

File No. 150353

Committee Item No. 3

Board Item No. 16

### COMMITTEE/BOARD OF SUPERVISORS

#### AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Sub-Committee

Date April 22, 2015

Board of Supervisors Meeting

Date April 28, 2015

#### Cmte Board

- |                                     |                                     |                                              |
|-------------------------------------|-------------------------------------|----------------------------------------------|
| <input type="checkbox"/>            | <input type="checkbox"/>            | Motion                                       |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Resolution                                   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Ordinance                                    |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Legislative Digest                           |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Budget and Legislative Analyst Report        |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Youth Commission Report                      |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Introduction Form                            |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/>            | MOU                                          |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Information Form                       |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Subcontract Budget                           |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Contract/Agreement                           |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Form 126 – Ethics Commission                 |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Award Letter                                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Application                                  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Public Correspondence                        |

OTHER (Use back side if additional space is needed)

- |                                     |                                     |                          |
|-------------------------------------|-------------------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>statement of work</u> |
| <input type="checkbox"/>            | <input type="checkbox"/>            | _____                    |
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Completed by: Linda Wong Date April 17, 2015

Completed by: L.W. Date April 23, 2015

1 [Accept In-Kind Gift - Vertiba, Inc. - Technical Assistance for District Attorney's Crime  
2 Strategies Unit - \$20,000]

3 **Resolution retroactively authorizing the San Francisco Office of the District Attorney to**  
4 **accept an in-kind gift of technical assistance for its Crime Strategies Unit valued at**  
5 **\$20,000 from Vertiba, Inc.**

6  
7 WHEREAS, The San Francisco Office of the District Attorney (SFDA) has established  
8 a Crime Strategies Unit to implement a proactive, data driven approach to prosecution, which  
9 harnesses technology to focus on hot spots and crime drivers to make a significant impact on  
10 public safety in San Francisco; and

11 WHEREAS, Vertiba, Inc., a private company specializing in the use of Salesforce.com  
12 tools to provide business consultation, custom application development, systems integration  
13 and training to a wide variety of industries; and

14 WHEREAS, Vertiba, Inc., in partnership with SFDA, will provide consulting services to  
15 configure Salesforce software to integrate criminal justice data sources to advance effective  
16 prosecution and promote public safety; and

17 WHEREAS, Vertiba, Inc., has proposed in its Statement of Work to provide the City  
18 with an in-kind gift of technical assistance valued at \$20,000 for SFDA's Crime Strategies  
19 Unit; and

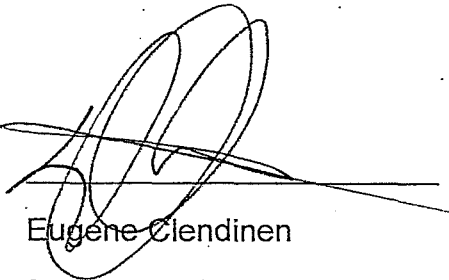
20 WHEREAS, The in-kind gift does not require an ASO Amendment; and

21 WHEREAS, Vertiba, Inc., has proposed in its Statement of Work any indirect costs are  
22 born by the provider and no actual or indirect costs will be incurred by SFDA; now, therefore,  
23 be it

24 **RESOLVED, That the Board of Supervisors hereby waives inclusion of indirect costs in**  
25 **the grant budget; and, be it**


1 FURTHER RESOLVED, That the Board of Supervisors hereby authorizes SFDA to  
2 accept the in-kind gift valued at \$20,000 from Vertiba, Inc. for technical assistance to its Crime  
3 Strategies Unit.  
4

5  
6 Recommended:

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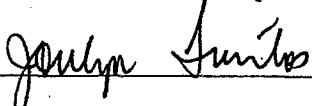
10 Eugene Clendinen

11 for George Gascón, District Attorney  
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Approved: 

for

Edwin M. Lee, Mayor

Approved: 

for

Ben Rosenfield, Controller

**TO:** Angela Calvillo, Clerk of the Board of Supervisors  
**FROM:** Stacey Hoang, Finance Division Analyst  
**DATE:** March 23, 2015  
**SUBJECT:** Accept and Expend Resolution for Subject Grant  
**GRANT TITLE:** Vertiba In-kind Technical Assistance for SFDA Crime Strategies Unit

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Attached please find the original\* and 1 copy of each of the following:

X Proposed grant resolution; original\* signed by Department, Mayor, Controller

X Grant information form, including disability checklist

n/a Grant budget

n/a Grant application

X Grant award letter from funding agency

n/a Ethics Form 126 (if applicable)

n/a Contracts, Leases/Agreements (if applicable)

X Other (Explain): Statement of Work

**Special Timeline Requirements:**

Please schedule for the earliest available date.

