



To: Angela Calvillo, Clerk of the Board of Supervisors

From: Sophie Hayward, Director of Public Affairs; Lily Moser, Legislative and Communications Analyst

Date: May 8, 2025

Subject: Administrative Code to expand the scope of emergency procurement provisions for goods and services

Ordinance Title: [Administrative Code - Procurement of Goods and Services]

Dear Clerk of the Board,

Attached please find the necessary documents for a Department submission of a proposed administrative code ordinance for Board of Supervisors approval.

This ordinance would amend the Administrative Code to expand the scope of emergency procurement provisions for goods and services; and to allow City departments to modify agreements in ways not contemplated in the original solicitations. The following is a list of accompanying documents:

- Proposed Ordinance with CAT signature (Word document)
- Legislative Digest

Please contact Lily Moser, Legislative and Communications Analyst in the Office of the City Administrator, at lily.moser@sfgov.org or (415) 412-4750 with any questions.

We respectfully request that this matter be scheduled at the Rules Committee.

Departmental representative to receive a copy of the adopted resolution:

Name: Lily Moser

Phone: 415-412-4750

Interoffice Mail Address: City Hall Room 362

Certified copy required Yes ☐

No ☒