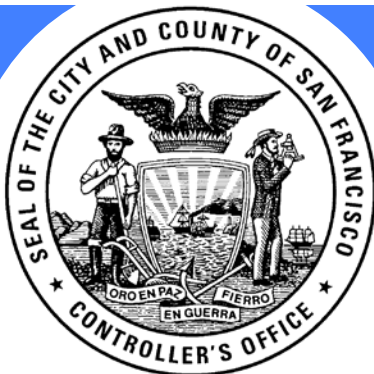


COVID-19 Emergency Procurements

13th & 35th

Emergency Declaration Supplements



CITY & COUNTY OF SAN FRANCISCO

Office of the Controller

Office of Contract Administration

April 15, 2021

COVID-19 Emergency Procurement Supplements

Emergency Declaration, February 25, 2020

13th Supplement, May 11, 2020

- COVID Related: Permitted streamlined emergency contracts of up to 1 year.
- Other Purchasing: Permitted extensions of existing contracts of 6 months, but not later than June 30, 2021.
- Charter required, BOS approvals for certain contracts and modifications remain.

35th Supplement, February 19, 2021

- Provides for extension of these rules by the Controller's Office.
- COVID Related: Authorizes amendments of up to 12 months for contracts executed before February 1, 2021.
- Other Purchasing: Authorizes extensions in 6-month increments, but only up to June 30, 2022, and limits increase in cost to the City for extension durations for general services, professional services, commodity, lease or grant agreements.
- Charter required, BOS approvals for certain contracts and modifications remain.

Procurements Summary, 13th Supplement

COVID-19 Emergency Procurements, 13 th Supplement, CON Concurrence, post 5/11/2020 Summary		# of Contracts	Contract Amounts, \$M
Written Executed Contracts			
A	Non-Construction - New Contracts, that went thru 13th Suppl. CON Concurrence Process	14	\$ 42.3
B	Non-Construction - Amended Contracts, that went thru 13th Suppl. CON Concurrence Process	1	\$ 3.2
	Subtotal	15	\$ 45.5
C	Grant Award Contract Amendments Allowed Under 13th Suppl., but Not COVID-19 Related Costs	129	\$ 77.4
Purchase Order (PO) Agreements		# of POs	PO Amounts \$M
D	POs issued from Written Executed Contracts that used 13th Suppl. CON Concurrence Process	14	\$ 20.1
E	Amended Contract - Hostelling International	1	\$ 2.5
	Subtotal	15	\$ 22.6
Purchase Order (PO) Agreements - Direct			
F	Direct POs, using Emergency Purchasing Authority that used 13th Suppl. CON Concurrence Process	19	\$ 2.1

Non-COVID-19 Contract Extensions: 10-20

OCA Estimate, for count of SF Administrative Code Chapter 21 contracts only.

Procurements Summary, 13th Supplement

	Examples
A	As-Needed Hospital Beds, Medical Contract Staff, Testing, Hotel Rooms, Meals, Cleaning Supplies
B	Hotel Rooms , Meals
C	Grant Contracts w/ Nonprofits
D	Give2SF-COVID-19 Donation Grant Award, Small Business Resilience Fund, SF HELP Revolving Loan Fund
D	As-Needed Hospital Beds, Medical Contract Staff, Testing, Hotel Rooms, Meals, Cleaning Supplies
E	Hotel Rooms, Meals
F	N95 Masks, ADA Bathroom & Handwashing Stations & Cleaning, Janitorial Supplies, Contract Services

For Context, All Procurements in FY 2019-20

All Procurements During FY 2019-20	# of Contracts	% of FY 2019-20	Contract Award Amount, \$M	% of FY 2019-20
Written Executed Contracts Approved & Beginning in...	3,368		\$ 5,444.9	
Non-Construction	1,490	44%	\$ 3,013.6	55%
Grant Award Contracts	1,678	50%	\$ 1,531.3	28%
Construction	200	6%	\$ 900.0	17%
Purchase Order (PO) Agreements	119,389			
Direct-to-PO	93,723	79%		
PO linked to Written Executed Contracts	25,666	21%		