**Departmental representative to receive a copy of the adopted resolution:**

Name: Sheila Arcelona

Phone: 415-734-3018

Interoffice Mail Address: Hall of Justice, Room 322

Certified copy required Yes

No

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).

File Number: 150353  
(Provided by Clerk of Board of Supervisors)

**Grant Resolution Information Form**  
(Effective July 2011)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: **Vertiba In-kind Technical Assistance for SFDA Crime Strategies Unit**

2. Department: **Office of the District Attorney**

3. Contact Person: **Maria McKee** Telephone: **415-553-1189**

4. Grant Approval Status (check one):

Approved by funding agency

Not yet approved

5. Amount of Grant Funding Approved or Applied for: **Technical Assistance valued at \$20,000**

6a. Matching Funds Required: **N/A**

b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: **Vertiba, Inc.**

b. Grant Pass-Through Agency (if applicable):

c. Proposed Grant Project Summary: **Vertiba, Inc. will use Salesforce Org to configure page layouts, views, and objects; conduct workflows; create reports; and integrate to criminal justice data sources in order to advance effective prosecution and promote public safety.**

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: **April 3, 2015** End-Date: **May 16, 2015**

10a. Amount budgeted for contractual services: **N/A**

b. Will contractual services be put out to bid? **N/A**

c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? **N/A**

d. Is this likely to be a one-time or ongoing request for contracting out? **N/A**

11a. Does the budget include indirect costs?

Yes

No

b1. If yes, how much? **N/A**

b2. How was the amount calculated? **N/A**

c1. If no, why are indirect costs not included?

Not allowed by granting agency

To maximize use of grant funds on direct services

Other (please explain): **This is an in-kind gift of technical assistance.**

c2. If no indirect costs are included, what would have been the indirect costs?  
The budget for the in-kind gift is provided to reflect the service being provided by Vertiba, Inc. and any indirect costs are born by the provider and no actual or indirect costs will be incurred by the District Attorney's Office. If calculated at the FY13-14 ICRP rate of 41.85%, the indirect cost for this in-kind gift would have been \$8,370.

12. Any other significant grant requirements or comments: **None**

**\*\*Disability Access Checklist\*\*\*(Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

13. This Grant is intended for activities at (check all that apply):

- |                                                      |                                                     |                                                                  |
|------------------------------------------------------|-----------------------------------------------------|------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Existing Site(s) | <input type="checkbox"/> Existing Structure(s)      | <input type="checkbox"/> Existing Program(s) or Service(s)       |
| <input type="checkbox"/> Rehabilitated Site(s)       | <input type="checkbox"/> Rehabilitated Structure(s) | <input checked="" type="checkbox"/> New Program(s) or Service(s) |
| <input type="checkbox"/> New Site(s)                 | <input type="checkbox"/> New Structure(s)           |                                                                  |

14. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

If such access would be technically infeasible, this is described in the comments section below:

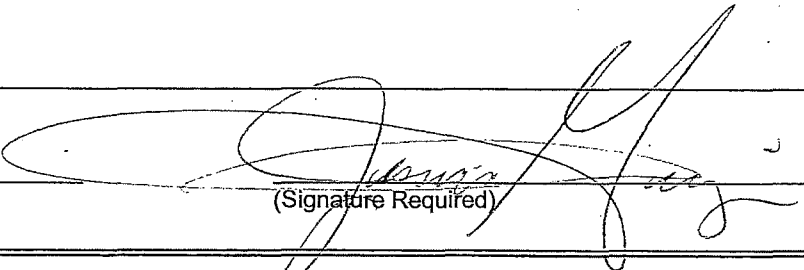
Comments:

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

Jessica Geiger  
(Name)

Finance Division Analyst  
(Title)

Date Reviewed: 3/23/15

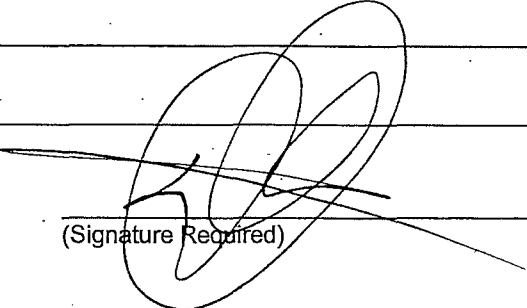
  
(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Eugene Clendinen  
(Name)

