



# OCA TECHNOLOGY PURCHASING GUIDEBOOK

## DATE OF RELEASE:

July 10, 2019

*Revised September 30, 2022*

Version 13.1

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# Introduction

# Introduction

## OCA Policy regarding Technology Purchases

All technology purchases must go through the Office of Contract Administration ("OCA").

Depending on the purchase, it may be subject to review by either:

1) The City and County of San Francisco's Department of Technology ("DT") in accordance with the [DT CIO Review Policy & Procedures](#) and/or [Cybersecurity Risk Assessment](#); and/or

2) The Committee on Information Technology ("COIT") for [Chapter 19B Surveillance Technology Review](#).

**Departments may not use Prop Q (Departmental Delegated Authority) purchasing authority for technology purchases.**

## What is a Technology Purchase?

Technology goods or services include computers, hardware, software systems, software maintenance and telecommunications. All digital products that contain or transmit data and/or interact with the City's networks in some manner are deemed to be a Technology Purchase by the City.

## Commodities v. Professional Services

The rules for purchasing differ when dealing with technology Commodities or Professional Services. Below is a summary of the main differences between these two categories when it comes to purchasing them on behalf of the City.

	Commodities	Professional Services (Or Commodities with Added Professional Services)
<b>Solicitation Model</b>	<ul style="list-style-type: none"><li>• Low Bid</li></ul>	<ul style="list-style-type: none"><li>• Request for Proposals (RFP)</li><li>• Request for Qualifications (RFQ)</li></ul>
<b>Who Does the Solicitation?</b>	<ul style="list-style-type: none"><li>• OCA. Exception: If there is any qualitative evaluation required, department should conduct an RFP.</li></ul>	<ul style="list-style-type: none"><li>• Department. Final results reviewed by OCA</li></ul>
<b>Examples</b>	<ul style="list-style-type: none"><li>• Hardware</li><li>• Software</li><li>• Standard software support</li><li>• Cloud computing software w/out technical services</li><li>• Non-customized training</li></ul>	<ul style="list-style-type: none"><li>• Customization Services</li><li>• Configuration Services</li><li>• Integration Services</li><li>• Cloud computing software w/ technical services</li><li>• Managed Services</li><li>• Customized Training</li></ul>

## Different Options for Purchasing Technology

As discussed in greater detail further on in this guide, there are three ways by which to purchase technology, each with its own set of rules and procedures. These three methods are:

1. Public Bid / Direct Contract
2. Technology Marketplace Resellers
3. DT and OCA Enterprise Agreements

## Naming Convention for IT Requisitions

It is important that departments enter requisition titles using the department Identifier followed by "IT" so that OCA knows it is an IT-related request and what department it is for. *Failure to adhere to this convention will result in your request being returned for correction.*

### Illustrative Examples:


- **DT-IT** 102726 STG MAINT RENEWAL
- **HSA-IT** QTS Maintenance

## NIGP Codes for All Technology Purchases and Recommended Account Codes

Category	NIGP/Category Code	PeopleSoft Account Code (Recommended)
HARDWARE (NON-TELECOMMUNICATION)	20400	<ul style="list-style-type: none"><li>• 549210 or 549250</li><li>• 560610 (if capitalized)</li></ul>
SOFTWARE LICENSES	20900	<ul style="list-style-type: none"><li>• 535960 (Software)</li></ul>
SOFTWARE / HARDWARE SUPPORT  <i>*New 10/10/19</i>	92047	<ul style="list-style-type: none"><li>• 535960 (Software Maintenance)</li><li>• 529990 (Equipment Maintenance)</li></ul>
PROFESSIONAL / TECHNICAL SERVICES	92000	<ul style="list-style-type: none"><li>• 527610 (Technical Services)</li></ul>
IT-RELATED TRAINING  <i>*New 10/10/19</i>	92405	<ul style="list-style-type: none"><li>• 522020 (Training)</li></ul>
TELECOMMUNICATION/ MEDIA PRODUCTS	72500	<ul style="list-style-type: none"><li>• 549210 or 549250</li><li>• 560610 (if capitalized)</li></ul>
TELECOMMUNICATION/ MEDIA SERVICES	91500	<ul style="list-style-type: none"><li>• 527610 (Services)</li><li>• 522020 (Training)</li></ul>
CALIFORNIA RECYCLING FEE	96339	<ul style="list-style-type: none"><li>• 535990</li></ul>

## Data Storage: On Premise/Private Cloud v. Cloud Computing

Traditionally, the City kept all data within its own network, i.e. "on premise". Today, there are many options that allow us to instead outsource the task of storing data by sending the data to the "cloud." Below is a brief overview of each model.

<b>On Premise / Private Cloud</b>	<p>The product and the data that it keeps are located within the physical confines of the CITY'S enterprise. Whether a software, network, data center or application, THE CITY maintains the system(s) and access to City data.</p>
<b>Non-Private Cloud Computing</b>  	<p>The product and the data that it keeps are hosted within the physical confines of a SERVICE PROVIDER's enterprise not under the direct control of the City. THE SERVICE PROVIDER, not the City, maintains the system(s) and access to City data.</p> <p>When using this option, proceed with caution because the City is giving up or limiting its control of its systems and/or data.</p> <p><b>Cloud Computing Models:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Software as a Service (SaaS)</li> <li><input type="checkbox"/> Infrastructure as a Service (IaaS)</li> <li><input type="checkbox"/> Platform as a Service (PaaS)</li> <li><input type="checkbox"/> Desktop as a Service (DaaS)</li> <li><input type="checkbox"/> Backend as a Service (BaaS)</li> <li><input type="checkbox"/> IT as a Service (ITaaS)</li> </ul> <p><b>On Premise v. Cloud: Examples of Who Controls What?</b></p> <div data-bbox="430 1333 1485 1816"> <p>The diagram illustrates the control of various IT layers across four models. The layers, from top to bottom, are: Applications, Data, OS, Virtualization, Servers, Storage, and Networking. Brackets on the left and right of each stack indicate which entity (Customer or Provider) controls which layers.</p> <ul style="list-style-type: none"> <li><b>Private Cloud:</b> Customer controls all layers (Applications, Data, OS, Virtualization, Servers, Storage, Networking).</li> <li><b>Infrastructure as a Service:</b> Customer controls Applications, Data, and OS; Provider controls Virtualization, Servers, Storage, and Networking.</li> <li><b>Platform as a Service:</b> Customer controls Applications, Data, and OS; Provider controls Virtualization, Servers, Storage, and Networking.</li> <li><b>Software as a Service:</b> Customer controls Applications and Data; Provider controls OS, Virtualization, Servers, Storage, and Networking.</li> </ul> </div>

## The City's Policy on Cloud Computing

The City encourages the use of cloud services when:

- It is more cost-efficient relative to managing data and computing in-house;
- Potential risks are considered and mitigated; and
- Interoperable systems throughout City are supported by the use of cloud-computing.

Prior to moving data to the Cloud, Departments **must first conduct a [Cybersecurity Risk Assessment](#)** to identify data security/privacy issues and how to mitigate them. If they can't be mitigated adequately, then a Cloud solution is not appropriate.

