



Multi-Year Contracting for Goods & Services

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Government Operations Team | City Administrator's Office

CITY CONTRACTING 101: A SMALL BUSINESS WORKSHOP

April 23, 2025

What we'll cover in this session

- What is multi-year contracting? Is contracting with the City right for me?
- What the City buys, who the players are, and where to find opportunities
- Types of solicitations & what to look for in a solicitation packet
- Preparing your bid/proposal
- What happens after you submit your bid/proposal
- Contract review & execution

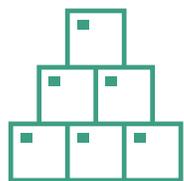


All in 15 minutes!

What is multi-year contracting?

- **Long-term contracts for goods, services, grants, construction** (often called "formal" contracts)
 - Follows complex process that takes several months to over a year, depending on the City's need
- The City and County of San Francisco is a **unique client**:
 - We work for the public good and in service of San Francisco's residents and visitors.
 - We have unique processes and rules that govern our public procurement process.
 - Ex: gas-powered landscaping equipment ban, limitations on campaign contributions, insurance requirements, etc.
 - We require the businesses and nonprofits who work with us to follow all our laws and rules and document their compliance.

What the City buys



Commodities

Products such as materials, equipment, and supplies.

Examples:

Office supplies
Chemicals
Plumbing equipment
Food & catering



Construction

Public works or improvements and related services including design, consulting and construction management services.

Examples:

General contractors
Architecture
Engineering
Trucking & hauling



Services

Professional Services: services that require analysis, judgement, specialized knowledge, etc.

General Services: all other services that are not professional services

Examples:

Consulting (e.g. IT, public health)
Graphic design
Janitorial services
Security guards
Specialized training



Grants

Award of funds to entity to provide services to the public

Examples:

Community-based projects
Food assistance
Outreach services
Performing & fine arts

Is contracting with the City right for me?

Ask yourself: Does my business provide goods or services that could be relevant to government operations or public services?

Sample scenarios

My business provides luxury wellness retreats targeted towards tech executives. *Maybe not worth it...*

My business offers organizational development consulting services for public institutions. *Could be worth it!*

My business provides catering for different sized events and is committed to sustainable food handling practices. *Could be worth it!*

Multi-year contracting for goods & services in San Francisco: a who's who guide

Department-by-Department for their individual needs

Centralized and citywide in focus

City Department	Types of multi-year contracts
All City departments	Professional services contracts; grants
Chapter 6 departments (SFO, MTA, PUC, Port, Rec and Park, and Public Works)	Construction services
Office of Contract Administration (OCA)	Citywide general services and commodities agreements (called “term contracts”)
Department of Technology (DT)	Citywide technology agreements (called “enterprise agreements”)
Controller’s Office	Citywide pre-qualified pools of vendors

Types of solicitations

Type of solicitation	What it means	Result
Invitation for Bid (IFB/ITB)	Used by the City to solicit a low-bid multi-year contract.	Contract
Request for Proposals (RFP)	Used by the City to solicit a multi-year contract based on factors other than just price.	Contract
Request for Qualifications (RFQ)	Used by the City to create a pool of qualified contractors.	Pool of suppliers
Request for Information (RFI)	Used by the City to learn about the market for a particular product, service, technology, etc.; does not result in a contract	Informational purposes to inform future contract decisions

What to look for in a solicitation packet



It is important to carefully read the entire solicitation document!

- Scope of work / specifications of what the City is looking for
- What kind of solicitation it is (RFP, IFB, etc.)
- Duration of Contract and Not to Exceed Amount (NTE)
- Minimum Qualifications that contractors must meet in order to be considered
- How bids/proposals will be evaluated
- Required documentation for bids/proposals
- LBE subcontracting requirements (if applicable)
- Ethics rules & communications protocols
- Attached Terms & Conditions, which include insurance requirements
- Solicitation schedule and milestone dates

Sample solicitation packet: Invitation for Bids for As-Needed Graffiti Abatement Services

Here are some key pieces of the solicitation to highlight:

City and County of San Francisco
Sourcing Event ID 0000010181 | Dept Contract ID: TC88504

Formal Invitation for Bids for:
As-Needed Graffiti Abatement Services (Micro LBE Set-Aside)