Chief Administrative & Financial Officer  
(Title)

Date Reviewed: 3/24/15

  
(Signature Required)



March 11, 2015

District Attorney George Gascón  
City and County of San Francisco  
850 Bryant Street, Room 322  
San Francisco, CA 94103

Dear District Attorney Gascón

Vertiba, Inc. is very pleased to offer a gift of consulting services to configure the Salesforce Org using proof of concept built for the San Francisco District Attorney's office. We will configure Page Layouts and Views, Configure Objects, Workflows, Reports and Integrate to JUSTIS and LPR as described in the Statement of Work dated March 2, 2015 valued at \$20,000.00 to the San Francisco District Attorney's Office. Through this partnership between the San Francisco District Attorney's Office and Vertiba, Inc., we will be furthering technology that advances effective prosecution and promotes public safety.

Sincerely,

A handwritten signature in black ink, appearing to read "Ted Battreall". The signature is written in a cursive style with a large initial "T" and "B".

Ted Battreall, President  
Vertiba, Inc.



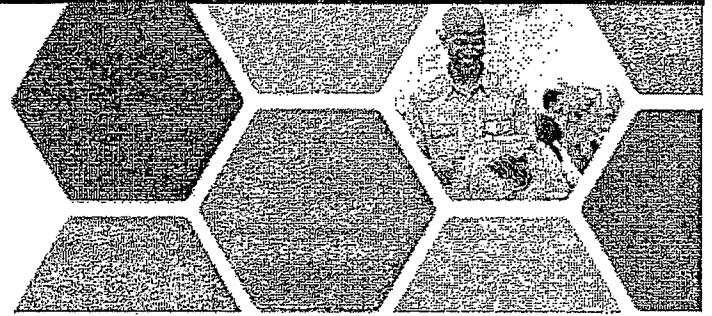
CREATING COOL STUFF WITH SALESFORCE.COM

SOW #:15603

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PROJECT  
STATEMENT OF WORK

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SFDA-CRIME STRATEGIES UNIT

March 23, 2015

IN PARTNERSHIP WITH

**Vertiba, Inc.**

1590 Broadway Street

Boulder, CO 80302

Main: (720) 458 8166



GOLD  
CLOUD ALLIANCE  
PARTNER



## OVERVIEW

Client Name San Francisco District Attorney Office

Client Address , , ,

Vertiba, Inc. is pleased to provide this Statement of Work for consulting services. This Statement of Work ("SOW") describes a set of services to be provided by Vertiba, Inc. ("Vertiba") on behalf of San Francisco District Attorney Office ("Client"). This SOW and any Attachments hereto are subject to the terms and conditions of the Professional Services Agreement between the parties effective on [[SertifiDate\_2]].

## PROJECT SCOPE

Vertiba will engage with Client to implement the services described below:

### Project Initiation

- Sales Team Transition to Project Team
- Prepare for Kickoff
- Conduct Project Kickoff Meeting
- Assemble Team, Setup Users and Environment
- Collect Project Objectives
- Collect Challenges with Existing Systems
- Identify Project Success Criteria
- Prepare for Workshops

*Number of Team Members: 1*

### Business Process Review

- Conduct Business Process Review workshops. This interactive session with project stakeholders identifies business requirements and ensures agreement regarding the processes to be supported through the Application. Specific goals include:
- Document Key Business Processes
- Identify Key Business Information (Fields & Objects) and Validation Requirements
- Identify Requirements for Configuration, Custom Code, Workflow, Security, Reporting, Data Loading, and Training

*Number of Workshops: 1*

### Document Functional Requirements

- Document all business requirements collected during business process workshop into Vertiba's ProjectForce. Each requirement will include business need, category, priority and scope/project phase. The categories will include: config, workflow, reporting, code, process, training and integration requirements.

*Number of Workshops: 1*

### Requirements Review

- Review all documented requirements with key stakeholders to confirm Vertiba's understanding of the requirement and review the estimated Level of Effort. Client will have an opportunity to confirm the priority assigned to each requirement and validate that it should be considered In Scope given budgetary constraints.

*Number of Workshops: 1*

#### **Configure Application-Fields and Data**

- Configure Salesforce Org using POC built for DAs office. Create Fields and Data Validation (up to 10 fields per object)
- Configure Page Layouts and Views (up to 3 views per object)
- Objects: Police Reports/Incidents, Suspect/Offender, Locations, Vehicles, Reports

*Number of Objects: 5*

#### **Workflows and Notifications**

- Setup salesforce.com workflows and approval processes to automate process based on requirements. Create associated email templates.