Data/System Classification	Potential Risk	Description	Appropriate for the Technology Marketplace?
<b>Level 1: Public</b>	<b>None - Low</b>	Data available for public access or release.	<b>Yes</b>
<b>Level 2: Internal Use</b>	<b>Low</b>	Data that is normal operating information but not proactively released to the public. Viewing and use is intended for employees; could be made available Citywide or to specific employees in a department, division or business unit. Certain data may be made available to external parties upon their request.	<b>Yes</b>
<b>Level 3: Sensitive</b>	<b>Low</b>	Data intended for release on a need-to-know basis. Data regulated by privacy laws or regulations or restricted by a regulatory agency or contract, grant, or other agreement terms and conditions.	<b>Yes</b>
<b>Level 3: Sensitive</b>	<b>Moderate</b>	Data that triggers requirement for notification to affected parties or public authorities in case of a security breach.	<b>No</b>
<b>Level 4: Protected</b>	<b>Moderate</b>	Data poses direct threats to human life or catastrophic loss of major assets and critical infrastructure (e.g. triggering lengthy periods of outages to critical processes or services for residents).	<b>No</b>
<b>Level 5: Restricted</b>	<b>High</b>	Data poses direct threats to human life or catastrophic loss of major assets and critical infrastructure (e.g. triggering lengthy periods of outages to critical processes or services for residents).	<b>No</b>



# **Cybersecurity Risk Assessment**

# Cyber Risk Assessment (CRA) Requirements and Applicability

*If you have any questions or concerns regarding the CRA process, please contact [cyber-risk@sfgov.org](mailto:cyber-risk@sfgov.org).*

## I. Overview of the Cybersecurity Risk Assessment (CRA) Process

### 1. In-Scope Procurements:

- A. CRA review of submission through DT's LogicGate is mandatory prior to DT CIO review; and
- B. Certificate of Completion or Risk Acceptance Confirmation must be uploaded to a contract or requisition in PeopleSoft.

To submit your contract for CRA review, contact your Department's CRA representative, which can be found here: [User Access List](#). Review this [user guide](#) for additional information.

### **Sharing of Certificates of Completion and Risk Acceptance Forms between Departments Not Permitted!**

All new and existing Certificates of Completion and Risk Acceptance Forms will include the department and supplier names. These forms are based on a department's specific use case, which varies department by department. As such, they cannot be shared between different departments. However, they *can* be shared between divisions within the same department.

### 2. Out-of-Scope Procurements:

- A. CRA review submission through LogicGate is optional.
- B. Out-of-scope confirmation email from (i) Department's CISO, (ii) DT Office of Cyber Security, or (iii) LogicGate must be uploaded to a contract or requisition in PeopleSoft. The confirmation email must clearly state the out-of-scope reason.

## II. What is Considered "In-Scope" for CRA Review?

- 1. **Professional Services.** All instances where a non-City employee is given access of any kind to City networks or systems (e.g., IT support, software installation, etc.).
  - **Examples:** Contracting services hired to support applications and data management.
  - **Exclusions:** Training services or services where a contractor does not have access to City data or systems OR they are using City- provided equipment.
- 2. **Sensitive Data Access:** Contractors that have access to and/or store Level 3-5 City data on their systems during the performance of the contract. Please refer to the COIT data classification standard: <https://sfcoit.org/datastandard>

- **Examples:** Level 3-5 data includes sensitive and compliance-related data, such as HIPAA, CJIS, and IRS data.
  - **Exclusions:** Level 1-2 public data.
3. **Operational Technology:** Hardware and software that detects or causes a change through the direct monitoring and control of industrial equipment, assets, processes, and events. OT is common in Industrial Control Systems (ICS), such as the SCADA system.
- **Examples:** Building Management Systems (BMS), Heater Ventilation Air Conditioning (HVAC)
  - **Exclusions:** OT systems without remote access from the Internet and with no cloud components
4. **Cloud SaaS Technology:** A software distribution model in which a service provider hosts applications for customers and makes them available to these customers via the internet.
- **Examples:** Salesforce, Snowflake, Amazon Web Services.
  - **Exclusions:** Software, images, or documents to be downloaded, installed, and used on City systems.

### III. **Cybersecurity Risk Assessment Timing**

For each technology that qualifies for one or more of the categories named above, City departments are required to perform (CRA) as a solicitation is being conducted and during the evaluation of responsive proposals/bids. Where a solicitation is not being conducted, prior to requesting permission from OCA to waive or alter solicitation requirements or in the event of a sole source contract.

### IV. **Prime Contractors and Resellers**

Where the technology and/or technical services are procured through a prime contractor or reseller, CRA must be performed for the entity(ies) responsible for manufacturing the product, performing the technical functions related to the product's performance, and/or accessing City's networks and systems. In some instances where the prime contractor or reseller plays an active role in each of these activities, CRA shall also be required for the prime contractor or reseller.

# **Chapter 19B**

# **Surveillance**

# **Technology**

# **Assessment**

# Chapter 19B Surveillance Technology

## Assessment

### I. Overview

City departments must develop, through COIT, a Board of Supervisor approved 19B Policy for any technology that meets the definition of Surveillance Technology under [Chapter 19B of the Administrative Code](#). The 19B Policy must clearly identify when, how, and by whom the Surveillance Technology will be used. It must also be developed prior to contract execution or PO issuance.

### II. Documentation for Submitting a Contract or Requisition to OCA

Except for the list of Preapproved Technologies provided in Section IV below, City departments are required to complete the [Chapter 19B Applicability and Exemption Test](#) for **all technology contracts or requisitions** to determine if their technology:

- (A) is a Surveillance Technology,
- (B) is subject to any exemptions, or
- (C) if a 19B Policy is required.

### III. What is Surveillance Technology?

Generally speaking, "Surveillance Technology" is any technology that is used to collect information on any individual or group. Examples include:

- closed-circuit television cameras, video and audio monitoring and/or recording technology, such as surveillance cameras, wide-angle cameras, and wearable body cameras
- facial recognition software
- automatic license plate readers
- electric toll readers
- international mobile subscriber identity (IMSI) catchers and other cell site simulators
- gunshot detection hardware and services
- mobile DNA capture technology
- biometric software or technology, including facial, voice, iris, and gait-recognition software and databases
- software designed to monitor social media services
- x-ray vans
- software designed to forecast criminal activity or criminality
- radio-frequency I.D. (RFID) scanners
- tools used to gain unauthorized access to a computer

#### IV. **Preapproved Technologies for which the Chapter 19B Test is Not Required**

Departments **need not submit** a ServiceNow request for the following types of technology:

- **Standard office computer equipment** (including laptop computers, desktop computers, servers, monitors, keyboards, computer mice, and docking stations)
- **Technology peripherals** (including ethernet cords and flash drives)
- **Standard motor vehicles like cars or trucks** (unless the vehicle has ALPR, person recognition, biometric or other surveillance technologies as a feature of the vehicle)
- **Cybersecurity software** (such as firewalls, cybersecurity testing software, or other tech items which are meant to make systems more secure or test that security technologically)

# DT CIO Review

# DT CIO Review Requirements and Applicability

## I. When is DT CIO Review Required?

Subject to certain exempt categories defined below, DT CIO Review is required for all Technology Purchases. Technology purchases include all digital products that contain or transmit data and/or interact with the City's networks are deemed to be a Technology Purchase by the City, including computers, technical services, hardware, software systems, software maintenance, cloud services, and telecommunications. Where applicable, departments are encouraged to communicate with DT prior to commencing the solicitation process to ensure DT has adequate input where required.

