



**Working with the
City and County of San Francisco
&**

The Department of Homelessness and Supportive Housing (HSH)

Introduction

The Department of Homelessness and Supportive Housing (HSH) has a singular focus on preventing and ending homelessness for people in San Francisco, and its plan to do so is described in its Strategic Framework¹. Through the provision of coordinated, compassionate, and high quality services, HSH strives to make homelessness in San Francisco rare, brief, and one time. Many of these vital services are delivered through community based providers, and HSH seeks and welcomes new partners to reach its goals.

This document provides an overview of how providers may become eligible to do business with the City and County of San Francisco; an overview of standard agreement clauses; and how to find HSH funding opportunities.

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How to Become Eligible to Do Business with the City

Before the City can award any agreement to a Grantee/Contractor, all providers (e.g. vendors/suppliers) must meet the minimum requirements described below. There may be additional requirements placed upon a vendor/supplier depending on the type of good or service to be purchased.

In order to become eligible to do business with the City, vendors must first become an Approved Supplier by following the instructions on the San Francisco City Partner Become a Supplier page:

<https://sfcitypartner.sfgov.org/pages/become-a-supplier.aspx>.

At a minimum, vendors will be required to complete the following steps:

- Register to become a “Registered Bidder”
- Complete a San Francisco Business Tax Registration
- Complete a 12B Equal Benefits Declaration

¹ <http://hsh.sfgov.org/research-reports/framework/>

To view step-by-step directions on how to become an Approved Supplier, visit <https://sfcitypartnersupport.sfgov.org/support/solutions/articles/11000022936-bidder-a-step-by-step-guide-to-becoming-an-approved-supplier>.

Working with HSH

To do business with the HSH, a provider must be City vendor/supplier before HSH can make an award. Additionally, per City requirements, providers must have been selected through a competitive process. Once selected, a provider will be awarded with a grant or contract, depending on the services provided, and given a budget allocation. HSH will set up the provider for online invoicing in CARBON once the agreement has been executed (i.e. signed by all parties).

Procurement and Opportunities

HSH posts all active procurement documents (Request for Proposals, Request for Qualifications, Request for Information, Notice of Funding Availability, etc.) here: <http://hsh.sfgov.org/overview/procurements/>.

Procurement documents describe the services HSH wishes to purchase; expectations a provider must meet; and the process by which agreements will be awarded. Interested providers should only contact the designated contact person listed in the procurement document.

Awarded Agreement Standard Clauses

The City requires Departments to include standard terms and conditions in agreements. Clauses vary based on the services, but typically include:

- Earned Income Credit
- False Claims
- First Source Hiring Program
- Food Service Waste Reduction
- Guaranteed Maximum Costs
- Health Care Accountability Ordinance
- Limitations on Contributions
- Local Business Enterprise Ordinance
- MacBride Principles
- Minimum Compensation Ordinance
- Nondiscrimination in Contracts (Equal Benefits)
- Preservative Treated Wood Containing Arsenic
- Prohibition on Political Activity with City Funds
- Protection of Private Information
- Resource Conservation
- Slavery Era Disclosure
- Sunshine Ordinance
- Sweatfree Contracting Ordinance
- Tropical Hardwood and Virgin Redwood Ban

Visit <http://hsh.sfgov.org/overview/procurements/> for sample agreements.

Summary

In order to meet the goals set forth in HSH's Strategic Framework, HSH invites providers to become eligible to do business with the City and County of San Francisco, and to explore HSH procurement opportunities. For questions on becoming eligible, providers should contact the Vendor Support Division directly at: 415.944.2242 or sfcitypartnersupport@sfgov.org. HSH encourages providers to check the HSH website for procurements: <http://hsh.sfgov.org/overview/procurements/>.