



Tuesday, June 2, 2026
2:00PM

**Technical Assistance
Conference
Request for Qualifications
#100**

RFP Issued: Friday, May 22, 2026

Proposals Due: Monday, June 15, 2026, by 12:00 P.M. PDT



Presentation Overview

- **Welcome and Overview**
- **Program Area Details**
- **RFQ 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 RFQ #100

In May 2026, the Office of Economic and Workforce Development (OEWD) issued Request for Qualifications RFQ #100 Spring 2026 to establish prequalified pools of qualified suppliers to provide professional services, technical assistance, capacity building, consulting, and supportive services across OEWD's Office of Small Business, Community Economic Development, and Business Development divisions.

RFQ #100 is intended to support OEWD partners, stakeholders, small businesses, Community Benefit Districts, museums, and San Francisco's arts and innovation ecosystem. Suppliers selected for the prequalified pool are eligible for potential future contract opportunities on an as-needed basis; however, prequalification does not guarantee a contract.

Program Areas Covered by RFQ #100

Applicants may submit qualifications under the following service areas:

Office of Small Business – Professional Services

A. Design Services for Small Businesses

Community Economic Development – Professional Services

B. Community Benefit District – Technical Support

Business Development – Professional Services

C. Museum Sustainability Consulting

D. Major SF Arts & Innovation Conference/Festival Design

<https://www.sf.gov/request-for-qualifications-rfq-100>

RFQ #100: Understanding the Prequalified Pool

Request for Qualifications (RFQ) vs. Request for Proposals (RFP)

RFQ	RFP
Evaluates qualifications, experience, and organizational capacity.	Evaluates a specific proposal, scope of work, and budget.
Establishes a Prequalified Pool of eligible providers.	Results in the award of a contract or grant.
No funding or contract is awarded through the RFQ itself.	Funding and contract awards are made through the RFP process.

Notice of Intent to Establish a Prequalified Pool

If selected for the Prequalified Pool, your organization:

- Met the Minimum Qualifications for the Program Area(s)
- Successfully completed the RFQ evaluation process
- Has been determined eligible to provide services within the approved Program Area(s)

Important: Selection to the Prequalified Pool confirms eligibility and qualifications for the Program Area(s), but does not constitute a contract award or guarantee future funding opportunities.

What Happens Next?

OEWD may issue future procurement opportunities, scopes of work, or contract solicitations to organizations within the Prequalified Pool based on program needs, funding availability, and procurement requirements.

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 RFQ #100 website.**
- **You may still submit questions until 5:00 P.M. on Tuesday, June 2, 2026, by email (oe wd.procurement@sfgov.org)**

<https://www.sf.gov/request-for-qualifications-rfq-100>

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.

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

Total Funding Available: \$1,300,000

Term of Service: 4 years

Anticipated Annual Funding Per Contract: \$40,625 - \$65,000

**Eligible Applicants: Licensed
Architects**

Funding Source: City General Fund

Program Summary

Provide architectural design and permitting support services for new and existing small businesses in San Francisco.

Services Requested

- Provide architectural renderings and storefront design services for small businesses
- Support permit issuance and permitting navigation processes
- Assist with change of use and occupancy requirements
- Support façade, signage, and accessibility/ADA improvements
- Coordinate directly with referred small businesses selected by OEWD
- Provide services related to Planning, Building, Fire, Public Works, and related permitting requirements

Preferred Qualifications

- Licensed architect located in San Francisco
- Experience with ground-floor storefront projects
- Experience navigating San Francisco permitting processes
- Ability to provide multilingual services (Spanish, Cantonese, Mandarin, Filipino, Vietnamese)

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

Total Funding Available: \$600,000

Term of Service: 2 years

Anticipated Annual Funding Per Contract: \$50,000 - \$200,000

Eligible Applicants: Nonprofit & For-Profit Organizations

Funding Source: City General Fund

Program Summary

Provide technical assistance and consulting services to support the growth, formation, governance, compliance, and strategic planning of San Francisco Community Benefit Districts (CBDs).

Services Requested

- Support CBD/BID formation and renewal processes
- Provide Brown Act and governance trainings
- Support strategic planning and organizational development
- Assist with assessment methodologies and district boundaries
- Provide Public Records Act guidance and compliance support
- Deliver technical assistance to City staff and CBD organizations
- Conduct outreach and stakeholder engagement activities
- Support equitable decision-making and neighborhood coordination

Preferred Qualifications

- Experience with CBD/BID formation in California and San Francisco
- Knowledge of Brown Act and Public Records Act requirements
- Experience with nonprofit governance and strategic planning
- Existing relationships with San Francisco stakeholders and commercial corridors

About OEWD'S Business Development Division

The Business Development Division of the Office of Economic and Workforce Development (OEWD) provides specialized support to address the unique needs of San Francisco businesses. The division strengthens the City's economy by helping local companies start, stay, and grow—promoting job creation, tourism, and local investment.