DT CIO Review is primarily focused on:

1. Assessing network security risks associated with IT procurements;
2. Minimizing degradation of network performance due to IT procurements that introduce added complexity or potentially incompatible infrastructure to City data networks; and
3. Evaluating the potential for strategic sourcing efforts.

## II. Technology Purchases for Which DT CIO Review is Not Required

DT CIO Review is not required for the following categories of technology purchases:

1. User hardware: desktop computers, laptops, tablets, monitors, keyboards, mice, desktop printers, accessories (e.g. connection cables and adapters), ink cartridges, and toner, and corresponding hardware maintenance agreement
2. Cable, fiber, patching and splicing materials and other associated tools and supplies
3. Software products purchased under a Department of Technology Enterprise Agreement.
4. Renewal or extension of existing, **on-premises** licenses or maintenance agreements. *Cloud-based subscription renewals are not exempt from DT CIO review and require CIO review for each renewal.*
5. Technology training.
6. Procurements initiated by the Department of Technology.

**Note:** All technology transactions must go through OCA. Therefore, Departments may not use Prop Q authority for information technology purchases, even if they are deemed preapproved through CIO review.

## III. How to Initiate CIO Review

Departments initiate CIO review via DT's online [ServiceNow](#) platform.



#### **IV. CIO Review Timeline and Notification**

If DT does not respond within 5 business days, the requestor will receive an email indicating the request is deemed approved through CIO Review. Requestors will receive emails from DT indicating whether their request is approved, on hold for further review, or on hold pending further information from the requestor.

#### **V. Documentation for Submitting a Contract or Requisition to OCA**

If your technology is subject to DT CIO review or CRA, you must provide the ServiceNow ID associated with your approved purchase and/or copy of DT's approval obtained through ServiceNow.

# **How does the City buy Technology?**

# How does the City buy Technology?

There are three ways by which to purchase technology, each with its own set of rules and processes. A comprehensive comparison between Options 2 (Public Solicitation/Direct Contracting) and 3 (Using the City's Technology Marketplace) follows this page.

## Option 1: Enterprise Agreements administered by DT or OCA

DT and OCA each administer Enterprise Agreements (EA) for specific software and hardware products that can be used by City departments. The list of active EAs changes frequently. If your software is included in one of these EAs, you must use them unless a valid reason exists to not use them.

- **DT's EAs can be found here:** [EA contracts](#). Contact [CityEA@sfgov.org](mailto:CityEA@sfgov.org) for instructions on how to use each EA. You may be able to issue a PO directly against the EA or be required to work order the money to DT to issue the PO on your behalf.
- **OCA's EAs and instructions on their use can be found** [here](#).

## Option 2: Public Solicitation/Direct Contracting with an Entity not in the City's Technology Marketplace Pool

This option should be used when it is not possible to go through the Technology Marketplace Pool (discussed below under Option 3). It is also the required option if a purchase exceeds \$2.5MM or if you are purchasing something for which a DIRECT relationship with the supplier is preferred. This includes cloud computing purchases involving the storage of sensitive data. This option is the lengthiest option because:

- (1) A formal solicitation (or approved solicitation waiver) is required; and
- (2) The department must negotiate a multi-year direct contract complying with a wide range of City requirements and approved by multiple agencies.

When using this option, ensure you follow the processes for Public Solicitation/Direct Contracting by referring to the Checklists & Templates found on [OCA's website](#).

## Option 3: The City's Technology Marketplace Pool of Prequalified Resellers (Preferred Method)

The City's Technology Marketplace Pool consists of 50+ suppliers with whom OCA has previously negotiated multi-year Term Contracts for as-needed purchases of technology goods and services. Because the suppliers were awarded contracts pursuant to an RFP completed by OCA, there is no need for a public bid for each transaction. As such, this option is the preferred and fastest method by which to procure IT goods and services.

**Funding Considerations:** A purchase through the Technology Marketplace results in a Purchase Order being issued to the Technology Marketplace reseller against its contract with the City. Because the purchase results in a Purchase Order, and not a departmental contract, the department must be able to provide the **full** funding upfront. However, under limited circumstances, OCA may allow purchase orders issued through the Technology Marketplace to be funded over time via change orders, so long as all approvals were obtained at full amount.

The Technology Marketplace currently consists of three "Tiers" of suppliers, each with its own limitations. Use the applicable checklist to submit a requisition under this Option.

- [Appendix A: Technology Marketplace \(TM\) Checklist: Commodities](#)
- [Appendix B: Technology Marketplace \(TM\) Checklist: Professional Services](#)
- [Appendix C: Technology Marketplace \(TM\) Suppliers](#)

## Comparison: Technology Marketplace Process v. Public Solicitation/Direct Contracting

	Technology Marketplace Term Contracts	Public Solicitation/Direct Contracting
<b>Duration</b>	<b>1-4 weeks</b>	<b>4 + months</b>
<b>OK to Name Manufacturer?</b>	<b>Yes.</b> However, cannot name potential subcontractors when professional services are involved.	<b>No.</b> Provide specs or make formal request to OCA for a "No Substitute".
<b>Purchasing Method</b>	<ul style="list-style-type: none"> <li><b>Requisition to Purchase Order</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Multi-year contract:</b> Once contract has been approved, Department issues POs against it. City Contract Templates are available <a href="#">HERE</a>.</li> <li><b>Requisition to PO not acceptable:</b> Standalone Requisition to PO may be permitted for hardware purchases <u>w/out</u> software licensing and/or maintenance. <i>Contact OCA for approval prior to submitting a Requisition.</i></li> </ul>
<b>Technology Offerings Available for Purchase</b>	Cloud transactions with Level 3 data security risks or higher not permitted except with limited exceptions.	All products and services.
<b>Transaction Limits?</b>	Yes. See Technology Marketplace section of this Guidebook for details.	No.
<b>Competitive Solicitation Thresholds and Methods</b>	<p><b>Varies by Tier.</b> See Technology Marketplace section of this Guidebook for details.</p> <p>-----</p> <p><b>No Solicitation Waiver Requests:</b> Departments may not request to waive solicitation requirements.</p>	<p>≤ <b>\$10K:</b> Solicitation not required</p> <p>-----</p> <p>&gt; <b>\$10K:</b></p> <ul style="list-style-type: none"> <li><b>Commodities/Low Bids:</b> Bid out by OCA</li> <li><b>Services or Commodities mixed with Services:</b> RFP by Dept</li> </ul> <p>-----</p> <p><b>Solicitation Waiver Request:</b> Departments. may request to waive solicitation requirements.</p> <ul style="list-style-type: none"> <li><a href="https://sfgov.org/oca/requests-waive-solicitation-requirements">https://sfgov.org/oca/requests-waive-solicitation-requirements</a></li> </ul>
<b>Solicitation Audience</b>	Must choose from one of three Technology Marketplace Tiers of resellers. <b>Cannot mix Tiers.</b>	<ul style="list-style-type: none"> <li>All possible suppliers.</li> <li>Supplier must possess City Supplier ID, Valid Business Tax License and be 12B Compliant. (12B Exception: "21.30" Software Licenses/Maintenance purchases under \$10MM).</li> </ul>
<b>Civil Service Approval</b> (Professional Services Only)	<b>Not required.</b> Submit request to <a href="#">Local 21</a> . If there are no objections after 10 days, the purchase is deemed approved.	<b>Required.</b> <ul style="list-style-type: none"> <li>≤ \$100K: Expedited 7 day review</li> <li>&gt; \$100K: Min. 30 days for union review and then full commission hearing.</li> </ul>
<b>Other City Agency Approvals</b>	<ul style="list-style-type: none"> <li><b>CMD:</b> Forms 2A and 2B if Professional Services over \$200K.</li> <li><a href="#">Cybersecurity Risk Assessment</a>.</li> <li><a href="#">Chapter 19B Surveillance Technology Assessment</a>.</li> <li><a href="#">DT CIO Review and Assessment</a>.</li> </ul>	<ul style="list-style-type: none"> <li><b>Multiple agencies</b> (Refer to applicable <a href="#">OCA checklist</a>)</li> <li><a href="#">Cybersecurity Risk Assessment</a>.</li> <li><a href="#">Chapter 19B Surveillance Technology Assessment</a>.</li> <li><a href="#">DT CIO Review and Assessment</a>.</li> </ul>

