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| **When to Use:**  Equipment Leases and Rentals (including those with incidental services). If agreement includes services that are beyond incidental, use the CL-100 Checklist instead.**Instructions:** Complete and save this form in WORD and upload all required documents to PeopleSoft. Initiate OCA review through ServiceNow. [Click here to learn how to use ServiceNow to Submit a Contract Review Request](https://sfgov.org/oca/sites/default/files/How%20to%20Use%20ServiceNow%20to%20Submit%20a%20Contract%20Review%20Request_0.pdf). |
| **Check off all that apply** | [ ]  P-520 [ ]  P-550/650 [ ]  Other \_\_\_\_\_ |
| **Are you using DocuSign?** |  | **Contract docs uploaded in PS?** |  |
| **PS Contract ID:** |  | **Dept Contract ID** (if any): |  |
| **Contact Name:** |  | **Department:** |  |
| **Contact Email:** |  | **Contact Phone:** |  |
| **(OCA Only) Purchaser Name:** |  | **( OCA Only) Date Reviewed:** |  |

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| **PURCHASING AUTHORITY** |
| **Competitive Solicitation Details** | **No Competitive Solicitation Details** |
| **RFP/Q/Event ID:** |  | **Admin Code Basis for No Solicitation** (e.g., 21.30, 21.15, etc):  |  |
| **RFP/Q/Event Issue Date:** |  |
| **Advertised Contract Duration:** |  | **OCA ServiceNow Waiver ID:**  |  |
| **Advertised Contract NTE Amt:** |  |
| **Advertised LBE Participation %:** |  | **Total Approved Waiver Amt:** |  |
| **FUNDING TYPE** |
| **Check off all that apply** | [ ]  City [ ]  State [ ]  Federal [ ]  Grants |
| **SUPPLIER & CONTRACT DETAILS** |
| **Supplier ID:** |  | **Supplier Name:** |  |
| **12B Compliant?** (NA if Waived) |  | **Supplier Headquarters** (For Admin Code 12X Analysis) |  |
| [**Form SFEC-126f2**](https://sfethics.org/compliance/city-officers/city-contracts/city-departments) **filed?** |  | Forms [126f2](https://sfethics.org/compliance/city-officers/city-contracts/city-departments/notifying-bidders-and-potential-bidders) and [126f4](https://sfethics.org/compliance/city-officers/city-contracts/contract-approval-by-city-elective-officers/contract-approval-by-board-of-supervisors) apply to all contracts/grants with a value ≥ $100K/ fiscal year and signed by an elected City officer. - Form [126f2](https://sfethics.org/compliance/city-officers/city-contracts/city-departments/notifying-bidders-and-potential-bidders) must be filed *upon* receipt of proposals, post solicitation. - Form [[126f4](https://sfethics.org/compliance/city-officers/city-contracts/contract-approval-by-city-elective-officers/contract-approval-by-board-of-supervisors)](https://sfethics.org/compliance/city-officers/city-contracts/contract-approval-by-city-elective-officers/contract-approval-by-board-of-supervisors) must be filed upon the elected officer’s signing of the contract or, where BOS approval is required, upon submission of the contract for BOS approval. Contact the Ethics Commission for additional details. |
| [**Form SFEC-126f4**](https://sfethics.org/compliance/city-officers/city-contracts/contract-approval-by-city-elective-officers) **filed?** |  |
|  | **Contract NTE Amt** | **Contract Start Date** | **Contract End Date** | **OCA Only:** **Rate Adjust.?** |
| **Original Contract**  |  |  |  |  |
| **Amendment 1** |  |  |  |  |
| **Amendment 2**  |  |  |  |  |
| **Amendment 3**  |  |  |  |  |
| **Amendment 4**  |  |  |  |  |
| **Amendment 5**  |  |  |  |  |
| **Amendment 6**  |  |  |  |  |
| **Amendment 7**  |  |  |  |  |
| **Amendment 8**  |  |  |  |  |
| **Amendment 9** |  |  |  |  |
| **Amendment 10** |  |  |  |  |
| **Does contract NTE Amt/Duration match PS NTE Amt/Duration?** If no, explain. |  |

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| **Contract Packet Documentation Checklist** |
| Except for copies of an Agreement routed for wet signature, each document in this checklist must be uploaded into PeopleSoft prior to requesting OCA approval. When stating “N/A”, the reason must be obvious or explained.  |
| **AGREEMENT** |
| **Document** | **Uploaded?** | **Explanation/Comments** |
| 1. **Contract Overview:** Provide a brief overview of the contract on this form or attach a memo.
 |  |  |
| 1. **Agreement/Amendment:**
* **Wet Signatures:** Deliver 3 original copies to OCA.
* **DocuSign:** Ensure agmt. and appendices are in PS as one complete document for e-signatures.
 |  |  |
| 1. **New Agreements:** **Redlined Copy of Original Agreement**

Use the “Compare” function in Word to compare the final draft with the public facing City template available at <https://sfgov.org/oca/>. |  |  |
| 1. **Amendments: Original + All Subsequent Amendments**
 |  | OCA Only: Include Rate Adjustment Calc. if applicable. |
| **Purchasing Authority** |
| **Document** | **Uploaded?** | **Explanation/Comments**  |
| 1. **RFP/Q** (if applicable).

