City and County of San Francisco

Committee on Information Technology

Committee on Information Technology Monthly Meeting

June 18, 2026

Agenda

1. Call to Order by Chair
2. Roll Call
3. General Public Comment
4. Approval of the Meeting Minutes from May 21, 2026
5. Emerging Technology RFQ Pool Update (Discussion Item)
6. DataSF Update (Discussion Item)
7. Approve the Draft Amendments to the Data Custodian Policy (Action Item)
8. Approve the Draft Unmanned Aircraft System Policy (Action Item)
9. Chair Update
10. Chief Information Officer Update
11. Adjournment

Item Number 3

General Public Comment

Discussion Item

Item Number 4

Approval of Meeting Minutes from May 21, 2026

Action Item

Item Number 5

Emerging Technology RFQ Pool Update

Office of the City Administrator & Department of Technology

Discussion Item

Emerging Technologies RFQ

Introducing the "*try before you buy*" Framework

Office of the City Administrator and the Department of Technology

June 18, 2026

Goals for Today

- Walk through the forthcoming **emerging technology RFQ pool** for City departments to use when exploring new technologies.

- We will cover:
  - Problem we are trying to solve
  - Vision for RFQ pool
  - How it will work in practice

What is the problem we're trying to solve, and how?

Challenge

The **current City procurement process does not enable departments to quickly experiment in low-risk ways**, which can result in departments sticking with low-risk options or pursuing riskier full-scale deployments.

Emerging technologies are new and ever-evolving, and many City **staff haven't had enough exposure to build their capacity and know-how in this space**. Because we don't have a mechanism for learning about new products and technologies to grow our own competencies, we become susceptible to vendor-led pitches and vendor-centered AI experimentation.

Vendors often reach out to the City wanting to partner or demo their product, and there is **not currently a mechanism to channel vendor interest**.

Instead, we need:

A **process based on use cases and problems**, not vendor promises

Shorter, simpler procurement process that allows for experimentation before making a deep investment of time and resources

Air **cover to test products** using relevant but de-risked data

Current technology procurement vehicles

Based on these needs, we thought about our current technology procurement framework:

- **Enterprise Agreements & Term Contracts**
- **Tech Marketplace 3.0**
- **Department-run public-facing RFP**
- **Piggybacking or cooperative purchasing agreements**