# **Using the City's Technology Marketplace Suppliers**

# Using the City's Technology Marketplace Suppliers

## Evolution of the Technology Marketplace



The City's Technology Marketplace originated in the 1990's as an efficient purchasing model for the City's technology needs. It reduces the time required to complete a transaction from several months to 1-2 weeks. Through continuous process improvements, it now consists of 50+ suppliers.

## Current Technology Marketplace Structure

The City's current Technology Marketplace consists of 50+ suppliers with whom OCA has previously negotiated multi-year Term Contracts for as-needed purchases of technology goods and services. Because the suppliers were awarded contracts pursuant to an RFP completed by OCA, there is no need for a public solicitation for each transaction. The suppliers are broken down into three Tiers:

	Tier 1	Tier 2	Tier 3
<b>Technology Offerings Available for Purchase</b>	All products and services, including cloud products if data is at or below "Level 3-Low" sensitivity.	All products and services, <i>except</i> cloud products.	Products and services for which the company is LBE certified. <i>Cannot sell cloud products.</i>
<b>Transaction Limits</b>	<ul style="list-style-type: none"> <li><b>Commodities:</b> \$2.5M</li> <li><b>Services:</b> \$2.5M</li> </ul>	<ul style="list-style-type: none"> <li><b>Commodities:</b> \$2.5M</li> <li><b>Services:</b> \$2.5M</li> </ul>	<ul style="list-style-type: none"> <li><b>Commodities:</b> \$200K</li> <li><b>Services:</b> \$600K</li> </ul>
<b>Competitive Solicitation Thresholds</b>	≤ \$25K: Bid not required. > \$25K: <ul style="list-style-type: none"> <li><b>Commodities/Low Bid:</b> Bid out by OCA.</li> <li><b>Services (or Commodities mixed with Services):</b> RFP by Dept.</li> </ul>	≤ \$25K: Bid not required. > \$25K: <ul style="list-style-type: none"> <li><b>Commodities/Low Bid:</b> Bid out by OCA.</li> <li><b>Services (or Commodities mixed with Services):</b> RFP by Dept.</li> </ul>	< 200K: Bid not required. ≥ \$200K: <ul style="list-style-type: none"> <li><b>Commodities/Low Bid:</b> N/A</li> <li><b>Services (or Commodities mixed with Services):</b> RFP by Dept.</li> </ul>

To use the Technology Marketplace, Departments submit a Requisition in PeopleSoft for OCA review. Once approved, a purchase through the Technology Marketplace results in a Purchase Order issued by OCA to the Technology Marketplace reseller. The Purchase Order draws down on the Technology Marketplace reseller's Term Contract with the City and is subject to its terms and conditions.













**Departments cannot sign any agreements, but must abide by the manufacturer's license, use and support terms.** All other matters are governed by the Term Contract between the Technology Marketplace reseller and City.

## Funding Considerations

Because the purchase results in a Purchase Order, and not a departmental contract, the department must be able to provide the **full** funding upfront. However, under limited circumstances, OCA may allow purchase orders issued through the Technology Marketplace to be funded over time via change orders, so long as all approvals were obtained at full amount.

## Technology Marketplace Checklists and Reseller Information:

Use the applicable checklist to submit a requisition under this Option.

- [Appendix A: Technology Marketplace \(TM\) Checklist: Commodities](#)
- [Appendix B: Technology Marketplace \(TM\) Checklist: Professional Services](#)
- [Appendix C: Technology Marketplace \(TM\) Suppliers](#)
- Technology Marketplace Catalogue ( [Technology Marketplace Catalogue.pdf](#))
- Technology Marketplace Suppliers Contact Information ( [TM Contact Information- Tier 123.xlsx](#))
- Technology Marketplace RFP Template and Attachments:
  - TM P-696 (07-22): Technology Marketplace RFP Template ( [TM P-690 \(7-22\) - RFP Template](#))
  - Attachment 1 - Technology Marketplace Term Sheets for  [Tier 1 Term Sheets.pdf](#) and  [Tiers 2 and 3 Term Sheets.pdf](#)
  - Attachment 2 - CMD Forms 2A and 2B ( [CMD Forms 2A and 2B](#))
  - Attachment 3 - TM Quote Template for Professional Services and Commodities ([Technology Marketplace Quote 7-1-22.xlsx](#))
  - Attachment 4 - City-Created Price Proposal Template ( [City Created Price Proposal Template](#))
  - Panelist Impartiality & Confidentiality Statement ( [Panelist Impartiality & Confidentiality Statement](#))
  - Solicitation Addendum Template ( [Solicitation Addendum Template](#))
  - Solicitation Q&A Template ( [Solicitation Q&A Template](#))
  - Notice of Intent to Award (Proposals) Template ( [Notice of Intent to Award \(Proposals\) Template](#))
  - Guide on Creating Technology Marketplace RFPs ( [Guide on Creating Technology Marketplace RFPs v1.1 \(7-27-21\)](#))
  - Recorded Training on How to Create Sourcing Events for Technology Marketplace RFPs ([Recorded Training](#))
  - [Creating Sourcing Events and Bid Advertisements in PeopleSoft](#)

## Appendix A: Technology Marketplace Checklist: **Commodities**

Do not use for Public Solicitations to Non-Technology Marketplace Resellers

Upload all files to the Requisition “**Comments and Attachments**” field.

