

File No. 150620

Committee Item No. 11

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date June 22, 2015

Board of Supervisors Meeting

Date _____

Cmte Board

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|-------------------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input checked="" type="checkbox"/> | <input 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 type="checkbox"/> | <input type="checkbox"/> | Introduction Form |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input type="checkbox"/> | <input 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 checked="" type="checkbox"/> | <input type="checkbox"/> | Form 126 – Ethics Commission |
| <input type="checkbox"/> | <input 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)

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Completed by: Linda Wong Date June 18, 2015
Completed by: Linda Wong Date _____

1 [Outreach Advertising and Neighborhood Outreach Advertising - FY2015-2016]

2
3 **Resolution designating *Small Business Exchange* to be the outreach newspaper of the**
4 **City and County of San Francisco for the African American community; *Bay Area***
5 ***Reporter* to be the outreach newspaper of the City and County of San Francisco for the**
6 **Lesbian, Gay, Bisexual, and Transgender community; *SF Weekly* to be the outreach**
7 **newspaper of the City and County of San Francisco for the African-American, Chinese,**
8 **Hispanic and Lesbian, Gay, Bisexual, and Transgender community; *Central City Extra***
9 **to be the neighborhood outreach newspaper of the City and County of San Francisco**
10 **for the Central City neighborhood; *Jasmine Blue Media/Marina Times* to be the**
11 **neighborhood outreach newspaper of the City and County of San Francisco for the**
12 **Northern San Francisco neighborhood; and *Potrero View* to be the neighborhood**
13 **outreach newspaper of the City and County of San Francisco for the Potrero Hill,**
14 **Dogpatch, Bayview, SOMA, Mission Bay neighborhoods; to provide outreach**
15 **advertising for FY2015-2016.**

16
17 WHEREAS, The voters, by passing Proposition J in 1994, mandated outreach
18 advertising to those communities which may not be adequately served by the official
19 newspaper, pursuant to Administrative Code, Section 2.80 and 2.80-1; and

20 WHEREAS, In each year, the Board of Supervisors shall designate the outreach
21 periodical for each outreach community, pursuant to Administrative Code, Section 2.81-3; and

22 WHEREAS, The Board of Supervisors may designate neighborhood outreach papers,
23 pursuant to Administrative Code, Section 2.81-4; now, therefore, be it

1 RESOLVED, That the Board designates the following newspapers, which circulate
2 primarily in the indicated communities and are printed in San Francisco, to be the outreach
3 newspapers for the indicated communities for FY2015-2016:

4 African American	<i>Small Business Exchange and</i>
	<i>SF Weekly</i>
6 Chinese	<i>SF Weekly</i>
7 Hispanic	<i>SF Weekly</i>
8 Lesbian, Gay, Bisexual and Transgender	<i>Bay Area Reporter and SF Weekly</i>

9 FURTHER RESOLVED, That the Board designates the following neighborhood
10 outreach newspapers for the indicated neighborhood for FY2015-2016:

11 Central City	<i>Central City Extra</i>
12 Northern San Francisco	<i>Jasmine Blue Media/Marina Times</i>
13 Potrero Hill	<i>Potrero View; and, be it</i>

14 FURTHER RESOLVED, That the Office of Contract Administration is authorized to
15 execute contracts with these designated outreach newspapers and said contracts must fully
16 comply with all the contracting requirements of the City and County of San Francisco.
17
18
19
20
21
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23
24
25

City and County of San Francisco

Office of Contract Administration



Edwin M. Lee
Mayor

Jaci Fong
Director and Purchaser
Purchasing

May 28, 2015

To: Angela Calvillo, Clerk of the Board
From: Jaci Fong, Director of Office of Contract Administration (OCA) and Purchaser *JF*
Subject: Results of Outreach Newspaper Solicitation, OCA Recommendations and Resulting Resolution Designating Outreach Newspapers for FY 15-16

Enclosed, is the resolution designating the following newspapers as the City's outreach newspapers for Fiscal Year 15-16 based on the solicitation results/Administrative Code requirements:

NEWSPAPER	NEIGHBORHOOD	RESPONSIVE TO ADMIN CODE 2.81?
Northside Publications/Marina Times	Northern SF Neighborhoods	YES
Central City Extra	Central City Neighborhoods	YES
Potrero View	Potrero Hill, Dogpatch, Bayview, SOMA, Mission Bay Neighborhoods	YES
Small Business Exchange	African-American	Yes
Bay Area Reporter	LGBT	Yes
SF Weekly	African-American, Chinese, Hispanic, LGBT	Yes

This year, OCA sent invitations to bid to approximately 50 local newspapers. In addition to the term contract bid proposal being posted on the City's bid database for almost one month, all invited outreach newspapers were contacted several times via email and phone to encourage bid submission. OCA received a total of 12 bids.

OCA regulations require that we officially recommend only responsive bidders for contract awards but the Board of Supervisors has historically used its discretion to award the Outreach Advertising contracts to a broader range of bidders to best serve the City's outreach advertising needs.

In order to be responsive, *outreach neighborhood* (not community) newspapers must be printed at least once per month to be responsive. There is no requirement regarding where the newspapers are printed. All bidding Outreach neighborhood newspapers [except The Western Edition – see next table] are printed at least once per month and are therefore, responsive.

Non-responsive bids were submitted by the following newspapers:

NEWSPAPER	COMMUNITY/NEIGHBORHOOD	RESPONSIVE TO ADMIN CODE 2.81?	REASON?
Sing Tao Daily	Chinese	NO	1
World Journal	Chinese	NO	1,3
El Reportero	Hispanic	NO	1,2,3

San Francisco Bay View	African-American	NO	1, 2
The Western Edition	Western Addition	NO	2
San Francisco Bay Times	LGBT	NO	1,2

Responsiveness Key:

1 = Printed Outside SF

2 = Not Printed One or More Days in Calendar Week

3 = Late Bid

Per Admin Code Section 2.80-1(b) and 2.80-1(c), "outreach communities" shall reflect the diversity in race and sexual orientation of the population of the City and County. They shall include: (1) the Lesbian/Gay/Bisexual community, (2) the African American community, (3) the Hispanic community, and (4) the Chinese community. The Board of Supervisors may determine different outreach communities from time to time.

In order to be responsive, *outreach community* (not neighborhood) *newspapers* must be printed in San Francisco on one or more days in a calendar week. None of the bidding outreach community newspapers meet both of these requirements and are therefore, non-responsive.

Late bids were received from *El Reportero* and *World Journal*. Late bids are procedurally deemed non-responsive.

OCA also solicited bids for the services of a clearinghouse in addition to the usual bids for the outreach newspapers. The clearinghouse receives the Clerk of the Board's ads and transmits them to the newspapers, handles translation, invoicing and payment. OCA received one (1) responsive bid from The Daily Journal who has been providing clearinghouse services to the City for several years.

Please find further detail in the attached spreadsheet regarding FY15-16 bids and recommended awards, bid prices, circulation and bid evaluation criteria.

If you have any questions or require additional information, please contact Kofo Domingo on my team at 415-554-6714.

- Enclosures:
- Summary of Outreach Advertising Bids for FY 15-16
 - Summary of Outreach Advertising Awards for FY 15-16 with last year's awards
 - Resolution designating OCA's recommended outreach newspapers
 - S.F. Ethics Commission form 126, Notification of Contract Approval (Mayor)
 - S.F. Ethics Commission form 126, Notification of Contract Approval (Board)

TC95319 Summary of Outreach Advertising and Clearinghouse Bids for FY15-16
27-May-15