Concept & Working assumptions

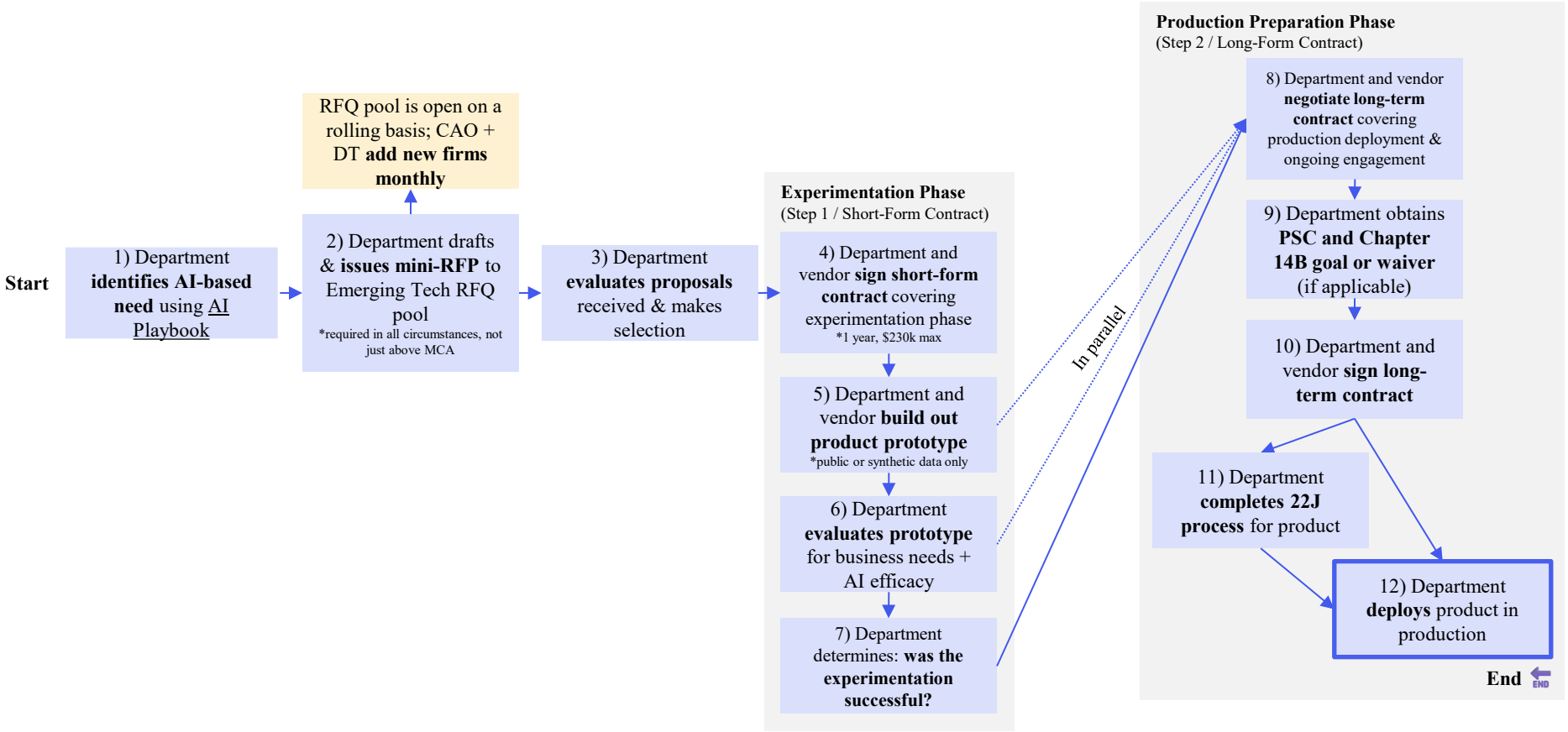
- The City will pilot a new procurement method that enables a **"try before you buy" approach** to emerging technologies. Specifically, DT and CAO will establish an **ongoing RFQ pool of vendors** that City staff may competitively select from for short-term technology experimentation and evaluation.

- Departments will follow a **competitive process** to select from the pool:
  - Issue mini-RFPs to the pool, make a selection of vendor(s), and sign short-form contract – all in weeks, not months
  - Build out prototype of desired product with the vendor or in-house depending on technology
  - Evaluate the product using the Emerging Tech experimentation framework
  - If successful, pursue a full contract with the vendor in parallel so product may be rolled out in production with live data

Solicitation is live on SF City Partner!

Event ID: 0000011726

How the Emerging Tech RFQ pool will work



Anticipated benefits of the Emerging Tech RFQ pool structure

- **For City departments:**
  - Provides access to pre-qualified, interested, engaged vendors ready to work with the City
  - Centers department problem statements & needs
  - Enables safe experimentation with AI to avoid issues down the road
  - It's flexible: departments can engage with one or multiple vendors as part of their experimentation

- **For firms:**
  - Consolidates City use cases in one place
  - Pool is designed to have low barriers to entry, enabling large and small firms to participate
  - Members of the pool can join bi-annual Demo Days to showcase their product and help City staff learn what they do

That said, this is a pilot – so we will see how things go!

How we're solving for common pain points & questions (1/2)

Common issue	Solution
Vendors won't agree to City terms & conditions without months of negotiation.	**We are pre-screening for firms who are serious about working in government.** When firms apply to the pool, they will be asked to attest that they understand the specific nuances of working with the City, including for things like Terms & Conditions, insurance requirements, program requirements, and more. Pool rules allow the City to remove firms who aren't serious about contracting with the City, so we don't waste time negotiating with firms who won't agree to our terms.
Our **contract templates are long and complex** – which doesn't lend itself to experimentation.	We have created a **short-term experimentation phase contract template**, which is shorter than our standard templates with a number of common provisions removed. • The pool may only be used when working with **public or synthetic data.** • Experimentation contracts are capped at **12 months** and **$230,000.**
Our **pre-contract processes take a long time** – which doesn't lend itself to experimentation.	Some City processes have been waived or obtained centrally to reduce burden on departments: • **DT CRA process** – not applicable at experimentation phase • **DT CIO review** – not applicable at experimentation phase • **Chapter 22J requirements** – not applicable at experimentation phase • **Chapter 19B process** – not applicable at experimentation phase • **PSC approval** – obtained centrally by CAO/DT for experimentation phase • **Chapter 14B Waiver** – obtained centrally by CAO/DT for experimentation phase