Commodities Solicitation Thresholds	<table><tr><th>Tier 1</th><th>Tier 2</th><th>Tier 3</th></tr><tr><td>≤ \$25K: Bid not required &gt; \$25K: Bid out by OCA.</td><td>≤ \$25K: Bid not required &gt; \$25K: Bid out by OCA.</td><td>&lt; \$200K: Bid not required ≥ \$200K: N/A because PO for Commodities cannot exceed \$200K.</td></tr></table>	Tier 1	Tier 2	Tier 3	≤ \$25K: Bid not required > \$25K: Bid out by OCA.	≤ \$25K: Bid not required > \$25K: Bid out by OCA.	< \$200K: Bid not required ≥ \$200K: N/A because PO for Commodities cannot exceed \$200K.
Tier 1	Tier 2	Tier 3					
≤ \$25K: Bid not required > \$25K: Bid out by OCA.	≤ \$25K: Bid not required > \$25K: Bid out by OCA.	< \$200K: Bid not required ≥ \$200K: N/A because PO for Commodities cannot exceed \$200K.					
Solicitation Documents	<p><b>(1) Quote:</b></p> <p><b>If No Solicitation Required:</b></p> <ul style="list-style-type: none"><li>Upload quote from any TM supplier authorized to sell the goods.</li></ul> <p><b>If Solicitation Required:</b></p> <ul style="list-style-type: none"><li>Upload quote from TM supplier or Manufacturer for OCA to use to bid out. Quote must include <b>universal part numbers</b> and descriptions. If applicable, ensure the department’s <b>account details</b> (e.g. Account ID, Serial #'s) are included so that all bidders understand what is being purchased and for whom. Include manufacturer’s account representative information if available for bidders to contact with questions.</li></ul> <p><b>(2) Manufacturer terms related to use of license/support:</b> Terms related to use of the license/support are required if you are purchasing any kind of software (Cloud or non-cloud) as part of the purchase.</p> <ul style="list-style-type: none"><li>Upload manufacturer use/support terms into PS or provide the link in your requisition.</li></ul>						
DT and COIT Review Documents	<p><b>(3) DT CIO Review + Cybersecurity Risk Assessment + Surveillance Technology Assessment:</b> Refer to this Guidebook’s <a href="#">Cybersecurity Risk Assessment</a>, <a href="#">Chapter 19B Surveillance Technology Assessment</a>, and <a href="#">DT CIO Review and Assessment</a> to determine which of these are applicable.</p> <ul style="list-style-type: none"><li>Upload documentation of approvals into PeopleSoft.</li></ul>						
Requisition Details	<p><b>(4) Category Codes:</b></p> <p>A. For each line item, select the appropriate and correct <a href="#">Category Code</a>.</p> <p><b>(5) In the Requisition “Comments and Attachments” field, provide:</b></p> <p>A. <b>Shipping Information</b>, including Contact Name and Email. <i>Required even if no physical delivery.</i></p> <p>B. <b>Billing Information</b>, including Contact Name and Email</p> <p>C. <b>License Registration Email</b>, if purchasing software or SW/HW support</p> <p><b>(6) In the Requisition “Approval Justification” field, answer each question below:</b></p> <p>A. What are you buying and why?</p> <p>B. Did the IT Director of your Department approve?</p> <p>C. Will you be funding this purchase upfront in full or through change orders?</p> <p>D. Does this transaction result in data being hosted in the cloud?</p> <p>E. If yes to above question, is the data security “Level 3-Low” or lower? See the <a href="#">City’s Policy on Cloud Computing</a> for details. If you answer No to this question, contact OCA before proceeding.</p> <p>F. Are you asking OCA to bid this purchase out for you? If yes, to which TM Tier?</p>						



## Appendix B: Technology Marketplace Checklist: **Services**

Upload all files to the Requisition "Comments and Attachments" field.

Services Solicitation Thresholds	<table><tr><th>Tier 1</th><th>Tier 2</th><th>Tier 3</th></tr><tr><td>≤ \$25K: Bid not required &gt; \$25K: Bid out by Dept.</td><td>≤ \$25K: Bid not required &gt; \$25K: Bid out by Dept.</td><td>&lt; \$200K: Bid not required ≥ \$200K: Bid out by Dept.</td></tr></table>			Tier 1	Tier 2	Tier 3	≤ \$25K: Bid not required > \$25K: Bid out by Dept.	≤ \$25K: Bid not required > \$25K: Bid out by Dept.	< \$200K: Bid not required ≥ \$200K: Bid out by Dept.
Tier 1	Tier 2	Tier 3							
≤ \$25K: Bid not required > \$25K: Bid out by Dept.	≤ \$25K: Bid not required > \$25K: Bid out by Dept.	< \$200K: Bid not required ≥ \$200K: Bid out by Dept.							
Solicitation Documents	<p>(1) <b>Solicitation Documents:</b></p> <p><b>If No Solicitation Required:</b></p> <ul style="list-style-type: none"><li>• Upload quote and Scope of Work (SOW) from any TM supplier authorized to sell the services.</li></ul> <p><b>If Solicitation Required:</b></p> <ul style="list-style-type: none"><li>• Conduct solicitation at department level through Peoplesoft and upload each file below separately, using the naming convention below:<ul style="list-style-type: none"><li>A. Proposal evaluation</li><li>B. Selected Quote</li><li>C. Selected SOW</li><li>D. Notice of Intent to Award to all TM Suppliers in the solicited Tier</li></ul></li></ul> <p>(2) <b>Manufacturer terms related to use of license/support:</b> Terms related to use of the license/support are required if you are purchasing any kind of software (Cloud or non-cloud) as part of the purchase.</p> <ul style="list-style-type: none"><li>• Upload manufacturer use/support terms, if applicable, into PS or provide the link in your requisition</li></ul>								
DT and COIT Review Documents	<p>(3) <b>DT CIO Review + Cybersecurity Risk Assessment + Surveillance Technology Assessment:</b> Refer to this Guidebook’s <a href="#">Cybersecurity Risk Assessment, Chapter 19B</a> <a href="#">Surveillance Technology Assessment</a>, and <a href="#">DT CIO Review &amp; Assessment</a> to determine which of these are applicable.</p> <ul style="list-style-type: none"><li>• Upload documentation of approvals into PeopleSoft.</li><li>• Approved amount must equal estimated project spend, regardless of initial PO amount.</li></ul>								
Local 21 Documents	<p>(4) <b>Local 21 Review:</b> Local 21 Review is required for <u>all</u> professional services requests. Submit request to <a href="#">Local 21</a> using their web portal. Upon completing your submission, you will receive an email confirmation. If there are no objections after 10 business days, the purchase is deemed approved.</p> <ul style="list-style-type: none"><li>• Upload L21 Confirmation Email into PeopleSoft as proof of Local 21 submission.</li><li>• Approved amount must equal estimated project spend, regardless of initial PO amount.</li></ul>								
CMD Documents	<p>(5) <b>CMD Forms 2A and 2B + Approval email from CMD:</b> CMD Forms 2A &amp; 2B approval is required for professional services over \$200,000. Request forms from Proposer and submit them to CMD (currently <a href="#">Selormey Dzikunu</a>), along with the SOW and Quote, for approval.</p> <ul style="list-style-type: none"><li>• Upload CMD Email Approval into PeopleSoft as proof of CMD approval.</li><li>• Approved amount must equal estimated project spend, regardless of initial PO amount.</li></ul>								

<p><b>Requisition Details</b></p> <p><i>You must provide this information in addition to completing all required requisition fields</i></p>	<p>(6) <b>Category Codes:</b> For each line item, select the appropriate and correct <a href="#">Category Code</a>.</p> <p>(7) <b>In the Requisition “<a href="#">Comments and Attachments</a>” field, provide:</b></p> <p>A. <b>Shipping Information.</b> Include Contact Name and Email. <i>Required even if no physical delivery.</i></p> <p>B. <b>Billing Information.</b> Include Contact Name and Email.</p> <p>C. <b>License Registration Email</b>, if purchasing software or SW/HW support.</p> <p>(8) <b>In the Requisition “<a href="#">Approval Justification</a>” field, answer each question below:</b></p> <p>A. <b>What are you buying and why?</b></p> <p>B. <b>What is the Sourcing Event number for this solicitation?</b></p> <p>C. <b>What is the <u>total</u> estimated project spend?</b></p> <ul style="list-style-type: none"> <li>• The total estimated project amount must have <u>a justifiable correlation</u> to the RFP and/or Proposal.</li> <li>• You may only exceed the stated total estimated project amount by 20%.</li> </ul> <p>D. <b>Will you be funding this project upfront in full or through change orders?</b></p> <p>E. <b>Did the IT Director of your Department approve?</b></p> <p>F. <b>Does this transaction result in data being hosted in the cloud?</b></p> <p>G. <b>If yes to above question, is the data security “Level 3-Low” or lower?</b> See the <a href="#">City’s Policy on Cloud Computing</a> for details. If you answer No to this question, contact OCA before proceeding.</p> <p>(9) <b>Name of Subcontractor(s):</b> List the name of all subcontractor(s) who will be working on the project in the requisition line item description.</p>
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## Appendix C: Technology Marketplace Suppliers

