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| **When to Use: This “CL-COVID-A” checklist is limited to COVID-related contracts only. For Non COVID-related contracts, refer to the “CL-COVID” Checklist.** COVID related contracts may be executed or extended for a period of 1 year (or earlier) at a time, but must terminate upon expiration of the declared COVID emergency. Under this process, departments are permitted to waive certain standard city contracting requirements (except for those identified in this checklist) by completing [CON’s Concurrence Memo](https://sfgov.org/oca/sites/default/files/Memorandum%20and%20Form%20-%20Obtaining%20Controllers%20Concurrence%20for%20Exception%20to%20Procurement%20Procedures%20-%20070720%20-%20FINAL_0.pdf) and adding Julie Ansel to the approval path (rather than obtaining waivers from each dept). *Unless the department is waiving standard city contracting requirements not previously presented in its original* [CON’s Concurrence Memo](https://sfgov.org/oca/sites/default/files/Memorandum%20and%20Form%20-%20Obtaining%20Controllers%20Concurrence%20for%20Exception%20to%20Procurement%20Procedures%20-%20070720%20-%20FINAL_0.pdf), a new CON Concurrence Memo is not required for amending a COVID-related contract. **Amendment Template**: This checklist should be used with the standard City Amendment Template P-650.**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-240 [ ]  P-245 [ ]  P-530 [ ]  P-540 [ ]  P-545 [ ]  P-600 [ ]  P-629 [ ]  P-642 [ ]  P-648 [ ]  P-520 [ ]  P-550/650 [ ]  Other: |
| **How will Dept and Supplier sign this contract?** | [ ]  **DocuSign Using PeopleSoft’s Contract Module** – Upload unsigned copy of contract into PS contract module for OCA buyer to review. Upon OCA approving contract in PS, you may route contract for e-signature to Supplier, Department Head and OCA to sign. [ ]  **Signed and Scanned Signatures** – Upload fully executed copy of contract signed by Supplier, Department Head and OCA into PS contract module for OCA buyer to review prior to approving in PS. [ ]  **DocuSign outside of PeopleSoft**  Upload fully executed copy of contract signed by Supplier, Department Head and OCA into PS contract module for OCA buyer to review prior to approving 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** |
| [ ]  Solicitation not required because under $10K. [ ]  Solicitation was done. Documents uploaded to PS.. [ ]  Solicitation was not done. Explanation included in CON Concurrence Memo. |
| **FUNDING TYPE** |
| **Check off all that apply** | [ ]  City [ ]  State [ ]  Federal [ ]  Grants |
|  | **Contract NTE Amt** | **Contract Start Date** | **Contract End Date** | **OCA Only:** **Rate Adjust.?** |
| **FUNDING TYPE** |
| **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. |  |
| **If Amendment + LBE % Apply + Revised NTE > 20% of Original NTE: Was CMD Form 10 sent to CMD**? | [ ]  N/A – Federal Funds [ ]  Applicable but not done. Included in CON Concurrence Memo. |

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| **SUPPLIER & CONTRACT DETAILS** |
| **Supplier ID:** |  | **Supplier Name:** |  |
| [**CON’s Concurrence Memo**](https://sfgov.org/oca/sites/default/files/Memorandum%20and%20Form%20-%20Obtaining%20Controllers%20Concurrence%20for%20Exception%20to%20Procurement%20Procedures%20-%20070720%20-%20FINAL_0.pdf) | [ ]  CON’s Concurrence Memo uploaded to PS and Julie Ansel added to approval path. |
| **Applicable** [**FEMA Terms**](https://sfgov.org/oca/emergency-purchasing) | [ ]  N/A – Not Federally Funded[ ]  New Contract: Applicable [FEMA Terms](https://sfgov.org/oca/emergency-purchasing) dated 3-18-21 attached to contract.[ ]  Amendments: Applicable [FEMA Terms](https://sfgov.org/oca/emergency-purchasing) dated 3-18-21 attached to Amendment, replacing 2020 FEMA terms.[ ]  Required but not attached. Included in CON Concurrence Memo. |
