



Monday, March 2, 2026

2:00PM

**Technical Assistance
Conference
Request for Proposals #235
Workforce Development**

RFP Issued: Thursday, February 19, 2026

Proposals Due: Wednesday, March 25, 2026, by 12:00 P.M. PDT

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**

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 #235

In February 2026, the Office of Economic and Workforce Development (OEWD) issued Request for Proposals (RFP) #235 to solicit proposals for citywide workforce development programs and professional services administered through OEWD's Workforce Development Division. RFP 235 advances San Francisco's workforce system by supporting coordinated Job Center services, sector-based occupational skills training, career pathways, and system alignment initiatives that serve adult job seekers, young adults, dislocated workers, and employers. This solicitation prioritizes equity, access, and alignment with labor market demand, with an emphasis on serving San Francisco residents facing barriers to employment.

Program Areas Covered by RFP 235

Applicants may submit proposals under the following program areas:

Workforce Development Division – Grants

Job Center & Access Programs

A. Centralized Job Center (CJC)
B. Young Adult Job Center (YAJC)
C. Specialized Job Center (SJC)
D. Work-Based Learning Center
E. Disability Services Coordinator (DSC)

Workforce Development Division – Grants
Sector & CityBuild Programs

F. HealthCare Academy – Occupational Skills Training	N. San Francisco Climate Academy
G. Hospitality Initiative – Occupational Skills Training	O. Construction Career Pathways
H. TechSF – Occupational Skills Training	P. CityBuild Academy – Occupational Skills Training
I. TechSF – Sector Workforce On-Ramp	Q. CityBuild OST – Specialized Trades
J. Sector Workforce Registered Apprenticeship	R. CityBuild OST – Multi-Craft Core Curriculum (MC3)
K. Industries of Opportunity – Occupational Skills Training	S. Construction Career Advancement and Retention Program
L. San Francisco Bay Occupations and Apprenticeship Training (SFBOAT)	T. Construction Administrative and Professional Services Academy (CAPSA)
M. San Francisco Business Academy (SFBA)	U. Violence Prevention On-Ramp

***Occupational Skills Training:** Career-focused instruction that prepares participants with the technical skills and competencies needed for employment in specific occupations or industry sectors. Training is aligned with labor market demand and typically leads to industry-recognized credentials, employment, or advancement opportunities.

Workforce Development Division – Professional Services Contracts

V. One Stop Operator
W. Planning and Designing Workforce Services
X. Grant Development Services
Y. Workforce Services Compliance and Policy Analysis

<https://www.sf.gov/resource--2026--request-proposals-rfp-235>

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 235 website.**
- **You may still submit questions until 5:00 P.M. on Friday, March 13, 2026, by email (oezd.procurement@sfgov.org)**

<https://www.sf.gov/resource--2026--request-proposals-rfp-235>

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, healthcare, 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 A: Centralized Job Center (Grant)

Maximum Budget Request (per applicant):
\$150,000 – \$3,250,000 (per year)

Anticipated # of Awards: 5 or more

Total Funding: OEWD anticipates allocating \$6,500,000 annually, totaling \$26,000,000 over the initial four-year term, with an option to extend up to two years of services, not to exceed \$39 million in total.

Funding Source: City General Fund, Workforce Innovation and Opportunity Act (WIOA), other federal/state sources

Eligible Neighborhoods: City-wide

Eligible Applicants: Nonprofit organizations

Physical Location: San Francisco

Services Requested:

- Provide neighborhood-based employment services as well as centralized access to an array of light-touch services and referrals to supportive services and resources.
- Deliver WIOA-required career services such as job readiness, job search assistance, training referrals, and job placement.
- Coordinate referrals to sector-based training programs, supportive services, and community partners.
- Provide follow-up and retention services to support sustained employment outcomes.
- Collect, track, and report participant data and performance outcomes in OEWD-designated systems.
- Option to apply and also serve as a Federal-and State-recognized Comprehensive America's Job Center of California (Comprehensive AJCC) and/or to serve as the administrator of Individual Training Accounts (ITA) and On-the-Job Training (OJT) funds, if interested.

Program Area B: Young Adult Job Center (Grant)

Maximum Budget Request (per applicant):
\$150,000 – \$1,000,000 (per year)

Anticipated # of Awards: 5 - 7

Total Funding: OEWD anticipates allocating \$2,000,000 annually, totaling \$8,000,000 over the initial four-year term, not to exceed \$12 million in total.

Funding Source: City General Fund, Workforce Innovation and Opportunity Act (WIOA), other federal/state sources

Eligible Neighborhoods: City-wide

Eligible Applicants: Nonprofit organizations

Physical Location: San Francisco

Services Requested:

- Deliver comprehensive workforce services tailored to young adults ages 16–24.
- Provide career exploration, career pathway navigation, and individualized service planning aligned with participant interests and labor market demand.
- Offer paid and unpaid work experience, subsidized employment, and referrals to occupational skills training, apprenticeships, or postsecondary education.
- Provide intensive case management, mentoring, and supportive services to address barriers to participation and completion.
- Support placement into employment or training/education and provide follow-up and retention services.

Program Area C: Specialized Job Center (Grant)

Maximum Budget Request (per applicant):
\$150,000 – \$650,000 (per year)

Anticipated # of Awards: 2 – 6

Total Funding: OEWD anticipates allocating \$1,300,000 annually, totaling \$2,600,000 over the initial two-year term, with an option to extend up to four years of services, not to exceed \$7.8 million in total.