TIER 1				
Supplier	Supplier ID	Contact Person	Email for Solicitations	Contract ID
CCS Global Tech	0000032444	Raminder Singh (primary) MBEprogram@ccsglobaltech.com (858) 208-4131  Dustin Langdon dlangdon@ccsglobaltech.com (858) 435-4878  Joe Arakkal jarakkal@ccsglobaltech.com (646) 707-7786	<a href="mailto:Gov@ccsglobaltech.com">Gov@ccsglobaltech.com</a> <a href="mailto:dlangdon@ccsglobaltech.com">dlangdon@ccsglobaltech.com</a> <a href="mailto:jarakkal@ccsglobaltech.com">jarakkal@ccsglobaltech.com</a>	1000012601
CDW Government	0000023205	Alex Picchietti ccsf@cdwg.com (877) 707-7850  Garrett Moy ccsf@cdwg.com (847)-968-9014  Marty Spellman marspell@cdwg.com (Notices Only)	<a href="mailto:ccsf@cdwg.com">ccsf@cdwg.com</a> <a href="mailto:garmoy@cdwg.com">garmoy@cdwg.com</a> <a href="mailto:alexp@cdwg.com">alexp@cdwg.com</a>	1000012602
Central Computers	0000023129	Chester Yeung chester@centralcomputer.com (415) 495-5888 x8122	<a href="mailto:sfgov@centralcomputer.com">sfgov@centralcomputer.com</a> <a href="mailto:chester@centralcomputer.com">chester@centralcomputer.com</a>	1000012603
ComputerLand	0000022410	Cathy Souza csouza@cland.com (408) 519-3230	<a href="mailto:sfgovsales@cland.com">sfgovsales@cland.com</a> <a href="mailto:csouza@cland.com">csouza@cland.com</a>	1000012604
ConvergeOne	0000030047	Adam Eisenberg aeisenberg@convergeone.com (415) 969-6880  Joanna Villafana Jvillafana@convergeone.com (909) 230-7068	<a href="mailto:aeisenberg@convergeone.com">aeisenberg@convergeone.com</a> ; <a href="mailto:JVillafana@convergeone.com">JVillafana@convergeone.com</a> ;	1000012605
Cornerstone JV	0000022243	Derek Lawson dlawson@cornerstoneconcilium.com (415) 705-7800 x228	<a href="mailto:dlawson@cornerstoneconcilium.com">dlawson@cornerstoneconcilium.com</a> <a href="mailto:tdu@cornerstoneconcilium.com">tdu@cornerstoneconcilium.com</a> <a href="mailto:epitts@ssp.com">epitts@ssp.com</a> <a href="mailto:sandesh@ssp.com">sandesh@ssp.com</a> <a href="mailto:nhodges@ssp.com">nhodges@ssp.com</a>	1000012606
DPP Tech	0000020897	Puran Moorjani pm@dpptech.com (925)914-7000  Nima Iyengar nima@dpptech.com (925) 951-7777	<a href="mailto:pm@dpptech.com">pm@dpptech.com</a> <a href="mailto:ccsf@dpptech.com">ccsf@dpptech.com</a> <a href="mailto:sfgov@dpptech.com">sfgov@dpptech.com</a>	1000012607
Dynamic Systems	0000021099	Ken Clement ken.clement@dynamicssystemsinc.com (916) 872-3521  Lisa Jensen lisa.jensen@dynamicssystemsinc.com (877) 374-4468 x222	<a href="mailto:CCSF@dynamicssystemsinc.com">CCSF@dynamicssystemsinc.com</a>	1000012608

## TIER 1 (continued)

Supplier	Supplier ID	Contact Person	Email for Solicitations	Contract ID
En-Pointe	0000020671	Kathy Perez <a href="mailto:kperez@enpointe.com">kperez@enpointe.com</a> (800)819-7501	<a href="mailto:ccsfquotes@pcm.com">ccsfquotes@pcm.com</a> <a href="mailto:kperez@enpointe.com">kperez@enpointe.com</a>	1000012609
Insight Public Sector Inc	0000040338	Kathy Perez <a href="mailto:kathy.perez@Insight.com">kathy.perez@Insight.com</a> (310) 337-6127	<a href="mailto:ccsfquotes@insight.com">ccsfquotes@insight.com</a> <a href="mailto:Kathy.perez@insight.com">Kathy.perez@insight.com</a> <a href="mailto:Mark.marcelo@insight.com">Mark.marcelo@insight.com</a> <a href="mailto:Edcarlo.padolina@insight.com">Edcarlo.padolina@insight.com</a> <a href="mailto:Katheleen.jackson@insight.com">Katheleen.jackson@insight.com</a>	1000018903
Intervision	0000030163	Sarah Fletcher <a href="mailto:Sarah.Fletcher@intervision.com">Sarah.Fletcher@intervision.com</a> (408) 567-4259  Ted Callagy <a href="mailto:ted.callagy@intervision.com">ted.callagy@intervision.com</a> (415) 320-4147  Tessie Barger (Renewals) <a href="mailto:tessie.barger@intervision.com">tessie.barger@intervision.com</a>	<a href="mailto:ted.callagy@intervision.com">ted.callagy@intervision.com</a> <a href="mailto:Sarah.Fletcher@intervision.com">Sarah.Fletcher@intervision.com</a> <a href="mailto:tessie.barger@intervision.com">tessie.barger@intervision.com</a>	1000012610
Presidio Networked Solutions	0000012909	Dan Ornelas <a href="mailto:dornelas@presidio.com">dornelas@presidio.com</a> (415) 501-9011	<a href="mailto:dornelas@presidio.com">dornelas@presidio.com</a>	1000012611
Robert Half	0000012107	Christine Vo <a href="mailto:christine.vo@rht.com">christine.vo@rht.com</a> (415) 434-4940 x21253  Jeff Reinders <a href="mailto:jeff.Reinders@roberthalf.com">jeff.Reinders@roberthalf.com</a>	<a href="mailto:techmarket@roberthalf.com">techmarket@roberthalf.com</a> <a href="mailto:christine.vo@rht.com">christine.vo@rht.com</a> <a href="mailto:jeff.Reinders@roberthalf.com">jeff.Reinders@roberthalf.com</a>	1000012612
Slalom	0000010886	Eli Hill <a href="mailto:elih@slalom.com">elih@slalom.com</a> (650) 305-0807  John Pavel <a href="mailto:john.pavel@slalom.com">john.pavel@slalom.com</a> (415) 593-3450	<a href="mailto:elih@slalom.com">elih@slalom.com</a>	1000012613
Softnet Solutions	0000010802	John Galluccio <a href="mailto:johng@softnets.com">johng@softnets.com</a> (408) 542-0888	<a href="mailto:johng@softnets.com">johng@softnets.com</a>	1000012614
Stellar Services	0000010447	Chris Donohue <a href="mailto:cdonohue@stellarservices.com">cdonohue@stellarservices.com</a> (505) 660-9889	<a href="mailto:cdonohue@stellarservices.com">cdonohue@stellarservices.com</a>	1000012615
World Wide Technology	0000008050	Carol Harting <a href="mailto:carol.harting@wwt.com">carol.harting@wwt.com</a> (636) 751-8399  Daniel Hopkins <a href="mailto:daniel.hopkins@wwt.com">daniel.hopkins@wwt.com</a> (925) 366-1665	<a href="mailto:carol.harting@wwt.com">carol.harting@wwt.com</a> <a href="mailto:ccsf@wwt.com">ccsf@wwt.com</a> <a href="mailto:daniel.hopkins@wwt.com">daniel.hopkins@wwt.com</a>	1000012617
Xtech JV	0000008003	John Eaton <a href="mailto:jeaton@eatonassoc.com">jeaton@eatonassoc.com</a> (415) 282-1188 x233  Brad Baker <a href="mailto:brad.baker@21tech.com">brad.baker@21tech.com</a>	<a href="mailto:Sales@XtechJV.com">Sales@XtechJV.com</a> <a href="mailto:Sales@21tech.com">Sales@21tech.com</a> <a href="mailto:Xtech@eatonassoc.com">Xtech@eatonassoc.com</a> <a href="mailto:brad.baker@21tech.com">brad.baker@21tech.com</a> <a href="mailto:jeaton@eatonassoc.com">jeaton@eatonassoc.com</a>	1000012618
Zones	0000038064	Kenneth Mollison <a href="mailto:kenneth.mollison@zones.com">kenneth.mollison@zones.com</a> (916) 549-4474	<a href="mailto:SF@zones.com">SF@zones.com</a> <a href="mailto:Kenneth.Mollison@zones.com">Kenneth.Mollison@zones.com</a> <a href="mailto:Saad.Bhatti@zones.com">Saad.Bhatti@zones.com</a>	1000012619

