San Francisco Human Rights Commission
Guide to Contracting with the City and County of San Francisco

How do I become a City vendor?

In order to become a City Vendor, you must complete the City "Vendor Packet". Once you have become a City Vendor, you will be assigned a City Vendor Number by the San Francisco Controllers Office. This number is required when you submit an invoice to the City for payment**. To determine if you have previously obtained a Vendor Number, please call Vendor File Support at the San Francisco Controller's Office (415/554-6702).**

You may pick up a Vendor Packet in person at: (a) San Francisco City Hall, Room 484 or (b) San Francisco Human Rights Commission, 25 Van Ness Ave, Suite 800. **You can also download a vendor packet online at**: http://sf-hrc.org/index.aspx?page=86. Below is a summary of the forms you will find in the City Vendor Packet:

1. **Application to Become a City Vendor & Commodity/Service Codes and Accompanying W-9 Form:** Any business doing direct business with and receiving direct payments from the City and County of San Francisco must complete these form. A business that will work only with the City *indirectly* (i.e. as a sub-contractor) is not required to complete these documents but encouraged to do so in the event it chooses to work directly with City some time in the future.

2. **Business Tax Declaration:** *If you have previously applied for and received a San Francisco Business License and your business license is current, you do not need to complete this form.* All others must complete this form to determine if they are required to obtain a San Francisco Business License from the San Francisco Tax Collector's Office. For additional assistance on this form, contact the San Francisco Tax Collectors Office at (415) 554-4400.

3. **Health Care Accountability Ordinance (HCAO) Declaration & Minimum Compensation Ordinance (MCO) Declaration:** All businesses contracting with the City and San Francisco must comply with various City labor laws designed specifically for City Vendors and their employees. For more information regarding these forms and other labor-related requirements for City Vendors, visit: http://sfgsa.org/index.aspx?page=391 or contact**:**

   Prevailing Wage Unit: (415) 554-6235
   Minimum Compensation Ordinance: (415) 554-6292
   Health Care Accountability Ordinance: (415) 554-6292
   Sweatfree Contracting Ordinance: (415) 554-6235

4. **San Francisco Administrative Code Chapters 12B & 12C: Nondiscrimination in Contracts and Benefits Declaration:** Any business doing direct business with and receiving direct payments from the City and County of San Francisco must complete this declaration and be deemed "12B Compliant". A business that will work only with the City indirectly (i.e. as a sub-contractor) is not required to complete this document. For more information, please go to: http://sf-hrc.org/index.aspx?page=96 or call the San Francisco Human Rights Commission at (415) 252-2500 and request to speak to someone regarding "12B Compliance".

What kind of contracts does the City of San Francisco offer?

The following are common types of contracts offered by the City of San Francisco:

A. **Purchasing or Commodity Contracts**
B. **Construction Contracts**
C. **Professional Services Contracts**
D. **General Services Contracts**
E. **Property Contracts**

How can I find out about current and ongoing City contracts?

Contracts and purchases *greater than $10,000*: Purchases and contracts greater than $10,000 by the City and County of San Francisco must be made available to the general public for bidding. City Agencies generally meet this obligation by issuing a Request for Proposals (RFP) and, sometimes, a Request for Qualifications (RFQ) or Request for Interest (RFI). All requests are generally published in local newspapers, trade magazines, and the Office of Contract Administration's website at: http://www.sf-hrc.org/index.aspx?page=75. For questions regarding a specific contract, contact the City agency responsible for issuing and/or awarding that contract.

Contracts and purchases *less than or equal to $10,000*: The City is not required to issue requests for bids for purchases and contracts less than $10,000 ("Prop Q Contracts and Purchases"). If you believe the goods and services you offer fall into this category, contact each City Agency you believe will be interested in your goods and services and request to speak with that Agency's "Prop Q Purchaser(s)". For a complete list of City Agencies, go to**:** www6.sfgov.org/index.aspx?page=40.

Does the City of San Francisco offer any programs to help local businesses compete more effectively on City contracts?

The City and County of San Francisco offers three types of certifications to local businesses designed to help them compete more effectively against non local businesses with respect to City contracts.

1. **Local Business Enterprise ("LBE") Certification:** LBE certification is available only to businesses with a primary place of business in San Francisco.

2. **PUC Local Business Enterprise ("PUC-LBE") Certification**: PUC-LBE certification is available only to licensed contractors, construction materials suppliers and truckers/haulers with a primary place of business outside of San Francisco but within the "SFPUC Water System Service Area" and seeking to participate in PUC Hetch Hetchy projects.

3. **Non-Profit Entity ("NPE") Certification:** NPE certification is available to non-profit entities with a primary place of business in San Francisco.

LBE, PUC-LBE and NPE certified firms are eligible for: (a) receiving bid discounts, (b) meeting City goals for contracting with local businesses and (c) participating in special set-aside contracts for very small firms. LBE, PUC-LBE and NPE certification is voluntary and is not required for bidding on City contracts. To learn more about becoming LBE, PUC-LBE and NPE certified by the Human Rights Commission, please go to http://sf-hrc.org/index.aspx?page=86 or call the San Francisco Human Rights Commission at (415) 252-2500 and request to speak to someone regarding "LBE Certification".