



OFFICE OF THE CONTROLLER

CITY AND COUNTY OF SAN FRANCISCO

Ben Rosenfield
Controller

Todd Rydstrom
Deputy Controller

Request for Controller's Concurrence

Pursuant to the 13th Supplement to the Mayor's Emergency Declaration, and FEMA Regulations, Departments are encouraged to return to best procurement practices, including competitive bidding. Even as the City remains in a state of emergency due to the COVID Pandemic, departments should begin their transition back to competitive bidding and following the Administrative Code's contract regulations.

If the department cannot follow procurement procedures due to exigent circumstances prior to entering the COVID-19-Related Contract, this form should be completed and submitted to the Controller's Office via PeopleSoft (see instructions below).

Please note: You must obtain the Controller's concurrence for amendments to existing COVID-19-Related Contracts and Purchase Orders if concurrence was required per the 13th Supplement but not obtained prior to issuance of the Contract or Purchase Order.

Please also use this form to obtain Controller's review and concurrence for amendments for **greater than 6 months** to Non-COVID-19 Contracts, pursuant to the 35th Supplement.

Department:

Contract Title:

Contract Amount:

Contract Term:

Supplier:

Reason for Contract:

Type of agreement (choose one):

- ☐ Grant
- ☐ Professional Services
- ☐ Commodities
- ☐ General Services
- ☐ Construction Services

We are seeking the Controller's (or designee's) concurrence that the following exception(s) is/are required pursuant to the 13 th Supplement:			
Check Here	Section	TOPIC	Exception Requested
<input type="checkbox"/>	1 A	Solicitation and Procurement	Competitive solicitation was not feasible. Exigent circumstances prohibited the department from obtaining even 3 informal bids.
<input type="checkbox"/>	1 C i	Contract Terms	Department must include Contract Terms that may impede FEMA Cost Recovery (e.g. Local Preference)
<input type="checkbox"/>	1 C ii	Contract Terms	Department must omit Contract Terms that are not feasible to meet due to exigency measures required.
<input type="checkbox"/>	1D	Personal Protective and Medical Equipment	It is not feasible to procure PPE pursuant to the City Administrator's March 10, 2020 memorandum and any modifications to that memorandum authorized under Item 7 of the First Supplement to the Proclamation. (This exception requires an email from EOC-Logistics and approval from the Office of Contract Administration stating the Department may proceed. <u>This exception DOES NOT apply to any PPE CCC Logistics has indicated is no longer scarce and that departments may procure on their own.</u>)
<input type="checkbox"/>	We are seeking the Controller's (or designee's) concurrence to amend a Non-COVID-19 Contract for greater than 6 months pursuant to the 35 th Supplement.		

Please explain the specific exigent circumstances that are causing you to request this exception.

The Department Head acknowledges that not adhering to proper procurement procedures for COVID-19-Related Contracts could result in the City & County (and so the department) forfeiting FEMA Cost Recovery funding.

Signature of Department Head: _____

Date: _____

The Controller's Designee will demonstrate concurrence through his or her approval in PeopleSoft.

Please use the Purchasing Authority "21.15 EMERGENCY PROCUREMENT" and add Julie Ansell as an Ad Hoc Approver to the Supplier Contract or Purchase Order being submitted for approval.