

Priority Population(s): Artists and creative agents

Physical Location: San Francisco

Services Requested:

- **Support training and employment in arts, entertainment, and cultural industries.**
- **Provide career pathways and capacity building for creative entrepreneurs.**
- **Offer production, marketing, and planning support for organizations rooted in historically underrepresented communities and building career pathways that sustain the City's cultural identity.**
- **Incorporate culturally responsive curriculum that provides industry-recognized credentials or certifications, competitive wages, transferrable skills, and employer engagement.**

Program Area J: Industries of Opportunity – Education (Grant)

**Maximum Budget Request (per applicant):
\$600,000 (2 years)**

Anticipated # of Awards: 1 or more

Total Funding: OEWD expects to annually allocate \$600,000 (up to 2 years), with an option to extend up to six years of services, not to exceed \$1.8 million in total.

Eligible Neighborhoods: Citywide

Priority Population(s): San Francisco high school graduates pursuing postsecondary education, particularly from high-need neighborhoods, who require financial and academic support to complete their studies and transition into the workforce.

Physical Location: San Francisco

Services Requested:

- **Support students to complete postsecondary education and work experience such as additional financial information, incentives or stipends, and career planning**
- **Provide comprehensive wrap-around financial and educational services such as workshops, trainings, educational seminars, coaching**
- **Develop career pathways and certification support.**
- **Collaborate with schools and training providers.**

Program Area K: Industries of Opportunity – Urban Agriculture (Grant)

Maximum Budget Request: \$250,000 (2 years)

Anticipated # of Awards: 1 or more

Total Funding: OEWD expects to annually allocate \$250,000 (up to 2 years), with an option to extend up to six years of services, not to exceed \$750,000 in total.

Eligible Neighborhoods: Citywide

Priority Population(s): Unemployed or underemployed San Francisco residents seeking urban agriculture careers.

Physical Location: San Francisco

Services Requested:

- **Provide training and job placement in urban agriculture in areas such as cannabis and food systems.**
- **Support business development and job placement for urban growers, distribution sites, manufacturing, and retail.**
- **Develop career pathways and certification support.**
- **Incorporate targeted curriculum that provides industry-recognized credentials or certifications, competitive wages, transferrable skills, and employer engagement.**

About OEWD'S – San Francisco Office of Small Business (OSB)

The San Francisco Office of Small Business (OSB), a division within the Office of Economic and Workforce Development (OEWD), serves as the City's central resource for small businesses—providing direct services, advocacy, and policy leadership to ensure that entrepreneurs can start, operate, and thrive in San Francisco.

As the City's Small Business Assistance Center, OSB connects new and existing business owners to guidance, resources, and programs to strengthen San Francisco's commercial corridors and economic vitality.

OSB Provides support In:

- **Business Counseling** - Providing support with local, state, and federal requirements; connect entrepreneurs to available resources; and provide general guidance for any small business needs.
- **Leasing support** – Support business owners search for a space to open a new business or relocate; review lease agreements; and provide advisement in Letter of Intent and lease negotiations.
- **Permitting assistance** - Help navigating multi-agency City, State, and Federal permitting processes.
- **Policy development and advocacy** - Collaborate with the Small Business Commission, small business owners, and policymakers in spearheading changes to make it easier to start, run, and grow a business in San Francisco.
- **Legacy Establishment** - Support long-standing businesses in San Francisco through marketing, grants, and technical assistance.

Through one-on-one advising, grant programs, technical assistance, and policy reform, OSB champions San Francisco's small businesses as the backbone of the local economy—fostering equitable growth, cultural vibrancy, and neighborhood resilience.

Learn more about OSB and its programs: sf.gov/osb

Program Area L: Manufacture of Legacy Business Brushed-Aluminum Plaques (Professional Services Contract)

**Maximum Budget Request (per applicant):
\$50,000 (4 year)**

Anticipated # of Awards: 1

Total Funding: OEWD expects to allocate \$12,500 per year, totaling \$50,000 for four years of services.

