

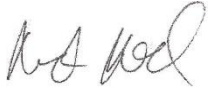
**CITY AND COUNTY OF SAN FRANCISCO**

**BOARD OF SUPERVISORS**

**BUDGET AND LEGISLATIVE ANALYST**

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March 7, 2025

**TO:** Budget and Finance Committee  
**FROM:** Budget and Legislative Analyst   
**SUBJECT:** March 12, 2025 Budget and Finance Committee Meeting

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<b>Item 1</b> <b>File 25-0083</b>	<b>Department:</b> Airport
<b>EXECUTIVE SUMMARY</b>	
<p style="text-align: center;"><b>Legislative Objectives</b></p> <ul style="list-style-type: none"> <li>The proposed resolution approves Modification No. 3 to the lease agreement for administrative office space between the United States of America (FBI) and San Francisco International Airport (Airport), extending the lease term for three years from January 4, 2025, through January 3, 2028. The modification also increases the annual rent from \$665,489 to \$962,018, to align with updated rental rates and operational expenses.</li> </ul> <p style="text-align: center;"><b>Key Points</b></p> <ul style="list-style-type: none"> <li>The FBI has leased office space at the Airport since 2011, moving to its current location in 2016 to support federal investigations, coordination with other agencies, and on-airport security operations.</li> <li>The lease was previously extended twice (Files 19-0014, 21-1086), with the most recent term expiring on January 3, 2025. The FBI is currently on a month-to-month holdover basis and continues paying the previous rent rate until approval of this modification.</li> <li>A three-year extension was chosen instead of a longer-term lease because of the planned Courtyard 4 Connector Building, expected to be completed in 2028, which may provide a more permanent space for federal agencies. The FBI’s current office location is slated for conversion into passenger lounge space.</li> </ul> <p style="text-align: center;"><b>Fiscal Impact</b></p> <ul style="list-style-type: none"> <li>The annual rent will increase by \$296,528.96, bringing the total to \$962,017.96. Over the three-year extension, the Airport will receive \$2,886,053.88 in total rent revenue.</li> <li>The total rent of \$401.51 per square foot includes \$384.87 per square foot in shell rent, based on an averaged projection of Airport rental rates over the three-year term and \$16.64 per square foot in operating rent, covering janitorial, maintenance, electricity, and water/sewer services, which are provided by the Airport and paid by this lease.</li> </ul> <p style="text-align: center;"><b>Recommendation</b></p> <ul style="list-style-type: none"> <li>Approve the proposed resolution.</li> </ul>	

## MANDATE STATEMENT

City Charter Section 9.118(b) states that any contract entered into by a department, board or commission that (1) has a term of more than ten years, (2) requires expenditures of \$10 million or more, or (3) requires a modification of more than \$500,000 is subject to Board of Supervisors approval.

## BACKGROUND

### FBI Lease Extension at San Francisco International Airport

The Federal Bureau of Investigation (FBI) currently occupies 2,396 square feet of Category II (enclosed spaces at departure level or higher) administrative office space on the fifth floor of the International Terminal at San Francisco International Airport (Airport). The FBI began leasing offices at the Airport in 2011 (in a different location) to support federal investigative operations, coordination with other federal agencies, and on-airport security issues. In 2016 the agency moved to the current location (File 15-1221).

Since 2016, the lease has been modified twice to extend the term and adjust annual rents (Files 19-0014, 21-1086). The current lease expired on January 3, 2025, and is now operating on a month-to-month holdover basis. During this holdover period, the FBI is continuing to pay the previous rate until the new modification is approved and implemented.

## DETAILS OF PROPOSED LEGISLATION

The proposed resolution approves Modification No. 3 to the lease between the United States of America and the Airport, extending the lease term by three years, from January 4, 2025, through January 3, 2028, and increasing the annual rent from \$665,489 to \$962,017.96.

### Timeline

A three-year extension was chosen, rather than a longer-term agreement, because the Airport is constructing the Courtyard 4 Connector Building, anticipated to be completed in 2028, which may provide a more permanent location for the FBI (and other government agencies). At present, the FBI's office floor is slated for conversion to rentable passenger lounge space for airlines.

