

# **Request for Proposals for Non-Profit Corporation Community Hub Workstation License and Non-Profit Corporation Office Lease at the Southeast Community Center**

## **RFP Questions and SFPUC Responses**

**Updated May 7, 2026**

Capitalized terms in the Responses have the same meanings as in the Request for Proposal (RFP), Appendix: C Form or License, or Appendix F: Form of Lease.

**1. If we are already a workstation licensee, do we still need to apply?**

Yes. Existing licensees will need to submit a proposal for this new RFP. The RFP is open to all qualified non-profit corporations, including existing Community Hub licensees.

**2. What kind of programs and services are considered Local Community Services?  
Do one-on-one services/meetings count?**

All programs and services hosted at the SECC by Non-Profit Service Providers must be open to the general public, be free of charge, and be a combination of drop-in and pre-registered programs at the SECC. Local Community Services can be delivered in a one-on-one or group setting. The Licensees and Tenant must provide Local Community Services in one or more of the following Program Areas: (1) economic development, (2) environmental justice and advocacy, (3) financial empowerment, (4) health and well-being, (5) workforce development and education, (6) senior, youth, and family.

Within 30 days of being identified as the highest-ranked Proposer eligible to proceed with the award of a Workstation License or Office Lease, the Proposer must submit a program plan and meet with the SECC staff for final approval. The SECC staff will provide a program plan template. SECC staff, in their sole discretion, will determine whether such plan aligns with the requirements of the License or Lease.

**3. Since the Workstation License will expire in three years, what does it mean for the five-year timeframe in “The City may use the Workstation Ranked List if any workstations become available within five years of the Commencement Date of the last Workstation License issued as a result of this RFP”?**

The purpose of the five-year Workstation License Ranked List Period is to provide the City with access to interested and qualified non-profit corporations in order to mitigate future time constraints and reduce the City's administrative time and overhead costs. The City reserves the

right, however, at its sole discretion, to issue licenses for future real estate opportunities through alternative means or requests for proposals.

**4. How competitive do you anticipate the RFP to be, in terms of the number of applicants?**

The SFPUC does not have the information to answer that question.

**5. Can you provide any advice on how to make our applications stand out from others?**

Review the RFP, Form of License, and/or Form of Lease thoroughly and answer the questions completely to provide as much information about the proposed programs and services.

**6. What have your previous Non-Profit Service Providers done?**

Please visit the [SFPUC's Community Benefit Dashboard](#) and click on the updates for the Southeast Community Center. Note: The License and Lease requirements from the previous RFP for the existing tenants at the Southeast Community Center were not the same as the requirements stated in this RFP.

**7. What services does the SECC offer to support the tenants and logistics?**

The SECC staff is engaged in ongoing discussions regarding the community member experience at the SECC, especially as it relates to knowing about and navigating to programs on the third floor of the building. The purpose of this RFP is to add to the on-site activation and services offered at the SECC. The SECC supports the SECC Non-Profit Service Providers by promoting their programming in the SECC's monthly newsletter. There is a Resident Partner Liaison to help coordinate the scheduling of the Third Floor Meeting Rooms for programming and services, and the SECC staff are always looking to improve.

**8. Is there a tenant directory at the SECC?**

All of the Non-Profit Service Providers are listed on the [SECC Webpage](#) with a brief description.

**9. When do the leases for the other office tenants expire, in case we are interested in partnering with them?**

The leases for the two existing office tenants on the third floor expire in 2028.

**10. How do tenants access the third floor and their workstation/office?**

All tenants will receive a badge card.