



Date: November 19, 2020
To: All Departments
From: Sailaja Kurella, Acting Purchaser and Director of the Office of Contract Administration
Subject: New OCA Prop Q Checklist, Prop Q Dashboard, and Trainings

Delegated Departmental Authority (“Prop Q”) Checklist

In an effort to ensure purchases completed under the City’s Delegated Departmental Purchasing authority are procured in accordance with City rules and regulations, the Office of Contract Administration (“OCA”) has created a new checklist for the review of all Prop Q Purchase Orders. *Effective immediately, this checklist must be completed for all Prop Q purchases and uploaded to the header comments of each Prop Q Purchase Order in PeopleSoft.*

The new checklist will (1) assist City departments in determining if a purchase is appropriate under Prop Q authority, and (2) allow OCA to improve its audit and review of Prop Q purchases. The checklist is available on OCA’s website at <https://sfgov.org/oca/prop-q-purchases-one-time-non-it-purchases-under-10k>.

Prop Q Dashboard

In conjunction with the new checklist, OCA and the Controller’s Office have also rolled out a new Reports and Analytics Prop Q Dashboard in SF Reports & Analytics titled “Prop Q Delegated Departmental Purchasing.” From this dashboard, you can readily track your department’s Prop Q key performance indicators, including total POs issued, total spend over each quarter, and LBE utilization. Additionally, the underlying data, which includes spend frequency by category and supplier, may help to identify opportunities to either leverage existing term contracts or to work with OCA to determine feasibility for a large one-time purchase or multi-year term contract.

Prop Q & Introduction to Procurement Trainings

OCA has created an online Prop Q course, replacing our periodic in-person trainings. The online training can be accessed by all employees via SF Learning. All staff involved in purchasing and contracting are encouraged to review the new SF Learning [Prop Q Training](#). Please note, all employees that request or approve Prop Q purchases for their departments are required to complete the SF Learning Prop Q Training every three years. The SF Learning system will notify individuals when the training must be completed.

Additionally, OCA has provided a new [Introduction to Procurement Training](#) (“Procurement 101”) in SF Learning. This online training covers public contracting ethics, basic procurement and contracting regulations, and general processes for procuring different types of commodities and services. This training is required for all new employees who will be assigned any role in SF Procurement. Employees who currently have access are not required to complete the training, but are encouraged to do so. OCA trainings can be found at <https://sfgov.org/oca/training>.

If you have questions regarding any of these matters, please contact your regular Purchasing/OCA contact or OCA’s main office at (415)554-6735 or oca@sfgov.org.

Attachment:

1. CL-600 (11-20): Prop Q Checklist