Eligible Neighborhoods: Citywide

Priority Population(s): Legacy business community.

Services Requested:

- **Confirm that the material and installation options for the brushed-aluminum plaques are feasible and ideal; provide alternatives if necessary.**
- **In Adobe Illustrator, make one minor edit to the plaque text.**
- **In Adobe Illustrator, add business information to each plaque – to be provided – prior to manufacture.**
- **Manufacture, or work with a foundry to manufacture, the plaques.**
- **Deliver the manufactured plaques to OEWD; also, provide threaded studs and epoxy for mounting.**

Timeline

- **Friday, October 3, 2025: RFP 234 published on OEWD website**
- **Tuesday, October 14, 2025: Technical Assistance Conference**
- **Friday, October 17, 2025: Deadline to submit substantive questions (5:00pm PST)**
- **Monday, October 20, 2025: Final Q&A posted to RFP website by (11:59pm PST)**
- **Friday, November 7, 2025: Proposals due by 12:00pm PST Deadline**

<https://www.sf.gov/resource--2025--request-proposals-rfp-234>

HOW TO APPLY

Applications will be accepted online only.

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

Current OEWD bid opportunities

[Request for Proposals \(RFP\) #234](#) ***NEW***

Need help with the online application? Email us for support at oewd.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**

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...

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OPTIONAL 14B LBE Certification
for Small Local Businesses


Requirements Based on Your
Annual Business with the City

Contract-Related Requirements

First Source Hiring Program

California Secretary of State (SoS)

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

**California**
Secretary of State

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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>





FIRST SOURCE HIRING PROGRAM

October 14, 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

(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.

Name of Person Signing:

Email Address:

Name of Entity / Individual

Business Name/Disregarded Entity Name:

Tax ID Number

Bidder/Supplier ID Number

Mailing Address

City, State, ZIP

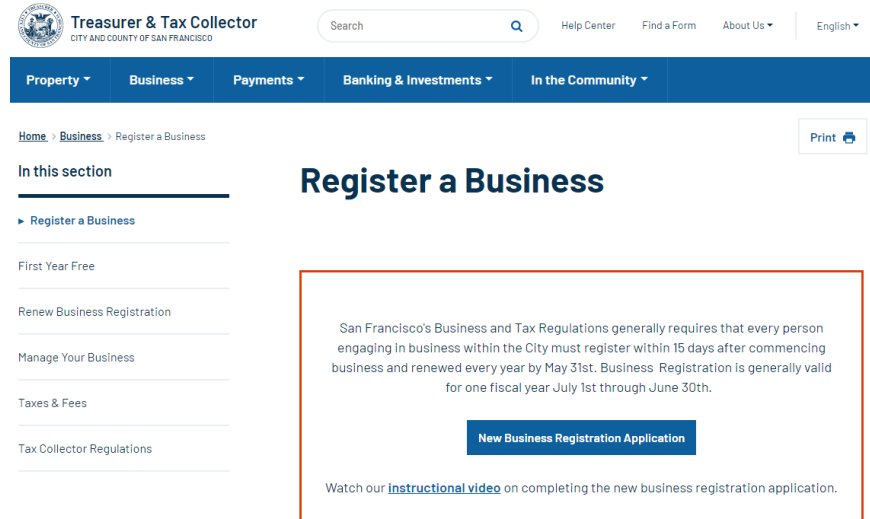
Continue

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 30 days after commencing business and renewed annually by end of February.**
- **To register your business, visit <https://sftreasurer.org/business/register-business>**
- **For additional support, visit the Help Center at the above link.**