## FISCAL IMPACT

The proposed rent for this agreement is \$962,017.96, totaling \$2,886,053.88 over a three-year extension period, from January 4, 2025, through January 3, 2028. The calculation for the total lease amount is outlined in Exhibit 1 below.

The annual rent of \$962,017.96 represents an increase of \$296,528.96 over the current rate of \$665,489 per year, or an additional \$889,586.88 in revenue across the three-year extension.

**Exhibit 1: FBI Lease Rate Calculation for FY 2024–2028**

<b>Rate Component</b>	<b>FY 2024-25 (Jan 1 – June 30)</b>	<b>FY 2025-26</b>	<b>FY 2026-27</b>	<b>FY 2027-28 (July 1 – Dec 31)</b>	<b>3-Year Average</b>
Shell Rent (Category II)	\$317.08	\$351.86	\$407.57	\$473.27	\$384.87
Janitorial	\$7.28	\$7.64	\$8.03	\$8.43	\$7.84
Maintenance	\$2.98	\$3.13	\$3.29	\$3.45	\$3.21
Electricity	\$4.45	\$4.67	\$4.91	\$5.15	\$4.79
Water/Sewer	\$0.74	\$0.78	\$0.82	\$0.86	\$0.80
<i>Operating Rent Subtotal</i>					\$16.64
<b>Combined Square Foot Rent Rate</b>					<b>\$401.51</b>
<b>Annual Rent (Rate x 2,396)</b>					<b>\$962,017.96</b>
<b>Three Years of Rent</b>					<b>\$2,886,053.88</b>

Source: Airport

Note: FY 2024-25 and FY 2027-28 each cover only six months, as the contract follows the Airport’s fiscal year cycle, which runs from July 1 to June 30.

The total rent of \$401.51 per square foot consists of two components. The shell rent is fixed at \$384.87 per square foot, based on the Category II rental rate assessed to tenants leasing space at departures level or higher. While most Airport tenants pay rates that adjust annually, the federal government requires a fixed rate for the entire lease term. To accommodate this requirement, the Airport averaged the current Category II rate of \$317.08 per square foot with projected increases over three years, resulting in a final shell rent of \$384.87 per square foot.

The operating rent covers janitorial, maintenance, electricity, and water/sewer services. Unlike standard Airport leases, where tenants arrange and pay for these services separately, federal leases require them to be included in the rent. The Airport's Facilities division determined the cost for each service per square foot, applied a 5 percent annual increase, and averaged those projections over the three-year term to establish the final \$16.64 per square foot rate.

Combining the \$384.87 shell rent and \$16.64 operating rent results in a total rate of \$401.51 per square foot, leading to an annual rent of \$962,017.96 for the 2,396 square foot facility and a three-year total of \$2,886,053.88.

**RECOMMENDATION**

Approve the proposed resolution.

<b>Item 3</b> <b>File 25-0097</b>	<b>Department:</b> Human Services Agency
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**EXECUTIVE SUMMARY**

**Legislative Objectives**

- The proposed ordinance would appropriate \$4,956,133 of state and federal revenues to the HSA to support the CalWORKs Housing Support Program in FY 2024-25. Approval of the proposed appropriation of \$4,956,133 to the HSA requires a two-thirds vote of all members of the Board of Supervisors.

**Key Points**

- Administered by the Human Services Agency (HSA), CalWORKs Housing Support Program (HSP) is a state-funded program that aims to provide housing stability for homeless CalWORKs families. In June 2024, San Francisco’s allocation for the HSP increased by \$5,956,133 in one-time funds, which must be expended by June 30, 2025 deadline. HSA is requesting this supplemental appropriation to allocate \$4,956,133 of the available \$5,956,133 in FY 2024-25 (retroactive to July 1, 2024). The remaining \$1,000,000 will be used for HSA staffing costs currently funded by the General Fund.
- The proposed appropriation will fund the following services for CalWORKs clients in FY 2024-25: (1) \$1.2 million for rental assistance, (2) \$1.6 million for housing subsidies and case management services administered by Abode Services and Catholic Charities, and (3) \$2.1 million for shelter beds administered at Hamilton Families, Compass Family Shelter, and Salvation Army: Harbor House through a work order with the Department of Homelessness and Supportive Housing (HSH).
- The \$2.1 million for HSH is intended to offset costs currently funded by the General Fund, not to increase bed capacity. HSA’s plan was to increase capacity for rental assistance and housing subsidies, however HSA projects not spending all of the \$1.2 million for rental assistance and only \$0.8 million of the \$1.6 million allocated to housing subsidies, for a total of \$2.1 million in projected underspending from the proposed appropriation.