Evaluation Points	Total Points Available	Small Business Exchange		El Reportero (LATE)		Potrero View		San Francisco Bay View		The Western Edition		San Francisco Bay Times	
		Bid	Points	Bid	Points	Bid	Points	Bid	Points	Bid	Points	Bid	Points
Advertising Price	15.0	\$ 200.00	15.0	\$ 519.04	5.8	\$ 550.00	5.5	\$ 200.00	15.0	\$ 500.00	6.0	\$ 225.00	13.3
Circulation as submitted		1256	per week	10,000	per week	13,000	per month	7,700	per month	20,000	per quarter	20,000	per month
Circulation	10.0	179	0.0	1429	0.2	433	0.1	257	0.0	222	0.0	667	0.1111
Periodical Cost	5.0	\$250/year	0	Free	5	Free	5	Free	5	Free	5	Free	5
Locally Owned & Operated	2.0	Yes	2	Yes	2	Yes	2	Yes	2	Yes	2	Yes	2
Published in Foreign Language	5.0	No	0	Yes	5	No	0	No	0	No	0	No	0
Evaluation Points	37.0		17.0		18.0		12.5		22.0		13.0		20.4
Reference	10%	Yes	10%	No	0%	No	0%	Yes	10%	No	0%	No	0%
Prompt Payment Discount	max 2% Net 30	1%30Net31	1%	No	0%	No	0%	No	0%	No	0%	No	0%
Sales Tax Discount	1.25%	Yes	1.25%	Yes	1.25%	Yes	1.25%	Yes	1.25%	Yes	1.25%	Yes	1.25%
Total Points with Bid Discounts Applied			19.1		18.2		12.7		24.5		13.2		20.7

Ad Price Per Circulated Copy	\$ 0.16	\$ 0.05	\$ 0.05	\$ 0.04	\$ 0.03	\$ 0.03
Communities Served	African-American	Hispanic	Neighborhood	African-American	Neighborhood	LGBT

Evaluation Points	Total Points Available	SF Weekly	
		Bid	Points
Advertising Price	15.0	\$ 409.00	7.3
Circulation as submitted		70000	per week
Circulation	10.0	10000	1.6667
Periodical Cost	5.0	Free	5
Locally Owned & Operated	2.0	No	0
Published in Foreign Language	5.0	No	0
Total Evaluation Points	37.0		14.0
LBE Preference	10%	No	0%
Prompt Payment Discount	max 2% Net 30	No	0%
Sales Tax Discount	1.25%	Yes	1.25%
Total Points with Bid Discounts Applied			14.2

Ad Price Per Circulated Copy	\$ 0.01
Communities Served	African-American/Chinese/Hispanic
Awarded Last Year but didn't bid this year	West Portal Monthly
Fact and ask why they didn't bid and if like to submit bids	

Minimum Qualifications	Daily Journal
Provide service for 3 years prior to state, county or government agency	Yes
Has secure web based ad placement and tracking software (not email) that provides: - newspaper deadline entry - online submittal of camera ready notices - email confirmation of each order	Yes
Evaluation	15%

TC95319 Summary of Outreach Advertising and Clearinghouse Bids for FY15-16
27-May-15

Minimum Qualifications	Sing Tao Daily	Northside Publications (Marina Times)	Central City Extra	World Journal (LATE)	Bay Area Reporter	Small Business Exchange	El Reportero (LATE)	Potrero View	San Francisco Bay View	The Western Edition	San Francisco Bay Times	SF Weekly
Locally Owned?	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Printed in San Francisco?	No (South SF)	Yes	Yes	No (Millbrae)	Yes	Yes	No (San Jose)	Yes	No (Union City)	Yes	No (Samoa, CA)	Yes
Frequency of Publication?	Daily	Monthly	Monthly	Daily	Weekly	Weekly	Weekly	Monthly	Monthly	Quarterly	bi-weekly	Weekly
Sample Ad in Newspapers Indicating Continuous Circulation?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes, but it wasn't the entire copy from the bid.	Yes	Yes
Circulation	15267	25000	8000	60000	27000	1256	10000	13,000	7700	20000	20000	70000
Verification of Circulation	Self (Notarized)	Printer Invoice	Printer Invoice	No	Circulation Audit Report/Publisher's Statement	Printer Invoice	Printer Invoice - only one and not for six months	Printer Letter	Printer Invoice	Printer Invoice	Printer Invoice	Printer Invoice
Map/Zip Codes Included?	Yes (Addresses)	Yes (Addresses)	Yes (Addresses)	Yes (Addresses)	Yes (Map/Zip)	Yes (Zip)	Yes (Circulation Route/Addresses)	Yes (Circulation Route)	Yes (Zip)	Yes (Addresses)	Yes (Addresses)	Yes (Addresses) African American/Hispanic/Chinese/LGBT
Outreach Community Served	Chinese	Neighborhood	Neighborhood	Chinese	LGBT	African-American	Hispanic	Neighborhood	African-American	Neighborhood	LGBT	

* All bidders submitted at least one sample newspaper. Only Bay Area Reporter, Small Business Exchange, SF Bay Times, SF Weekly, Potrero View, San Francisco Bay View and Central City Extra submitted back issues to indicate continuous printing.

