

OEWD Request for Qualifications (RFQ) #227 (Reissued Fall 2025)
Question and Answer Log

No.	Date/Time of Submission	Method of Submission	Name	Organization	Question	Response	Response Date	Responsible	Status
1	8/12/2025	Email	Diana Barbiani	The Rep Academy	Are services required to be delivered in person, or can they be conducted virtually?	Small Business Development Center (SBDC) advisors may provide services in-person or virtually, as they choose.	8/15/2025	SBDC	Complete
2	8/12/2025	Email	Diana Barbiani	The Rep Academy	Will travel be reimbursed if in-person participation is required? I reside in San Diego.	No, travel is not reimbursed. In-person participation is not typically required.	8/15/2025	SBDC	Complete
3	8/12/2025	Email	Diana Barbiani	The Rep Academy	I understand the importance of client confidentiality. If I am unable to share identifying client data publicly, will other material suffice as proof?	Advisors record client information and session notes directly in the Small Business Development Center (SBDC) Customer Relationship Management (CRM) system. This confidential client data is for SBDC internal use only and is not shared with any outside entities.	8/15/2025	SBDC	Complete
4	8/12/2025	Email	Diana Barbiani	The Rep Academy	What is the payment schedule for contractors (e.g., monthly, upon completion, per session)?	Advisors invoice on a monthly basis. Invoices are due by the 5th of the month after charges were incurred. Payment should be issued within 30 days of the date of invoice submission to the invoicing portal.	8/15/2025	SBDC	Complete
5	8/12/2025	Email	Diana Barbiani	The Rep Academy	Is there a cap on billable hours or deliverables per month?	The consultant rate is \$75 hourly (CPAs, architects, and attorneys may be paid up to \$100 per hour). The not-to-exceed negotiated contract total amount sets the limit for the overall number of billable hours. The SBDC program budget also sets internal control measures to make sure sufficient funding is available. These limits will be communicated to advisors when necessary.	8/15/2025	SBDC	Complete
6	8/12/2025	Email	Diana Barbiani	The Rep Academy	Are there opportunities to deliver workshops or coaching for multiple SF SBDC regions through this contract?	Services through this contract are provided to clients of the San Francisco Small Business Development Center (SBDC) only.	8/15/2025	SBDC	Complete
7	8/15/2025	Technical Assistance Conference	Ari Takata-Vasquez	Viscera Studio	I may have missed it at the beginning, but why was the RFP re-issued? We applied to the last call but wanted to see if how much we need to adjust our response.	The original RFQ 227 was issued in August 2023. In compliance with San Francisco Administrative Code, we are reissuing the same procurement, which will extend the original prequalified pool by another two years. New applicants, and those not qualified in the original procurement, have the opportunity to apply. Applicants qualified under the original procurement are not required to re-qualify, but may choose to submit updated information regarding their qualifications in order to qualify under additional areas. Refer to page 4 of the Technical Assistance Conference PowerPoint slides for more information. See slide 4 - if you did not originally qualify you may resubmit again. If you did qualify you will be placed in that pool in this reissue. Visit the procurement website to review the slides: https://www.sf.gov/information--bid-opportunities	8/15/2025	Contracts and Grants Team	Complete
8	8/15/2025	Technical Assistance Conference	Ari Takata-Vasquez	Viscera Studio	The link for subscription to the OEWD mailing list doesn't work.	To sign up for OEWD's mailing list for information on future procurement opportunities and Department updates, visit https://signup.e2ma.net/signup/1978078/1958896/ .	8/15/2025	Contracts and Grants Team	Complete
9	8/15/2025	Technical Assistance Conference	Diana Barbiani	The Rep Academy	Do advisors need to sign a contract for any length of time?	The RFQ 227 Reissue Fall 2025 will determine whether applicants demonstrate the minimum qualifications necessary to qualify for the pool of providers. Prequalified providers are not guaranteed a contract. Pool members selected for contracting will undergo contract negotiations. Contracts are typically set for a one to two-year term, with the possibility for extension up to ten years.	8/15/2025	Contracts and Grants Team	Complete
10	8/18/2025	Email	Luke Kim	N/A	If I (and my business entity) am based in Florida, am I eligible to apply? If not, would I be eligible if I have an entity in SF or California? For context, I am planning to move back to SF within the year.	Yes, applicants may submit a proposal even if their business is not registered with San Francisco or California at the point of proposal submission. Submission of a proposal confirms that the organization is not currently debarred or suspended from participation in local, State or Federal programs. If selected for contract award, businesses must comply with City and County ordinances and contracting requirements including current registration with the California Secretary of State, general liability and auto insurances, compliance with Equal Benefits Ordinance, and current San Francisco business tax certificate, as applicable. Compliance is required prior to contract execution; failure to reach compliance in a timely manner may jeopardize the contract opportunity. Because the compliance process is lengthy, we encourage starting the process as early as possible. See the procurement and website for additional detail on compliance requirements: https://www.sf.gov/information--bid-opportunities	8/19/2025	Contracts and Grants Team	Complete