**Fiscal Impact**

- The proposed appropriation is funded by a combination of federal Temporary Assistance for Needy Families (TANF) funds (65 percent) and State General Fund (35 percent).

**Recommendations**

(1) Request HSA and HSH identify other uses for \$2,075,066 of the proposed appropriation, including offsetting General Fund costs for CalWORKs eligible families within HSH’s system of care whose shelter, prevention, and/or rapid rehousing costs are currently funded by the General Fund; (2) increase the work order to HSH by \$2,075,066 to further offset HSH’s General Fund costs for these clients in FY 2024-25; and (3) approve the proposed ordinance.

## MANDATE STATEMENT

Charter Section 9.105 provides that amendments to the Annual Appropriation Ordinance be subject to Board of Supervisors approval by ordinance, after the Controller certifies the availability of funds.

Charter Section 9.113(c) states that in the event the Mayor or a member of the Board of Supervisors recommends a supplemental appropriation ordinance after the adoption of the budget and prior to the end to the budget year that contains any item rejected by the Mayor or the Board of Supervisors in the original budget appropriation, the supplemental appropriation can only be approved by a two-thirds vote of the Board of Supervisors.

## BACKGROUND

### CalWORKs Housing Support Program

Administered by the Human Services Agency (HSA), CalWORKs<sup>1</sup> Housing Support Program (HSP) is a state-funded program that aims to provide housing stability for homeless CalWORKs families by offering financial assistance, case management, housing navigation, rental assistance and assistance with various move-in and one-time housing costs.

### State Budget Changes

As part of the State Budget Act of 2022, the Governor extended the expenditure deadline to June 30, 2025 for a \$190 million multi-year fund allocation for the HSP in FY 2021-22 and FY 2022-23, which the California Department of Social Services (CDSS) redistributed to counties statewide in 2024. As a result, in June 2024, San Francisco's allocation increased by \$5,956,133 in one-time HSP funds to be expended by the June 2025 deadline. According to HSA's October 2024 memo to the Mayor's Budget Office, these redistribution allocation amounts were not published by CDSS until June 2024, and therefore, the revenues were not included in the FY 2024-25 – FY 2025-26 annual appropriation ordinance. Consequently, HSA is requesting a supplemental appropriation to allocate \$4,956,133 of the available \$5,956,133 (83 percent) in FY 2024-25 (retroactive to July 1, 2024). According to HSA's October 2024 memo, the remaining one million will fund existing departmental staff costs related to the HSP program that otherwise would be funded by the General Fund.

## DETAILS OF PROPOSED LEGISLATION

The proposed ordinance would appropriate \$4,956,133 of state and federal revenues to the HSA to support the CalWORKs Housing Support Program in FY 2024-25.

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<sup>1</sup> CalWORKs is a statewide welfare program that gives temporary cash aid and services to eligible California families in need.

Approval of the proposed appropriation of \$4,956,133 to the HSA requires a two-thirds vote of all members of the Board of Supervisors pursuant to Charter Section 9.113(c). One of the accounts that is being increased, the budget for grant spending, was reducing from \$8 million to \$7.4 million in the Mayor phase of the FY 2024-25 – FY 2025-26 budget, which triggers the two-thirds Board approval requirement.