This Solicitation can be viewed on the City's Supplier Portal at: <https://sfcitypartner.sfgov.org/pages/index.aspx>



Bid Phase	Tentative Date
Invitation for Bids Issued	January 27, 2024 – 4:00 pm (Pacific Standard Time)
Pre-Bid Conference	February 3, 2024 – 10:00 am (Pacific Standard Time) Microsoft Teams Need help? Join the meeting now Meeting ID: 225 981 658 545 Passcode: xe7c96ew Dial in by phone +1 415-906-4659-693157932# United States, San Francisco Find a local number Phone conference ID: 693 157 932#
Deadline for Written Questions	February 5, 2024 – 5:00 pm (Pacific Standard Time)
Bid Due Date	February 17, 2025 – 2:00 pm (Pacific Standard Time)
Bid Opening	February 17, 2025 – 2:30 pm (Pacific Standard Time) Microsoft Teams Need help? Join the meeting now Meeting ID: 288 531 604 074 Passcode: 739ss9fT Dial in by phone +1 415-906-4659-335133927# United States, San Francisco Find a local number Phone conference ID: 335 133 927#
Notice of Intent to Award	February 24, 2025 or after bid evaluation is completed
Period for Protesting Notice of Intent to Award	Within three (3) business days of the City's issuance of a Notice of Intent to Award.
Contract Administrator:	Evan Magante Office of Contract Administration 1 Dr. Carlton B. Goodlett Pl., San Francisco, CA 94102 Phone: (628) 652-1622 Email: evan.magante@sfgov.org

Attachments
 Attachment 1: City's Contract Terms
 Attachment 2: Bidder Questionnaire and References
 Attachment 3: CMD LBE Forms
 Attachment 4: Bid Sheet Template
 Attachment 5: MCO Declaration Forms
 Attachment 6: First Source Hiring Form

Invitation for Bids

Solicitation timeline

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Bid Due Date	February 17, 2025 – 2:00 pm (Pacific Standard Time)
Notice of Intent to Award	February 24, 2025 or after bid evaluation is completed
Period for Protesting Notice of Intent to Award	Within three (3) business days of the City's issuance of a Notice of Intent to Award.
Pre-Bid Conference Details	
The Pre-Bid Conference will begin at the time specified. Bidders' representatives are urged to arrive on time. Topics already covered will not be repeated for the benefit of late arrivals. Failure to attend the Pre-Bid Conference shall not excuse the awarded Bidder from any obligations of a contract awarded pursuant to this Solicitation. Any change or addition to the requirements contained in this Solicitation as a result of the Pre-Bid Conference will be executed by a written Addendum to this Solicitation. It is the responsibility of the Bidder to check for any Addendum to this Solicitation or other published pertinent information.	

Duration and Amount (NTE)

- B. Anticipated Contract Term**
 A contract awarded pursuant to this Solicitation shall be non-exclusive with an original term of five (5) years.
- C. Anticipated Contract Not to Exceed Amount**
 A contract awarded pursuant to this Solicitation with a not-to-exceed amount equal to the Minimum Competitive Amount for General Services (currently \$1,170,000, but subject to change over the life of the awarded Contract).

II. GOODS AND SERVICES REQUESTED **Scope of work**

A. Goods and/or Services Requested

This Solicitation is being issued by OCA on behalf of DPW and other City departments. OCA is seeking qualified Micro Local Business Enterprises Bidders, certified under CMD's LBE Certification Category GS090 – Janitorial Services: Building, Construction, Powerwashing, and Graffiti Removing, to provide Bids for As Needed Graffiti Abatement Services, in accordance with Appendix A, Scope of Work, to City's Contract Terms (Attachment 1).

