



London N. Breed
Mayor

Alaric Degrafinried
Director and Purchaser

MEMORANDUM

Date: April 25, 2019
To: All Departments
From: Alaric Degrafinried
Subject: New Checklists for all Services, Commodities/Software, Equipment Lease, and Assignment & Assumption or Novation Agreements

The Office of Contract Administration (OCA) has created **four (4) new checklists** for the review of all Services, Commodities, Equipment Lease, and Assignment & Assumption or Novation agreements. **Effective immediately, these checklists replace all prior similar checklists, including the P-100 and P-600 checklists.** The new checklists will allow OCA to eliminate the initial review by OCA administrative staff and improve the time frame for the execution of contracts. The checklists are available at: <https://sfgov.org/oca/>

I. ChecklistsService Contracts Checklist

- To be used for contracts involving general, professional and technical services.
- If your contract is solely for software licenses/software maintenance *without any technical services*, use the Commodities/Software Checklist.

Commodity/Software Contracts Checklist

- To be used for contracts for any commodity, including software licenses, software support, online subscriptions and SaaS contracts.
- If the Commodity or Software contract also includes professional/technical/general services, ask your City Attorney if you should use the Services Checklist instead.

Equipment Lease Contracts Checklists

- To be used for contracts for equipment leases.
- If your equipment lease contract also includes services, ask your City Attorney if you should use the Services Checklist instead.

Assignment & Assumption or Novation Checklists

- To be used for all Chapter 21 related contracts (commodity/software, equipment lease, and service contracts)
- If you are simultaneously executing additional contract amendments you must separately complete the appropriate contract package certification checklist and include it with your submission.

II. Submittal of Contracts to OCA for Review

- **Step 1:** Complete the applicable checklist in its entirety.
- **Step 2:** Upload all documents required by the checklist into PeopleSoft. This is required even if you submit hard copies of your supporting documents.
- **Step 3:** Email a Word copy of the completed checklist to OCA@sfgov.org. OCA will log your request and notify you with the name of the OCA buyer assigned to your contract. OCA buyer will contact you when their review has been completed.
- **Step 4: Signatures**
 - Wet Signatures: Upload one copy of the agreement into PS and deliver 3 original copies prior to requesting OCA approval.
 - DocuSign: Ensure agreement and all appendices are in PS as one complete document and ready for e-signatures.

III. Attachments

1. Services Contracts Certification Package Checklist, Version 1.0 dated 4-25-19
2. Commodities/Software Contracts Certification Package Checklist, Version 1.0 dated 4-25-19
3. Equipment Lease Contracts Certification Package Checklist, Version 1.0 dated 4-25-19
4. Assignment and Assumption or Novation Certification Packet Checklist, Version 1.0 dated 4-25-19