How we're solving for common pain points & questions (2/2)

Common issue	Solution
Does my department need to **re-procure** if the experimentation phase is successful?	No. When selecting from the pool, departments **establish their purchasing authority for both the short-form experimentation contract and the long-form production contract**. No additional procurement is needed to enter into a long-form production contract.
Will **templates** be provided, or do I have to figure this out on my own?	We will provide templates for the **Mini-RFP and short-form contract** to reduce burden on departments.
How much can I truly experiment?	**As much as you want**! Departments are permitted to enter into several experimentation short-form contracts and make a final vendor selection later in the process.

Timeline to create RFQ pool

Here is a high-level timeline of how the Emerging Technologies team and GovOps plan to move this work forward:

A few important notes

While Departments are highly encouraged to use the Emerging Tech RFQ pool for your emerging technology needs, **it is not required at this time.** Departments will still have access to **other procurement vehicles** for technology purchases:

1. Enterprise Agreements & Term Contracts
2. Tech Marketplace 3.0
3. Department-run public-facing RFP
4. Piggybacking or cooperative purchasing agreements

This RFQ pool is a pilot, and we don't know how successful it will be in addressing the City's needs. We are excited to try it, and we look forward to hearing your feedback in the coming months so we can adjust course and/or strengthen the process as needed.

THANK YOU!

Item Number 6

Update from DataSF

Soumya Kalra, Chief Data Officer

Discussion Item

DATASF · JUNE 2026

Update to COIT on the Unified Data Platform

Where the platform stands, where it's headed, and the data governance work the city needs next.

Soumya Kalra · Chief Data Officer · City & County of San Francisco

THE UNIFIED DATA PLATFORM

Snapshot — one platform, every department

The City's shared, governed data infrastructure — figures as of June 2026

34

Agencies across 17 departments on platform

Growing toward 25 by summer

559

Production tables

237

City staff users

Analysts · Engineers · Leads

THE UNIFIED DATA PLATFORM

Things we are already delivering

1. Posit now available for data science folks
2. RBAC migration for all depts are to be completed by mid July
3. Launched Shared Priority List predictive model in use with DPH today
4. Supported data infra for Project RESET launched in May 2026
5. Continue to support data infrastructure for ASTRID and Peoplesoft

WHERE WE'RE HEADED

Platform roadmap — the next twelve months

Next 3 months **01**

- 25 departments onboarded to the platform
- Transbase (Clean and beautiful streets MTA/DPH data)
- Semantic Model Data Prototype
- Building NST and SPL related reporting and models for the HHS portfolio

Next 6-8 months **02**

- 200+ users across the city
- HIPAA Data activation on the platform
- Majority of priority data domains live as the source of truth (Ex: Peoplesoft, ASTRID)
- Data classification standard
- Enterprise contract for dbt

1 year + **03**

- Data catalog live metadata, lineage, discoverability
- Automated quality monitoring on every active pipeline
- Data governance policies are consolidated with clearly defined production requirements
- Departmental data quality scorecards published

Milestones are anchored in adoption, standards, and data quality — outcomes departments can see and measure.

SECURITY & TRUST

Protecting the city's data, by design

Security on the platform isn't a feature we added — it's how the platform is built. A high-level view:

Departments own their data	Every department retains ownership and control of its data. Access is role-based, managed as code, and reviewed — nobody sees data they aren't authorized to see.
Classification with teeth	Data is classified by sensitivity, and handling rules follow the classification — from open data anyone can use to restricted data with the highest protections.
Governed sharing only	No third-party access without governance review. Contractual obligations are enforced at the platform level, not on the honor system.
Compliance pathways	The platform meets federal health data standards, and a criminal justice data compliance pathway is underway with the Department of Technology.
Full transparency on spend	Monthly FinOps dashboards track usage and cost by department — the platform runs under budget, in the open.

