MEMORANDUM

To: All Department Heads and Purchasing Officers
From: Naomi M. Kelly, City Administrator
CC: Greg Wagner, Chief Financial Officer, SF Department of Public Health
Subject: New Purchasing Restrictions and Procedures for COVID-19 Related Goods and Services
Date: March 10, 2020

Effective immediately, Departments must follow the purchasing procedures outlined on pages 2-4 of this memo for the procurement of any emergency-related commodity or service.

Additionally, Departments are prohibited from purchasing the following items—all of which are necessary to effectively deal with COVID-19—using procedures other than those outlined on pages 2-4 of this memo, including Delegated Departmental Purchasing Authority ("Prop Q" authority), via Purchase Order releases off Office of Contract Administration (OCA) Term Contracts, or using any other direct departmental purchasing authorities:

- 3M and Moldex N95 Masks (all sizes)
- Isolation/Procedure Masks
- Isolation Surgical Masks
- Isolation Gowns (all sizes)
- Surgical Gowns
- Anti-bacterial hand sanitizers (all sizes)
- Disinfectant wipes (bleach and peroxide)
- Face Shields
- Shoe Covers
- Goggles
- Full body light weight coveralls (Tyvex)

Departments shall follow normal procurement procedures for purchases that are not emergency-related.
Page 2  
March 10, 2020

Department Inventories

- **Inventory of N-95 Masks Due to EOC by Friday, March 13:** Departments must email the EOC Logistics Section at sfeoc.logs@gmail.com with their current inventory of N-95 masks by size and model.
- **Inventory of other health and safety products:** In anticipation of shortages of additional health and safety products, departments are encouraged to inventory current stock of basic sanitary provisions, including industrial cleaners, janitorial cleansers and supplies, and hygiene products.

Background
The current COVID-19 situation has resulted in the global shortage of crucial health and safety supplies. The procedures and policies set forth here ensure that emergency purchases are adequately vetted, tracked, and prioritized so that lead agencies involved in the emergency response and/or the provision of essential city services have sufficient available health and safety related supplies.

Questions
If you have any questions, please contact:

- Sailaja Kurella, OCA Acting Director (sailaja.kurella@sfgov.org, 415-554-6701);
- Taraneh Moayed, OCA Assistant Director (taraneh.moayed@sfgov.org, 415-554-6212); or
- EOC Logistics Section (sfeoc.logs@gmail.com).

| OCA and Departmental Emergency Purchasing Procedures during COVID-19 Emergency Declaration |
|---------------------------------|-------------------------------------------------|
| **Step 1** Dept initiates Request: | Dept emails Emergency Operations Center (EOC) Logistics Section at sfeoc.logs@gmail.com with specific emergency-related need using EOC form 213-RR*. Form 213-RR must include the following information: |
|                                  | 1) Exact description of what is needed and from whom—quantities, make, model, size(s), duration of services, etc.; |
|                                  | 2) Funding source, including |
|                                  | a. Complete COA and |
|                                  | b. Where available, the Dept’s P-Card information (Cardholder name, card number (last four digits), expiration date, three-digit code and billing address); |
|                                  | 3) Signature from department’s finance/accounting authorizing use of the funding source. |
| **Step 2** EOC Assess Dept’s Request: | The EOC will review and prioritize requests, considering the use of these products in support of public health, safety, and basic sanitation. |
| **Step 3** Dept Receives Purchasing Instructions: | EOC and OCA will determine if Dept may (A) make/source purchase directly or (B) if it should go through OCA. |
|                                  | (A) If Dept is instructed to make purchase directly: |
|                                  | 1) Dept Issues PO using the Emergency Declaration Purchasing Authority in PS: Dept should attempt to issue a PO, but only if practical and feasible. If the selected supplier does not have a supplier ID, dept may request expedited supplier set up by emailing Min Fang |
(CON) min.fang@sfgov.org or Jordan Cho (CON) jordan.cho@sfgov.org the Supplier’s W-9 or FEIN, business address and remittance address. During a Declared Emergency, the Supplier need not be 12B compliant nor compliant with other social policy provisions of the City.

In the event the purchase can be made off of a City Term Contract or an existing Dept Contract, OCA will inform the department accordingly.

2) **Dept Uses P-Card:** If Dept cannot issue a PO because it is impractical or not feasible, Dept may use its P-Card. *CON has approved the use of P-Cards for both City and non-City suppliers during this declared emergency.*

3) **Request for Multiple Quotes:** Were feasible, departments should solicit three quotes so that City is able to request reimbursement from FEMA.

