



Date: April 1, 2026
To: All Department Heads and Contracting Officers
From: Sailaja Kurella, Director and City Purchaser
Subject: Summary of revisions to Chapter 21 Rules and Regulations (April 2026)

In April 2026, the Office of Contract Administration implemented several important revisions to the Chapter 21 Rules and Regulations to align the regulations to recent changes in the City’s Administrative Code. The table below summarizes these updates.

Summary of Changes

New Rules

Regulation #	Summary of Revision
21.03(i)	<p>Disposal of Surplus</p> <ul style="list-style-type: none"> Clarifies that departments should use the City’s contracted services for the disposal of surplus and provides additional pathway if the contracted services cannot handle department’s surplus assets
21.03(k)	<p>Ancillary Installation Services for Commodities</p> <ul style="list-style-type: none"> Defines process and requirements for purchasing “ancillary installation services” through Chapter 21, requiring either Chapter 6 department head confirmation or DPW approval for departments that do not have Chapter 6 authority
21.04	<p>Directing Purchasing Authority of Departments</p> <ul style="list-style-type: none"> Clarifies that Departments Heads with 21.04(a) direct purchasing authority may act in place of the Purchaser, but that all other procurement laws and rules still apply unless exempted by a different section of the Charter or Municipal Code
21.3(h)	<p>Substantially Related Purchases</p> <ul style="list-style-type: none"> Authorizes Contracting Officers to purchase services or commodities that were not included in a solicitation if the additional purchase is necessary to fulfill the original objectives or intent of the contract Requires justification and documentation from the Contracting Officer and includes contract value restrictions
21.4(g)	<p>Purchases of Services or Commodities Substantially Related to the Request for Proposals or Qualifications</p>

	<ul style="list-style-type: none"> • Authorizes Contracting Officers to purchase services or commodities that were not explicitly included in a solicitation if the additional purchase is necessary to fulfill the original objectives or intent of the contract • Requires justification and documentation from the Contracting Officer and includes contract value restrictions
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Clarifications to Existing Rules

Regulation #	Summary of Revision
21.05(b)	Procurement of Professional Services <ul style="list-style-type: none"> • Clarifies departmental and OCA roles in professional services
21.3(g)	Additional Purchases <ul style="list-style-type: none"> • Simplifies language and removes restriction on additional purchases made one year after award to align with recent Administrative Code revisions
21.4(d)	Invitations for Competitive Proposals or Qualifications <ul style="list-style-type: none"> • Clarifies that individuals involved in developing or administering a solicitation are not prohibited from evaluating objective criteria of a proposal, such as Minimum Qualifications or price • Clarifies timelines for re-issuing RFQs
21.16(b)	Use of Cooperative Solicitations Conducted by or for the Benefit of Other Public Entities <ul style="list-style-type: none"> • Creates additional guidance on the duration and window within which a cooperative solicitation may be used • Provides guidance on awarding procedures when the cooperative entity's solicitation does not provide such guidance

Clerical Revisions

Regulation #	Summary of Revision
Definitions	Definitions of “Delegated Department Purchasing” <ul style="list-style-type: none"> • Updates the definition of DDP to say it is “commonly known” as Prop Q, instead of “formerly known” as Prop Q
21.5(d)	Proprietary Articles <ul style="list-style-type: none"> • Clarifies that proprietary purchases can include maintenance services for equipment under warranty