




London N. Breed
Mayor

Alaric Degrafinried
Director and Purchaser

MEMORANDUM

Date: July 16, 2019
To: All Departments
From: Alaric Degrafinried 
Subject: New Process – Open Market Purchase requests

Beginning July 1, 2019, all requests to the Office of Contract Administration (OCA) to establish purchasing contracts (formally known as “blankets”) for Open Market Purchases (OMP), must be submitted using the new OMP-100 checklist.

To submit a new request:

1. Complete the check list (OMP-100) and submit to your regular OCA Purchasing contact.
2. If approved, set up a purchasing contract in PeopleSoft.
 - a. Contract type = PC
 - b. Purchase authority = OMP
3. Attach OMP checklist in the “edit comment” section.
4. Attach all supporting documents such as supplier pricing and insurance in the document section.
5. Submit contract for OCA approval in PeopleSoft.

If you have any questions, please consult with your regular Purchasing contact or call OCA’s main office for further assistance (415-554-6743).