THE BIGGER PICTURE

Citywide data governance hasn't kept pace

Our data policies were written for a world of departmental silos. Today, data moves — onto shared platforms, across departments, and into AI tools. Four gaps follow it.

1

The five-level classification standard is referenced at procurement and rarely used after. Departments can't easily answer: what am I allowed to do with this data?

2

Buying a cloud tool requires approval — connecting systems and replicating data doesn't. There's no citywide registry of what is connected to what, or why.

3

When data is copied to a new platform, the source system's permissions don't automatically follow. Access can quietly expand beyond what the data owner approved.

4

City policy names provenance, quality, and ethical review as AI principles — but nothing defines what a department must demonstrate before an AI tool goes live.

The good news: every gap maps to an existing COIT policy. The fix is amendment, not reinvention.

POLICY ROADMAP

Four targeted additions to existing policy

Nothing is replaced — each proposal amends a policy COIT already owns.

1

Three operational tiers for classification

Data Classification Standard

Map five levels to three tiers — Open, Internal, Restricted — each with a clear decision tree. Tier 1: self-service. Tier 2: data owner approval + MOU. Tier 3: adds City Attorney sign-off + Data Sharing Agreement.

2

A real systems-of-record registry

Data Management · Custodian Policies

Link every system to its data owner, tier, integrations, and retention schedule. Require a Data Sharing Agreement before data is replicated onto a shared platform.

3

Approval for integrations, like procurement

Cloud Acquisition & Management Policy

Documented approval before any system connects to a shared platform, a library of approved integration patterns, and an integration registry with annual review.

4

A production gate for AI

Data Management Policy · AI Policy (Ch. 22J)

Define what a department must demonstrate before an AI tool moves from pilot to production — detail on the next slide.

Item Number 7

Approve the Draft Amendments to the Data Custodian Policy

Department of Technology

Action Item

COIT Data Custodian and Stewardship Policy Amendments

City & County of San Francisco
Department of Technology

June 18, 2026

Recap: Policy and Amendment

The Data Custodian and Stewardship Policy was adopted in October 2021 to define DT's and departments' roles for custody of data on DT-managed infrastructure.

Original Policy's Problem

- The original policy created ambiguity about DT's responsibility to respond to public record requests for departments' data
- The term "custodian" is not defined in the Sunshine ordinance or California Public Records Act

This Amendment's Solution

- Defines DT as the Infrastructure Manager
- Defines departments as "Data Custodians" of their data
- Clarifies that being a Custodian requires both access to the data and the legal authority to decide on disclosures

Update Since the May 21 Hearing

One Substantive Edit

Based on the May 21 COIT discussion

Comment: for CJIS/CLETS criminal-justice data and HIPAA health data, an infrastructure manager's access is more limited than the custodian.

> ***"In all cases, DT's access to data subject to CJIS, CLETS, or HIPAA is limited to what those frameworks permit."***
> — Roles & Responsibilities, p.3–4

- CJIS, CLETS, and HIPAA now defined in the policy (Definitions, p.4–5)

Minor Clean-Up Edits

- Additional acronyms added to the Definitions section
- Copy-edit pass to fix typos in the original 2021 policy

REQUESTED ACTION

Adopt the amended Data Custodian and Stewardship Policy

Any questions?

Appendix — Background

- The Sunshine Ordinance Task Force recently requested that DT explain "why the department feels it is neither the custodian nor in custody of the requested records as described by the Sunshine Ordinance."
- The Sunshine Ordinance uses the term "custodian of a public record" but does not define it.
- The California Public Records Act also does not define "custodian."
- Recent court cases* suggest a definition where the "custodian" for public-records purposes must have both:
    1) custody or control of the records and
    2) the legal authority to decide on disclosure.