Funding Source: City General Fund, Workforce Innovation and Opportunity Act (WIOA), other federal/state sources

Eligible Neighborhoods: City-wide

Eligible Applicants: Nonprofit organizations

Physical Location: San Francisco

Applicants can apply for the both the Specialized Job Center or the Disability Services Coordinator Program Areas, but they shall be eligible to receive only one (1) of those awards.

Services Requested:

- Deliver workforce services tailored to specific priority populations using culturally responsive and trauma-informed approaches, which may include but are not limited to the following specialized populations: individuals with disabilities, individuals involved with the justice system, or veterans.
- Conduct targeted outreach, intake, eligibility determination, and assessments appropriate to the population served. Provide individualized case management, career planning, and referrals to training and supportive services.
- Coordinate with community-based organizations, City agencies, and workforce partners to ensure seamless service delivery.
- Support employment placement, retention, and advancement and track participant outcomes.

Program Area D: Work-Based Learning Center (Grant)

Maximum Budget Request (per applicant):
\$150,000 – \$437,500 (per year)

Anticipated # of Awards: 2 - 6

Total Funding: OEWD anticipates allocating \$875,000 annually, totaling \$3,500,000 over the initial four-year term, with an option to extend up to two years of services, not to exceed \$5,250,000 in total.

Funding Source: City General Fund, Workforce Innovation and Opportunity Act (WIOA), other federal/state sources

Eligible Neighborhoods: City-wide

Eligible Applicants: Nonprofit organizations

Physical Location: San Francisco

Services Requested:

- Design and manage paid work-based learning opportunities focused on young adults, such as paid internships, on-the-job training, subsidized employment, pre-apprenticeship and/or apprenticeship
- Partner with employers to create structured work experiences aligned with industry needs and career pathways within targeted industry sectors that can include, but are not limited to Healthcare and Social Assistance, Professional Scientific Technical, Administrative and Support Services, Hospitality, Professional and Business Services, and Entrepreneurship.
- Recruit, assess, and place participants into work-based learning opportunities.
- Provide job readiness training, workplace coaching, and ongoing support to participants and employers.
- Support transitions into unsubsidized employment, training, or apprenticeships and track outcomes.

Program Area E: Disability Services Coordinator (Grant)

Maximum Budget Request (per applicant):
\$150,000 - \$325,000 (per year)

Anticipated # of Awards: 1

Total Funding: OEWD anticipates allocating \$325,000 annually, totaling \$1,300,000 over the initial four-year term, with an option to extend up to two years of services, not to exceed \$1,950,000 in total.

Funding Source: City General Fund, Workforce Innovation and Opportunity Act (WIOA), other federal/state sources

Eligible Neighborhoods: City-wide

Eligible Applicants: Nonprofit organizations

Physical Location: San Francisco

Applicants can apply for the both the Specialized Job Center or the Disability Services Coordinator Program Areas, but they shall be eligible to receive only one (1) of those awards.

Services Requested:

- Coordinate disability access and inclusion efforts across OEWD-funded workforce programs.
- Provide technical assistance and training to service providers on disability inclusion, reasonable accommodations, and ADA compliance.
- Provide direct workforce development services and support employment placement, retention, and advancement and track participant outcomes.
- Support coordination and provision of accommodations for participants with disabilities.
- Serve as a liaison with disability-serving partners, including the Department of Rehabilitation.
- Track access, participation, and employment outcomes for participants with disabilities.
- Administer the Social Security Administration's Ticket to Work program

Program Area F: HealthCare Academy Occupational Skills Training (Grant)

Maximum Budget Request (per applicant):
\$150,000 – \$950,000 (per year)

Anticipated # of Awards: 5 - 8

Total Funding: OEWD anticipates allocating \$1,900,000 annually, totaling \$7,600,000 over the initial four-year term, with an option to extend up to two years of services, not to exceed \$11,400,000 in total.

Funding Source: City General Fund, Workforce Innovation and Opportunity Act (WIOA), other federal/state sources

Eligible Neighborhoods: City-wide

Eligible Applicants: Nonprofit organizations

Physical Location: San Francisco

Services Requested:

- Deliver industry-aligned occupational skills training for in-demand clinical and non-clinical healthcare occupations, such as Home Health Aides, Medical Assistants, CNAs, Nurses, Pharmacy and Dental Assistants, Radiologic and Veterinary Technicians, Community Health Workers, and more.
- Provide classroom and hands-on training leading to industry-recognized healthcare credentials or certifications.
- Subject Matter Expert will lead sector-specific industry engagement and partnerships, outreach and coordination for related large events and initiatives, and provide direct placement services
- Applicants may choose to apply to provide Occupational Skills Training only, or to provide both Occupational Skills Training and Subject Matter Expert services.
- Partner with healthcare employers and training institutions to align curriculum with hiring needs.
- Provide case management and supportive services to support training completion.
- Support job placement, retention, and advancement in healthcare career pathways.

Program Area G: Hospitality Initiative – Occupational Skills Training (Grant)

Maximum Budget Request (per applicant):
\$150,000 – \$825,000 (per year)

Anticipated # of Awards: 5 - 8

Total Funding: OEWD anticipates allocating \$1,650,000 annually, totaling \$6,600,000 over the initial four-year term, with an option to extend up to two years of services, not to exceed \$9,900,000 in total.

