MEMORANDUM

Date: December 2, 2019

To: All Departments

From: Alarin Degrafiried

Subject: New process – Requests to OCA to Review Departmental Contracts

Beginning January 1, 2020, all requests to the Office of Contract Administration (OCA) to review a departmental contract must be submitted using OCA’s ServiceNow Self-Service Portal. **Paper or email requests will no longer be reviewed or accepted.**

To submit a new request:
1. Go to DT’s ServiceNow at [http://cesfdt.service-now.com](http://cesfdt.service-now.com)
2. Sign in with your CCSF Active Directory (email and/or PeopleSoft) credentials
3. On the top left corner, filter for “OCA Contract”
4. Select “Create New”
5. Once a record has been open, complete all fields, upload the correct OCA checklist and submit for OCA review.

You can also use the portal to track and report your requests.

For additional details, refer to the attached document, “How to Use ServiceNow to Submit a Contract Review Request”.

If you have any questions, please consult with your regular Purchasing contact or call OCA’s main office number for further assistance (415-554-6743).