* *Consolidated Irrigation District v. Superior Court*, *City of San Jose v. Superior Court*, and *Anderson-Barker v. Superior Court*

Appendix — Various Improvements to the Original Policy

- **“Data processing” clarified**: narrowed to technical processing needed to operate/secure DT-managed infrastructure *(p.1)*
- **Clarifies what “DT-managed” means**: removed “technical oversight” and defined DT-managed infrastructure as systems DT operates/administers (helps clarify cases like AWS Connect). *(p.1)*
- **“Operational management of information” reframed**: DT manages the systems that store/transmit information—not the information itself. *(p.2)*
- **Removed “data sets” from DT duties**: DT’s responsibility now covers **databases and enterprise information systems** (not department data). *(p.3)*
- **Confirmed department control of data design**: Data Custodians decide on how data is organized and structured unless otherwise agreed with DT. *(p.4)*
- **Protected existing agreements**: policy does not supersede department-specific MOUs/operating agreements unless explicitly stated. *(p.4)*

Item Number 8

Approve the Draft Unmanned Aircraft System Policy

Department of Technology

Action Item

2026 CCSF Employee Unmanned Aircraft System (UAS) Policy

Enabling Safe, Coordinated, and Scalable City UAS Operations

June 18, 2026
Department of Technology

Why this update, why now? (recap)

- The 2019 Policy was time-limited and written before the City had much experience with drones.
- Drone use is growing across departments and use cases.
- The policy landscape for drones has evolved. (19B)
- Departments need a flexible, guardrails-based framework beyond a fixed list of pre-approved use cases.

What's new (recap from May 21)

- From “pre-authorized use cases” → flexible framework
- Clear path to comply via 19B Surveillance Technology Policies
- Data handling aligned with Data Management Policy
- Stronger coordination during emergencies
- Groundwork for airspace coordination / future Unmanned Aircraft Traffic Management (UTM)
- Strengthened governance: Citywide drone group + dept managers
- Simpler yet meaningful transparency requirements

What we heard in May → What we revised

Surveillance-focused policy scope

Requirements may be adapted to a specific operation, provided the department documents the rationale in its UAS policy, internal protocols, or flight record

Contractor compliance burden

New “Limited Operational Use” category for discrete, time-limited, non-surveillance operations

Indoor drone flexibility

Exemption for airspace and public transparency requirements. Safety, PII minimization, and data governance requirements remain applicable.

Sensitive location protections

Heightened scrutiny for UAS operations near sensitive locations

New Flexibility: Limited and Indoor Operations

Limited Operational Use

- Discrete, time-limited operations (roof inspections, post-repair assessments, etc.)
- Operator minimums: valid FAA Part 107 Remote Pilot Certificate or equivalent; active FAA registration; UAS liability insurance; deletion or return of all data
- Less than 7 uses per calendar year and less than 3 uses in any single 90-day period
- Incidentally collected data permanently deidentified within 14 days

Indoor Operations

- Operated exclusively inside City-owned or City-leased buildings, and not used to collect data on members of the public
- Exempt from airspace, prohibited zones, and public transparency requirements
- FAA safety, PII minimization, and data governance requirements remain applicable
- Qualifies as a Limited Operational Use only if it independently meets the criteria for that category

Two separate policies: use case may be limited operational use or indoor operation or both

New provision for novel use cases: "Where a specific requirement is not applicable given the nature or purpose of a particular operation, the department should document the rationale in its UAS policy, internal protocols, or flight record prior to the operation."

New Safeguards: Sensitive locations and 19B screening

Sensitive locations

- Heightened scrutiny for operations near sensitive locations or operations that could disproportionately impact vulnerable populations
- “Places where and times when individuals predictably receive sensitive services, such as education or health care, or gather to exercise constitutional rights, such as assembly, worship, or protest”
- Operational justification documented in Chapter 19B Surveillance Technology Policies, where applicable

No new loopholes

- Nothing in this Policy exempts a Department from Administrative Code Chapter 19B
- New uses, including Limited Operational Uses, require 19B screening or consultation with COIT
- BVLOS language accommodates the proposed FAA Part 108 or any successor rules

Requested Action:

Approve the 2026 CCSF Employee UAS Policy

Questions?

Item Number 9

Chair Update

Discussion Item

Item Number 10

Chief Information Officer Update

Discussion Item

Adjournment