### Services

The proposed appropriation will fund the following services in FY 2024-25:

- **Rental assistance for CalWORKs clients.** Administered by HSA, the proposed ordinance provides \$1.2 million for rental assistance, sufficient for approximately 107 CalWORKs clients who are at risk of eviction. The funding provides up to four months of back rent payments, and would be an increase of 91 compared to 16 clients budgeted for FY 2023-24.
- **Housing subsidies and case management services administered by community-based organizations (CBOs).** The proposed ordinance provides \$1.6 million in additional funding for HSA's existing CalWORKs housing contracts with Abode Services and Catholic Charities to provide housing subsidies (e.g., 12-month rental subsidies, move-in costs, first and second months of rent) and case management services for up to 60 clients at each provider in FY 2024-25, for a combined total increase of 54 additional housing subsidies this year.
- **Shelter beds through a work order with the Department of Homelessness and Supportive Housing (HSH).** The proposed ordinance provides \$2.1 million to HSH via a work order to support a total of 54 CalWORKs families in family shelters<sup>2</sup> administered by the following existing HSH contractors: Hamilton Families, Compass Family Shelter, and Salvation Army: Harbor House. The appropriation will fund a portion of the pre-existing shelter beds at these three sites, expanding the number of slots funded by CalWORKs to offset local revenues for existing grants. HSH is not adding additional shelter bed capacity at these sites because the work order funding is one-time and time limited.

Exhibit 1 below summarizes the proposed uses with expanded capacity of the appropriation in FY 2024-25, detailing the services to be funded by contractor, as well as the clients served in FY 2023-24 in comparison to FY 2024-25.

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<sup>2</sup> These shelter programs are a mix of congregate and non-congregate (individual room) shelters.

**Exhibit 1: Proposed FY 2024-25 Uses of HSA Appropriation**

<b>Service</b>	<b>Contractor/Provider</b>	<b>Current Capacity</b>	<b>New Capacity with Appropriation</b>	<b>Difference</b>
Rental Assistance	N/A. HSA provides direct assistance to CalWORKs clients	16 clients	107 clients	91
Housing Subsidies and Case Management	Abode Services	30 clients	60 clients	30
Housing Subsidies and Case Management	Catholic Charities	36 clients	60 clients	24
Housing Subsidies and Case Management	Hamilton Families <sup>3</sup>	30 clients	30 clients	0
Subtotal, Housing Subsidies		96 clients	150 clients	54

Source: HSA

According to HSA, funding for Abode Services and Catholic Charities (housing subsidies and case management) was determined by assessing historical actuals and consulting with the contractors about their capacity to serve more clients before the end of FY 2024-25 without significant expansion of their operational budget. The proposed rental assistance was budgeted at approximately \$13,000 per family<sup>4</sup> to serve a total of 107 clients in FY 2024-15.

Funding for the HSH work order (for family shelter, not shown in the table above) was based on identifying the number of CalWORKs families in HSH’s family shelter system and the current funding sources of those grants.

**Grant Status**

HSA states that the additional funds from the appropriation were added to the grants with the providers (Abode and Catholic Charities) through informal budget updates.<sup>5</sup> However, HSA is projecting that roughly half of the proposed \$1.6 million in new funding will be spent by the providers by the June 30, 2025 spending deadline.

<sup>3</sup> HSA’s Hamilton Family grant is not being amended but shown above in Exhibit 1 to provide an overview of HSA’s housing subsidy capacity for CalWORKs clients.

<sup>4</sup> According to HSA, this amount represents \$4,000 in back rent owed plus four months of prospective rent at \$2,300 per month for a combined total of approximately \$13,000 (rounded down). The \$2,300 is based on the average monthly rent of HSP families, and the \$4,000 is a rough estimate (given the case-by-case nature of the amount of back rent owed by HSP families).

<sup>5</sup> The budget for both contracts were modified in August 2024 and reflect the additional funds. HSA is planning to amend the client service objectives in these grants to reflect the new capacity from the appropriation.



The proposed appropriation will allow HSH to expand the number of shelter bed slots funded by CalWORKs but does not increase shelter bed capacity. If the proposed ordinance is approved, HSH will then retroactively bill HSA for the CalWORKs work order amount, reducing HSH’s use of General Fund revenues for its shelter grants. As of March 2025, approximately \$2.7 million has been spent by the three HSH providers (Hamilton Families, Compass Family Shelter, and Salvation Army: Harbor House) supported by the work order.

