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| **Requisition Checklist for RQ #:** |  |
| **Description of requested commodities and/or services:** |  |
| **Requestor Name, Email, and Phone #:** |  |
| **Subject Matter Expert(s) Name, Email, and Phone #:** |  |
| **Department Contact Name, Email, and Phone #:** |  |
| **Requesting Department:** |  |
| **Purpose of Submitting a Requisition to OCA:** A Requisition (RQ) submitted in PeopleSoft (PS) serves as the basis for requesting that OCA issue a stand-alone, one time Purchase Order (PO) for a finite set of goods and services with a duration of one year or less. It is used when the department is not permitted to make the purchase using its delegated Prop Q Purchasing Authority.  **Checklist Fields:** It is pertinent that you fill out this form completely and accurately. If information is incomplete or unclear, it will result in delays or the rejection of your RQ.  **Attachments:** Once you have completed this checklist, upload it along with all attachments in the RQ header's "Add/Edit Comments." Do not attach these documents at the RQ line level.  **Processing Time:** If OCA is provided with complete information from the department, the average processing time for an RQ is about 4-12 weeks, depending on the solicitation requirements for your request. Please plan accordingly.  **Construction Services:** OCA’s purview is under San Francisco Administrative Code Chapter 21 pertaining to commodities, general services and professional services. If there are services in this purchase that require a Contractor’s license (e.g., General A/B, C-10, C-27, etc.), they will fall under the authority of Chapter 6 and cannot be completed through OCA. Please verify with OCA if unsure.  **Technology Purchases:** Technology purchases include IT commodities or services such as computers, hardware, on-premise and cloud software, servers, hardware/software maintenance, telecommunications or digital technology products, surveillance technology, or any system that transfers or transmits data and/or interacts with the City's networks. **Technology purchases pose additional risks for which the terms and conditions of a standard PO through this RQ process are generally not adequate.** As such, they often require a negotiated contract reviewed and approved by the City Attorney using one of the three options below.   |  |  |  | | --- | --- | --- | | [[C:\Users\tmoayed\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\75B61B05.tmp](https://sfgov.org/oca/option-1-technology-marketplace-contracts)](https://sfgov.org/oca/option-1-technology-marketplace-contracts) [C:\Users\tmoayed\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\831F085B.tmp](https://sfgov.org/oca/option-2-citywide-enterprise-agreements) [C:\Users\tmoayed\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\B77E9E21.tmp](https://sfgov.org/oca/option-3-public-biddingdirect-contracting) |  |  |   *Under very limited circumstances and with the approval of your City Attorney and OCA, you may use this RQ process to purchase low risk technologies such as hardware that does not require additional license agreements or pose any major cyber threats to the City****.*** *Be*fore completing this checklist, contact OCA to determine if your technology purchase can be processed using this RQ-to-PO process.  **\*\*\*\*\*\*\*\*\*\*\***  **For any questions you may have about City purchasing procedures, or about this checklist, please contact your assigned OCA Supervising Purchaser.** | |

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| **Topic** | **Question** | **Response** |
| **Grant Funding** | **Funding Source.** Will this request involve the use of any grant, state, or federal funds? | Yes  No |
| **Grant Terms.** If this is being paid by grant funds, did you upload a copy of the grant terms to PS? | N/A. This transaction is not grant funded.  Yes. Supporting grant documents are uploaded in PS. |
| **City Attorney Review.** If this is being paid by grant funds, did you consult with your City Attorney to ensure City’s standard PO terms do not conflict with the grant terms?  Click on each icon below for City’s standard PO terms based on what is being procured. If unsure which template is applicable, contact OCA or your City Attorney. If your City Attorney determines City’s standard PO terms conflict with the grant terms, please ask them to revise the PO accordingly, using track changes so that OCA can see what changes were made. | N/A. This transaction is not grant funded.  The City Attorney has reviewed the applicable PO terms and confirmed they do not conflict with the grant terms. The City Attorney’s email is attached to this checklist and included in my email to OCA.  The City Attorney has reviewed the applicable PO terms and confirmed they conflict with the grant terms. The City Attorney’s revisions to the standard PO terms have been uploaded to PS. |