Evaluation Points	Total Points Available	Sing Tao Daily		Northside Publications/Marina Times		Central City Extra		World Journal (LATE)		Bay Area Reporter	
		Bid	Points	Bid	Points	Bid	Points	Bid	Points	Bid	Points
Advertising Price	15.0	\$ 330.00	9.1	\$ 460.00	6.5	\$ 325.00	9.2	\$ 284.00	10.6	\$ 380.00	7.9
Circulation as submitted		15,267	per day	25,000	per month	8,000	per month	60,000	per day	27,000	per week
Circulation	10.0	15267	2.5	833	0.1	267	0.044	60000	10.0	3857	0.643
Periodical Cost	5.0	.60 - \$1.25	0	Free	5	Free	5	\$ 0.50	0	Free	5
Locally Owned & Operated	2.0	Yes	2	Yes	2	Yes	2	No	0	Yes	2
Published in Foreign Language	5.0	Yes	5	No	0	No	0	Yes	5	No	0
Total Evaluation Points	37.0		18.6		13.7		16.3		25.6		15.5
Reference	10%	No	0%	No	0%	No	0%	No	0%	No	0%
Print Payment Discount	max 2% Net 30	No	0%	No	0%	1%30Net31	1%	No	0%	No	0%
Sales Tax Discount	1.25%	No	0.00%	Yes	1.25%	Yes	1.25%	No	0.00%	Yes	1.25%
Total Points with Bid Discounts Applied			18.6		13.8		16.6		25.6		15.7
Ad Price Per Circulated Copy		\$ 0.02		\$ 0.02		\$ 0.04		\$ 0.005		\$ 0.01	
Communities Served		Chinese		Neighborhood		Neighborhood		Chinese		LGBT	

Outreach Advertising FY15-16

Bid Evaluation Overview

28-May-15

Bidder	Communities Served	Language Published	Evaluation Score	Rank	Responsive	Reason	FY15-16 OCA Recommendation	FY14-15 BOS Award
Small Business Exchange	African-American	English	19.1	1	Yes		OCA Recommended for Award	Yes
Central City Extra	Neighborhood	English	16.6	2	Yes		OCA Recommended for Award	Yes
Bay Area Reporter	LGBT	English	15.7	3	Yes		OCA Recommended for Award	Yes
SF Weekly	African-American, Chinese, Hispanic, LGBT	English	14.2	4	Yes		OCA Recommended for Award	n/a
Northside Publications/Marina Times	Neighborhood	English	13.8	5	Yes		OCA Recommended for Award	Yes
Potrero View	Neighborhood	English	12.7	6	Yes		OCA Recommended for Award	Yes
World Journal	Chinese	Chinese	25.6		No	1, 3	Board Discretion	Yes**
San Francisco Bay View	African-American	English	24.5		No	1,2	Board Discretion	Yes**
San Francisco Bay Times	LGBT	English	20.7		No	1,2	Board Discretion	n/a
Sing Tao Daily	Chinese	Chinese	18.6		No	1	Board Discretion	Yes**
El Reportero	Hispanic	Spanish	18.2		No	1, 2, 3	Board Discretion	Yes**
The Western Edition	Neighborhood	English	13.2		No	2	Board Discretion	Yes**

Responsiveness Key:

- 1 = Printed Outside SF
- 2 = Not Printed Frequently Enough
- 3 = Late Bid
- ** = Newspaper Non-Responsive FY14-15

**FORM SFEC-126:
NOTIFICATION OF CONTRACT APPROVAL
(S.F. Campaign and Governmental Conduct Code § 1.126)**

City Elective Officer Information <i>(Please print clearly.)</i>	
Name of City elective officer(s): Members, San Francisco Board of Supervisors	Name of City elective officer(s): Members, San Francisco Board of Supervisors