COVID-19 Emergency Procurement Supplements

35th Supplement, February 19, 2021

- **COVID-Related:** Permits extensions of emergency contracts of 1 additional year, e.g. SIP hotel extensions are one of the largest service bundles. Needs CSC Approval.
- **Non-COVID contracts:** Permits extensions of existing contracts of up to 6 months, but not later than June 30, 2022.
 - Permits Controller to develop criteria for beyond 6 months
- **Qualifying Contracts:**
 - **COVID contracts:** in effect prior February 1, 2021
 - **Non-COVID contracts:** in place as of February 19, 2021 and expiring on or before June 30, 2021, including but not limited to services contracts, grant agreements, construction contracts, and leases.
- **Non-profit cost of doing business increases:** Permits payment of BOS-approved cost-of-doing business increases without contract modification.
- **CSC approval process and Union Notification:** Requirements clarified and streamlined.
- **Reporting:** Simplifies requirements – departments retain, transmit to the Mayor and Board on request. Controller periodic reporting to the Mayor and Board.
- **Charter required, BOS approvals** for certain contracts and modifications remain.

Procurement Needs Survey, 35th Supplement

On January 13th, the Controller's Office and OCA surveyed departments to understand the need for an update to the Controller's Expedited Contract Modification Policy. Seven departments responded to this request.

Depts	Contracts	Vendors	Amount	Average Amount	Nonprofit Ratio
CAO	1	1	\$3,500,000	\$3,500,000	0%
DCYF	4	4	\$4,153,465	\$1,038,366	0%
DPH	80	56	\$471,321,421	\$5,891,518	57%
HSA	13	13	\$2,954,178	\$227,244	23%
HSH	16	10	\$53,919,125	\$3,369,945	100%
OCA	5	5	\$19,830,000	\$3,966,000	0%
PUC	8	8	\$23,141,222	\$2,892,653	0%
TOTAL	127	97	\$578,819,411	\$2,983,675	46%

Procurement Needs Survey, 35th Supplement

\$5 million or greater

Supplier	Contract	Service Type/Brief Description	Total Not To Exceed	Dept
Regents of The University of California	1000019632	UC Affiliation Agreement	\$ 224,608,029	DPH
RAMS - Peer to Peer	1000003052	Peer to Peer Employment and Peer Specialist Mental Health Certificate Serv	\$ 28,388,060	DPH
Edgewood Center for Children and Families	1000010030	Mental Health Prevention and Treatment Services	\$ 24,224,508	DPH
Walgreens	1000002827	Federal drug discount program established under Section 340B of the Public	\$ 19,600,000	DPH
Univar	1000008941	Sodium hypochlorite to SFO, PUC-WWE and PUC-WSTD	\$ 16,000,000	OCA
UCSF -Regents DSAAM	1000010465	Addiction treatment and to reduce dangers of drug abuse	\$ 13,998,945	DPH
Baker Places - Hummingbird (BHC at ZSFGH)	1000012788	Psychiatric Respite Program serving San Francisco adults	\$ 9,969,867	DPH
Omicell Inc.	1000002783	Pharmacy Cabinets, Packagers, Carousels	\$ 9,853,866	DPH
HealthRight 360 - I&Q Hotels	1000019338	Isolation and Quarantine sites for people who test positive for COVID 19.	\$ 9,777,756	DPH
Bayview Hunters Point Foundation	1000011308	Mental Health and Substance Abuse Services	\$ 9,757,806	DPH
Alternative Family Services	1000010827	Mental Health Services	\$ 9,680,288	DPH
314E Corporation	1000009063	Resources for Orion Integration	\$ 9,406,624	DPH
Rona Consulting	1000002808	Kaizen / Lean/ 3P	\$ 8,996,856	DPH
Central City Hospitality House	1000011069	Mental Health and Support Services for Older Adults	\$ 8,804,235	DPH
Netsmart Technologies	1000010130	Maintenance Agreement AVATAR	\$ 8,781,482	DPH
Apex Print Technologies, DBA Apex Revenue	1000009558	Patient Statement Mailers	\$ 8,540,000	DPH
YMCA Urban Services - SF HOPE	1000003067	Peer Health Leadership Program	\$ 8,157,898	DPH
HOMELESS PRENATAL PROGRAM (HPP)	1000007196	Housing Locator, Housing Placement, & Rental Assistance	\$ 6,221,577	HSH
LARKIN STREET YOUTH SERVICES	1000007301	Transitional Housing	\$ 6,057,287	HSH
Med One Capital Funding LLC	1000002793	Beds for SFGH (Hillrom; Assignment)	\$ 5,848,731	DPH
TENDERLOIN HOUSING CLINIC INC (THC)	1000007285	Money Management	\$ 5,425,917	HSH
SWORDS TO PLOWSHARES	1000008992	Support Services	\$ 5,092,190	HSH
CH2MHILL/AVILA JOINT VENTURE	1000000091	PUC WASTEWTR AND STORMWTR TECH	\$ 5,000,000	PUC
F E JORDAN ASSOCIATES INC	1000000088	PUC WASTEWTR STRMWATER TECH	\$ 5,000,000	PUC

