

Attachment A
OEWD SBDC RFQ 227 Reissue Application Questions

Instruction to Proposers

This Attachment includes the Application Questions for OEWD SBDC Request for Qualifications (RFQ) 227. 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>

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
- RFQ 227 consulting sub-areas (Section II.A.1-11 of this Solicitation) under which you would like this application to be considered (check the box for all relevant areas)

This section also provides locations to upload the following:

MQ #1	Submitted online application , as referenced in Attachment 1 - Application Questions.
MQ #2	Uploaded resume documenting that Proposer has at least three (3) years of experience providing business consulting and training services to small business clients.
MQ #3	Entered client list of a minimum of ten (10) small businesses which Proposer has consulted or trained. Identify which sub-areas were part of the support provided to each client.
MQ #4	Entered reference contact information for three (3) small businesses which Proposer has consulted or trained. Upon request, successful proposers may also be required to submit a letter of reference from each reference listed within five (5) days of notification. Failure to do so may result in rejection of proposal. Information requested includes: <ul style="list-style-type: none"> • Name of Company • Business address and website (if applicable) • Reference point of contact name, email, phone number • Number of hours Proposer provided services to this company • Type of service Proposer provided to this company Proposer will be asked to sign a separate Release of Liability for References in the online application.

Part II. Application Questions

1. Describe your experience in providing counseling in both one-on-one settings and small group settings. Please provide specifics related to all sub areas (Section II.A.1-11 of this Solicitation) under which you would like this application to be considered.
2. Explain your ability to develop and conduct training programs.
3. Have you worked with San Francisco-based businesses?
 - a. If so, please describe your experience in addressing the challenges faced by the businesses.
 - b. If not, please describe how your skillset and experiences can be relevant to the unique challenges faced by San Francisco businesses.
4. Explain your capabilities in coordinating and maintaining regular contact with OEWD staff and the SBDC Director. How do you best communicate?
5. How do you ensure clients from underserved communities are receiving appropriate consulting advice from you?
6. How do you adopt the principles of diversity and inclusion in your work? Note: Proposers should not submit, and the City will not consider, any demographic data about the racial, ethnic, gender, sexual orientation, or national origin make up of Proposer's staff, leadership, and/or board of directors.
7. Describe your approach with clients. How do you communicate effectively with entrepreneurs and engage with business owners during the implementation process?
8. Describe your success in helping small business clients accomplish specified goals.
9. Indicate any languages you speak and the proficiency with which you speak them:
 - a. Level 1 – Elementary proficiency
 - b. Level 2 – Limited working proficiency
 - c. Level 3 – Professional working proficiency

- d. Level 4 – Full professional proficiency
 - e. Level 5 – Native proficiency
10. Are you willing to meet businesses in person?
- a. Yes
 - b. No
11. Are you willing to be compensated in accordance with the standard hourly rate of \$75 per hour?
- a. Yes
 - b. Yes, for some but not all contracts (Please answer question below)
 - c. No (Please answer question below)
 - i. If you are not willing to be compensated in accordance with the standard hourly rate of \$75 per hour, what is your blended hourly rate?

Part III Proposer Checklist

Question	Yes	No
1. Do you certify that you have complied and will continue to comply with Section X (E) of this Solicitation entitled “Limitation on Communications during Solicitation”?		
2. Have you registered as a Bidder or Supplier, through the City and County of San Francisco Supplier Portal (https://sfcitypartner.sfgov.org/)?		
3. If you are not yet registered as a Bidder or Supplier, have you reviewed the Supplier Registration information under Section X (A) of the RFQ to confirm that you can comply with all requirements and become a City Supplier within 10 days of receiving a pre-qualification notice?		
4. Has your company enrolled with Paymode-X to receive electronic payments from the City? https://www.paymode.com/city_countyofsanfrancisco		
5. Have you registered your business with the San Francisco Treasurer & Tax Collector as required prior to execution of any Contract?		
6. Have you submitted the online Application?		
7. Have you submitted with your application, all the <u>Minimum Qualification Documentation</u> outlined in the accompanying solicitation document?		

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.

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:



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

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 owd.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 owd.procurement@sfgov.org and let us know which proposal should be considered.