Funding Source: City General Fund, Workforce Innovation and Opportunity Act (WIOA), other federal/state sources

Eligible Neighborhoods: City-wide

Eligible Applicants: Nonprofit organizations

Physical Location: San Francisco

Services Requested:

- Deliver industry-aligned occupational skills training for in-demand hospitality occupations such as Food and Beverage Services, Hotel Guest Services and Accommodations, Commercial Cleaning, Facilities Safety/Security, and other related occupations.
- Provide hands-on training, certifications, and structured work-based learning aligned with employer standards and local hiring needs.
- Subject Matter Expert will lead sector-specific industry engagement and partnerships, outreach and coordination for related large events and initiatives, and provide direct placement services.
- Applicants may choose to apply to provide Occupational Skills Training only, or to provide both Occupational Skills Training and Subject Matter Expert services.
- Partner with hospitality employers, labor organizations, and industry groups to align curriculum and support job placement.
- Provide case management and supportive services to support training completion.
- Support job placement, retention, and advancement through follow-up services.

Program Area H: TechSF Occupational Skills Training (Grant)

Maximum Budget Request (per applicant):
\$150,000 - \$475,000 (per year)

Anticipated # of Awards: 4 - 8

Total Funding: OEWD anticipates allocating \$950,000 annually, totaling \$1,900,000 over the initial two-year term, with an option to extend up to four years of services, not to exceed \$5,700,000 in total.

Funding Source: City General Fund, Workforce Innovation and Opportunity Act (WIOA), other federal/state sources

Eligible Neighborhoods: City-wide

Eligible Applicants: Nonprofit organizations

Physical Location: San Francisco

Services Requested:

- Deliver occupational skills training aligned with high-demand technology occupations at the foundational and intermediate levels, such as information security, data analytics, information technology, project management, and programming.
- Support attainment of industry-recognized credentials, certifications, or measurable technical skill gains.
- Subject Matter Expert will lead sector-specific industry engagement and partnerships, outreach and coordination for related large events and initiatives, and provide direct placement services.
- Applicants may choose to apply to provide Occupational Skills Training only, or to provide both Occupational Skills Training and Subject Matter Expert services.
- Partner with technology employers and training providers to ensure curriculum relevance and hiring alignment.
- Provide career coaching, job readiness support, and placement assistance.
- Track training completion, credential attainment, and employment outcomes.

Program Area I: TechSF Sector Workforce On-Ramp (Grant)

Maximum Budget Request (per applicant):
\$150,000 - \$600,000 (per year)

Anticipated # of Awards: 3 - 6

Total Funding: OEWD anticipates allocating \$1,200,000 annually, totaling \$2,400,000 over the initial two-year term, with an option to extend up to four years of services, not to exceed \$7,200,000 in total.

Funding Source: City General Fund, Workforce Innovation and Opportunity Act (WIOA), other federal/state sources

Eligible Neighborhoods: City-wide

Eligible Applicants: Nonprofit organizations

Physical Location: San Francisco

Services Requested:

- Provide sector-specific on-ramp programming that introduces participants to technology career pathways.
- Deliver contextualized training and career exploration that equips participants with academic and technical skills
- Support participant transitions into occupational skills training, apprenticeships, education, or entry-level employment.
- Partner with employers, education institutions, and training providers to align pathway progression.
- Track participant engagement and progression along career pathways.

Program Area J: Sector Workforce Registered Apprenticeship (Grant)

Maximum Budget Request (per applicant):
\$150,000 - \$500,000 (per year)

Anticipated # of Awards: 1

Total Funding: OEWD anticipates allocating \$500,000 annually, totaling \$1,000,000 over the initial two-year term, with an option to extend up to four years of services, not to exceed \$3,000,000 in total.

Funding Source: City General Fund, Workforce Innovation and Opportunity Act (WIOA), other federal/state sources

Eligible Neighborhoods: City-wide

Eligible Applicants: Nonprofit organizations

Physical Location: San Francisco

Services Requested:

- Develop, support, or expand registered pre-apprenticeship and/or apprenticeship programs in priority industry sectors.
- Partner with employers, labor unions, and apprenticeship sponsors to recruit and retain participants.
- Provide career coaching, supportive services, and job placement assistance.
- Support successful apprenticeship enrollment, completion, and transition to employment.
- Track apprenticeship participation and completion outcomes.

Program Area K: Industries of Opportunity Occupational Skills Training (Grant)

Maximum Budget Request (per applicant):
\$150,000 - \$1,100,000 (per year)

Anticipated # of Awards: 5 - 8

Total Funding: OEWD anticipates allocating \$2,200,000 annually, totaling \$4,400,000 over the initial two-year term, with an option to extend up to four years of services, not to exceed \$13,200,000 in total.

Funding Source: City General Fund, Workforce Innovation and Opportunity Act (WIOA), other federal/state sources

Eligible Neighborhoods: City-wide

Eligible Applicants: Nonprofit organizations

Physical Location: San Francisco

Services Requested:

- Deliver occupational skills training in emerging and high-growth industries aligned with labor market demand, such as social services, transportation and logistics, early childhood education, maintenance and repair, personal care and service, entrepreneurship and work-owned cooperatives.
- Provide entry- and mid-level career pathways leading to credentials or employment.
- Partner with employers to align training with hiring needs and job quality standards.
- Provide supportive services to address barriers to training completion.
- Support job placement, retention, and advancement into living-wage employment.

