

Sole Source Waiver Request

Administrative Code Section 21.5(b) provides that commodities or services available only from a sole source shall be procured in accordance with Purchaser's regulations. Purchaser's regulations provide that, "If a department needs a commodity or service which is unique and which is known to be provided by only one vendor, then only one price quotation is solicited from the single vendor. The requesting department must submit documentation to the Purchaser justifying the transaction as a sole source. From time to time, the Purchaser may conduct a formal bid to determine the continuing validity of the sole source determination." (Procurement Instruction 12.06, Exhibit A, Section IX.D, dated April 28, 1989)

Directions: Use this form to justify a sole source transaction. The department requestor must complete the information below and attach a written memo with appropriate supporting documentation to justify this request. The memo must provide specific and comprehensive information that explains why the requested transaction should be considered a sole source. Departments are encouraged to consult with the Human Rights Commission and the City Attorney prior to submitting this request.

Department: Office of Early Care & Education Date Submitted: May 9, 2019
Contact: Elizabeth Leone Phone: (415) 557-5727
Vendor Name: San Francisco Unified School District (SFUSD) Vendor # 0000011502
Type of Contract: Commodity _____ Professional Service X Non-Professional Service _____
Other _____
Amount: \$ 17,956,847 for FY16-21 FSP ID #: 1000007728

Describe the product or service:

Preschool for All (PFA) investments enable SFUSD to provide positive educational opportunities for SFUSD Early Education Department (EED) students. PFA funding is fundamental in helping to raise educational quality and student outcomes, and is also instrumental in helping to shape and deliver the content for site-based or centrally-organized SFUSD EED staff trainings.

Check the appropriate statement. Attach a memo and documentation to address the questions following each statement.

Goods or services are available from only one source.

The Preschool for All (PFA) investment with SFUSD (the local government agency) is specific to their Early Education Department (EED) classrooms. No other early care and education program performs these duties within the SFUSD system. Fair amount of early childhood education is conducted at the public school facilities, where SFUSD is the sole agency, operating the public school facilities.

We are asking to extend the original sole source waiver to cover the modification which extends the grant term for two more years.

Only one prospective vendor is willing to enter into a contract with the City.

Item has design and/or performance features that are essential to the department, and no other source satisfies the City's requirements.

Licensed or patented good or service.

Other: _____

INSTRUCTIONS:

The Sole Source request must be approved before the department makes a commitment to the vendor, and before funds are encumbered. If the Sole Source request is denied, the department will be advised to conduct a competitive process to select the vendor/contractor. If the Sole Source request is to extend an existing professional service contract, attach a copy of the original contract and any prior sole source determinations made by HRC or Purchasing. When processing professional service contracts and modifications for signature, attach the approved sole source waiver form to the contract documents.

This form is required for every transaction, contract, or contract modification that the department wishes to be treated as a sole source. For additional information call the Purchaser assigned to your department.

The Department Head must sign this request before it is sent to OCA-Purchasing.

This Sole Source request is being submitted by:

Department Head Signature: *Trent Trorer* Date: 5/15/19
ON BEHALF OF TRENT TRORER, HSA DIRECTOR
Name of Department: Office of Early Care & Education/Human Services Agency

OCA Review and Approval:

Sole Source Approved: _____ Sole Source Denied: _____

Reason for Determination

OCA Staff: _____ Date: _____

OCA Staff: _____ Date: _____

OCA Director: _____ Date: _____



London Breed
Mayor



Ingrid Mezquita
Executive Director

May 9, 2019

To: Office of Contract Management
From: John Tsutakawa, Director of Contracts

Re: Sole Source Waiver – San Francisco Unified School District (SFUSD) / Early Education Department (EED)

Since 2004, San Francisco's Preschool for All (PFA) program has supported reduced-cost and free preschool access for San Francisco County 4-year-old children, regardless of family income, ethnicity, or background.

OECE's investments in PFA allow SFUSD EED to operate 76 Pre-kindergarten classes for both general education and special education students, provide professional development and instructional coaching support to PFA staff, as well as implementing and administering the Quality Rating and Improvement System (QRIS). In addition, SFUSD EED collaborates with community based organizations and other SFUSD departments to support transition into kindergarten for families in SFUSD EED and community based preschools.

The Preschool for All program with SFUSD is specific to their EED classrooms. No other early care and education program performs these duties within the SFUSD system. A fair amount of early childhood education is conducted at the public school facilities where SFUSD is the sole agency operating.

SFUSD has been providing these services for San Francisco since 2013. We are asking for an extension of the sole source waiver granted in 2016 to extend the grant to June 30, 2021.