*Number of Workflows: 3*

#### **Reports and Dashboards**

- Leverage salesforce.com's flexible analytics functionality to create a sampling of Reports and Dashboards for DA data analysis. Vertiba will train DA staff on how to create their own reports moving forward.

*Number of Reports: 6*

#### **Facilitate User Acceptance Test**

- Work with Client Subject Matter Experts to guide them through a full business scenario test of the application and delivered functionality. The business scenarios and test execution will be performed by Client. Any defects or change requests should be logged as bugs in ProjectForce.

*Number of UAT Sessions: 1*

#### **Security Setup**

- Setup/Modify Org Wide Security
- Setup/Modify User Profiles
- Setup/Modify Object/Field Level Access
- Setup/Modify Data Sharing Rules

*Number of Profiles: 2*

#### **Defect Resolution**

- Resolve any defects found during System or User Acceptance Testing.

*Number of UAT Sessions: 1*

#### **Automated Data Migration of Justis and LPR**

- Consultant will construct a batch integration between JUSTIS, License Plate Reader (LPR).
- Consultant will recommend an opensource solution that includes pre-built integrations to Salesforce.com.
- Assumptions:
- SF DA will obtain source files from other systems and make them available on an FTP server.
- Client will provide required network access for development, implementation, and on-going functioning of the integration solution.

- Client is responsible for procuring, installing, hosting, testing, deploying, and maintaining any associated hardware, third party software, patches, or upgrades required to support the integration processes and interaction with the salesforce.com API
- Client is responsible for monitoring and resolving errors logged in error files. The native logging functionality of the integration tool will be used.
- The field-names and types in the integration data structures will remain static over time and will follow the schema documented herein.
- The integration program will exchange data as it is provided from either involved system. Additional effort will be necessary if data cleansing, transformation, aggregation or other data manipulation are required for the integration to function as designed.
- Client is responsible for maintaining the quality and integrity of data involved in integrations where it is mutually understood as required for the integrations to function as designed. This includes data inside of salesforce.com.

*Number of Source Files: 2*

#### **Admin Training**

- Conduct a basic training for the designated system administrator covering key functions such as adding new users, more in-depth report generation, and changing security profiles. Contact Salesforce.com for more in-depth administrator training options.
- Assumptions:
- Each session will last up to 2 hours with up to 2 administrators users

*Number of Sessions: 1*

#### **Project Management**

- Monitor project work items, accomplishments, risk, issues, budget and schedule on a daily basis to ensure project stays on track.

*Number of Weeks: 4*

#### **Conduct System & Integration Test**

- Vertiba will conduct a System Test to test major business functionality, ensure the defined requirements are met, ensure the system supports the use cases that have been defined.

*Number of Test Cycles: 1*

## **OUT OF SCOPE**

#### **GIS Integration**

- There will be no GIS integration for Mapping of statistical data.

**Any work not specified within this SOW**

## **MILESTONES AND DELIVERABLES**

Deliverable	Description	Invoice Amount	Acceptance Criteria
-------------	-------------	----------------	---------------------

Deliverable	Description	Invoice Amount	Acceptance Criteria
<b>Project Kickoff</b>	Project has been approved. Resources are identified and staffed on the project. The kickoff meeting will align all team members and set the stage for the project.		Delivery of Project Kickoff presentation and execution of Kickoff meeting.
<b>Weekly Status Reports</b>	Vertiba will produce weekly status reports for any week where Vertiba is providing substantial implementation services. These status reports will include activities for the past, upcoming activities, risk issues and any changes requested of the project.		No acceptance is required.
<b>Documented Requirements</b>	Defines, documents, and prioritizes customer's business and technical requirements (Vertiba's Project Force instance of Salesforce.com or Google Apps workbook).		Customer accepts that this is the complete set of requirements that will be used as the basis for designing and testing the system. Customer should confirm scope and prioritize this list. (Formal email signoff)
<b>Updated Project Force</b>	Project management tool which manages requirements, tasks, deliverables, sprints/iterations, risk and issues.		No acceptance is required. Access is available to customer upon request.