Program Area L: San Francisco Bay Occupations and Apprenticeship Training (SFBOAT) (Grant)

Maximum Budget Request (per applicant):
\$150,000 - \$500,000 (per year)

Anticipated # of Awards: 1 - 2

Total Funding: OEWD anticipates allocating \$500,000 annually, totaling \$1,000,000 over the initial two-year term, with an option to extend up to four years of services, not to exceed \$3,000,000 in total.

Funding Source: City General Fund, Workforce Innovation and Opportunity Act (WIOA), other federal/state sources

Eligible Neighborhoods: City-wide

Eligible Applicants: Nonprofit organizations

Physical Location: San Francisco

Services Requested:

- Deliver occupational training and apprenticeship pathways for maritime and waterfront-related occupations.
- Partner with maritime employers, unions, and training institutions to align instruction with industry needs.
- Support participant recruitment, training completion, and placement into employment or apprenticeships.
- Provide case management and supportive services.
- Track credentials, employment placement, and retention outcomes.

Program Area M: San Francisco Business Academy (SFBA) (Grant)

Maximum Budget Request (per applicant):
\$150,000 - \$500,000 (per year)

Anticipated # of Awards: 1 - 3

Total Funding: OEWD anticipates allocating \$500,000 annually, totaling \$1,000,000 over the initial two-year term, with an option to extend up to four years of services, not to exceed \$3,000,000 in total.

Funding Source: City General Fund, Workforce Innovation and Opportunity Act (WIOA), other federal/state sources

Eligible Neighborhoods: City-wide

Eligible Applicants: Nonprofit organizations

Physical Location: San Francisco

Services Requested:

- Deliver training focused on administrative, professional, and business-support occupations, such as financial services, legal services, real estate, and management and administration.
- Provide skill development aligned with employer demand, including office operations, finance, and management support roles.
- Partner with employers to facilitate job placement and advancement opportunities.
- Provide career coaching and supportive services.
- Track credential attainment, employment placement, and career advancement outcomes.

Program Area N: San Francisco Climate Academy (Grant)

Maximum Budget Request (per applicant):
\$150,000 - \$500,000 (per year)

Anticipated # of Awards: 1 - 3

Total Funding: OEWD anticipates allocating \$500,000 annually, totaling \$1,000,000 over the initial two-year term, with an option to extend up to four years of services, not to exceed \$3,000,000 in total.

Funding Source: City General Fund, Workforce Innovation and Opportunity Act (WIOA), other federal/state sources

Eligible Neighborhoods: City-wide

Eligible Applicants: Nonprofit organizations

Physical Location: San Francisco

Services Requested:

- Deliver workforce training aligned with climate, sustainability, and green economy careers, such as clean technology, utilities, and agriculture.
- Provide industry-aligned instruction leading to credentials or employment in climate-related occupations.
- Partner with public agencies, employers, and training institutions to support hiring pathways.
- Provide supportive services and career coaching.
- Track placement, retention, and career advancement outcomes.

Program Area O: Construction Career Pathways (Grant)

Maximum Budget Request (per applicant):
\$1,000,000 (per year)

Anticipated # of Awards: 1

Total Funding: OEWD anticipates allocating \$1,000,000 annually, totaling \$4,000,000 over the initial four-year term, with an option to extend up to two years of services, not to exceed \$6,000,000 in total.

Funding Source: City General Fund

Eligible Neighborhoods: City-wide

Eligible Applicants: Nonprofit organizations

Physical Location: San Francisco

Services Requested:

- Provide comprehensive construction career pathway services, including recruitment, assessment, and job readiness training.
- Partner with sector stakeholders to support entry into construction careers.
- Deliver supportive services to address barriers to entry.

Program Area P: CityBuild Academy Occupational Skills Training (Grant)

**Maximum Budget Request (per applicant):
\$500,000 (per year)**

Anticipated # of Awards: 1

Total Funding: OEWD anticipates allocating \$500,000 annually, totaling \$2,000,000 over the initial four-year term, with an option to extend up to two years of services, not to exceed \$3,000,000 in total.

Funding Source: City General Fund

Eligible Neighborhoods: City-wide

Eligible Applicants: Nonprofit organizations

Physical Location: San Francisco

Services Requested:

- Deliver CityBuild-aligned occupational skills training for construction careers.
- Provide industry-recognized certifications and hands-on training.
- Coordinate day-to-day operations with CityBuild team.
- Collaborate with CityBuild service providers to support participant success and retention in training.

Program Area Q: CityBuild OST Specialized Trades (Grant)

**Maximum Budget Request (per applicant):
\$400,000 (per year)**

Anticipated # of Awards: 1

Total Funding: OEWD anticipates allocating \$400,000 annually, totaling \$1,600,000 over the initial four-year term, with an option to extend up to two years of services, not to exceed \$2,400,000 in total.

Funding Source: City General Fund

Eligible Neighborhoods: City-wide

Eligible Applicants: Nonprofit organizations

Physical Location: San Francisco

Services Requested:

- Coordinate with industry specialized trade training providers that aligns with specific construction occupations.
- Provide hands on instruction and credential attainment opportunities.
- Identify special training needs based on industry opportunities for pathways into apprenticeship.
- Coordinate with OEWD to provide apprenticeship outcomes.

