



City and County of San Francisco  
Daniel Lurie  
Mayor



San Francisco Health Network  
Behavioral Health Services

## Memo

**To:** BHS System of Care Directors, Budget Staff, Contract Staff, CDTA Program Managers and CBOs and organizations with FY25-26 BHS contracts

**From:** Budget Unit, DPH Business Office

**Date:** September 12, 2025

**Re:** FY25-26 Year End Contract Revision Deadline

### Purpose

The purpose of this memo is to present the FY25-26 year-end deadlines for revisions to FY25-26 contract. This memo applies to contracts changes affecting FY25-26 budget or scope.

### Overview

To provide ample notification for CBOs to plan and submit necessary Contract Change Request (CCR)s, the Budget Unit is releasing the year end contracting timeline for major steps in completing the contracting process for FY 25-26 (July 1, 2025 – June 30, 2026). Following this timeline is important to assist DPH in complying with the procurement schedule established by the Citywide Office of Contract Administration (OCA) and respects the need for each of us to have sufficient time to perform our essential tasks that contribute to the conclusion of the fiscal year.

We hope that the early publication of these major deadlines will help staff plan with CBOs to ensure CCRs are submitted on time.

### FY25-26 Year-end Deadlines

February 27, 2026 <i>Contractors will be re-notified</i>	All contract change requests (CCR) received from contractors by CDTA and sent to SOC Directors <b><i>CCR Policy: All requests for contract changes must be received &amp; approved before the last quarter of the current funding year. SOC has 5 business days to review, approve or reject the request once received from the CDTA PM. Provider will receive notification of decision w/in 10 days of submitting request.</i></b>
March 20, 2026	All requests for Funding Notifications (including information completed by the Contract Units) must be submitted by SOC Directors to Budget ( <b><i>these will be the last contract changes that affect funding in FY25-26</i></b> ).
March 27, 2026	Last Funding Notification letters are issued by Budget.
April 10, 2026 <i>Contractors will be re-notified</i>	Last Contract Documents sent to CDTA by contractors, including Revisions to Program Budgets (RPB), contract amendments and original agreements.



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April 24, 2026	Last Contract Documents approved and sent to Contracts Unit(s) by CDTA for preparation for the certification process.
May 29, 2026	Contracts to Office of Contract Administration – Purchasing (new contracts and amendments)

Compliance with this schedule ensures that all FY 25-26 purchasing are concluded and processed before the end of the year.