



London N. Breed  
Mayor

Alaric Degrafinried  
Director and Purchaser

MEMORANDUM

**Date:** April 30, 2019  
**To:** All Departments  
**From:** Alaric Degrafinried  
**Subject:** Updated, New and Discontinued Contract Templates / New OCA Contract Certification Packet Checklists

This memo announces the release of several **new/updated/discontinued contract templates** for the City & County of San Francisco ("City"). Effective July 1, 2019, the Office of Contract Administration (OCA) will no longer accept prior versions of the templates referenced below. Therefore, Departments should begin using the new/updated templates immediately. The new/updated agreement contract templates for City staff are available on the City's Intranet (<http://mission.sfgov.org/doccenter/>). Public facing versions of the templates are available at OCA's website (<https://sfgov.org/oca/>)

In addition, 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 or similar checklists, including the P-100 and P-600 checklists. The new checklists will allow OCA to improve the time frame for its review and execution of contracts. The checklists are available at OCA's website (<https://sfgov.org/oca/>) and the City's Intranet <http://mission.sfgov.org/doccenter/>.

In conjunction with the four new checklists, OCA has also outlined a **new process for the submittal of contract certification documents**. The new process, set forth below, is intended to better reflect OCA's review process using PeopleSoft.

Over the next several months, OCA will conduct a series of meetings to highlight the various changes associated with the new/updated/discontinued City templates, the new checklists and the new contract review process. In the meanwhile, if you have questions regarding any of these matters, please contact Taraneh Moayed at [taraneh.moayed@sfgov.org](mailto:taraneh.moayed@sfgov.org) or Sailaja Kurella [sailaja.kurella@sfgov.org](mailto:sailaja.kurella@sfgov.org).

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**Attachments**

1. Summary of New/Updated/Discontinued City Contract Templates, Checklists and Review Processes as of April 30, 2019
2. CL-100 (4-19): Services Contracts Certification Package Checklist
3. CL-200 (4-19): Commodities/Software Contracts Certification Package Checklist
4. CL-300 (4-19): Equipment Lease Contracts Certification Package Checklist
5. CL-400 (4-19): Assignment and Assumption or Novation Certification Packet Checklist