Program Area R: CityBuild OST – Multi-Craft Core Curriculum (MC3) (Grant)

Maximum Budget Request (per applicant):
\$110,000 (per year)

Anticipated # of Awards: 1

Total Funding: OEWD anticipates allocating \$110,000 annually, totaling \$440,000 over the initial four-year term, with an option to extend up to two years of services, not to exceed \$660,000 in total.

Funding Source: City General Fund

Eligible Neighborhoods: City-wide

Eligible Applicants: Nonprofit organizations

Physical Location: San Francisco

Services Requested:

- Deliver MC3 pre-apprenticeship curriculum aligned with national and local standards.
- Prepare participants for entry into registered apprenticeships.
- Coordinate closely with labor organizations and apprenticeship sponsors.
- Track apprenticeship entry and employment outcomes.

Program Area S: Construction Career Advancement and Retention Program (Grant)

**Maximum Budget Request (per applicant):
\$275,000 (per year)**

Anticipated # of Awards: 1

Total Funding: OEWD anticipates allocating \$275,000 annually, totaling \$1,100,000 over the initial four-year term, with an option to extend up to two years of services, not to exceed \$1,650,000 in total.

Funding Source: City General Fund

Eligible Neighborhoods: City-wide

Eligible Applicants: Nonprofit organizations

Physical Location: San Francisco

Services Requested:

- Provide retention and advancement services for graduates of the CityBuild Academy.
- Support career mobility through coaching, skill upgrading, and credential attainment.
- Address workplace barriers impacting retention and advancement.
- Partner with employers and labor organizations.
- Track advancement, wage progression, and retention outcomes.

Program Area T: Construction Administrative and Professional Services Academy (CAPSA) (Grant)

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

Anticipated # of Awards: 1

Total Funding: OEWD anticipates allocating \$300,000 annually, totaling \$1,200,000 over the initial four-year term, with an option to extend up to two years of services, not to exceed \$1,800,000 in total.

Funding Source: City General Fund

Eligible Neighborhoods: City-wide

Eligible Applicants: Nonprofit organizations

Physical Location: San Francisco

Services Requested:

- Deliver training for administrative and professional roles within the construction sector.
- Provide skill development aligned with employer needs.
- Support placement into administrative and professional construction roles.
- Provide career coaching and supportive services.
- Track placement and advancement outcomes.

Program Area U: Violence Prevention On-Ramp (Grant)

**Maximum Budget Request (per applicant):
\$150,000 (per year)**

Anticipated # of Awards: 1

Total Funding: OEWD anticipates allocating \$150,000 annually, totaling \$600,000 over the initial four-year term, with an option to extend up to two years of services, not to exceed \$900,000 in total.

Funding Source: City General Fund

Eligible Neighborhoods: City-wide

Eligible Applicants: Nonprofit organizations

Physical Location: San Francisco

Services Requested:

- Provide workforce on-ramp programming for individuals connected to violence prevention efforts.
- Deliver paid training, career readiness, and supportive services.
- Support transitions into employment, training, or apprenticeship pathways.
- Partner with violence prevention and workforce service providers.
- Track placement, retention, and participant stabilization outcomes.

Program Area V: One Stop Operator (Professional Service Contract)

Maximum Budget Request (per applicant):
\$125,000 (per year)

Anticipated # of Awards: 1

Total Funding: OEWD anticipates allocating up to \$125,000 annually, for a total amount not to exceed \$500,000 over a four-year as-needed term.

Funding Source: City General Fund, Workforce Innovation and Opportunity Act (WIOA), other sources

Eligible Applicants: Nonprofit organizations/ For-profits

Physical Location: San Francisco

Services Requested:

- Coordinate service delivery among WIOA Core Partners and OEWD-funded workforce providers to ensure an integrated One-Stop system.
- Facilitate referrals, communication, and alignment within the Centralized Job Center.
- Support implementation of WIOA One-Stop requirements, including service integration and customer flow.
- Provide training, technical assistance, and facilitation to workforce partners.
- Support system-wide performance management, compliance, and continuous improvement.

Program Area W: Planning and Designing Workforce Services (Professional Service Contract)

Maximum Budget Request (per applicant):
\$6,250 - \$25,000 (per year)

Anticipated # of Awards: 1 - 4

Total Funding: OEWD anticipates allocating up to \$25,000 annually, for a total amount not to exceed \$100,000 over a four-year as-needed term.

Funding Source: City General Fund, Workforce Innovation and Opportunity Act (WIOA), other sources

Eligible Applicants: Nonprofit organizations/ For-profits

Services Requested:

- Design, refine, and document workforce service models and delivery frameworks aligned with OEWD priorities, funding requirements, and labor market needs.
- Conduct needs assessments, environmental scans, and system mapping to identify service gaps, overlaps, and opportunities for innovation.
- Facilitate stakeholder engagement processes, including convenings, interviews, and workshops with City departments, service providers, employers, and community partners.
- Develop implementation strategies, tools, and guidance to support effective rollout of new or revised workforce initiatives.
- Provide subject-matter expertise to support OEWD planning efforts, procurement development, and strategic initiatives.

Program Area X: Grant Development Services (Professional Service Contract)

Maximum Budget Request (per applicant):
\$6,250 - \$25,000 (per year)

Anticipated # of Awards: 1 - 4

Total Funding: OEWD anticipates allocating up to \$25,000 annually, for a total amount not to exceed \$100,000 over a four-year as-needed term.