## TIER 2

### NOT AUTHORIZED TO SELL CLOUD

Supplier	Supplier ID	Contact Person	Email for Solicitations	Contract ID
Ameritech	0000025514	Herrick Loi Herrick@ameritechcomputer.com (415) 282-6500  Andy Su andy@ameritechcomputer.com	<a href="mailto:Herrick@ameritechcomputer.com">Herrick@ameritechcomputer.com</a> <a href="mailto:andy@ameritechcomputer.com">andy@ameritechcomputer.com</a>	1000012721
Bridge Micro	0000024019	Byron Ling Byron.ling@bridgemicro.net (415) 902-1075	<a href="mailto:Byron.ling@bridgemicro.net">Byron.ling@bridgemicro.net</a>	1000012722
Delta Computer Solutions	0000021575	Steve Ike Account Manager sike@deltacs.com (415) 519-4063	<a href="mailto:sike@deltacs.com">sike@deltacs.com</a>	1000012723
Elyon	0000032448	Karen Morphy karenmorphy@elyonstrategies.com (916) 652-7789	<a href="mailto:karenmorphy@elyonstrategies.com">karenmorphy@elyonstrategies.com</a>	1000012724
LearnIT	0000016427	Matt Murawski matt.murawski@learnit.com (415) 946-6483  Jose Castro (415) 946-6496	<a href="mailto:matt.murawski@learnit.com">matt.murawski@learnit.com</a>	1000012726
NuSpective	0000014048	Bob Murtagh bmurtagh@nuspective.com (925) 271- 7554	<a href="mailto:bmurtagh@nuspective.com">bmurtagh@nuspective.com</a>	1000012727
Pantheon	0000037146	Connor Cunningham connor.cunningham@pantheon.io (503) 380-3403	<a href="mailto:connor.cunningham@pantheon.io">connor.cunningham@pantheon.io</a>	1000012728
Staples	0000010524	Kevin Totushek kevin.totushek@staples.com (916) 402-4365  Mark Homen mark.homen@staples.com (510) 608-6964  Jen Graham jen.graham@staples.com (510) 608-6930	<a href="mailto:Kevin.totushek@staples.com">Kevin.totushek@staples.com</a> <a href="mailto:mark.homen@staples.com">mark.homen@staples.com</a> <a href="mailto:jen.graham@staples.com">jen.graham@staples.com</a>	1000012729
Vox	0000008559	Tonja Marcus tmarcus@voxns.com (650) 989-1054  John Ferguson jferguson@voxns.com	<a href="mailto:tmarcus@voxns.com">tmarcus@voxns.com</a> <a href="mailto:jferguson@voxns.com">jferguson@voxns.com</a>	1000012730

## TIER 3

### NOT AUTHORIZED TO SELL CLOUD

Supplier	Supplier ID	Contact Person	Email for Solicitations	LBE Category	PeopleSoft Contract ID
Actnet Advanced Technology Corporation	0000026254	Julie Zhou, President julie@actnetonline.com (415) 661-9000  Rachel Wang rachel@actnetonline.com	<a href="mailto:julie@actnetonline.com">julie@actnetonline.com</a> <a href="mailto:rachel@actnetonline.com">rachel@actnetonline.com</a>	EQ108: Computer Hardware, Software and Peripheral Equipment	1000012952
				GS093: Computer Systems Equipment Maintenance and Repair	1000012953
				GS109: Computer System Services	1000012954
				GS131: Computer Training Services	1000012955
Apis Technology, LLC	0000040885	Sean Osterday sean@apistech.com (530) 417-4210	<a href="mailto:orders@apistech.com">orders@apistech.com</a> <a href="mailto:sean@apistech.com">sean@apistech.com</a>	GS109: Computer System Services	1000018696
				GS132: Database Development and Analysis	1000018697
Beta Nineties Computer, Inc.	0000024375	James Tang, GM jimt@beta90.com (415) 974-1188	<a href="mailto:jimt@beta90.com">jimt@beta90.com</a>	EQ108: Computer Hardware, Software and Peripheral Equipment	1000012956
				GS093: Computer Systems Equipment Maintenance and Repair	1000012957
C M Pros	0000023789	Samir Messiah Sam.messiah@cmprosinc.com (415) 437-0701	<a href="mailto:Sam.messiah@cmprosinc.com">Sam.messiah@cmprosinc.com</a>	GS131: Computer Training Services	1000018701
Capital Partnerships Inc.	0000023415	Davis Schwartz cpidave90@gmail.com (415) 377-0274	<a href="mailto:cpidave90@gmail.com">cpidave90@gmail.com</a>	GS109: Computer System Services	1000018698
				GS131: Computer Training Services	1000018699
Diamond Technology, Inc.	0000021431	James Diamond, Director jdiamond@diamondti.com (415) 422-0073	<a href="mailto:jdiamond@diamondti.com">jdiamond@diamondti.com</a>	EQ108: Computer Hardware, Software and Peripheral Equipment	1000012958
				GS093: Computer Systems Equipment Maintenance and Repair	1000012959
				GS109: Computer System Services	1000012960
				GS132: Database Development and Analysis	1000013080
Exygy, Inc.	0000020358	Zack Berke, Managing Partner zach@exygy.com  aashna.shah@exygy.com (415) 992-7251 x201	<a href="mailto:zach@exygy.com">zach@exygy.com</a> <a href="mailto:hello@exygy.com">hello@exygy.com</a>	GS109: Computer System Services	1000012961
				GS131: Computer Training Services	1000012962
				GS132: Database Development and Analysis	1000012963
Farallon Geographics, Inc.	0000020303	Kathryn Olson, Controller kolson@fargeo.com (415) 227-1140	<a href="mailto:kolson@fargeo.com">kolson@fargeo.com</a>	GS109: Computer System Services	1000012964
				GS132: Database Development and Analysis	1000012965