N/A if available for OCA to view in PeopleSoft. |  |  |
| 1. **All approved OCA waiver(s) to date** (if applicable).

***Approved amount must equal or exceed contract not to exceed amount.*** |  | Total Approved Amount: |
| 1. **Approved OCA 12X Waiver** (if applicable)
 |  |  |
| **DEPARTMENT OF TECHNOLOGY** |
| **Document** | **Uploaded?** | **Explanation/Comments** |
| 1. [**DT CIO Approval**](https://sfemployeeportalsupport.sfgov.org/support/solutions/articles/22000228829-new-cio-review-policy-for-f-p)(New Agreements Only)

Unless deemed exempt by DT, new contracts w/ any element of technology require approval by DT.  |  | DT SER #: |
| **Board of Supervisors (BOS) & DEPT’S Commission Approval** |
| **Document** | **Uploaded?** | **Explanation/Comments** |
| 1. **BOS Approval** (if over $10MM or 10 years)

***Re-approval required for cumulative increases > $500k on a covered contract.*** |  | Approved Duration: Approved Amount:Resolution Number: Signed Date: |
| 1. **Dept’s Commission Approval** (if applicable)

***Re-approval for amendments required per Dept.’s Commissions guidelines.*** |  | Approved Duration: Approved Amount:Resolution Number: Signed Date: |
| **CONTRACT MONITORING DIVISION (CMD)** |  |  |
| **Document** | **Uploaded?** | **Explanation/Comments** |
| 1. **CMD 12B Compliance Waiver**

(If applicable but waived)***Approved amount and duration must equal or exceed contract amount and duration..*** |  | Approved Duration:Approved Amount:N/A and waiver not required if: Purchasing authority is 21.30 |
| 1. **CMD 14B LBE Bid Discounts Waiver.**

(If applicable but waived). Bid Discounts apply to all solicitations for commodities between $10,000 and $10,000,000.  |  | N/A and waiver is not required if: * Purchasing authority is 21.30
* Funding consists of any non-City funds.
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| **INSURANCE & LIABILITY** |
| **Document** | **Attached?** | **Explanation/Comments** |
| 1. **Insurance:**
* Place an “X” next to each item required by City template & submit evidence of item marked.
* Additional Insured Endorsement Requirements: Must: (a) name the “City and County of San Francisco, its Officers, Employees and Agents” or (b) be a blanket endorsement as required by a written contract.
 |
| [ ]  **General Liability** (COI) |  | Reduced or Waived?If Yes, written confirmation from RM provided? |
| [ ]  **GL Addt’l Insured Endorsement**  |  | Reduced or Waived?If Yes, written confirmation from RM provided? |
| [ ]  **Auto Liability** (COI) |  | Reduced or Waived?If Yes, written confirmation from RM provided? |
| [ ]  **Auto Addt’l Insured Endorsement** |  | Reduced or Waived?If Yes, written confirmation from RM provided? |
| [ ]  **Workers Compensation** (COI) |  | Reduced or Waived?If Yes, written confirmation from RM provided? |
| [ ]  **Waiver of Subrogation** |  | Reduced or Waived?If Yes, written confirmation from RM provided? |
| [ ]  **Professional Liability** (COI) |  | Reduced or Waived?If Yes, written confirmation from RM provided? |
| [ ]  **Tech Errors and Omissions** (COI) |  | Reduced or Waived?If Yes, written confirmation from RM provided? |
| [ ]  **Cyber Security** (COI) |  | Reduced or Waived?If Yes, written confirmation from RM provided? |
| [ ]  **Privacy** (COI) |  | Reduced or Waived?If Yes, written confirmation from RM provided? |
| [ ]  **Pollution Liability** (COI) |  | Reduced or Waived?If Yes, written confirmation from RM provided? |
| [ ]  **Pollution Addt’l Insured Endorsement**  |  | Reduced or Waived?If Yes, written confirmation from RM provided? |
| [ ]  **Garagekeepers/Property of Others** (COI) |  | Reduced or Waived?If Yes, provide written confirmation from RM. |
| [ ]  **Other** (COI)(e.g. Marine Liability, etc.) |  | Reduced or Waived?If Yes, provide written confirmation from RM. |
| 1. **Changes to Indemnification Requirements?**
 |  | If Yes, City Attorney consultation is required. |
| 1. **Performance/Fidelity/Surety/Labor Bond**
 |  |  |
| 1. **Escrow for Source Code**
 |  |  |
| **OTHER** |
| 1. **System for Award Management (SAM) Printout**

(if Federal funds are involved) |  | * Go to: <https://www.sam.gov/SAM/pages/public/searchRecords/search.jsf>
* Enter entity DUNS/CAGE Code and click ‘Search’. ‘Save as PDF’”
 |
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| **COMMENTS** |
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