



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 Update Contracting Minimum Competitive Amount and Threshold Amount

Ordinance Title: [Administrative Code - Contracting Minimum Competitive Amount and Threshold Amount]

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 update the Minimum Competitive Amount and Threshold Amount for contracting to reflect recent consumer price index increases; update the Local Business Enterprise size criteria amounts to reflect recent consumer price index increases; align the consumer price index increases with the fiscal year; and add "Delegated Purchasing Amount" as a defined term in the Administrative Code.

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 ☒