

COMMISSION ON COMMUNITY INVESTMENT AND INFRASTRUCTURE

RESOLUTION NO. 30-2018

AUTHORIZING A PERSONAL SERVICES CONTRACT WITH LOWERCASE PRODUCTIONS (“LOWERCASE”), A SOLE PROPRIETORSHIP IN AN AMOUNT NOT TO EXCEED \$100,000 FOR WEB DEVELOPMENT SERVICES, SPECIFICALLY THE DESIGN, OVERHAUL AND REVAMP OF THE CURRENT OCII WEBSITE

- WHEREAS, The Successor Agency to the Redevelopment Agency of the City and County of San Francisco (commonly known as the Office of Community Investment and Infrastructure) (the “Successor Agency” or “OCII”) retains the obligations to implement the redevelopment plans in Hunters Point Shipyard/Candlestick Point, Transbay, and Mission Bay which are incorporated into state-approved enforceable obligations. The current OCII website is in need of a major overhaul to strengthen its communications with the public; and,
- WHEREAS, OCII proposes to enter into a sole-source contract, pursuant to Section IX.D (1)(d) of the Successor Agency Purchasing Policy, amended by Resolution No. 83-2009 (July 21, 2009); and,
- WHEREAS, Lowercase Productions is a sole proprietorship, San Francisco-based, Small Business Enterprise that was established in 2005; and,
- WHEREAS, Lowercase submitted a substantive, detailed proposal which presented a range of potential website revamp options broken down into four distinct tiers, with varying price options per each tier; and,
- WHEREAS, Lowercase is well qualified to provide web development services based on its qualifications, prior experience working directly with OCII on affordable housing requests for proposal (RFPs), and experience with the City of San Francisco’s content management system, Drupal; and,
- WHEREAS, OCII seeks to enter into a Personal Services Contract (“Contract”) with Lowercase for web development services for a term that shall expire upon total completion of Phases 1 and 2; and,
- WHEREAS, The amount of the contract shall not exceed \$100,000 with \$30,000 dedicated to Phase 1 and \$55,480 dedicated to Phase 2 with \$14,520 to be used as contingency for extra services on an as needed basis; and,

WHEREAS, Funding to support Phase 1 of the Personal Services Contract is contained within the Fiscal Year 2017-2018 budget, consistent with the administrative budget and the State Department of Finance in OCII's Recognized Obligation Payments 2017-2018, Line 1; and,

WHEREAS, Funding to support Phase 2 of the Personal Services Contract is contained within the Fiscal Year 2018-2019, consistent with the administrative budget and the State Department of Finance in OCII's Recognized Obligation Payments 2018-2019, Line 1; now therefore, be it,

RESOLVED, The Successor Agency Commission authorizes the OCII Executive Director to execute a Personal Services Contract with Lowercase Productions, a sole proprietorship for web development services for a term that will expire upon Lowercase's total completion of the scope of services listed for Phases 1 and 2, and authorizing a total aggregate contract amount not to exceed \$100,000, substantially in the form approved by the Successor Agency's General Counsel.

I hereby certify that the foregoing resolution was adopted by the Commission at its meeting of June 19, 2018

Commission Secretary