| **12B Compliant?**  | [ ]  Yes [ ]  No. Included in CON Concurrence Memo. |
| **Supplier Headquarters**  | [ ]  N/A – Federal Funds [ ]  Applicable but removed. Included in CON Concurrence Memo. |
| **If over $50K,** [**First Source Hiring**](https://oewd.org/sites/default/files/Workforce/Workforce-Docs/First%20Source%20Fact%20Sheet%202017.pdf) **Form sent to OEWD?** | [ ]  N/A – Federal Funds [ ]  Applicable but removed. Included in CON Concurrence Memo. |
| [**MCO/HCAO**](https://sfgov.org/olse/sites/default/files/Document/HCAO%20MCO%20Documents/SF_Labor_Laws_for_SFO_Contractors_Package_Effective_Jan_1%2C_2019_Final.pdf) **Status Updated in PS?** | [ ]  N/A – No Services [ ]  Applicable but removed. Included in CON Concurrence Memo. |
| [**Form SFEC-126f2**](https://sfethics.org/compliance/city-officers/city-contracts/city-departments) **filed?** | [ ]  N/A – No Solicitation[ ]  N/A - Not ≥ $100K/ fiscal year and signed by an elected City officer. [ ]  Applicable but removed. Included in CON Concurrence Memo. |
| [**Form SFEC-126f4**](https://sfethics.org/compliance/city-officers/city-contracts/contract-approval-by-city-elective-officers) **filed?** | [ ]  N/A - Not ≥ $100K/ fiscal year and signed by an elected City officer. [ ]  Applicable but removed. Included in CON Concurrence Memo. |
| **CMD 14B LBE Bid Discounts Waiver** | [ ]  N/A – Federally funded[ ]  N/A - Solicitations not between $10,000 and $20,000,000 (services) or $10,000 and $10,000,000 (commodities).[ ]  Applicable but not applied. Included in CON Concurrence Memo. |
| **CMD 14B LBE Participation Goals** | [ ]  N/A – Federally funded[ ]  N/A – No services.[ ]  N/A - Solicitations not greater than $64,500 (professional services) or $353,000 (general services).[ ]  Applicable but not used. Included in CON Concurrence Memo. |
| **CMD Form 3: CMD Non-Discrimination Affidavit** | [ ]  N/A – Federally funded[ ]  N/A – No services.[ ]  Applicable but not used. Included in CON Concurrence Memo. |
| **Civil Service or Prop J Approval***Mandatory – cannot be waived via CON Concurrence Memo.* | [ ]  N/A – No services[ ]  Approval obtained and uploaded to PS.  |
| **DT Approvals (Cyber, 19B and CIO)***Mandatory – cannot be waived via CON Concurrence Memo.* | [ ]  N/A – No technology.[ ]  Approval obtained and uploaded to PS.  |
| **BOS Approval** *Mandatory – cannot be waived via CON Concurrence Memo.* | [ ]  N/A – Not over $10MM or 10 years [ ]  Approval obtained and uploaded to PS. |
| **Dept’s Commission Approval***Mandatory – cannot be waived via CON Concurrence Memo.* | [ ]  N/A – Department’s Commission approval not required [ ]  N/A – Department Head approved in lieu of Commission. Approval uploaded to PS.[ ]  Approval obtained and uploaded to PS.  |
| **Form 213RR***Mandatory – cannot be waived via CON Concurrence Memo.* | **Check all that apply:**[ ]  Original Contract Form 213RR uploaded to PS. [ ]  Amended Contract Form 213RR uploaded to PS.  |
| **System for Award Management (SAM) Printout***Mandatory – cannot be waived via CON Concurrence Memo.* | [ ]  N/A – No Federal Funds. [ ]  Uploaded to PS.  |

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| **INSURANCE & LIABILITY** |
| **Document** | **Attached?** | **Explanation/Comments** |
| **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. |
| **Changes to Indemnification Requirements?** |  | If Yes, City Attorney consultation is required. |
| **Performance/Fidelity/Surety/Labor Bond** |  |  |
| **Escrow for Source Code**  |  |  |
| **COMMENTS** |
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