Business Development acts as a centralized clearinghouse of resources and services, ensuring San Francisco remains a hub for innovative industries such as life sciences, information technology, clean technology, manufacturing, nonprofits, fashion, nightlife, and international commerce.

The Business Development Division focuses on:

- 1. Sector Support: Delivering targeted assistance for key industries to retain and expand business presence in the City.**
- 2. Outreach & Real Estate: Providing technical assistance and helping businesses navigate San Francisco's real estate market.**
- 3. Information & Resources: Serving as a connector to financial, legal, marketing, and government programs.**
- 4. Neighborhood & Corridor Investment: Supporting vibrant commercial corridors and small business recovery citywide.**
- 5. Business Development ensures San Francisco remains competitive, inclusive, and supportive of entrepreneurs and industries driving the City's future.**

Learn more about OEWD and its divisions at:

<https://oewd.org>

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

Total Funding Available: \$300,000

Term of Service: 2 years

Anticipated Annual Funding Per Contract: \$150,000 - \$200,000

**Eligible Applicants: Nonprofit &
For-Profit Organizations**

Funding Source: City General Fund

Program Summary

Support San Francisco museums through collaborative sustainability planning, revenue development strategies, and pilot project design to strengthen long-term resilience.

Services Requested

- Facilitate collaboration among museum leaders and institutions
- Identify shared operational and financial challenges
- Develop innovative revenue-generating pilot concepts
- Support strategic planning and coalition-building efforts
- Assist with fundraising and philanthropic strategy development
- Evaluate pilot project effectiveness and measurable outcomes
- Provide recommendations for long-term sustainability initiatives

Preferred Qualifications

- Experience consulting with museums and arts organizations
- Experience with post-pandemic arts and culture recovery strategies
- Familiarity with San Francisco's arts and culture ecosystem
- Experience with collaborative arts initiatives and revenue development

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

Total Funding Available: \$100,000

Term of Service: 2 years

Anticipated Annual Funding Per Contract: \$100,000

Eligible Applicants: Nonprofit & For-Profit Organizations

Funding Source: City General Fund

Program Summary

Research, design, and evaluate the feasibility of a major San Francisco Arts & Innovation Conference or Festival that elevates the City's creative economy and tourism ecosystem.

Services Requested

- Conduct stakeholder engagement with arts, tech, fashion, entertainment, and civic leaders
- Perform market research and feasibility analysis
- Evaluate comparable conference and festival models
- Develop recommendations for one or more event concepts
- Analyze implementation timelines, audience targets, and financial sustainability models
- Explore sponsorship, partnership, and revenue opportunities
- Identify strategies to support tourism, hospitality, and economic development outcomes

Preferred Qualifications

- Experience designing large-scale conferences or festivals
- Experience working within creative sectors and innovation ecosystems
- Experience partnering with government or public agencies
- Experience designing events with measurable economic and tourism impacts

Timeline

- **Friday, May 22, 2026: RFQ #100 published on OEWD website**
- **Tuesday, June 2, 2026: Technical Assistance Conference (2:00pm PDT)**
- **Tuesday, June 2, 2026: Deadline to submit substantive questions (5:00pm PDT)**
- **Wednesday, June 3, 2026: Answers to written questions posted online**
- **Monday, June 15, 2026: Proposals due by 12:00pm PDT Deadline**
- **Tuesday, June 30, 2026: Notice of Intent to Establish Prequalified Pool**

<https://www.sf.gov/request-for-qualifications-rfq-100>

HOW TO APPLY

Applications will be accepted online only.

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

Current OEWD bid opportunities

[Request for Qualifications \(RFQ\) #100](#)

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:



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>

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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.

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 RFQ #100, 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.

Cyber & Privacy Liability Insurance Requirement

New Insurance & Data Privacy Requirements and Future OEWD Agreements

If Updated City Requirements (Effective March 2026)

In March 2026, the San Francisco Controller's Office and City Attorney released updated City grant and contract templates that strengthen requirements related to the protection of confidential and participant information. As part of these updates, organizations will now be required to maintain:

Required Insurance Coverage

Cyber and Privacy Liability Insurance

Minimum coverage of **\$1,000,000 per claim**

Coverage must include liability arising from:

- Theft or unauthorized access to confidential information
- Dissemination or misuse of protected information
- Electronic storage or transmission of participant data
- Personally identifiable information (PII), including
- Names and addresses, and Social Security numbers
- Financial or banking information
- Credit card information
- Protected health information (PHI) and other confidential participant records

Important Reminder

When submitting insurance documentation, applicants must ensure that their **Certificate of Insurance (COI)** includes the required Cyber and Privacy Liability Insurance coverage.