4) **COA Project Code and Purchasing Authority:** For all emergency purchases including releases off City Term Contracts or existing Department Contract, regardless of COA used, enter **Project Code:** 10033788 – 2019 COVID-19. Use **Purchasing Authority:** Emergency, unless purchasing off a City Term Contract (use “TC”).

**B) If Dept is instructed OCA will make the purchase:**

1) **OCA Issues PO using the Emergency Declaration Purchasing Authority in PS:** Using the Dept COA provided on Form 213-RR, OCA will attempt to issue a PO, but only if practical and feasible. If the selected supplier does not have a supplier ID, OCA may request expedited supplier set up by emailing Min Fang (CON) min.fang@sfgov.org or Jordan Cho (CON) jordan.cho@sfgov.org the Supplier’s W-9 or FEIN, business address and remittance address. During a Declared Emergency, the Supplier need not be 12B compliant nor compliant with other social policy provisions of the City.

In the event the purchase can be made off of a City Term Contract or an existing Dept Contract and without the use of the Emergency Declaration Purchasing Authority, OCA will do so accordingly.

**DPH Central COA:** If the Dept COA is not available or lacks sufficient funds, OCA will use DPH Central COA. If time permits, OCA will notify DPH Finance of using the DPH Central COA prior to issuing a PO. If time does not permit, OCA will inform DPH Finance of using the DPH Central COA at the time PO is issued. DPH Central COA is as follows: Dept: 152644, Project: 10033788, Activity: 0003, Fund/authority: 10000

2) **OCA Uses Dept’s P-Card:** If OCA cannot issue a PO because it is impractical or not feasible, OCA may use Dept’s P-Card. *CON has approved the use of P-Cards for both City and non-City suppliers during this declared emergency.*

**OCA P-Card:** If Dept does not have a P-Card or its P-Card lacks sufficient funds, OCA will use OCA’s P-Card and seek reimbursement at a later time.

3) **Multiple quotes:** Where feasible, OCA will solicit three quotes so that City is able to request reimbursement from FEMA.

4) **COA Project Code:** For all emergency purchases including releases off City Term Contracts or existing Department Contract, regardless of COA used, enter **Project Code:**

<table>
<thead>
<tr>
<th>Procedures for Bulk Purchasing by OCA where Requested by EOC during COVID-19 Emergency Declaration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1</strong> EOC informs OCA of specific need using <strong>EOC form 213-RR</strong>.</td>
</tr>
<tr>
<td><strong>Step 2</strong> 1) OCA Issues PO using the <em>Emergency Declaration Purchasing Authority in PS</em>: Using the DPH Central COA, OCA will attempt to issue a PO, <em>but only if practical and feasible</em>. If the selected supplier does not have a supplier ID, OCA may request expedited supplier set up by emailing Min Fang (CON) <a href="mailto:min.fang@sfgov.org">min.fang@sfgov.org</a> or Jordan Cho (CON) <a href="mailto:jordan.cho@sfgov.org">jordan.cho@sfgov.org</a> the Supplier’s W-9 or FEIN, business address and remittance address. If time permits, OCA will notify DPH Finance of using the DPH Central COA prior to issuing a PO. If time does not permit, OCA will inform DPH Finance of using the DPH Central COA at the time PO is issued. DPH Central COA is as follows: Dept: 152644, Project: 10033788, Activity: 0003, Fund/authority: 10000. 2) OCA Uses OCA’s P-Card: If OCA cannot issue a PO because it is impractical or not feasible, OCA may use OCA’s P-Card, <em>CON has approved the use of P-Cards for both City and non-City suppliers during this declared emergency</em>. In the event the purchase can be made off of a City Term Contract, OCA will do so. 3) Multiple quotes: Where feasible, OCA will solicit three quotes so that City is able to request reimbursement from FEMA 4) Project Code and Purchasing Authority: For all emergency purchases including releases off City Term Contracts or existing Department Contract, regardless of COA used, enter <strong>Project Code</strong>: 10033788 – 2019 COVID-19. Use <strong>Purchasing Authority</strong>: Emergency, unless purchasing off a City Term Contract (use “TC”).</td>
</tr>
</tbody>
</table>

*EOC Form 213-RR can be found on the Resources page of OCA’s website, under Emergency Purchasing: [https://sfgov.org/oca/resources](https://sfgov.org/oca/resources)*