**Performance Monitoring**

We reviewed the most recent FY 2023-24 performance monitoring reports for HSA’s existing CalWORKs housing contracts with Abode Services and Catholic Charities; there were no major findings or recommendations as both contractors achieved most of their service and outcome objectives. We also reviewed the most recent FY 2023-24 performance monitoring reports for the following contractors receiving funds through HSA’s work order with HSH: Hamilton Families, Compass Family Shelter, and Salvation Army: Harbor House. The reports for all of the contractors showed that the programs met most of their contractual service levels in FY 2023-24. All contractors achieved most of their service and outcome objectives.

**FISCAL IMPACT**

Exhibit 2 below summarizes the proposed appropriation of \$4,956,133, as well as the current FY 2024-25 budget and new FY 2024-25 budget if the proposed ordinance is approved.

**Exhibit 2: Proposed HSA Appropriation**

Uses	FY 2024-25 Current Budget	Proposed Increase	FY 2024-25 New Budget
Aid Assistance (Rental Assistance)	\$164,619	\$1,228,250	\$1,392,869
CBO Services (Housing Subsidies and Case Management)	7,416,569	1,645,091	9,061,660
Interdepartmental Services (HSH Work Order – Shelter Beds)	1,017,208	2,082,792	3,100,000
<b>Total Uses</b>	<b>8,598,396</b>	<b>\$4,956,133</b>	<b>13,554,529</b>

Source: Proposed Ordinance and HSA budget

The proposed appropriation is funded by a combination of federal Temporary Assistance for Needy Families (TANF) funds (65 percent) and State General Fund (35 percent). As previously mentioned, these are one-time funds and must be spent by the end of the FY 2024-25 fiscal year.

**Underspending**

Almost half (\$2,075,066 or approximately 42 percent) of the proposed appropriation (\$4,956,133) is projected to be unspent. According to HSA, the department projects are not spending all of the \$1,228,250 allocated to rental assistance. Further, HSA projects not spending approximately 51 percent (\$846,816) of the \$1,645,091 allocated to CBO services (housing

subsidies and case management). HSA states that the projected underspending would occur with both providers (Abode and Catholic Charities) but specific amounts for each have not yet been determined. HSH plans to fully spend the \$2.1 million work order, as it will be used to abate General Fund spending.

With less than four months left until the June 2025 expenditure deadline, HSA states the following factors impacted the timing and delay of the proposed appropriation: (1) coordination between HSA and HSH on the data match to determine the number of CalWORKs families in HSH's system, (2) evaluation of how best to utilize the additional funding, and (3) time needed to draft the ordinance amidst other competing tasks.

Given that HSA is projecting \$2,075,066 in underspending from the proposed appropriation and financial condition of the General Fund, we recommend HSA and HSH work together to (1) identify additional CalWORKs eligible families within HSH's system of care whose shelter, prevention, and/or rapid rehousing costs are currently funded by the General Fund and (2) increase the work order to HSH by \$2,075,066 to further offset HSH's General Fund costs for these clients in FY 2024-25.

## RECOMMENDATIONS

1. Request HSA and HSH identify other uses for \$2,075,066 of the proposed appropriation, including offsetting General Fund costs for CalWORKs eligible families within HSH's system of care whose shelter, prevention, and/or rapid rehousing costs are currently funded by the General Fund and (2) increase the work order to HSH by \$2,075,066 to further offset HSH's General Fund costs for these clients in FY 2024-25.
2. Approve the proposed ordinance.