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 navigation menu below the header lists 'Property', 'Business', 'Payments', 'Banking & Investments', and 'In the Community'. The 'Business' section is expanded, showing a list of links: 'Home > Business > Register a Business', 'In this section', 'Register a Business', 'First Year Free', 'Renew Business Registration', 'Manage Your Business', 'Taxes & Fees', and 'Tax Collector Regulations'. The 'Register a Business' link is highlighted. To the right of the navigation menu, there is a 'Print' button. The main content area is titled 'Register a Business' and contains a paragraph explaining that San Francisco's Business and Tax Regulations generally require that every person engaging in business within the City must register within 15 days after commencing business and renewed every year by May 31st. Below this text is a blue button labeled 'New Business Registration Application'. At the bottom of the main content area, there is a link to watch an '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

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

 [Equal Benefits Program | SF.gov](http://EqualBenefitsProgram|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”

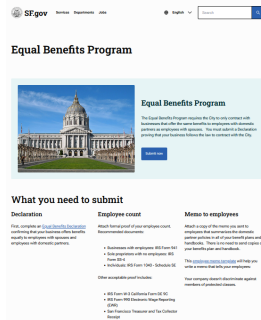
Have zero employees, provide:

- IRS Form 1040 Schedule SE- Individuals
- or
- Self Certification - more information contact CMD at cmd.equalbenefits@sfgov.org

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



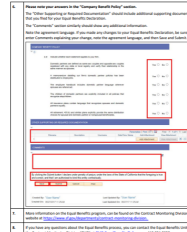
More info on the Equal Benefits Program –

[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

One-on-One Labs

Mondays (Except Holidays)

8:30 AM — 5:00 PM

Please make a reservation by

emailing 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

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



Contract Labor Requirements For OEWD TA Conference 10/14/25 MCO, HCAO, HCSO

Jade San Diego, Compliance Officer

Beverly Popek, Supervising Compliance Officer



Office of Labor Standards Enforcement

OEWD PROGRAM INFORMATION (1 OF 3)

PROGRAM AREA	NAME	CONTRACT TYPE	ELIGIBLE APPLICANTS	LABOR REQUIREMENTS
A	ScaleUp SF: Training Program for the Growth of Small Businesses in San Francisco	Grant	Nonprofit	MCO and HCSO
B	Community Benefit District-Technical Support	Professional Services	Both Nonprofit and For Profit	MCO and HCAO
C	Citywide Business Outreach and Strengthening Targeting Spanish-Language Businesses	Grant	Nonprofit	MCO and HCSO
D	Technical Assistance to Small Businesses in Low-Moderate Income Neighborhoods (18B)	Grant	Nonprofit	MCO and HCSO

OEWD PROGRAM INFORMATION (2 OF 3)

PROGRAM AREA	NAME	CONTRACT TYPE	ELIGIBLE APPLICANTS	LABOR REQUIREMENTS
E	Small Business and Commercial Property Owner Legal Support Services	Grant	Nonprofit	MCO and HCSO
F	Citywide Business Outreach and Strengthening Targeting Chinese- Language Businesses	Grant	Nonprofit	MCO and HCSO
G	Mission Street Food Incubator and Kitchen Capacity Program	Grant	Nonprofit	MCO and HCSO
H	Public Safety Academy	Grant	Nonprofit	MCO and HCSO

OEWD PROGRAM INFORMATION (3 OF 3)

PROGRAM AREA	NAME	CONTRACT TYPE	ELIGIBLE APPLICANTS	LABOR REQUIREMENTS
I	Industries of Opportunity - Arts and Entertainment	Grant	Nonprofit	MCO and HCSO
J	Industries of Opportunity – Education	Grant	Nonprofit	MCO and HCSO
K	Industries of Opportunity – Urban Agriculture	Grant	Nonprofit	MCO and HCSO
L	Manufacture of Legacy Business Brushed-Aluminum Plaques	Professional Services	Both Nonprofit and For Profit	MCO and HCAO

A wide-angle photograph of the Golden Gate Bridge in San Francisco, with the city skyline and hills visible in the background under a clear blue sky.