Contractor Information <i>(Please print clearly.)</i>	
Name of contractor: Bay Area Reporter	
<i>Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary.</i> (1) Michael Yamashita, Thomas Horn, Todd Vogt, Patrick Brown (2) Michael Yamashita, Patrick Brown, (3) Michael Yamashita, Bob Ross Foundation (Thomas Horn), Todd Vogt, Patrick Brown (4) N/A (5) N/A	
Contractor address: 44 Gough St., #204, San Francisco, CA 94103	
Date that contract was approved:	Amount of contract:
Describe the nature of the contract that was approved: Outreach Advertising and Clearinghouse Services	
Comments: Jaci Fong, Director of the Office of Contract Administration and Purchaser, 415-554-6701	

This contract was approved by (check applicable):

- the City elective officer(s) identified on this form
- a board on which the City elective officer(s) serves _____

Print Name of Board

- the board of a state agency (Health Authority, Housing Authority Commission, Industrial Development Authority Board, Parking Authority, Relocation Appeals Board, and Local Workforce Investment Board) on which an appointee of the City elective officer(s) identified on this form sits

Print Name of Board

Filer Information <i>(Please print clearly.)</i>	
Name of filer: Clerk of the Board, Angela Calvillo	Contact telephone number: (415) 554-5184
Address: City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244 San Francisco, CA 94102	E-mail: Board.of.supervisors@sfgov.org

Signature of City Elective Officer (if submitted by City elective officer)

Date Signed

Signature of Board Secretary or Clerk (if submitted by Board Secretary or Clerk)

Date Signed

**FORM SFEC-126:
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City Elective Officer Information <i>(Please print clearly.)</i>	
Name of City elective officer(s): Members, San Francisco Board of Supervisors	Name of City elective officer(s): Members, San Francisco Board of Supervisors

Contractor Information <i>(Please print clearly.)</i>	
Name of contractor: San Francisco Study Center (Central City Extra)	
<i>Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary.</i>	
(1) John Burks, Richard Livingston, Reiko True, Stas Margaronis, James McWilliams, Ben Fong-Torres, Tina Tong Yee (2) Geoff Link, CEO, Louis Schilling, CFO (3) N/A (4) N/A (5) N/A	
Contractor address: 1663 Mission St., Ste. 504, San Francisco, CA 94103	
Date that contract was approved:	Amount of contract:
Describe the nature of the contract that was approved: Outreach Advertising and Clearinghouse Services	
Comments: Jaci Fong, Director of the Office of Contract Administration and Purchaser, 415-554-6701	

This contract was approved by (check applicable):

- the City elective officer(s) identified on this form
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Name of filer: Clerk of the Board, Angela Calvillo	Contact telephone number: (415) 554-5184
Address: City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244 San Francisco, CA 94102	E-mail: Board.of.supervisors@sfgov.org

Signature of City Elective Officer (if submitted by City elective officer)

Date Signed

Signature of Board Secretary or Clerk (if submitted by Board Secretary or Clerk)

Date Signed

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Name of City elective officer(s): Members, San Francisco Board of Supervisors	Name of City elective officer(s): Members, San Francisco Board of Supervisors

Contractor Information <i>(Please print clearly.)</i>	
Name of contractor: Marina Times	
<i>Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary.</i> (1) N/A (2) Earl Adkins, Managing Partner, Susan Dyer Reynolds, Partner (3) Earl Adkins, Susan Dyer Reynolds (4) N/A (5) N/A	
Contractor address: 3053 Fillmore St., #104, San Francisco, CA 94123	
Date that contract was approved:	Amount of contract:
Describe the nature of the contract that was approved: Outreach Advertising and Clearinghouse Services	
Comments: Jaci Fong, Director of the Office of Contract Administration and Purchaser, 415-554-6701	

This contract was approved by (check applicable):

- the City elective officer(s) identified on this form
- a board on which the City elective officer(s) serves _____

Print Name of Board

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Print Name of Board

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Name of filer: Clerk of the Board, Angela Calvillo	Contact telephone number: (415) 554-5184
Address: City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244 San Francisco, CA 94102	E-mail: Board.of.supervisors@sfgov.org