## TIER 3 (continued)

### NOT AUTHORIZED TO SELL CLOUD

Supplier	Supplier ID	Contact Person	Email for Solicitations	LBE Category	PeopleSoft Contract ID
Five Paths, LLC	0000020121	J. Eric Leland, Partner eric@fivepaths.com (510) 375-2396	<a href="mailto:eric@fivepaths.com">eric@fivepaths.com</a>	GS109: Computer System Services	1000012966
				GS131: Computer Training Services	1000012968
GenSigma LLC	0000033704	Vijay Thirumalai CEO & President vijayt@gensigma.com (650) 248-5206	<a href="mailto:vijayt@gensigma.com">vijayt@gensigma.com</a>	(GS132: Database Development and Analysis	1000012969
				GS132: Database Development and Analysis	1000012971
Geosphere LLC	0000041907	Sergey Litvinenko serge@batg.net (415) 571-7002	<a href="mailto:serge@batg.net">serge@batg.net</a>	GS093: Computer Systems Equipment Maintenance and Repair	1000018703
				GS109: Computer System Services	1000018704
				GS132: Database Development and Analysis	1000018705
InnoActive Group	0000039217	Michael Guardamagni michael@innoactivegroup.com (925) 207-2676  Sean Wahidi swahidi@innoactivegroup.com	<a href="mailto:michael@innoactivegroup.com">michael@innoactivegroup.com</a> <a href="mailto:swahidi@innoactivegroup.com">swahidi@innoactivegroup.com</a>	GS109: Computer System Services	1000018706
Meadow Design Inc.	0000015428	Marco Contreras mcontreras@meadow.cc (415) 550-0744 x13	<a href="mailto:mcontreras@meadow.cc">mcontreras@meadow.cc</a>	GS132: Database Development and Analysis	1000018707
Parthex Tech, Inc.	0000027710	Jakshi Bharwad, CEO parthextech@gmail.com (650) 868-6359	<a href="mailto:parthextech@gmail.com">parthextech@gmail.com</a>	EQ108: Computer Hardware, Software and Peripheral Equipment	1000012972
Spiral Scout, LLC	0000010624	John Griffin, CEO john@spiralscout.com (215) 688-2751	<a href="mailto:john@spiralscout.com">john@spiralscout.com</a>	GS109: Computer System Services	1000012973
				GS132: Database Development and Analysis	1000012974
Studio 151	0000010311	Derek Slone, Project Engineer derek@studio151corp.com (650) 477-6117  Troy Rutt troy@studio151corp.com (408) 307-8658	<a href="mailto:info@studio151corp.com">info@studio151corp.com</a> <a href="mailto:sales@studio151corp.com">sales@studio151corp.com</a> <a href="mailto:troy@studio151corp.com">troy@studio151corp.com</a>	GS093: Computer Systems Equipment Maintenance and Repair	1000012975

## TIER 3 (continued)

### NOT AUTHORIZED TO SELL CLOUD

Supplier	Supplier ID	Contact Person	Email for Solicitations	LBE Category	PeopleSoft Contract ID
Systems Integration Resources, Inc.	0000037833	Sylvia Ramos-Hans sylvia.ramos@systemsir.com (415) 747-4185  Steven Hans steve.hans@systemsir.com	<a href="mailto:sylvia.ramos@systemsir.com">sylvia.ramos@systemsir.com</a> <a href="mailto:steve.hans@systemsir.com">steve.hans@systemsir.com</a>	GS109: Computer System Services	1000018708
				GS132: Database Development and Analysis	1000018709
T&S Trading Co.	0000010057	Hok To, Manager hokhou@gmail.com (415) 613-6698	<a href="mailto:hokhou@gmail.com">hokhou@gmail.com</a>	EQ108: Computer Hardware, Software and Peripheral Equipment	1000012976
				GS093: Computer Systems Equipment Maintenance and Repair	1000012977
				GS109: Computer System Services	1000012978
TeamWorks Consultancy LLC	0000030006	Vijay Yegalapati Vijay.Yegalapati@twconsultancy.com (510) 566-5189	<a href="mailto:Vijay.Yegalapati@twconsultancy.com">Vijay.Yegalapati@twconsultancy.com</a>	GS109: Computer System Services	1000018710
				GS131: Computer Training Services	1000018712
The Thier Group LLC	0000009591	Holli P. Thier hollithier@gmail.com (415) 407-4843	<a href="mailto:hollithier@gmail.com">hollithier@gmail.com</a>	GS131: Computer Training Services	1000018713
Toptek micro center, Inc.	0000009339	Julian Lee, President julianlee@pacbell.net (415) 250-1368	<a href="mailto:julianlee@pacbell.net">julianlee@pacbell.net</a>	EQ108: Computer Hardware, Software and Peripheral Equipment	1000012980
Two Rivers, Corp.	0000028618	Nahrein David, Founder/CEO ndavid@tworiverscorp.com (415) 608-4696	<a href="mailto:ndavid@tworiverscorp.com">ndavid@tworiverscorp.com</a>	GS109: Computer System Services	1000012981
Westland Management Solutions, Inc.	0000008263	Laurie Mansur Lmansur@westlandsolutions.com (925) 595-5834  Scott Vosburg (916) 257-1844 svosburg@westlandsolutions.com	<a href="mailto:Lmansur@westlandsolutions.com">Lmansur@westlandsolutions.com</a> <a href="mailto:svosburg@westlandsolutions.com">svosburg@westlandsolutions.com</a>	GS109: Computer System Services	1000018716
				GS132: Database Development and Analysis	1000018717



## TIER 3 (continued)

**NOT AUTHORIZED TO SELL CLOUD**

Supplier	Supplier ID	Contact Person	Email for Solicitations	LBE Category	PeopleSoft Contract ID
Xterra Solutions Inc.	0000008001	Jenny Ung, Operations Manager jung@xterrasolutions.com (415) 844-9700	<a href="mailto:sales@xterrasolutions.com">sales@xterrasolutions.com</a> <a href="mailto:jung@xterrasolutions.com">jung@xterrasolutions.com</a>	EQ108: Computer Hardware, Software and Peripheral Equipment	1000012982
				GS093: Computer Systems Equipment Maintenance and Repair	1000012983
				GS109: Computer System Services	1000012984

## Appendix D: OCA IT Team Contacts List

Name	Number	Email
Taraneh Moayed Assistant Director	415-554-6212	<a href="mailto:Taraneh.Moayed@sfgov.org">Taraneh.Moayed@sfgov.org</a>
Jonathan Jew IT Purchasing Supervisor	415-554-6485	<a href="mailto:Jonathan.Jew@sfgov.org">Jonathan.Jew@sfgov.org</a>
Deborah Wells Purchaser	650-821-2864	<a href="mailto:Deborah.Wells@sfgov.org">Deborah.Wells@sfgov.org</a>
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Ruslan Dubkin Purchaser	415-554-6233	<a href="mailto:Ruslan.dubkin@sfgov.org">Ruslan.dubkin@sfgov.org</a>