| **OCA Term Contracts** | **OCA Term Contracts.** Can your purchase be completed using one of City's Term Contracts?  Departments are encouraged to use Citywide Term Contracts for their purchases to the extent possible. Many of OCA’s Term Contracts are catalogue contracts that allow you to purchase virtually any item in a certain product category.  OCA’s Term Contracts can be found at:  <https://sfgov.org/oca/citywide-term-contracts>.  **Using OCA’s Term Contracts for Federal and State Funded Transactions:**  Most OCA Term Contracts include “local preferences” during the solicitation process. Local preferences include: LBE Bid Discounts which gives certified local SF businesses an advantage over non certified SF businesses; LBE Subcontracting Participation Program which requires that a portion of the work be subcontracted to certified SF businesses; First Source Hiring Program which requires a supplier with an SF location advertise its entry level positions through OEWD; and the City’s ban on working with companies headquartered in a 12X State. Before using grant funds, check with your grantor to see if any of these local preferences prohibit you from using OCA’s Term Contracts. | No. I reviewed the list of Term Contracts and there are no available Term Contracts for this purchase.  No. This is a Federal or State funded transaction and the Grantor will not agree to using City’s Term Contracts because they were issued using local preferences.  Yes. There are available OCA Term Contracts for this purchase but we cannot use them because: [GIVE REASON] |
| **Recurring Transactions.** Is this a non-recurring, one-time purchase appropriate for the use of an RQ, or an ongoing need (monthly, annually, etc.)?  If this is recurring, OCA may determine that a multi-year Term Contract is more appropriate. | This is a one-time transaction.  This is a recurring transaction. We generally require it [enter frequency] and the estimated annual value is [enter value]. |
| **Civil Service Commission & CMD Review** | **CSC Approval.** If this purchase requires the supplier to provide labor, have you begun to obtain the appropriate Civil Service Commission approval or Prop J approval for the labor portion of the transaction?   * CSC or Prop J approval must be obtained prior to PO award. * The PO must be awarded within 1 year of the CSC approval date. * The PO amount and duration cannot exceed the CSC approved amount and duration. | N/A. There are no services.  Yes. My dept has completed the CSC or Prop J approval process. The approved amount is [enter value] and the approved duration is [enter value]. A copy of the approved PSC or Prop J is uploaded to PS.  Yes. My dept has begun the CSC or Prop J approval process, and we expect it to be completed by [enter estimated date]. The approved amount is [enter value] and the approved duration is [enter value]. A copy of the *draft* PSC or Prop J is uploaded to PS. |
| **CMD LBE Participation Requirements.** If this purchase requires the supplier to provide labor and the amount of the labor will exceed ½ of the Minimum Competitive Amounts shown below, have you contacted CMD to determine if LBE Participation Requirements apply?   * If CMD has waived LBE Participation Requirements, you must upload the approved waiver to PS. * The PO amount and duration cannot exceed the CMD 14B waiver amount and duration. * *LBE Participation Requirements do not apply to transactions that are primarily for commodities or where the transaction is funded by Federal or State funds and Local Preferences are not permitted.*  |  |  | | --- | --- | | **Minimum Competitive Amount (MCA)**  **for General Services** | | | Effective  1/1/2020 | Effective  7/1/2022 | | $709,000 | $1,000,000 | | N/A. This is a contract primarily for commodities. Therefore, LBE participation requirements do not apply.  N/A. Although this transaction is for General Services, it will not exceed ½ of the Minimum Competitive Amount for General Services. Therefore, LBE Participation Requirements do not apply.  N/A. Although this transaction is for General Services, it is funded by State and/or Federal funds and the Grantor will not allow local preferences.  Yes. As per CMD, the LBE Participation Requirement for this transaction is: [enter %]  Yes. Although this transaction will exceed ½ of the Minimum Competitive Amount for General Services, CMD has waived the LBE Participation Requirement for this transaction. A copy of the CMD LBE Participation Requirement waiver is uploaded to PS. |
| **Sole Source & No Substitutes** | **Sole Source:** Is this a "Sole Source" such that only one supplier can provide the goods or services you are buying?  If yes, you must obtain OCA’s approval prior to submitting your request. To request a "Sole Source" waiver, click [here](https://sfgov.org/oca/requests-waive-solicitation-requirements). | No. This is not a Sole Source contract.  Yes. Approved OCA Sole Source waiver is uploaded to PS. |