Signature of City Elective Officer (if submitted by City elective officer)

Date Signed

Signature of Board Secretary or Clerk (if submitted by Board Secretary or Clerk)

Date Signed

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Name of City elective officer(s): Members, San Francisco Board of Supervisors	Name of City elective officer(s): Members, San Francisco Board of Supervisors

Contractor Information <i>(Please print clearly.)</i>	
Name of contractor: The Potrero View	
<i>Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary.</i> (1) N/A (2) Steven Moss, Editor, Hillary Savage, Production manager (3) N/A (4) N/A (5) N/A	
Contractor address: 2325 Third St., Suite 344, San Francisco, CA 94107	
Date that contract was approved:	Amount of contract:
Describe the nature of the contract that was approved: Outreach Advertising and Clearinghouse Services	
Comments: Jaci Fong, Director of the Office of Contract Administration and Purchaser, 415-554-6701	

This contract was approved by (check applicable):

the City elective officer(s) identified on this form

a board on which the City elective officer(s) serves _____
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the board of a state agency (Health Authority, Housing Authority Commission, Industrial Development Authority Board, Parking Authority, Relocation Appeals Board, and Local Workforce Investment Board) on which an appointee of the City elective officer(s) identified on this form sits

Print Name of Board

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Address: City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244 San Francisco, CA 94102	E-mail: Board.of.supervisors@sfgov.org

Signature of City Elective Officer (if submitted by City elective officer)

Date Signed

Signature of Board Secretary or Clerk (if submitted by Board Secretary or Clerk)

Date Signed

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Name of City elective officer(s): Members, San Francisco Board of Supervisors	Name of City elective officer(s): Members, San Francisco Board of Supervisors

Contractor Information <i>(Please print clearly.)</i>	
Name of contractor: San Francisco Print Media Co. (SF Weekly)	
Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary. (1) N/A (2) David Black, CEO, Glenn Zuehls, Publisher, Patrick Brown, General Manager/CFO (3) N/A (4) N/A (5) N/A	
Contractor address: 835 Market St., Ste. 550, San Francisco, CA 94103	
Date that contract was approved:	Amount of contract:
Describe the nature of the contract that was approved: Outreach Advertising and Clearinghouse Services	
Comments: Jaci Fong, Director of the Office of Contract Administration and Purchaser, 415-554-6701	

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Signature of Board Secretary or Clerk (if submitted by Board Secretary or Clerk)

Date Signed

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Name of City elective officer(s): Members, San Francisco Board of Supervisors	Name of City elective officer(s): Members, San Francisco Board of Supervisors

Contractor Information <i>(Please print clearly.)</i>	
Name of contractor: Small Business Exchange, Inc.	
<i>Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary.</i> (1) N/A (2) Gerald W. Johnson, CEO, Valerie Voorhies, Secretary-Treasurer (3) Gerald W. Johnson, CEO (4) N/A (5) N/A	
Contractor address: 703 Market St., #1000, San Francisco, CA 94103	
Date that contract was approved:	Amount of contract:
Describe the nature of the contract that was approved: Outreach Advertising and Clearinghouse Services	
Comments: Jaci Fong, Director of the Office of Contract Administration and Purchaser, 415-554-6701	

This contract was approved by (check applicable):

- the City elective officer(s) identified on this form
- a board on which the City elective officer(s) serves _____

Print Name of Board

- the board of a state agency (Health Authority, Housing Authority Commission, Industrial Development Authority Board, Parking Authority, Relocation Appeals Board, and Local Workforce Investment Board) on which an appointee of the City elective officer(s) identified on this form sits

Print Name of Board

Filer Information <i>(Please print clearly.)</i>	
Name of filer: Clerk of the Board, Angela Calvillo	Contact telephone number: (415) 554-5184
Address: City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244 San Francisco, CA 94102	E-mail: Board.of.supervisors@sfgov.org

Signature of City Elective Officer (if submitted by City elective officer)

Date Signed

Signature of Board Secretary or Clerk (if submitted by Board Secretary or Clerk)

Date Signed