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| ***Scarce Resources*** | Departments must continue to complete weekly surveys of their needs. That survey is used as the basis for distributing scarce resources to each department.DOCs and EOC Units/Branches and Task Forces should also submit [Form 213RR via ServiceNow](https://ccsfdt.service-now.com/dt?id=sc_cat_item&sys_id=c00916ac07d810100029f48f7c1ed026&sysparm_category=e15706fc0a0a0aa7007fc21e1ab70c2f) or by email to sfeoc.logs@gmail.comalong with the survey for record-keeping purposes.For questions about your distribution schedule, email the SFEOC Logistics Section at sfeoc.logs@gmail.com.  |
| ***Purchase Orders for Non-Technology & Non- Scarce Resources*** | 1. **Submit the following** [**via ServiceNow**](https://ccsfdt.service-now.com/dt?id=sc_cat_item&sys_id=c00916ac07d810100029f48f7c1ed026&sysparm_category=e15706fc0a0a0aa7007fc21e1ab70c2f)**or by email to** **sfeoc.logs@gmail.com**
	* Form 213RR
	* Evidence of request for 3 or more quotes (N/A if using a Term Contract)
	* Selected quote
2. **Proceed to issue PO to the supplier at the department level.**
	* Use Term Contracts whenever possible. They are [here](https://sfgov.org/oca/resources) under Direct Purchasing and Contracting.
	* Your PO will have the following attributes:
* 21.15 purchasing authority
* Copy of approved Form 213RR uploaded to PO
* Evidence of *request* for 3+ quotes uploaded to PO.
	+ Ok if only one quote/proposal is received.
	+ This requirement N/A if using a Term Contract.
* If PO routes to OCA because it is over $10K and not tied to a contract, email an OCA buyer to approve PO in PS.
1. **PO must include applicable FEMA appendix found** [**here**](https://sfgov.org/oca/resources) **under Emergency Purchasing.**
2. **Confirm contractor/vendor not suspended by federal government by checking** [**www.sam.gov**](http://www.sam.gov).
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| ***Technology Purchase Orders using Tech Marketplace Contracts*** | 1. **Submit the following** [**via ServiceNow**](https://ccsfdt.service-now.com/dt?id=sc_cat_item&sys_id=c00916ac07d810100029f48f7c1ed026&sysparm_category=e15706fc0a0a0aa7007fc21e1ab70c2f) **or by email to** **sfeoc.logs@gmail.com****.**
	* Form 213RR
	* Evidence of *request* for 3+ quotes if over $25,000. *Ok if only one quote/proposal is received*.
	* Selected Tech Marketplace Quote
	* DT approval
2. **SFEOC will forward your request to OCA**. OCA will assign a buyer to issue emergency PO.

Requisitions are not required but recommended as they make the PO issuance faster. 1. **PO issued by OCA will include applicable FEMA appendix found** [**here**](https://sfgov.org/oca/resources) **under Emergency Purchasing.**
2. **Confirm contractor/vendor not suspended by federal government by checking** [**www.sam.gov**](http://www.sam.gov).
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| ***Gift Cards:*** | 1. **Submit the following to following** [**via ServiceNow**](https://ccsfdt.service-now.com/dt?id=sc_cat_item&sys_id=c00916ac07d810100029f48f7c1ed026&sysparm_category=e15706fc0a0a0aa7007fc21e1ab70c2f) **or by email to** **sfeoc.logs@gmail.com****.**
	* Form 213RR
	* Quote
2. **SFEOC will forward your request to OCA.** OCA will assign a buyer to issue emergency PO.

Requisitions are not required but recommended as they make the PO issuance faster. 1. **PO issued by OCA will include applicable FEMA appendix found** [**here**](https://sfgov.org/oca/resources) **under Emergency Purchasing.**
2. **Confirm contractor/vendor not suspended by federal government by checking** [**www.sam.gov**](http://www.sam.gov).
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| ***All Other Emergency Contracts (including IT Contracts):*** | 1. **Request multiple (at least 3) quotes/proposals.** Ok if only one is received.
2. **Set up contract in PS using 21.15 Purchasing Authority.**
3. **Submit your request for contract review to OCA via contract submission process in** [**Service Now**](http://ccsfdt.service-now.com/). You will be notified which OCA buyer was assigned to your contract.
4. **Upload to PS:**
	* Evidence of *request* for 3+ quotes. *Ok if only one quote/proposal is received*
	* Insurance, unless waived by RM
	* Approved Form 213RR
	* New: Department Head memo stating what contract social policy provisions were removed without the standard waiver process. *Ensure a copy is also sent to CON.*
	* Agreement with applicable FEMA appendix found [here](https://sfgov.org/oca/resources) under Emergency Purchasing.
5. **Signatures:**

**🡪 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. **🡪 Signed and Scanned Signatures** – Upload partially signed copy of contract into PS contract module for OCA buyer to review. Buyer will print, sign and scan back fully signed copy of contract to you. Upload fully signed contract to PS and request OCA buyer to approve contract in PS. **🡪 DocuSign outside of PeopleSoft** – Upload unsigned copy of contract into PS contract module for OCA buyer to review. Once OCA buyer has informed you they are ready to sign contract, route contract for e-signature. Once fully signed, upload fully signed contract to PS and request OCA buyer to approve contract in PS.1. **Confirm contractor/vendor not suspended by federal government by checking** [**www.sam.gov**](http://www.sam.gov).
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