Deliverable	Description	Invoice Amount	Acceptance Criteria
Application Configurations	Requirements for this iteration have been configured, system tested and are available for user acceptance testing by client.		Customer will conduct a User Acceptance Test at the completion of each iteration. At this time, customer will confirm the requirements associated with the current iteration have been delivered. It is understood that some requirements will likely need modifications. Customer will accept this iteration if a satisfactory number of requirements have been met and they are comfortable that the number of modifications can be handled in time allotted for future iterations and/or defect resolution activities.

## APPROACH

Vertiba's approach includes six Phases: Plan; Analyze; Design; Build; Validate; and Deploy. During each phase, work proceeds in several areas and will be performed by both Client and Vertiba:

### PLAN PHASE

- Establish an initial Project Plan, including purpose, timeline, budget, resource assignments, and a project governance and change control structure to expedite decision making throughout the Project.
- Conduct a formal Project Kick-Off meeting, which also serves as the first meeting of the Project Steering Committee.

### ANALYZE PHASE

- Conduct Business Process Review workshops. These interactive sessions with Project stakeholders identify business requirements and ensure agreement regarding the processes to be supported through the Application. Potential barriers to success such as change-resistant behavior, pending organizational or infrastructure changes or contingencies, and disagreements among stakeholders on priorities are also identified. Pre-workshop interviews ensure its success.

- Assess any gaps between agreed-upon scope and identified requirements, and use change control processes as needed.
- Create Requirements Workbook deliverable and/or provide Client access to Vertiba’s proprietary Project Force application built on the Salesforce.com platform for managing requirements, status and defects.

## DESIGN PHASE

- Apply salesforce.com best practices to evaluate design alternatives to meet Client requirements. Establish best-fit design, create Solution Design overview presentation and configure prototype application.
- Depending on project length or complexity, conduct Solution Design Workshop and detailed, iterative technical and configuration specification meetings.
- Create Solution Design Document deliverable and detailed design specification deliverables: Application and Process Design Specification; Technical Design Specification; Data Mapping; Validation Plan and Test Cases.

## BUILD PHASE

- Configure application with iterative reviews.
- Develop integration code and/or scripts with code reviews and unit tests.
- Populate data migration workbook with field mappings;
- Establish end-to-end testing environment; create test scripts for system testing.

## VALIDATE PHASE

- Deploy integration to test environment.
- Conduct end-to-end (system) testing; address any bugs or issues, regression test, iterate.
- Deploy configuration, integration, and data to production environment.
- Assist with user acceptance testing.
- Document all testing results.

## DEPLOY PHASE

- Import users and final data set; activate user accounts.
- Conduct Training.
- Conduct Lessons Learned and Closure meeting to address any remaining issues, assist Client in prioritizing follow-on requirements, and provide feedback on Project.

## CLIENT OBLIGATIONS

Timely and successful completion of this Project requires ongoing collaboration between Vertiba and Client. For example, Client is responsible for certain key Project tasks, deliverables, and timely reviews of Vertiba work to maintain the Project schedule and estimated budget. If these obligations and assumptions are not upheld, a Change Order to address the resulting scope and/or budgetary changes may be required.

## RESOURCES

Client will assign resources to fulfill the following roles:

Resource	Responsibilities	Involvement
Executive Sponsor	This individual will review and approve all key	20%

	issues that require management decisions.	
<b>Internal Project Leader</b>	This person will act as liaison to Vertiba. Their role will be to coordinate internal Customer project activities and escalate issues that require management decisions. Jointly responsible for maintaining project documents and facilitating project progress Attend scheduled project meetings	50%
<b>Subject Matter Experts</b>	Provide detailed information on business and technical requirements as needed in order to complete the project. The team should be empowered to speak for the organization. The team should be kept as small as practical without leaving out critical experts.	Fully available during workshop and testing
<b>User Acceptance Testers</b>	This group will be responsible for planning and conducting User Acceptance Testing. They will create User Acceptance test scenarios and test scripts. They will rigorously test the application against the in-scope requirements in a simulated business environment. All test results will be recorded and any exceptions (bugs or new requirements) will be logged using the Vertiba Customer portal or other bug tracking application. Ideally, this will be the same set of users as the Subject Matter Experts.	25-50% during Validate Phase

## REVIEW OF VERTIBA DELIVERABLES AND DECISION MAKING

Failure to review deliverables and delayed or changed decisions will extend the Project timeline and increase the Project cost. The Project timeline is based on the assumption that Client will contribute to, and review deliverables within 1 business day of receipt.