Minimum Qualifications

MQ #	Description	When Due to OCA
MANDATORY MINIMUM QUALIFICATION DOCUMENTATION	Bidders must meet each Minimum Qualification (MQ) listed below. As outlined in the table below, certain documents must be provided with your Bid, while others are due upon being deemed the Apparent Lowest Bidder by OCA. A bid that fails to provide the following documentation at the time requested, will not be eligible for further consideration.	
MQ # 1	Evidence of Micro LBE Certification issued by the San Francisco Contract Monitoring Division (CMD)	Bid Due Date
MQ # 2	Completed Attachment 2, City's Questionnaire and References.	Bid Due Date
MQ # 3	Completed Attachment 3, CMD LBE Forms	Bid Due Date
MQ # 4	Completed Attachment 4, Bid Sheet Template	Bid Due Date
MQ # 5	Bidder must provide evidence of three (3) past invoices, purchase orders or contracts each year issued in the last 5 years evidencing Bidder's experience/ability to provide Graffiti Abatement services.	When deemed the Lowest Apparent bidder by OCA

Evaluation criteria

IV. BID EVALUATION CRITERIA

Evaluation Phase	Evaluation Criteria
Minimum Qualifications Documentation	Pass/Fail
Bid Sheet	Lowest Price

Sample solicitation packet: Invitation for Bids for As-Needed Graffiti Abatement Services (1 of 2)

A solicitation document will include a list of **attachments**. Make sure you read and understand these!

Attachments

- Attachment 1: City's Contract Terms
- Attachment 2: Bidder Questionnaire and References
- Attachment 3: CMD LBE Forms
- Attachment 4: Bid Sheet Template
- Attachment 5: MCO Declaration Forms
- Attachment 6: First Source Hiring Form

In this case, the Scope of Work is included in the **City's Contract Terms**, not the solicitation document.

Attachment 1: City's Contract Terms

City and County of San Francisco
Office of Contract Administration
Purchasing Division
City Hall, Room 430
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102-4685

Agreement between the City and County of San Francisco
and
[Insert name of contractor]
TC88504
[Insert PeopleSoft Contract ID]

This Agreement is made this [insert day] day of [insert month], [insert year], in the City and County of San Francisco ("City"), State of California, by and between [name of Contractor] ("Contractor") and City.

Recitals

WHEREAS, the Office of Contract Administration ("Department") wishes to procure on behalf of San Francisco Department of Public Works and other City Departments as-needed graffiti abatement services Contractor; and

WHEREAS, Contractor represents and warrants that it is qualified to perform the Services required by City as set forth under this Agreement; and

WHEREAS, Contractor was competitively selected pursuant to an Invitation for Bids ("IFB") entitled OCA DPW | Micro LBE Set-Aside Graffiti Abatement issued through Sourcing Event ID 0000010181; and

WHEREAS, this is a Micro LBE Set-Aside Contract as defined by Chapter 14B of the San Francisco Administrative Code; and

WHEREAS, approval for the Agreement was obtained on April 14, 2024 from the Civil Service Commission under PSC number DHRPSC0002242 which authorizes the award of multiple agreements, the total value of which cannot exceed \$2,000,000 and the individual duration of which cannot exceed five (5) years; and

Now, THEREFORE, the parties agree as follows:

Article 1 Definitions

The following definitions apply to this Agreement:

1.1 "Agreement" means this contract document, including all attached appendices, and all applicable City Ordinances and Mandatory City Requirements specifically incorporated into this Agreement by reference as provided herein.

[Contract Name]
P-615g (03-24)

1

[Date]
[PeopleSoft Contract ID]

Attachment 2: Bidder Questionnaire & References

Sourcing Event 0000010181
Attachment 2
Bidder Questionnaire and References

Part I Bidder Information

Name of Firm:	
Headquarter Address:	
Phone No.:	
Toll Free Phone No.:	
Contact Name & Title:	
E-mail:	
SF Supplier ID:	
Federal Tax ID:	
Payment Terms:	
Person Preparing Bid:	
Local Representative Name and Number:	
Warehouse Address:	

Contact Information for Placing Orders:

Telephone:	
Fax:	
Email:	
Website:	
24-hour Emergency Number:	

Sourcing Event 0000010181
P-695 (03-24): Attachment 2
Bidder Questionnaire and References

1

January 27, 2025

Sample solicitation packet: Invitation for Bids for As-Needed Graffiti Abatement Services (2 of 2)

Attachments

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**CITY & COUNTY OF SAN FRANCISCO
CONTRACT MONITORING DIVISION**



**CMD ATTACHMENT 5
Requirements for Micro-LBE Set-Aside
Architecture, Engineering, Professional Services Contracts**
For contracts less than or equal to the Minimum Competitive Amount
and that are advertised on or after July 1, 2024
&
General Services Contracts
For contracts less than or equal to the Threshold Amount
and that are advertised on or after July 1, 2024