Funding Source: City General Fund

Eligible Applicants: Nonprofit organizations/ For-profits

Services Requested:

- Identify and assess public and private funding opportunities aligned with OEWD's workforce development and economic equity priorities.
- Support development of grant strategies, including alignment of proposed activities with funder requirements and workforce system goals.
- Provide grant writing support, including drafting narratives, budgets, and required attachments for funding applications.
- Assist with preparation, coordination, and submission of grant applications, including multi-partner or collaborative proposals.
- Align grant development activities with OEWD's broader workforce system strategy and long-term sustainability goals.

Program Area Y: Workforce Services Compliance and Policy Analysis (Professional Service Contract)

Maximum Budget Request (per applicant):
\$6,250 - \$25,000 (per year)

Anticipated # of Awards: 1 - 4

Total Funding: OEWD anticipates allocating up to \$25,000 annually, for a total amount not to exceed \$100,000 over a four-year as-needed term.

Funding Source: City General Fund, other federal/ state sources

Eligible Applicants: Nonprofit organizations/ For-profits

Services Requested:

- Review and analyze workforce program compliance requirements across local, state, and federal funding sources, including WIOA and other applicable regulations.
- Assess OEWD and provider policies, procedures, and practices for regulatory alignment and risk mitigation.
- Develop compliance tools, guidance documents, and technical assistance materials to support providers and internal staff.
- Provide policy analysis and recommendations to strengthen compliance, accountability, and operational effectiveness.
- Support OEWD oversight, monitoring, and risk management activities through analysis and advisory support.

Timeline

- **Thursday, February 19, 2026: RFP 235 published on OEWD website**
- **Monday, March 2, 2026: Technical Assistance Conference (2:00pm PST)**
- **Friday, March 13, 2026: Deadline to submit substantive questions (5:00pm PDT)**
- **Tuesday, March 17, 2026: Final Q&A posted to RFP website by (5:00pm PDT)**
- **Wednesday, March 25, 2026: Proposals due by 12:00pm PDT Deadline**

<https://www.sf.gov/resource--2026--request-proposals-rfp-235>

HOW TO APPLY

Applications will be accepted online only.

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

Current OEWD bid opportunities

[Request for Proposals \(RFP\) #235](#) ***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

Supplier Instructions - sfcitypartner.sfgov.org

First become a Registered Bidder...

The first step to begin working with the City is to [complete a short registration process](#) to become a "Registered Bidder". This will allow you to view and bid on Sourcing Events.

...then Become an Approved Supplier

After becoming a Registered Bidder, you can then advance your status to become an Approved Supplier, which allows you to be fully awarded City contracts. The steps to do this are as follows:

- 1 Complete a [San Francisco Business Tax Registration](#)
- 2 Complete a [12B Equal Benefits Declaration](#)

In addition to the hyperlinked directions above, you can click here to view step-by-step directions on [How to Become an Approved Supplier](#).

Additional Programs and Forms that may apply to you as you work with the City include the following:

OPTIONAL 14B LBE Certification
for Small Local Businesses

Requirements Based on Your
Annual Business with the City

Contract-Related Requirements

First Source Hiring Program

California Secretary of State (SoS)

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

California
Secretary of State

Home

Search

Forms

Help

Business UCC

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.

Search by name or file number



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>





Fiscal Sponsor

Directors & Officers (D&O) Insurance for Fiscal Sponsors

If selected for award and funding under RFP 235, Fiscal Sponsors are required to maintain active Directors & Officers (D&O) insurance. D&O insurance provides coverage for an organization's directors and officers against claims related to decisions, governance, oversight, and management of the organization.

Because Fiscal Sponsors serve as the legal contracting entity under OEWD agreements, they assume governance and fiduciary responsibility for the awarded funds. Requiring D&O insurance helps ensure appropriate risk management, organizational accountability, and financial stewardship of public funds.

D&O coverage must be in place prior to contract execution and remain active for the entire duration of the contract term. A valid Certificate of Insurance will be required before the contract can be finalized. This requirement applies to all Fiscal Sponsors serving as the lead contracting organization under OEWD funding and reflects a new required standard for City and County of San Francisco funded contracts.

RFP 235 Form Assembly Application - Frequently Encountered Issues & Tips

OEWD Request for Proposals (RFP) 235 Application

Page: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#)

Save my progress and resume later | [Resume a previously saved form](#)

Part I. Primary Applicant Profile (continued)

Primary Applicant Organizational Budget Information

List the total organizational budget amount for the Primary Applicant for the last completed fiscal year. Please note this is different than the budget for the proposed project. *

Please enter a number (without decimals).

Upload the Primary Applicant's total organizational budget for the last completed fiscal year (use your own format; no template provided). *

RFP_235_Att...mplate.xlsx

Please enter the Primary Applicant's total organizational budget from the most recently completed fiscal or calendar year in this field.

Do **not** enter the amount being proposed for your Program Area project.

Additionally, please do not include a dollar sign (\$) or any commas. The field should contain numbers only.