New Appendix G — Confidentiality & Privacy of Participant Information

Applicable agreements may also include a new **Appendix G**, which establishes enhanced requirements related to the collection, storage, use, and protection of participant information.

Key Requirements Include:

- Maintaining administrative, technical, and physical safeguards for participant data
- Limiting access to confidential information to authorized personnel only
- Evaluating data storage, encryption, cloud services, and internal information-sharing practices
- Ensuring compliance with applicable federal, state, and local privacy laws
- Establishing procedures for participant access to their information
- Reporting any actual, suspected, or potential data breach or unauthorized disclosure to the City within **72 hours** of discovery

Organizations are strongly encouraged to review their current data privacy practices, cybersecurity protections, internal policies, subcontractor protocols, and insurance coverage to ensure compliance with these new City requirements.

RFQ #100 FormAssembly Application Submission & Technical Assistance Reminder

Submit Early — Do Not Wait Until the Deadline

Applicants are strongly encouraged to complete and submit their FormAssembly application as early as possible prior to the submission deadline.

Submitting early allows OEWD staff sufficient time to assist applicants experiencing technical difficulties related to:

- FormAssembly access or submission issues
- Uploading attachments or supplementary materials
- General technical troubleshooting

Important Notice Regarding Technical Questions

As the application deadline approaches, OEWD may experience a high volume of inquiries. While we will make every effort to respond to all technical questions, responses to last-minute inquiries may be limited due to the volume of requests received.

Applicants are encouraged to submit technical questions and test application uploads well in advance of the deadline.

Late Applications Will Not Be Accepted

Applications submitted after the official deadline will not be accepted under any circumstances and no exceptions will be granted.

Application Deadline:

Monday, June 15, 2026 at 12:00 PM PDT

RFQ #100 Form Assembly Application - Frequently Encountered Issues & Tips

Office of Economic and Workforce Development
RFQ 100 Application

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Part I. Applicant Profile - Minimum Qualifications Submissions

Minimum Qualification #1 - Online Application

Submitted **online application**, as referenced in Attachment 1 - Application Questions



Please pay close attention to the “Part 1. Applicant Profile – Minimum Qualifications Submissions” section on Page 5 of the RFQ #100 Form Assembly application. This section is referring to the information that applicants already entered in the “Part 1. Applicant Profile” section on Page 3 of the application.

Applicants are not required to upload any additional documents or attachments for the “Part 1. Applicant Profile – Minimum Qualifications Submissions” section on Page 5.

Office of Economic and Workforce Development
RFQ 100 Application

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Part I. Applicant Profile

Primary Applicant Name

Primary Applicant Official Business Name (Individual or Firm) *

Doing Business As (DBA) Name, if applicable

Headquarters Contact Information

Street Address * City *

State * Zip Code *

Website Main Telephone Number *

Principal Information (Chief Executive, President, etc.)

Principal Name * Principal Email Address *

Principal Title * Principal Telephone Number *

Entity Type

Select all that apply (as registered with California Secretary of State, if applicable): *

- Individual / Sole Proprietor
- For-profit Corporation
- Limited Liability Company (LLC)
- Nonprofit
- Other

System for Award Management (SAM) Unique Entity Identification Number, if known:

City & County of San Francisco Supplier Status

All applicants must be able to become an approved City Supplier (formerly known as City Vendor) within ten days of notice of an award to begin contract negotiation. For more details, please visit <https://sfcitypartner.sfgov.org/>

Current status: *

- Approved Supplier
- Approved Bidder
- Not a current San Francisco registered Bidder or Supplier

RFQ #100 FormAssembly Application - Frequently Encountered Issues & Tips

Office of Economic and Workforce Development
RFQ 100 Application

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Part I. Applicant Profile - Minimum Qualifications Submissions

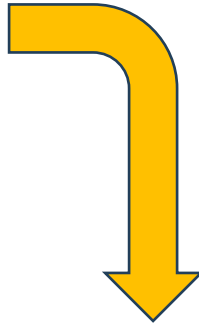
Minimum Qualification #1 - Online Application

Submitted **online application**, as referenced in Attachment 1 - Application Questions

Minimum Qualification #2 - Verify Experience

Attachment (limit of 35MB file size) *

No file selected.



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.

Per the Minimum Qualifications outlined in "RFQ #100 Attachment A – Application Questions," applicants must upload documentation demonstrating at least three (3) years of experience providing the services requested for each Program Area they are applying to in the RFQ #100 FormAssembly "Minimum Qualifications #2 – Verifying Experience" Section.