PART 1. GENERAL

1.01 SAN FRANCISCO LABOR AND EMPLOYMENT CODE ARTICLE 131 (FORMERLY KNOWN AS ADMINISTRATIVE CODE CHAPTER 12B) AND ADMINISTRATIVE CODE CHAPTER 14B

A. To be eligible for this contract award, Proposers must agree to comply with the Local Business Enterprise ("LBE") requirements sanctioned by San Francisco Labor and Employment Code Article 131 ("Article 131"), and San Francisco Administrative Code Chapter 14B ("Chapter 14B") and its implementing Rules and Regulations. Article 131 and Chapter 14B are administered and monitored by the San Francisco Contract Monitoring Division ("CMD").

B. Article 131 and Chapter 14B and its implementing Rules and Regulations are incorporated by reference herein as though fully set forth and provide that the failure of any Proposer or Consultant to comply in good faith with these requirements shall be deemed a material breach of contract. Copies of Article 131 and Chapter 14B and its implementing Rules and Regulations are available on the CMD website at <http://www.sfgov.org/cmd>.

C. **Micro-LBE Set-Aside Program**
Under Section 14B.7(k)(2) of the Ordinance, the City may set-aside for competitive award to Micro-LBEs (1) Architecture, Engineering, and Professional contracts estimated by the Contract Awarding Authority to be less than or equal to the Minimum Competitive Amount; and (2) General Services contracts estimated by the Contract Awarding Authority to be less than or equal to the Threshold Amount. The Certification application is available on the CMD website <http://www.sfgov.org/cmd>.
The competitive award requirements shall otherwise apply to Contracts for the set-aside program, except that if for fewer than two Micro-LBE set-aside Proposals, or (b) the Contract Awarding Authority determines that the Contract would not be awarded at a fair market price, then the Contract Awarding Authority may reject all Proposals and remove the Contract from the set-aside program.

For assistance with this CMD Attachment and/or assistance with the Equal Benefits Program, please contact the CMD Main Office at (415) 554-6228

- 1 -
07/01/2024

Attachment 3: CMD LBE Forms

Attachment 4 - Bid Sheet

Department: OCA on behalf of San Francisco Department of Public Works
Sourcing Event ID: 000010181
Bidder's Name: _____

Instructions: This Bid is limited to Micro LBE Bidders. You must complete all YELLOW cells for ALL LINES in their entirety. Failure to do so will result in a rejected Bid. All prices shall be inclusive of sales tax. The lowest "Total Cost" will be deemed the Lowest Bid for that Aggregate.

Will City Award Multiple Contracts? Yes, the City will award two (2) separate contracts to the two (2) lowest responsible and responsive Micro-Local Business Enterprise (LBE) bidders in Aggregate 1.

Prompt Payment Discount (Refer to Solicitation to see if/how this amount will be evaluated)

Aggregate 1	Line	Expense Type	Description	Est. Annual Qty	Unit of Measure	Offered Unit Price per Square Foot	Extended Price	
	1	Labor*	Abate graffiti located a maximum height of 15 Feet from the ground.	12,500	Square Foot	\$ -	\$ -	
	2	Labor*	Abate graffiti located higher than 15 feet from the ground.	12,500	Square Foot	\$ -	\$ -	
	3	Paint	Paint to Cover Graffiti	12,500	Square Foot	\$ -	\$ -	
Total Extended Price							\$ -	\$ -

*Labor rates shall include all labor, supplies, and equipment in accordance with the requirements and specifications defined in the bid document.

-- Enter this value in Sourcing Event 10181 Line 1.

Attachment 4: Bid Sheet Template

**CITY AND COUNTY OF SAN FRANCISCO
GENERAL SERVICES AGENCY
OFFICE OF LABOR STANDARDS ENFORCEMENT**
PATRICK MULLIGAN, DIRECTOR

Minimum Compensation Ordinance (MCO) Declaration

What the Ordinance does. The Minimum Compensation Ordinance (MCO) became effective October 8, 2000, and was later amended by the Board of Supervisors, with an effective date for the amendments of October 14, 2007. The MCO requires City contractors and subcontractors to pay Covered Employees a minimum hourly wage and to provide 12 compensated and 10 uncompensated days off per year. The minimum wage rate may change from year to year and Contractor is obligated to keep informed of the then-current requirements.