Minimum Compensation Ordinance (MCO)

Covered Employer

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

Covered Employee/Worker

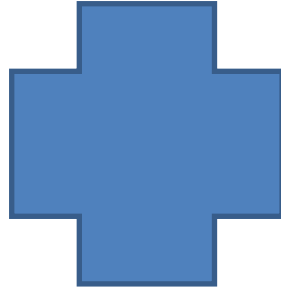
- Anyone working for a covered employer on a City contract
- Working in the US



MCO Compensation*



Wages



Time Off

*Reminder that this information is only for MCO covered employees working on the contract



Office of Labor Standards Enforcement

Wages



For-Profit Wage Rate

7/1/25 – 6/30/26: \$21.54*

Non-Profit Wage Rate:

7/1/25 – 12/31/25: \$21.55*

1/1/26 – 6/30/26: \$23.00**

*Annual increases occur every July 1

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



Office of Labor Standards Enforcement

Time Off

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





Health Care Accountability Ordinance (HCAO)

Covered Employer

- For Profits have 20 or more workers in the world
- Non-Profits have 50 or more workers in the world
- Has a City Contract
 - If a nonprofit with a City Grant, then Exempt from HCAO but may need to comply with HCSO
- Subcontractors and subtenants need to comply





Health Care Accountability Ordinance (HCAO)

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.

Keep in Mind:

- Work hours that fluctuate from week to week are Covered Employees if the average number of hours per week during applicable month is 20 hours or more.



When do I have to start complying?

Compliance must begin no later than the first of the month that begins after 30 days from the start of employment on a covered contract



HCAO Requirements 1/3



Option 1 - For all locations in the US

- 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.
- A compliant health plan meets all of the HCAO Minimum Standards – <https://sf.gov/information/understand-health-care-accountability-ordinance>
- 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



HCAO Requirements – 2/3

Option 2 - Only available for work performed in the City & County of San Francisco (CCSF), San Bruno Jail, or at SFO

Pay **HCAO Fee Rate** per employee, per hour to Department of Public Health (DPH), capped at 40 hours per week.

- **7/1/25 – 6/30/26: \$7.50, max cap \$300 per week**
- Rate adjusted every July 1
- Pay to be in compliance – **not a benefit or \$ for worker**



HCAO Requirements – 3/3

Option 3 – For work performed NOT in CCSF, SFO, or San Bruno Jail

Pay the HCAO fee amount directly to employee, capped at 40 hours per week

- **7/1/25 – 6/30/26: \$7.50, max cap \$300 per week**
- Rate adjusted every July 1





Health Care **Security** Ordinance (**HCSO**)

Non-Profits

Grants to **NON-PROFITS** are **exempt** from HCAO but company may need to comply with HCSO -CCSF citywide labor law

For-Profits

Grants to **FOR-PROFITS** need to comply with HCAO and maybe HCSO

Health Care Security Ordinance (HCSO): hcsso@sfgov.org or (415) 554-7892



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

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

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

HCSO Webpage: <http://sf.gov/hcso>



- Provide employees MCO & HCAO Notices/Posters/Know Your Rights Forms
- Rules and Regulations, FAQs, more information
- On-Demand Videos

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
hcao@sfgov.org
hcso@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 via chat; all questions will be logged, answered, and posted to the RFP 234 website.
- **You may still submit substantive questions until Friday, October 17, 2025, by 5:00 P.M. PST by email (oezd.procurement@sfgov.org)**

<https://www.sf.gov/resource--2025--request-proposals-rfp-234>



SAN FRANCISCO

OFFICE OF ECONOMIC & WORKFORCE DEVELOPMENT

<https://www.sf.gov/resource--2025--request-proposals-rfp-234>

Email our team: oe wd.procurement@sfgov.org

Subscribe for updates at: <https://www.sf.gov/departments--office-economic-and-workforce-development>

About

OEWD'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.

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