| **No Substitute (Products Only):** Is this a "No Substitute" purchase for a product, such that only one product can meet your business requirements but there are multiple suppliers offering the product?  If yes, you must obtain OCA’s approval prior to submitting your request. To request a "No Substitute" waiver, click [here](https://sfgov.org/oca/requests-waive-solicitation-requirements). | N/A. This is not a purchase for products.  No. This is a purchase for products but we will allow for substitutes.  Yes. This is a No Substitute contract. An approved OCA “No Substitute” waiver is uploaded to PS. |
| **Product Attributes** | **Specifications:** Did you provide a detailed list of product specifications, regulatory requirements, and other requirements pertaining to lead times, delivery, packaging, quality assurance, product safety, etc.?  If possible, avoid specific brand names and/or manufacturer/model numbers and, instead, provide the minimum essential characteristics and key features/standards. Do not use features which unfairly restrict competition.  **Skip this section if this is a Sole Source, No Substitute, or you are not buying goods.** | Yes. A complete list of detailed product specifications and requirements have been uploaded as a separate attachment to PS.  No. [Explain why] |
| **Substitutes.** If you have identified specific brand names and models, identify at least 3 other equal substitutes.  **Skip this section if this is a Sole Source, No Substitute, or you are not buying goods.** | N/A. We have not identified specific brand names and models.  Below are other acceptable substitutes for the brand and model I have identified: [enter brands and models below]  1.  2.  3.  The common crucial characteristics of these substitutes are: [enter characteristics below]  1.  2.  3. |
| **Samples.** Are samples required?  If you are allowing substitutes, OCA strongly recommends you require samples where practical and feasible.  **Skip this section if this is a Sole Source, No Substitute, or you are not buying goods.** | N/A. This is a Sole Source or No Substitute.  No.  Yes. Samples will be evaluated by: [enter full contact information] |
| **Service Attributes** | **Scope of Work.** Did you provide a detailed scope of work along with a list of regulatory requirements and other requirements pertaining to deliverables, project schedule, quality assurance, etc.?  **Skip this section if this is a Sole Source or you are not buying services.** | Yes. A complete and detailed scope of work and a list of requirements have been uploaded as a separate attachment to PS.  No. [Explain why] |
| **Supplier Attributes** | **Minimum Qualifications.** Are there any Minimum Qualifications (MQs) the Bidders must meet (e.g., past contracts to evidence ability to provide the goods or services, licenses, certifications, etc.) to qualify to bid on this solicitation?  **Skip this section if this is a Sole Source.** | N/A. There are no MQs the Bidders must meet.  The MQs are: [enter MQs below]  1.  2.  3. |
| **Authorized Suppliers.** Are the goods or services being requested limited to authorized resellers, distributors or suppliers?  If yes, submit verification by the manufacturer on their letterhead listing the authorized reseller, distributor or supplier.  **Skip this section if this is a Sole Source.** | No. The goods or services are not limited to authorized resellers, distributors or suppliers.  Yes, the goods or services are limited to the following authorized resellers, distributors or suppliers and I have uploaded verification from the manufacturer(s): [enter resellers below]  1.  2.  3. |
| **Potential Bidders.** You must provide contact information and emails for a minimum of 3 potential bidders. OCA encourages Depts to list as many potential suppliers as possible to increase the likelihood of a successful bid. **UNLESS GRANT FUNDED, ENSURE YOU HAVE REVIEWED THE** [**LBE DIRECTORY**](https://sfgov.org/cmd/directory-certified-lbes) **FOR POTENTIAL LBE BIDDERS.**  **Skip this section if this is a Sole Source.** | The 3 potential bidders and their emails are: [enter information below]  1.  2.  3. |
| **Insurance** | **Additional Insurance.** Are there any particular *additional risks* associated with this purchase that would require insurance beyond City’s standard insurance requirements?  The City's standard insurance requirements are for General Liability, Auto Liability, and Workers Compensation. These cover most common risks. Examples of purchases that pose additional risk are: chemicals, fuel, transport hazardous waste, heavy equipment, marine-related work, and any commodity or service that can cause significant property damage or bodily injury. | No. There are no additional risks.  Yes. The additional risks include:  Transport or handling of chemicals, fuel, hazardous waste, etc.  Heavy equipment procurement or maintenance/repair  Marine-related work  Other commodity or service that can cause significant property damage or bodily injury  If you checked any box above, explain why. [enter reason] |