The MCO applies only if you have at least \$25,000 in cumulative annual business with a City department or departments and have more than 5 employees, including employees of any parent, subsidiaries and subcontractors.

The MCO may require contractors to submit reports on the number of employees affected by the MCO.

Effect on City contracting. For contracts and amendments signed on or after October 8, 2000 the MCO will have the following effect:

- In each contract, the contractor will agree to abide by the MCO and to provide its employees the minimum benefits the MCO requires, and to require its subcontractors subject to MCO to do the same.
- If a contractor does not agree to provide the MCO's minimum benefits, the City will award a contract to that contractor only if the contractor has received an approved exemption or waiver from MCO from the Office of Labor Standards Enforcement (OLSE) through the contracting Department. The contract will not contain the agreement to abide by the MCO if there is an exemption or waiver on file.

What this form does. If you can assure the City now that, beginning with the first City contract or amendment you receive after October 8, 2000 and until further notice, you will provide the minimum benefit levels specified in the MCO to your covered employees, and will ensure that your subcontractors also subject to the MCO do the same, the will help the City's contracting process.

If you cannot make this assurance now, please do not return this form.

For more information, (1) see our Website, including the complete text of the ordinance: www.sfgov.org/olse, (2) e-mail us at: OLSE@sfgov.org, (3) Phone us at (415) 554-7903.

Where to Send this Form. Submit this form via San Francisco's centralized vendor portal sfcpypartnersupport@sfgov.org or call the Supplier Support Desk at 415-944-2442, Ext 1

Declaration

In order to be a certified vendor with the City and County of San Francisco, this company will provide, if applicable, the minimum benefit levels specified in the MCO to our Covered Employees, and will ensure that our subcontractors also subject to the MCO do the same, until further notice. This company will give such notice as soon as possible.

I declare under penalty of perjury under the laws of the State of California that the above is true and correct.

Signature: _____ Date: _____
First Name: _____ Bidder/Supplier # - if known: _____
Company Name: _____ Phone: _____ Federal Employer ID #: _____

SF OFFICE OF LABOR STANDARDS ENFORCEMENT, CITY HALL ROOM 430 MCO/HCAO Tel: (415) 554-7903 • Fax (415) 554-6221
1 DN, CARLTON B. GOODLETT PLACE • SAN FRANCISCO, CA 94102 www.sfgov.org/olse

Attachment 5: MCO Form

**SAN FRANCISCO
OFFICE OF ECONOMIC & WORKFORCE DEVELOPMENT**

**FIRST SOURCE HIRING
WORKFORCE PROJECTION FORM**

Business Name: _____ Main Contact: _____
Contract ID (if applicable): _____ Supplier ID (if applicable): _____
Phone: _____ Email: _____
Date: _____ Signature: _____
Name of Authorized Representative: _____

* By signing this form, the company agrees to participate in the San Francisco Workforce Development System established by the City and County of San Francisco, and comply with the provisions of the First Source Hiring Program pursuant to Chapter 83 of the San Francisco Administrative Code.

Instructions:

- This form must be submitted via email to the Office of Economic and Workforce Development at business_services@sf.gov with the subject line First Source Hiring Workforce Projection Form
- If an entry level position becomes available at any time during the term of the lease and/or contract, the company must notify the First Source Hiring Program Administrator at business_services@sf.gov

Section 1: Select your industry:

<input type="checkbox"/> Admin/Support/Waste Services	<input type="checkbox"/> Food Services	<input type="checkbox"/> Mgmt./Enterprises	<input type="checkbox"/> Transport/Warehouse
<input type="checkbox"/> Agri/Forestry/Fish/Hunt	<input type="checkbox"/> Government	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Utilities
<input type="checkbox"/> Construction	<input type="checkbox"/> Health Care	<input type="checkbox"/> Real Estate/Retail	<input type="checkbox"/> Wholesale Trade
<input type="checkbox"/> Educational Services	<input type="checkbox"/> Info/Tech/Prof	<input type="checkbox"/> Retail Trade	<input type="checkbox"/> Other
<input type="checkbox"/> Finance/Insurance	<input type="checkbox"/> Leisure/Hospitality	<input type="checkbox"/> Social Services	

