

Office of Contract Administration
City and County of San Francisco

PROPOSED RULEMAKING
Rules and Regulations Pertaining to the
San Francisco Administrative Code, Chapter 21G – Grants

Hearing Minutes

December 20, 2021, at 9:00 AM

Virtual Meeting on Zoom with Audio Recording

I. Call to order

Angela Yip called to order hearing on proposed rulemaking on the Rules and Regulations Pertaining to the San Francisco Administrative Code, Chapter 21G – Grants with the Office of Contract Administration (OCA), via Zoom meeting at 9:00 a.m. on Monday, December 20, 2021.

II. City staff attendance

The following staff were present:

- Angela Yip, Facilitator, Office of the City Administrator
- Sailaja Kurella, Presenter, Director of the Office of Contract Administration
- Gus Guibert, Deputy City Attorney
- Rosa Sanchez, Deputy City Attorney
- Lynn Khaw, Staff Support, Office of Contract Administration
- Vivian Po, Staff Support, Office of the City Administrator

III. Introduction, agenda, housekeeping – Angela Yip

IV. Presentation of the Proposed Rules and Regulations Pertaining to the San Francisco Administrative Code, Chapter 21G, Grants – Sailaja Kurella

V. Opened up for public comments – Angela Yip

There were two questions raised on the Zoom chat:

- Questions by EZapien:
 - When will the rules and regulations be adopted?
 - When can we expect the sole source waiver form?
- *Response from OCA:*

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- *Rules are to be adopted by December 31, 2021.*
- *The Sole Source Waiver form will be posted on the OCA website and distributed to City departments before January 1, 2022.*

There were written questions sent in advance on December 17, 2021 by EZapien.

- Questions by EZapien:
 - Where can she find the Grant Solicitation Waiver Form mentioned in “the paragraph under Sufficient Justification and Documentation on page 4 of the rules for sole source grants.”
 - *OCA’s response: On OCA’s website by January 1, 2022.*
 - “For a recurring sole source Grant to the same recipient, the rules state the following: Verification the department conducted a formal or informal competitive process within the last five years demonstrating the lack of other potential Grantees, pursuant to Administrative Code Section 21G.8(b). Can this be changed to read that a solicitation of interest will be done within the last five years by the Department to demonstrate the lack of other potential grantees? A solicitation of interest is a simpler process rather than conducting a competitive process.”
 - *OCA’s Response: OCA will take this recommendation into consideration.*

VI. Adjournment

Angela Yip adjourned the meeting at 9:30 a.m.

Minutes submitted by: Lynn Khaw

Minutes approved by: Sailaja Kurella