



113-0022024-002

Meeting of January 7, 2025

INFORMATIONAL MEMORANDUM

TO: Commission on Community Investment and Infrastructure

FROM: Thor Kaslofsky, Executive Director

SUBJECT: Annual Report on Sole Source Contracts

EXECUTIVE SUMMARY

The San Francisco Redevelopment Agency (now known as the Office of Community Investment and Infrastructure or “OCII”) approved a Public Records Policy (“Policy”) that became effective January 1, 2006, by Resolution No. 182-2005 (November 1, 2005). This policy is based on the City and County of San Francisco’s Sunshine Ordinance and governs the release of documents and or information in OCII’s possession. Section 8 (d)(3) of the Policy requires staff to annually submit to the Commission a Sole Source Contract Report (“Annual Sole Source Report”). The Annual Sole Source Report documents sole source contracts entered into during the past fiscal year.

As per the Policy, and documented in the FY 22-23 and FY 23-24 Annual Sole Source Reports, OCII utilizes competitive procurement methods for the majority of its services contracts. In FY 22-23, OCII entered into 10 contracts, one of which or 10 percent were sole source contracts and FY 23-24, OCII entered into five contracts and none were sole source contracts. Overall during the FY22-24 period, OCII entered into 15 contracts, one of the 15 contracts (6.7%) was a sole source contract.

ANNUAL SOLE SOURCE REPORT

The Policy allows for use of the sole source purchasing method when: 1) goods or services are available only from a single source, 2) in case of emergency situations as defined by the Policy, 3) when competitive solicitations have inadequate competition, 4) the contractor is uniquely qualified, or 5) when business assets or financial investments are at risk and there is insufficient time to complete a competitive method.

London N. Breed
MAYOR

Thor Kaslofsky
EXECUTIVE DIRECTOR

Bivett Brackett
CHAIR

Dr. Carolyn Ransom-Scott
Vanessa Aquino
Tamsen Drew
Kent Lim
COMMISSIONERS

📍 One S. Van Ness Ave.
5th Floor
San Francisco, CA
94103

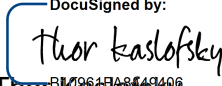
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Staff reviewed the contracts that OCII entered into in FY 22-24 and identified when OCII used the sole source procurement method for selection of the contractor. See Attachment A: Annual Sole Source Contract Report FY 22-24.

As per the FY 22-24 Annual Sole Source Report, OCII utilizes competitive procurement methods for the majority of its contracts. In FY 22-24 OCII entered into one contract under the non-competitive sole source process.

(Originated by George Bridges, Contract Compliance Supervisor)

DocuSigned by:

Thor Kaslofsky
Executive Director

Attachment A: Annual Sole Source Contract Report FY 22-23 and FY 23-24 Contract Report FY 22-23 and FY 23-24

Attachment A: Annual Sole Source Contracts FY22-24					
No	Contract Description	Procurement Method	Project Area	Contractor/Other Party	Circumstance
1	Personal Services Contract for Hollins Consulting for public contracting advisory services on an as-need basis	Sole Source	All Redevelopment Project Areas	Hollins Consulting	The Contractor is uniquely qualified and will provide, on an as-needed basis as requested by OCII, advisory services for all stages of public works contracts, including pre-project planning, the bidding process, and project closeout to ensure OCII's compliance with applicable Public Contract Code requirements.