Section 2: Indicate industry NAICS code if known: _____

Section 3: Provide information on all Entry Level Positions:

Entry Level Position Title	Job Description	Number of New Hires	Projected Hiring Date

Section 4: Select the type of First Source Project:

<input type="checkbox"/> Contractor	<input type="checkbox"/> Scene in San Francisco Rebutal Applicant
<input type="checkbox"/> Subcontractor	<input type="checkbox"/> City Contract (Department)
<input type="checkbox"/> City of San Francisco Tenant	<input type="checkbox"/> Cannabis
<input type="checkbox"/> Subletment	<input type="checkbox"/> Other _____
<input type="checkbox"/> Developer	

Attachment 6: First Source Hiring Form

(415) 901-4840 • (415) 901-4887 • eeed@sf.gov
workforce.development@sfgov.org

Tips for preparing your bid or proposal



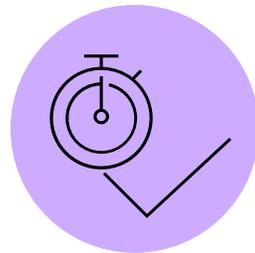
It is always recommended to **attend any pre-bid meeting and submit any questions you have during the Q&A process.**

- This can help remove ambiguity and ensure you have what you need to build a strong proposal!
- Pre-bid meetings and Q&A protocols are listed in the solicitation document.



Make sure you **submit all required documentation** listed in the solicitation.

- This includes using any forms provided for required elements of the bid/proposal, such as the cost worksheet.
- Make sure it is clear from your bid/proposal how you meet each Minimum Qualification (MQ) listed in the solicitation.
- If documentation is missing or if you didn't use the right forms, your proposal could be deemed non-responsive by the City and won't be considered.



Avoid technical issues at the last minute!

- Upload or submit your response early, and if possible, ask for confirmation of receipt by the City.

What happens after you submit a bid or proposal

Written Scoring

Then, the City assembles a scoring panel to review each bid/proposal and score it based on the criteria in the solicitation.

Score Tabulation

Once all scoring is complete, the City tabulates scores and applies any rating bonuses/bid discounts for LBEs.



Minimum Qualification Screening

The City first screens bids/proposals to ensure they meet Minimum Qualifications. If a proposal does not meet the MQs, the City will send a non-responsive notice to the contractor with a justification.

Oral Interviews

If the solicitation included a process for oral interviews, the City will send contractors an invitation to participate in an oral interview.

Notice of Intent to Award

Finally, the City issues an Intent to Award letter to all contractors specifying the highest-scoring contractor who has been selected for the contract.

Contract review & execution

If you are awarded a City contract, you will need to complete the following **post-award steps before the contract may be signed:**

- **Contract Terms & Conditions.** The City's Terms & Conditions include language about insurance requirements, indemnity, payment, compliance, and more. Make sure you read them carefully!
- **Technology Review.** For contracts where you will have access to non-public City data, City systems, or are providing technology or technology services, you must provide a SOC-II report or complete the City's Cyber Risk Assessment Questionnaire.
- **LBE Subcontracting.** If your contract has an LBE subcontracting requirement, you will need to identify and LBE to subcontract to and submit the necessary paperwork to CMD.
- **HCAO/MCO Form.** You will need to attest that you understand the requirements of the Healthcare Accountability Ordinance and Minimum Compensation Ordinance, which require contractors to provide healthcare and minimum compensation to their staff working on the City contract.
- **First Source Hiring.** You will need to submit the First Source Hiring form to OEWD and provide them with information about any open entry-level positions you have.
- **Certificates of Insurance.** You will need to provide the City with valid Certificates of Insurance for all insurance types and at the level required in the Terms & Conditions.

... and other requirements that apply to your contract!

Key takeaways

- Consider whether your firm's offerings align with the City's needs
- Understand the players and the process
- Read all solicitation documents carefully
- Submit all required documentation and forms as part of your bid/proposal



THANK YOU!

Contact: GovOps@sfgov.org