| **Cyber-security Review** | **DT Cyber Risk Review.** If this purchase involves (A) the transfer of sensitive or confidential data from City to the contractor, (B) gives non-City employees access to City systems, including building systems, and/or (C) involves cloud-based software, did you obtain Cybersecurity Risk Assessment (CRA) review from DT or upload a Risk Acceptance Form (request form from DT)?  [DT Cybersecurity Risk Assessment Policy](https://sfgov.org/oca/sites/default/files/DT%20Cybersecurity%20Risk%20Assessment%20Policy.pdf) | N/A. This transaction does not involve any of the three named categories for which CRA is triggered.  Although this transaction involves one or more of the named categories for which CRA is triggered, we will obtain CRA review after the awarded bidder is selected.  Although this transaction involves one or more of the named categories for which CRA is triggered, the department has agreed to assume the risk without CRA review. A Risk Acceptance Form is uploaded to PS.  This transaction involves one or more of the named categories for which CRA is triggered and DT’s CRA certificate for this transaction is attached to this checklist. |
| **Purchases with a Technology Component** | **City Attorney Review.** If this is a technology purchase, did you upload City Attorney approval to use the standard PO terms and conditions?  Reminder, the requisitionprocess can only be used for low risk technology purchases on a limited basis with City Attorney and OCA approval. | N/A. This is not a technology purchase.  Yes. The City Attorney’s approval to use City’s standard PO terms and conditions is uploaded to PS. |
| **DT CIO Review.** If this purchase has a technology component, did you obtain DT CIO approval?  [DT CIO Review Policy](https://sfgov.org/oca/sites/default/files/DT%20CIO%20Review%20Policy.pdf) | N/A. This purchase does not have a technology component.  N/A. This purchase has a technology component but does not fall into scope for CIO review.  Although this purchase has a technology component, we will obtain DT CIO review after the awarded bidder is selected.  This purchase has a technology component and DT’s CIO approval is uploaded to PS. |
| **Chapter 19B Surveillance Review.** If this purchase includes any surveillance-related items per Chapter 19B, have you complied with the requirements of 19B?  Chapter 19B requires Departments seeking to procure surveillance technology obtain BOS approval by ordinance of a Surveillance Technology Policy under which the Department will acquire and use Surveillance Technology. Chapter 19B also forbids most City Departments from obtaining, accessing or using Face Recognition Technology or information obtained from Face Recognition Technology. Requisitions initiated by Departments for the purchase of surveillance-related items must upload the Department’s Surveillance Technology Policy approved by COIT and BOS or must demonstrate that the item is exempt from the Code (19.B.1 Definitions – “Surveillance Technology”).  [Chapter 19B Surveillance Technology Review Policy](https://sfgov.org/oca/sites/default/files/Chapter%2019B%20Surveillance%20Technology%20Review%20Policy.pdf) | N/A. This purchase does not have a surveillance component.  N/A. This purchase does have a surveillance component but it is exempt under 19B. The exemption category is: [enter exemption category from 19B].  Yes. This purchase does have a surveillance component and an approved 19B Policy has been uploaded to PS. |
| **Requisition Details** | **Sales Tax:** Are any RQ lines taxable?  Taxes are not always disclosed on vendors' quotes. You must provide tax information. | Yes. The taxable RQ line numbers are: [enter line numbers]  No. There are no taxable RQ lines. |
| **Freight Charges.** Should freight be included in the unit price?  City's standard terms have freight paid by the supplier and included into the pricing of the items. | N/A. This transaction does not involve shipping of goods.  Yes. Unit cost must include freight charges.  No. Unit cost should not include freight charges. Explain why. [enter reason] |
| **Billing and Shipping Details.** Have you provided COMPLETE billing and shipping addresses and instructions in the RQ header comments?  You must include names, addresses, emails and any special instructions. | Yes. I haveprovided COMPLETE billing and shipping addresses and instructions in the RQ header comments. |
| **Final Review.** Have you uploaded to PS this completed checklist and all supporting documents based on your responses to questions on this checklist? | Yes. I have uploaded this completed checklist and all attachments in the RQ header's "Add/Edit Comments."  No. Explain why. [enter reason] |