

# The Office of Contract Administration

Dear Colleagues,

**Effective July 1, 2022, requests to waive any ADM-managed social and economic policy program must be submitted online using ServiceNow.** Currently, departments are using ServiceNow for submitting Chapter 21 solicitation waivers, 12T (Criminal History) and 12X (Banned States) waiver requests. On July 1, 2022, departments will also begin using ServiceNow to submit waivers pertaining to Chapters 14B (Local Business Enterprise Program), 12B (Equal Benefits Program), 12Q (Health Care Accountability Ordinance) and 12P (Minimum Compensation Ordinance).

Also effective July 1, 2022, **City departments will have the option to use OCA's continuing Civil Service approval for proprietary software support, cloud-based applications, and equipment installation and maintenance.** In so doing, departments will no longer be required to obtain their own Civil Services approvals for these specific procurement types.

## Training

To ensure City staff are familiarized with each of these new applications, the Office of Contract Administration (OCA) will be holding 3 training sessions during the first week of July 2022. Each session will be approximately 2 hours and conducted over Microsoft Teams.

## Training Topics

Each training will review the following topics:

- OLSE HCAO Waiver Application
- OLSE MCO Waiver Application
- CMD 14B LBE Waiver Application
- CMD 12B Equal Benefits Waiver Application
- How to Use OCA's New Continuing CSC Approval for the following types of transactions:
  - Off-the-Shelf, Proprietary Cloud-Based Software without Professional Services
  - Off-the-Shelf Standard Proprietary Software Maintenance without Professional Services
  - Proprietary Equipment installation and Maintenance to Preserve Manufacturer Warranties

## Training Dates and Times

Available training dates are:

- July 5: 1-3 PM
- July 6: 1-3 PM
- July 7: 1-3 PM

## Training Registration

To register for a training session, please go to <https://forms.office.com/g/EksaC0whjY>.

## Training Info: Microsoft Teams Meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

+1 415-906-4659,,87562251# United States, San Francisco

Phone Conference ID: 875 622 51#

Regards,

Office of Contract Administration

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