<p><b>Items 6-9 Files 25-0165, 25-0166, 25-0167 &amp; 25-0168</b></p>	<p><b>Department:</b> Office of Contract Administration</p>
<p><b>EXECUTIVE SUMMARY</b></p>	
<p style="text-align: center;"><b>Legislative Objectives</b></p> <ul style="list-style-type: none"> <li>The proposed resolutions approve Amendment No. 1 to the contracts between the Office of Contract Administration (OCA) and four vendors participating in Technology Marketplace 3.0: (1) ISSQUARED, Inc. dba ComputerLand of Silicon Valley (ComputerLand), (2) Cornerstone Technology Partners II JV (Cornerstone), (3) Insight Public Sector, Inc. (Insight), and (4) Xtech JV AIXTEK dba Eaton Associates   21Tech LLC (Xtech). These amendments increase the not-to-exceed (NTE) contract values from \$80 million (\$20 million per contract) to \$242.34 million. Each contract remains in effect through December 31, 2028, with no changes to the term or scope.</li> </ul> <p style="text-align: center;"><b>Key Points</b></p> <ul style="list-style-type: none"> <li>Technology Marketplace 3.0 provides pre-qualified technology vendors for City departments to procure IT hardware, software, and professional services. The original contracts awarded each vendor a \$20 million not-to-exceed contract with five-year terms (CY 2024– CY 2028). Due to high usage rates among these four vendors, the initial spending limits have been nearly reached, necessitating contract expansions.</li> <li>While Board approval of these resolutions sets an upper spending limit for each contract, departments must fund all purchases through their existing budget allocations.</li> <li>Each vendor must subcontract at least 18% of professional services revenue to local business enterprises (LBEs) over the five-year contract term, with current utilization rates at 27% for ComputerLand, 3% for Cornerstone, and 0% for Insight and Xtech, which OCA will monitor to ensure compliance by 2028.</li> </ul> <p style="text-align: center;"><b>Fiscal Impact</b></p> <ul style="list-style-type: none"> <li>The proposed contract increases are as follows: ComputerLand increases from \$20 million to \$61.07 million, Cornerstone increases from \$20 million to \$42.41 million, Insight increases from \$20 million to \$53.85 million, and Xtech increases from \$20 million to \$85.01 million. The total contract value across all four vendors increases from \$80 million to \$242.34 million.</li> <li>Revised spending estimates were calculated using 2024 purchase data, with a 15% contingency applied to projected spending.</li> </ul> <p style="text-align: center;"><b>Recommendation</b></p> <ul style="list-style-type: none"> <li>Approve the proposed resolution.</li> </ul>	

**MANDATE STATEMENT**

City Charter Section 9.118(b) states that any contract entered into by a department, board or commission that (1) has a term of more than ten years, (2) requires expenditures of \$10 million or more, or (3) requires a modification of more than \$500,000 is subject to Board of Supervisors approval.

**BACKGROUND**

**Office of Contract Administration and Technology Marketplace 3.0**

The Office of Contract Administration (OCA) is responsible for managing the City’s procurement processes and ensuring compliance with requirements. As part of its procurement efforts, OCA administers the Technology Marketplace, which provides City departments with a streamlined method to procure technology commodities (such as computer hardware and software) and professional technology services (such as software configuration and maintenance).

In August 2023, OCA issued a Request for Proposals for Technology Marketplace 3.0, resulting in multiple five-year contracts from January 1, 2024, through December 31, 2028. Departments can purchase technology products and specialized services from pre-qualified vendors on an as-needed basis. For transactions over \$25,000, OCA conducts a solicitation (for commodities) or requires the requesting department to conduct a competitive selection (for professional services).

**Original Agreements**

When the Technology Marketplace 3.0 contracts were initially approved, ISSQUARED, Inc. dba ComputerLand of Silicon Valley (ComputerLand), Cornerstone Technology Partners II JV (Cornerstone), Insight Public Sector, Inc. (Insight), and Xtech JV (AIXTEK dba Eaton Associates | 21Tech LLC) (Xtech) each received a \$20 million not-to-exceed contract for as-needed technology products and specialized technology services. The \$20 million initial values were established in the Tech Marketplace 3.0 RFP.

Due to high usage and the technology needs of various City departments, these contracts have approached their original \$20 million ceilings. To allow City departments to continue competitively procuring goods and services from these vendors, OCA requests Board of Supervisors approval to increase each contract’s not-to-exceed amount.

**DETAILS OF PROPOSED LEGISLATION**

The proposed resolutions authorize Amendment No. 1 to the contracts between the Office of Contract Administration and Computerland, Cornerstone, Insight, and Xtech, increasing their not-to-exceed amounts to match their projected use during the original five-year term ending December 31, 2028. In particular:

**File 25-0165:** is a resolution that approves an amendment to the City's agreement with ISSQUARED, Inc. dba ComputerLand of Silicon Valley, increasing the contract value from \$20,000,000 to \$61,065,000.

