City and County of San Francisco
Daniel Lurie, Mayor

San Francisco Department of Public Health
Daniel Tsai
Director of Health

M E M O R A N D U M

DATE: October 20, 2026

TO: Honorable Members of the Health Commission

FROM: Michelle Ruggels, Director, DPH Business Office

RE: Annual FY25-26 DPH Sole Source Waiver Usage Reports submitted to the Board of Supervisors and Health Commission Annually

At the end of each fiscal year, in compliance with the San Francisco Administrative Code, Chapter 67.24 "Sunshine Ordinance," each City department must provide to the Board of Supervisors a list of all professional sole source contracts (selected without a solicitation) entered into during the fiscal year.

Effective June 2023, in compliance with San Francisco Administrative Code, Chapter 21G, each City department must also provide to the Board of Supervisors a listing of each grant (contractual agreement) that the Granting Agency (DPH) awarded during the preceding calendar year without following an open and competitive process, identifying the exception relied on for making each such grant agreement without a process.

Effective February 2024, in compliance with San Francisco Administrative Code, Chapter 21A.4 ("bed ordinance"), DPH must provide to the Health Commission a report indicating each agreement that DPH executed during the prior fiscal year.

Effective April 2025, each City department must also provide to the Board of Supervisors a report for each contract or lease that the Granting Agency (DPH) executed during the prior fiscal quarter under San Francisco Administrative Code, Chapter 21B.

These reports do not require Health Commission approval.

The following attachments represents the sole source information, beginning with an overall summary.

Attachment 1: FY25-26 Summary Roll-up of Sole Source Usage
Attachment 2: FY25-26 Chapter 67.24 Sunshine Ordinance Sole Source List
Attachment 3: FY25-26 Chapter 21G Grant Agreement Sole Source List
Attachment 4: FY25-26 Chapter 21B templates

cc: Dan Tsai, DPH Director
Naveena Bobba, DPH Deputy Director
Natalie Pojman, Chief of Staff, Office of the Director
Matthew Sur, DPH Acting CFO
Eileen McHugh, Office of the Clerk of the Board of Supervisors
Raghda Karajah, Government Affairs Manager