## CLIENT PARTICIPATION

Client will participate in the project as follows:

- **Business Requirements Review:** Stakeholders will participate in business requirements meetings to ensure applications is customized to meet their business needs.
- **Testing:** Users will participate in User Acceptance testing. Users will create test scenarios and log any defects into a Vertiba's Project Force or Client provided bug tracking system.
- **Training:** Users will participate in scheduled training classes.

A Client resource must be available to troubleshoot any problems with Client facilities, including internet access, during the workshops.

## VERTIBA RESOURCES AND SCHEDULE

## RESOURCE ASSIGNMENT

The following Vertiba resources are required to implement this Project:

### Business Analyst

- Conduct requirements and solution design workshops.
- Facilitate business process analysis and automation discussions.
- Advise and guide customers toward best practices in application configuration considerations such as security model, mobile deployment strategies, workflow, data validation and analytics.
- Author solution design and configuration specification deliverables.
- Configure Application.
- Conduct the Train The Trainer sessions in conjunction with Customer.

### Project Manager

- Coordinate multiple work efforts, ensuring the customer's business objectives across all projects are met.
- Manage project resources to ensure quality, completeness, timeliness of all tasks.
- Conduct and document project status meetings and reviews.
- Evaluate customer priorities and execute change control process to ensure the customer's needs are met.
- Manage budget, schedule, and deliverables on a weekly basis.

## SCHEDULE

Based on standard assumptions regarding Client participation, timeliness and risk factors, Vertiba estimates the timeline for this project to be 7 weeks from the start date. Below is a proposed timeline for the key phases. Actual start date and subsequent milestones will be based on resource availability and determined after the SOW and Professional Services Agreement is fully executed.

- Estimated Start Date: *April 3,2015*
- Estimated Analysis Complete: *April 9,2015*
- Estimated Design Complete: *April 14,2015*
- Estimated Build Complete: *April 27,2015*
- Estimated Test Complete: *May 8,2015*
- Estimated UAT Complete: *May 12,2015*
- Estimated Deployment Complete: *May 16,2015*

Depending on the amount and complexity of the requirements uncovered during the analysis phase, the work may be delivered in multiple sprints/iterations which would result in a different schedule.

## PROJECT COST

The Professional Services described in this SOW are provided on a fixed fee basis of \$0.00 due according to the schedule in the milestones / deliverables table above. These invoices will be due 30 days from receipt of invoice. Any work outside the scope of this SOW shall be set forth in a separate statement of work.



**Travel and Expenses:** Actual, reasonable, travel and out-of-pocket expenses will be invoiced. Vertiba recommends allocating a reasonable budget for mileage, parking, or, if required, overnight travel.

**Expiration:** This proposal is valid for 30 days.

## SIGNATURE AND TERMS

By signing below, Vertiba and Client acknowledge and agree to the terms and conditions set forth in the Professional Services Agreement and this SOW. The Effective Date of this SOW shall be the date executed by both parties.

SAN FRANCISCO DISTRICT ATTORNEY  
OFFICE

VERTIBA, INC.

[[SertifiSStamp\_1]]

[[SertifiSStamp\_2]]

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Signature*

[[SertifiTitle\_1]]

Managing Partner

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Title*

[[SertifiDate\_1]]

[[SertifiDate\_2]]

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

# Introduction Form

By a Member of the Board of Supervisors or the Mayor

Time stamp  
or meeting date

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee. (An Ordinance, Resolution, Motion, or Charter Amendment)
- 2. Request for next printed agenda Without Reference to Committee.
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning "Supervisor [ ] inquires"
- 5. City Attorney request.
- 6. Call File No. [ ] from Committee.
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File No. [ ]
- 9. Reactivate File No. [ ]
- 10. Question(s) submitted for Mayoral Appearance before the BOS on [ ]

lease check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission       Youth Commission       Ethics Commission
- Planning Commission       Building Inspection Commission

**Note: For the Imperative Agenda (a resolution not on the printed agenda), use a Imperative Form.**

**Sponsor(s):**

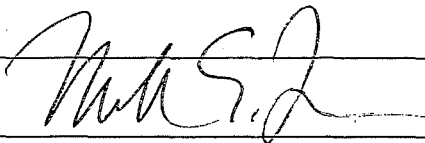
Supervisor Mark Farrell

**Subject:**

Accept In-Kind Gift – Vertiba, Inc. Technical Assistance for District Attorney’s Crime Strategies Unit- \$20,000

**The text is listed below or attached:**

See attached.

Signature of Sponsoring Supervisor: 

**For Clerk's Use Only:**