RFP 235 Form Assembly Application - Frequently Encountered Issues & Tips

Part II. Project Description

Section 4: Financial Management and Budget (10 points)

Please provide a brief narrative - limited to 6,000 characters - detailing the financial management of the Primary Applicant organization. In this section, you should respond to the following, as applicable:

- Describe the key features of your organization's financial tracking system and confirm it is capable of generating all financial information needed for required reports, including data needed to monitor, evaluate and if necessary, modify program performance.
- Describe in detail any cost allocation plan utilized when costs are chargeable to more than one cost category, or to more than one program and/or funding source.
- If proposing a management fee/fiscal fee, identify the amount as well as how the requested percentage was identified.
- Provide a narrative justification for items in the budget. Note, if the program area you are applying to includes the possibility of a multi-year grant award, please share any major budget changes (above 10% for any individual line item) that you expect to incur in future program years.
- Provide details on any matching or leveraged funds including anticipated source, amount, and restrictions. Although not required, matching funds are encouraged.

Note: In addition to your written narrative (limited to 6,000 characters), make sure to upload a proposed budget for the project using the budget template available on the RFP 235 website ("Attachment B").

Attachment B: Budget Template Upload the budget for your proposed project using the Excel template provided. **No other budget formats or file types will be accepted.**

Browse... **No file selected.**

Documents

Additional documents will be uploaded in this section, check back often for updates. If you would like to request any of the documents in an alternative format, email oewd.procurement@sfgov.org. The email address is monitored between 9:00 A.M. - 5:00 P.M., Monday through Friday, excluding federal holidays.

- Request for Proposals (RFP 235) Updated** →
This formal solicitation seeks proposals for 25 program areas under the Workforce Development Division(WDD).
- Attachment A – Proposal Questions** →
For reference only. This document contains the questions found in the online application.
- Attachment B – Budget Template** →
Required. This is the standard budget template that must be uploaded with the online submission.

Lead Applicant Name: [Enter Lead Applicant Name Here]				
<i>In this template, include all reasonable and necessary costs associated with your proposed project. Cells are greyed out to indicate fields that can not be adjusted. Please see tab 3 (Line Item Descriptions) for more information on the kinds of costs that should be allocated to budget lines. This budget must be uploaded as an Excel file – please do not attempt to upload your budget in another format.</i>				Leveraged funds are encouraged this RFP.
Budget Line Item	Staff Last Name & Title of person assigned to project team	Expected FTE % of staff person budgeted to program	Requested Budget Amount	Leverage/Match to be Provided <i>Leverage may include committed funds as well as resources, e.g. staff time or program space.</i>
Salaries – Staff Member 1			\$ -	\$ -
Salaries – Staff Member 2			\$ -	\$ -
Salaries – Staff Member 3			\$ -	\$ -
Salaries – Staff Member 4			\$ -	\$ -
Salaries – Staff Member 5			\$ -	\$ -
Salaries – Staff Member 6			\$ -	\$ -
Salaries – Staff Member 7			\$ -	\$ -
Salaries – Staff Member 8			\$ -	\$ -
Salaries – Staff Member 9			\$ -	\$ -
Salaries – Staff Member 10			\$ -	\$ -
Salaries – Staff Member 11			\$ -	\$ -
Salaries – Staff Member 12			\$ -	\$ -
Salaries – Staff Member 13			\$ -	\$ -
Salaries – Staff Member 14			\$ -	\$ -
Salaries – Staff Member 15			\$ -	\$ -
Salaries – Staff Member 16			\$ -	\$ -
Salaries – Staff Member 17			\$ -	\$ -
Salaries – Staff Member 18			\$ -	\$ -
Salaries – Staff Member 19			\$ -	\$ -
Salaries – Staff Member 20			\$ -	\$ -
Total budgeted FTE (column E)			\$ -	\$ -

In **Part II: Project Description, Section 4: Financial Management and Budget** of the Form Assembly application, please ensure that the budget uploaded is the **RFP 235 “Attachment B – Budget Template.”**

An example of the required template is shown here for reference.

Please note that this is the **only budget template that will be accepted.** Any other format will not be considered compliant.



FIRST SOURCE HIRING PROGRAM

March 2, 2026

<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 website for the San Francisco Treasurer & Tax Collector. The header includes the logo, the text 'Treasurer & Tax Collector CITY AND COUNTY OF SAN FRANCISCO', a search bar, and navigation links for 'Help Center', 'Find a Form', 'About Us', and 'English'. A blue navigation bar contains tabs for 'Property', 'Business', 'Payments', 'Banking & Investments', and 'In the Community'. Below this, the breadcrumb trail reads 'Home > Business > Register a Business'. A 'Print' button is visible in the top right. The main heading is 'Register a Business'. A list of links under 'In this section' includes 'Register a Business', 'First Year Free', 'Renew Business Registration', 'Manage Your Business', 'Taxes & Fees', and 'Tax Collector Regulations'. A red-bordered box highlights a text block: '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.' Below this text is a blue button labeled 'New Business Registration Application'. At the bottom of the box, it says '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

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](#)



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 –

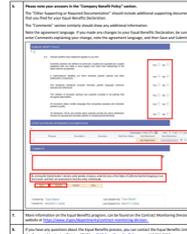
[Equal Benefits Program | SF.gov](#)



SF CITY PARTNERS

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](tel: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 3/2/26

MCO, HCAO, HCSO

Beverly Popek, Supervising Compliance Officer



Office of Labor Standards Enforcement

OEWD PROGRAM INFORMATION (1 OF 7)

PROGRAM AREA	NAME	CONTRACT TYPE	ELIGIBLE APPLICANTS	LABOR REQUIREMENTS
A	Centralized Job Center Services	Grant	Nonprofit	MCO and HCSO
B	Young Adult Job Center	Grant	Nonprofit	MCO and HCSO
C	Specialized Job Center	Grant	Nonprofit	MCO and HCSO
D	Work-Based Learning Center	Grant	Nonprofit	MCO and HCSO

