|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 this Request to OCA:** You must complete this checklist when requesting OCA to issue a multi-year Term Contract (TC) for the recurring purchase of goods and services with a duration of one year or more. The checklist and supporting documents will be submitted to OCA using email.  **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 request.  **Attachments:** Once you have completed this checklist, email it along with all supporting documents to the OCA Supervising Purchaser assigned to your department.  **Processing Time:** If OCA is provided with complete information from the department, the average processing time for a TC is about 3-6 months, depending on the solicitation requirements for your request and the length of contract negotiations. 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. Before determining if this request requires a new TC, review the three options below to determine which option is best suited for your transaction.   |  |  |  | | --- | --- | --- | | [[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) |  |  |   **\*\*\*\*\*\*\*\*\*\*\***  **For any questions you may have about City purchasing procedures, or about this checklist, please contact your assigned OCA Supervising Purchaser.** | | | | |
| **Topic** | **Question** | **Response** | |
| **Grant Funding** | **Funding Source:** Will this contract involve the use of any grant, state, or federal funds? | Yes  No | |
| **Grant Terms.** If this is being paid by grant funds, did you attach a copy of the grant terms to this checklist? | N/A. This contract is not grant funded.  Yes. Supporting grant documents are attached to this checklist and included in my email to OCA. | |
| **City Attorney Review.** If this is being paid by grant funds, did you consult with your City Attorney to ensure City’s standard contract terms do not conflict with the grant terms?  City’s contract terms can be found [here](https://sfgov.org/oca/multi-year-direct-contracting-checklists-templates). Ensure you review the correct contract template 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 terms conflict with the grant terms, please ask them to revise the contract accordingly, using track changes so that OCA can see what changes were made. | N/A. This contract is not grant funded.  Yes. The City Attorney has confirmed the applicable City contract terms do not conflict with the grant terms. The City Attorney’s email is attached to this checklist and included in my email to OCA.  Yes. The City Attorney has reviewed the applicable City contract terms and determined that they conflict with the grant terms. The City Attorney’s revisions to the standard contract terms is attached to this checklist and included in my email to OCA. | |
| **OCA Term Contracts** | **OCA Term Contracts.** Can your transaction be completed using one of City's existing 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 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 to make purchases from OCA’s Term Contracts, check with your grantor to see if any of these local preferences prohibit you from using these contracts.* | No. I reviewed the list of [OCA Term Contracts](https://sfgov.org/oca/citywide-term-contracts) and there are no available Term Contracts for this transaction.  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 recurring purchase appropriate for the use of a multi-year contract?  If recurring, you MUST provide your estimated annual spend. If non-recurring, OCA may determine that a multi-year contract is not appropriate and direct you to use the Requisition process (described in the CL-500) for securing a one-time Purchase Order from OCA. | Yes. This is a recurring transaction. We generally require it [enter frequency] and the estimated annual value is [enter value].  This is a one-time transaction but we require a contract instead of a one-time Purchase Order. [explain why] | |
| **Civil Service Commission & CMD Review** | **CSC Approval:** If this contract requires the supplier to provide labor, have you begun to obtain the appropriate Civil Service Commission (CSC) approval or Prop J approval for the labor portion of the transaction?   * CSC or Prop J approval must be obtained prior to contract award. * The contract must be awarded within 1 year of the CSC approval date. * The contract 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 attached to this checklist and included in my email to OCA.  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 attached to this checklist and included in my email to OCA. | |
| **CMD LBE Participation Requirements.** If this contract 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 email the approved waiver to OCA with this checklist. * The contract 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 attached to this checklist and included in my email to OCA. | |
| **Sole Source & No Substitutes** | **Sole Source:** Is this a "Sole Source" contract 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 attached to this checklist and included in my email to OCA. | |
| **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 attached to this checklist and included in my email to OCA. | |
| **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 are attached to this checklist and included in my email to OCA.  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. | 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 are attached to this checklist and included in my email to OCA.  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 attached 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 contract 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 Review.** If this contract 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 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 contract does not involve any of the three named categories for which CRA is triggered.  Although this contract 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 contract 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 attached to this checklist and included in my email to OCA.  This contract involves one or more of the named categories for which CRA is triggered and DT’s CRA certificate for this contract is attached to this checklist and included in my email to OCA. | |
| **Purchases with a Technology Component** | **DT CIO Review.** If this contract 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 contract does not have a technology component.  N/A. Although this contract has a technology component, it does not fall into scope for CIO review.  Although this contract has a technology component, we will obtain DT CIO review after the awarded bidder is selected.  This contract has a technology component and DT’s CIO approval is attached to this checklist. | |
| **Chapter 19B Surveillance Review.** If this contract 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 contract does not have a surveillance component.  N/A. This contract does have a surveillance component but it is exempt under 19B. The exemption category is: [enter exemption category from 19B].  Yes. This contract does have a surveillance component and an approved 19B Policy is attached to this checklist. | |
| **Other Details** | **Usage Reports.** If you are currently purchasing these goods or services, have you provided with this checklist a usage report that itemizes the goods and services you have been procuring over a period of 6 or more months? | N/A. We are not currently purchasing these goods or services.  Yes. A usage report is attached to this checklist and included in my email to OCA.  No. A usage report is not attached to this checklist. [explain why] | |
| **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 contract 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] | |
| **Final Review.** Have you included in your email to OCA this completed checklist and all supporting documents based on your responses to questions in this checklist? | Yes. I have included in my email to OCA this completed checklist and all attachments based on my responses to the questions on this checklist.  No. Explain why. [enter reason] | |