

Attachment A
OEWD Office of Economic and Workforce Development
Community Economic Development, Office of Small Business, and Workforce Development Divisions
RFQ 100 Instruction to Proposers

This Attachment includes the Application Questions for OEWD Request for Qualifications (RFQ) 100. You may draft your responses on this template, but please enter your responses into the online application by the proposal submission deadline.

To access the online application, visit the following website:

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

[Office of Economic and Workforce Development RFQ 100 Application](#)

Please do not upload this Attachment with your application. Please make sure you upload all required attachments listed in the solicitation document. If you have any questions about the content of this Attachment, OEWD is here to help at oewd.procurement@sfgov.org.

Proposals that fail to address each of the requested items in this document in a sufficient and complete manner will be deemed Non-Responsive. Proposers may not leave responses to questions blank and may not respond to questions with “To be provided upon request,” “To be determined,” or the like.

Submission of a proposal will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in the proposal.

All documents submitted in response to this Solicitation are subject to public disclosure. Therefore, please exclude or otherwise identify confidential or proprietary information, as appropriate.

Part I
Proposer Information

Part I. Applicant Profile

In this section, provide all organizational contact information. Information requested includes:

- Primary Applicant Name (Individual or Firm)
- Doing Business as (DBA) Name, if applicable
- Headquarters address, website and main phone number
- Principal name, title, contact information (Chief Executive, President, etc.)
- Proposal point of contact name, contact information
- Entity Type (individual sole proprietor, LLC, for-profit corporation, nonprofit, etc.) (as registered with California Secretary of State, if applicable)
- City and County of San Francisco Bidder or Supplier Number (City vendor)

- Federal Tax Identification Number, or Employer Identification Number (EIN) (as registered with the Internal Revenue Service)
- California Secretary of State (SOS) Entity Number, if known (not applicable for sole proprietors)
- System for Award Management (SAM) Unique Entity Identification Number, if known

This section also provides locations to upload the following:

MQ #	Description
MQ #1	Submitted online application , as referenced in Attachment 1 - Application Questions
MQ #2	Uploaded document verifying that Proposer has at least three (3) years of experience providing the services requested in each individual area.
MQ #3	Entered client list of a minimum of three (3) clients which Proposer has served, consulted, or trained. Identify what services were provided specific to the relevant program area.

Part II Proposer Certification of Truth, Accuracy, and Completeness

I certify that based on information and belief formed after reasonable inquiry, the statements and information contained in this document are true, accurate, and complete. Additionally, by submitting this bid/proposal, I attest that I have reviewed and accepted all terms found in this Solicitation, any and all addenda issued to this Solicitation, and City’s contract terms.

I agree that I am an owner or officer of the proposing firm, agency or organization who is duly authorized to bind the Primary Applicant. I agree to accept all conditions, provisions, requirements, and specifications contained in this solicitation. (It is the responsibility of the Primary Applicant to ensure that all named partners are in agreement with the proposal prior to submission.) I agree that the proposal shall be binding for no less than one hundred eighty (180) days. I understand that, if selected, my organization must comply with City and County ordinances and contracting requirements including general liability and auto insurances, compliance with Equal Benefits Ordinance, and current San Francisco business tax certificate, as applicable. Further, my submission of this proposal confirms that my organization is not currently debarred or suspended from participation in local, State or Federal programs.

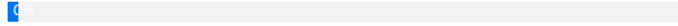
I certify that the information provided in this application is true:

Submitting your Proposal

When you have completed your proposal, please make sure to click “Submit” on the final screen. You will receive an error notification pop-up if any corrections need to be made before your proposal is submitted to the City. If an error exists, the system will take you to the page in the application with the first error, and provide a description of the issue(s). Please pay attention to the page numbers in the top-right side of your screen; if there are additional errors on any pages in your application, those pages will be highlighted in red:

Office of Economic and Workforce Development
RFQ 100 Application

Page: 1 2 3 4 5 6 7



Page 7

Part IV. Proposer Certification of Truth, Accuracy, and Completeness

I certify that based on information and belief formed after reasonable inquiry, the statements and information contained in this document are true, accurate, and complete. Additionally, by submitting this bid/proposal, I attest that I have reviewed and accepted all terms found in this Solicitation, any and all addenda issued to this Solicitation, and City's contract terms.

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I certify that the information provided in this application is true:

Name *

Date *

Ready to Submit?

The **"Submit"** button is located below. Do not press this button until ready to submit the final application. If the application contains errors in need of correction, an error message will be generated. After making all necessary corrections and pressing **"Submit"** again, review for accuracy and press **"Confirm"** to make your final submission, which must happen before the deadline. After successful submission, the Primary Point of Contact email address will receive a time-stamped confirmation email.

Applications will not be accepted after the deadline.

Helpful information is available on the [RFQ 100 Website](#).

For technical support, email owwd.procurement@sfgov.org.

[Previous Page](#)

[Submit](#)

After making all necessary corrections and pressing “Submit” again, you will be able to review your application and confirm that it is accurate and complete. You can also print your submission for your records.

After reviewing your submission, press “Confirm” in the bottom-left corner of the screen to make your final submission, which must occur before the deadline. The system locks out at the deadline, when confirmation and submission will no longer be possible. After you click “Confirm”, the application will be locked and further edits will not be possible. After successful submission, you will see a confirmation screen, and the Primary Point of Contact Email Address will receive a time-stamped confirmation email.

You may follow up with OEWD at owwd.procurement@sfgov.org if you have any questions or need technical assistance with your submission. If you have submitted a proposal in error and need to re-file your proposal, please contact owwd.procurement@sfgov.org and let us know which proposal should be considered.