OEWD PROGRAM INFORMATION (2 OF 7)

PROGRAM AREA	NAME	CONTRACT TYPE	ELIGIBLE APPLICANTS	LABOR REQUIREMENTS
E	Disability Services Coordinator	Grant	Nonprofit	MCO and HCSO
F	HealthCare Academy Occupational Skills Training	Grant	Nonprofit	MCO and HCSO
G	Hospitality Initiative Occupational Skills Training	Grant	Nonprofit	MCO and HCSO
H	TechSF Occupational Skills Training	Grant	Nonprofit	MCO and HCSO

OEWD PROGRAM INFORMATION (3 OF 7)

PROGRAM AREA	NAME	CONTRACT TYPE	ELIGIBLE APPLICANTS	LABOR REQUIREMENTS
I	TechSF Sector Workforce On-Ramp	Grant	Nonprofit	MCO and HCSO
J	Sector Workforce Registered Apprenticeship	Grant	Nonprofit	MCO and HCSO
K	Industries of Opportunity Occupational Skills Training	Grant	Nonprofit	MCO and HCSO
L	San Francisco Bay Occupations and Apprenticeship Training (SFBOAT)	Grant	Nonprofit	MCO and HCSO

OEWD PROGRAM INFORMATION (4 OF 7)

PROGRAM AREA	NAME	CONTRACT TYPE	ELIGIBLE APPLICANTS	LABOR REQUIREMENTS
M	San Francisco Business Academy (SFBA)	Grant	Nonprofit	MCO and HCSO
N	San Francisco Climate Academy	Grant	Nonprofit	MCO and HCSO
O	Construction Career Pathways	Grant	Nonprofit	MCO and HCSO
P	CityBuild Academy Occupational Skills Training	Grant	Nonprofit	MCO and HCSO

OEWD PROGRAM INFORMATION (5 OF 7)

PROGRAM AREA	NAME	CONTRACT TYPE	ELIGIBLE APPLICANTS	LABOR REQUIREMENTS
Q	CityBuild Occupational Skills Training (OST) Specialized Trades	Grant	Nonprofit	MCO and HCSO
R	CityBuild Occupational Skills Training (OST) Multi-Craft Core Curriculum (MC3)	Grant	Nonprofit	MCO and HCSO
S	Construction Career Advancement and Retention Program	Grant	Nonprofit	MCO and HCSO
T	Construction Administrative and Professional Services Academy (CAPSA)	Grant	Nonprofit	MCO and HCSO

OEWD PROGRAM INFORMATION (6 OF 7)

PROGRAM AREA	NAME	CONTRACT TYPE	ELIGIBLE APPLICANTS	LABOR REQUIREMENTS
U	Violence Prevention On-Ramp	Grant	Nonprofit	MCO and HCSO
V	One Stop Operator	Professional Services	Nonprofit	MCO and HCAO
W	Planning and Designing Workforce Services	Professional Services	Both Nonprofit and For Profit	MCO and HCAO
X	Grant Development Services	Professional Services	Both Nonprofit and For Profit	MCO and HCAO

OEWD PROGRAM INFORMATION (7 OF 7)

PROGRAM AREA	NAME	CONTRACT TYPE	ELIGIBLE APPLICANTS	LABOR REQUIREMENTS
Y	Workforce Services Compliance and Policy Analysis	Professional Services	Both Nonprofit and For Profit	MCO and HCAO

A scenic view of the Golden Gate Bridge in San Francisco, California, with the bridge's red towers and suspension cables visible against a clear blue sky. The bridge spans across the water, with hills and buildings visible in the distance.

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

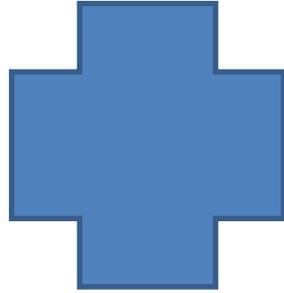
- Anyone working for a covered employer on a City contract
- Working in the US



MCO Compensation*



Wages



Time Off

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



Wages: Non-Profit



Non-Profit Wage Rate:

1/1/26 – 6/30/26: \$23.00

7/1/26 – 6/30/27: \$23.50*

*Rate is contingent on the City's Budget.



Wages: For-Profit



For-Profit Wage Rate

7/1/25 – 6/30/26: \$21.54

7/1/26 – 6/30/27: \$22.01

For-Profit annual increases occur every July 1



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



The background of the slide features a scenic view of the Golden Gate Bridge in San Francisco, extending from the left edge towards the center. The bridge's red-orange towers and suspension cables are prominent against a clear blue sky. In the distance, the city of San Francisco is visible across the water, with rolling hills and buildings under a bright, clear sky.

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 (contract), 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): hcsosf@sf.gov 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 *if* and *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



QUESTIONS?

- **Please submit your questions in the chat. All questions will be logged, answered, and posted to the RFP 235 website.**
- **You may still submit substantive questions until Friday, March 13, 2026, by 5:00 P.M. PDT by email (oewd.procurement@sfgov.org)**

<https://www.sf.gov/resource--2026--request-proposals-rfp-235>



SAN FRANCISCO

OFFICE OF ECONOMIC & WORKFORCE DEVELOPMENT

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Email our team: owwd.procurement@sfgov.org

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

About

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