35th Supplement

Policy Guidance issued to all CFOs and Procurement Staff, noting:

- Temporary nature of this emergency process.
- Departments expected to transition back to standard procurement procedures as much as possible.
- COVID Related: Absent an RFP/Q process, all City Departments shall still be attempting to obtain at least 3 quotes from 3 different suppliers.
- Contract not-to-exceed amounts for contract time extensions permitted but on a pro-rated basis consistent with budget allocations.
- Departments should continue to ensure the City is obtaining best value and performing fair purchasing.

Knowns, Unknowns & Other Considerations

- FEMA Public Assistance currently set to end September 30, 2021.
- Other Considerations
 - Vaccine availability, effectiveness periods, new mutations and boosters.
 - Related procurement needs & timing.
 - Departmental contracting capacity given continued response support.
 - Return to Work process.

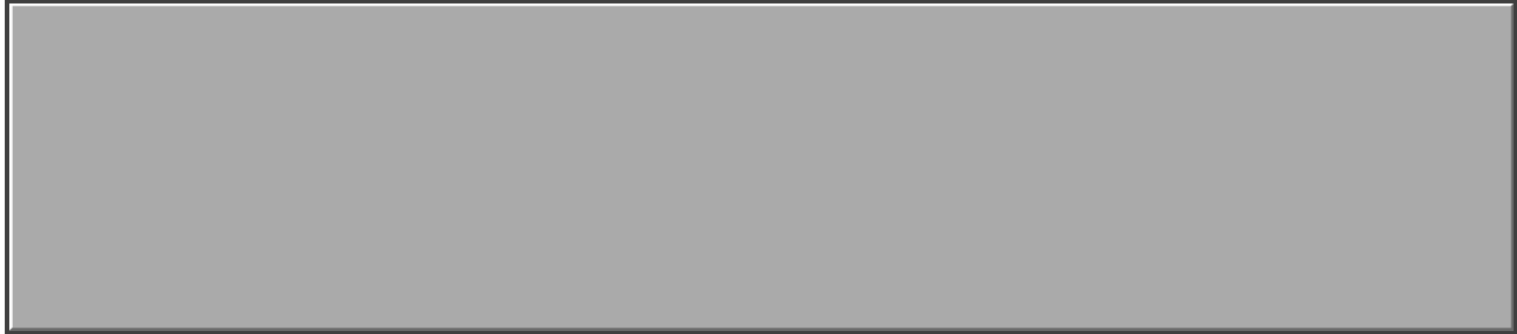
Questions?

Reviews

We are seeking the Controller's (or designee's) concurrence that the following exception(s) is/are required pursuant to the 13 th Supplement:			
Check Here	Section	TOPIC	Exception Requested
<input type="checkbox"/>	1 A	Solicitation and Procurement	Competitive solicitation was not feasible. Exigent circumstances prohibited the department from obtaining even 3 informal bids.
<input type="checkbox"/>	1 C i	Contract Terms	Department must include Contract Terms that may impede FEMA Cost Recovery (e.g. Local Preference)
<input type="checkbox"/>	1 C ii	Contract Terms	Department must omit Contract Terms that are not feasible to meet due to exigency measures required.
<input type="checkbox"/>	1D	Personal Protective and Medical Equipment	It is not feasible to procure PPE pursuant to the City Administrator's March 10, 2020 memorandum and any modifications to that memorandum authorized under Item 7 of the First Supplement to the Proclamation. (This exception requires an email from EOC-Logistics and approval from the Office of Contract Administration stating the Department may proceed. <u>This exception DOES NOT apply to any PPE CCC Logistics has indicated is no longer scarce and that departments may procure on their own.</u>)
<input type="checkbox"/>	We are seeking the Controller's (or designee's) concurrence to amend a Non-COVID-19 Contract for greater than 6 months pursuant to the 35 th Supplement.		

Reviews & Justifications

Please explain the specific exigent circumstances that are causing you to request this exception. ✓



The Department Head acknowledges that not adhering to proper procurement procedures for COVID-19-Related Contracts could result in the City & County (and so the department) forfeiting FEMA Cost Recovery funding. ✓

Signature of Department Head: _____ ✓

Date: _____

The Controller's Designee will demonstrate concurrence through his or her approval in PeopleSoft.