Please note that applicants who do not meet the minimum qualifications requirements will not move forward for further review or consideration under the RFQ #100 Notice of Intent to Establish a Prequalified Pool.

RFQ #100 FormAssembly Application - Frequently Encountered Issues & Tips

Each Program Area includes required Supplementary Questions and Supplementary Material(s). Applicants must ensure that all supplementary questions are fully answered and that responses are relevant to the specific Program Area, requested services, scope of work, and the applicant's professional experience and qualifications.

Applicants must also upload all required supplementary documentation identified within the RFQ #100 FormAssembly application. Missing supplementary responses or required attachments may negatively impact the application review process and may result in the application being deemed incomplete.



FIRST SOURCE HIRING PROGRAM

June 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://etaxstatement.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 (except for rental income received in connection with the operation of one residential structure consisting of fewer than four units, one residential condominium, or a cooperative housing association)?
- 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 (except for rental income received in connection with the operation of one residential structure consisting of fewer than four units, one residential condominium, or a cooperative housing association).
- 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 city and county seal, the title 'Treasurer & Tax Collector', a search bar, and navigation links for 'Help Center', 'Find a Form', 'About Us', and 'English'. A blue navigation bar contains categories: 'Property', 'Business', 'Payments', 'Banking & Investments', and 'In the Community'. Below this, a 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 highlighted box contains the text: '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' and a note to '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

The Equal Benefits Ordinance – Article 131 of the Labor and Employment Code

(Formerly known as 12B)

The City requires Equal Benefits compliance **for contracts that exceed the Minimum Competitive Amount (currently \$230,000).**

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

- Firms must:
 - Offer the same benefits to employees with domestic partners as to those with spouses (this does not apply to firms with zero employees or firms that do not offer benefits) AND
 - Refrain from discriminating against employees, job applicants, or the public based on membership in a protected class

I have a contract over \$230,000. How do I become Equal Benefits compliant?

- Sign in to your account on the Supplier Portal.
- Click on the link to complete the Equal Benefits Declaration
- Submit your Declaration.
- After you submit the declaration, you will receive an email confirming compliance or requesting additional information.



Contract Labor Requirements

For

OEWD TA Conference 6/2/26

MCO & HCAO

Jade San Diego, Compliance Officer

Beverly Popek, Supervising Compliance Officer



Office of Labor Standards Enforcement

OEWD PROGRAM INFORMATION (1 OF 1)

PROGRAM AREA	NAME	CONTRACT TYPE	ELIGIBLE APPLICANTS	LABOR REQUIREMENTS
A	Design Services for Small Businesses	Professional Services	Licensed Architects	MCO and HCAO
B	Community Benefit District – Technical Support	Professional Services	Both Nonprofit and For Profit	MCO and HCAO
C	Museum Sustainability Consulting	Professional Services	Both Nonprofit and For Profit	MCO and HCAO
D	Major SF Arts & Innovation Conference/Festival Design	Professional Services	Both Nonprofit and For Profit	MCO and HCAO

The Golden Gate Bridge is visible on the left side of the slide, extending from the top left towards the center. The background is a clear blue sky over a body of water, with a cityscape 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

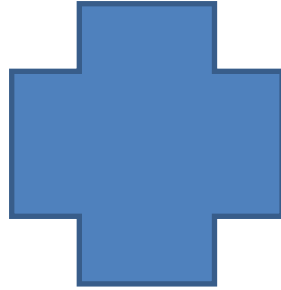
- Anyone working for a covered employer on a City contract
- Working in the US



MCO Compensation*



Wages



Time Off

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



Wages

For-Profit Wage Rate

7/1/26 – 6/30/27: \$22.01*

Non-Profit Wage Rate:

7/1/26 – 6/30/27: \$23.50**

*Annual increases occur every July 1

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



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 like professional services contract or any other contract that requires HCAO
- Subcontractors and subtenants need to comply



Office of Labor Standards Enforcement



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.

- **7/1/26 – 6/30/27: \$8.00, max cap \$320 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

- **7/1/26 – 6/30/27: \$8.00, max cap \$320 per week**
- Rate adjusted every July 1



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



QUESTIONS?

- **Please submit your questions in the chat. All questions will be logged, answered, and posted to the RFQ #100 website.**
- **You may still submit substantive questions until Tuesday, June 2, 2026, by 5:00 P.M. PDT by email (oewd.procurement@sfgov.org)**

<https://www.sf.gov/request-for-qualifications-rfq-100>



SAN FRANCISCO

OFFICE OF ECONOMIC & WORKFORCE DEVELOPMENT

<https://www.sf.gov/request-for-qualifications-rfq-100>

Email our team: owwd.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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