**File 25-0166:** is a resolution that approves an amendment to the City's agreement with Cornerstone Technology Partners II JV, increasing the contract value from \$20,000,000 to \$42,413,000.

**File 25-0167:** is a resolution that approves an amendment to the City's agreement with Insight Public Sector, Inc, increasing the contract value from \$20,000,000 to \$53,848,000.

**File 25-0168:** is a resolution that approves an amendment to the City's agreement with Xtech JV AIXTEK dba Eaton Associates | 21Tech LLC, increasing the contract value from \$20,000,000 to \$85,014,000.

While the Board's approval provides contractual spending authority up to these revised not-to-exceed amounts, each purchase depends on departmental budget availability and the formal submission of purchase orders. All Tech Marketplace transactions are processed by OCA to ensure compliance with the City's procurement procedures.

### **Scope of Services**

Under these amendments, the vendors will continue to offer the same scope of services currently offered under their Technology Marketplace 3.0 contracts, including technology commodities such as computer hardware and software licenses, along with professional services like configuration, integration, and software maintenance/support. There are no material changes to the contracts beyond the increases to the contract values.

### **Local Business Enterprise Requirements**

For professional services work only, each vendor must subcontract at least 18 percent of its total cost to local business enterprises over the entire five-year contract period. This means vendors do not have to meet the 18 percent requirement on every project. Instead, as long as the total dollar value of all subcontracts awarded to LBEs amounts to at least 18 percent of the vendor's overall revenue from professional services under the contract by the end of the five-year term, the requirement is satisfied.

As of January 8, 2025, each vendor's subcontracting utilization rate for LBEs are (1) ComputerLand at 27 percent, (2) Cornerstone at 3 percent, (3) Insight at 0 percent, and (4) Xtech at 0 percent. According to OCA, they plan to coordinate with the contractors to ensure they have fully fulfilled their obligations by the end of the contract term. There is no LBE subcontracting requirement for commodity purchases, such as off-the-shelf hardware or software.

### **Performance**

No formal performance metrics are tracked at the contract level, but the high usage of these vendors suggests strong performance in competitive pricing and service quality. Among all purchase orders issued to these vendors under Technology Marketplace 3.0 to date, 66 percent

of ComputerLand’s, 99 percent of Cornerstone’s, 88 percent of Insight’s, and 68 percent of Xtech’s total purchase orders were awarded through successful competitive solicitations.

**FISCAL IMPACT**

The proposed resolutions approve amendments for four Technology Marketplace vendors: (1) Computerland, (2) Cornerstone, (3) Insight, and (4) Xtech, increasing the total value of the contracts from \$80,000,000 (\$20 million for each contract) to \$242,340,000. Exhibit 1 summarizes the changes to the contract values. OCA calculated new contract values based on average spending through 2024 (the first year of each contract) and applying those averages to the remaining term of each contract, which all end December 31, 2028.

**Exhibit 1: Proposed Changes to Contract Values**

<b>Contractor</b>	<b>Actual Encumbrances</b>	<b>Remaining Spending</b>	<b>Contingency (15%)</b>	<b>Proposed NTE (Rounded)</b>
ComputerLand	\$11,144,147	\$43,409,111	\$6,511,367	\$61,065,000
Cornerstone	\$7,739,955	\$30,150,546	\$4,522,582	\$42,413,000
Insight	\$9,956,955	\$38,166,379	\$5,724,957	\$53,848,000
Xtech	\$15,612,501	\$60,348,789	\$9,052,318	\$85,014,000
<b>Total</b>	<b>\$44,453,558</b>	<b>\$172,074,825</b>	<b>\$25,811,224</b>	<b>\$242,340,000</b>

Source: OCA

Notes: Contingency values are fifteen percent of remaining spending, as projected by 2024 actual spending.

**Source of Funds**

Purchases made through these contracts are funded by the respective City departments that require the technology goods and services. Departments use their approved budgets to issue purchase orders under these Technology Marketplace contracts. No additional General Fund allocation is requested beyond each department’s existing Board-approved budgetary authority.

**RECOMMENDATION**

Approve the proposed resolutions.