

File Number 220392

Administrative Code - Short-Term Contract Extensions and Amendments to Modify Scope and Compensation



CITY & COUNTY OF SAN FRANCISCO

Contracting Challenges

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- COVID-19 pandemic has caused significant complications for City workers to conduct timely contract procurement processes.
- Staff vacancies for positions requiring specialized contracting skills has further exacerbated the backlog of contract procurements.
- Supply chain issues and inflation are straining existing contracts.

Allows departments short-term contract extensions to ensure continuity of operations.

- Applies to contracts for goods and services (Ch 21), construction contracts (Ch 6) and grants (Ch 21G).
- Allows departments to:
 - Extend existing contracts for 12 months that do not have options to extend.
 - Increase the not-to-exceed amount of the agreement as necessary given the contract extension.
- **Sunsets on July 1, 2023**

Departments must follow normal amendment review and approval process.

- Obtain standard approvals including, but not limited to:
 - ✓ City Attorney
 - ✓ Civil Service Commission
 - ✓ Contract Monitoring Division
 - ✓ Office of Labor and Economic Standards
 - ✓ Office of Contract Administration, Department Head or Commission
 - ✓ Board of Supervisors (over \$10M or 10 years)
- Controller can present a report of all contracts extended under the authority

Thank you