



Contracting for Technology Services

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Office of Contract Administration | City Administrator's Office

CITY CONTRACTING 101: A SMALL BUSINESS WORKSHOP

April 23, 2025

Session Objectives

- After this session, you will understand the following:
 - What the City considers as technology and how it is purchased;
 - What the technology procurement process is like; and
 - How you can find technology procurement opportunities

Agenda

1. Definition and examples of Technology procurements
2. Technology Procurement Options
3. What You Should Know
4. Finding City Technology Procurement Opportunities

1. What is a Technology Procurement?

- Technology goods or services include **computers, hardware, software** systems, software maintenance and **telecommunications**. All digital products that **contain or transmit data** and/or **interact with the City's networks** in some manner are deemed to be a Technology Purchase by the City.
- Examples:

Commodities

- Laptops
- Keyboards
- Servers
- Cell phones
- Software licenses
- Database Subscriptions

Services

- Hardware repair
- Software development
- Website development
- Software integration
- Data migration
- Customized training

2. Technology Procurement Options

How can you sell Tech to the City?

Option	What it is	Can you participate now?	Where do you find these opportunities?	How does it work?
Enter into one-off contract	Procurement of a specific service/commodity for a specific project	Yes	SF City Partner Portal	<ol style="list-style-type: none"> 1. Find a solicitation 2. Compete in the solicitation 3. Receive contract award 4. Complete the project
Win an Enterprise Agreement	Citywide Agreement for tech product lines Examples: Adobe, Aruba, Cisco, Docusign, HPE, Juniper, Microsoft, Oracle, Salesforce, Vmware	Yes	SF City Partner Portal	<ol style="list-style-type: none"> 1. Find a solicitation 2. Compete in the solicitation 3. Receive contract award 4. Sell the product on an as-needed basis
Join City's Technology Marketplace	Citywide pool of contracts used on as-needed basis	No. Re-opening January 1, 2029	Invitation only solicitations	<ol style="list-style-type: none"> 1. Compete to join the pool 2. Once in the pool compete on purchases as they arise

3. What You Should Know (1 of 2)

- Technology procurements face greater scrutiny, take a long time, and are more complicated because they are subject to two types of oversight:

1. Technology Security and Compatibility Reviews

A. CRA review (Dept. of Technology)

- Intended to identify and mitigate cybersecurity risks posed by technology.
https://media.api.sf.gov/documents/CRA_Assessment_Guide_for_City_Suppliers.pdf

B. CIO review (Dept. of Technology)

- Intended to prevent introduction of unnecessary complexity or incompatible systems that could harm the City's network performance.

C. 19b review (Committee on Information Technology)

- Intended to ensure that surveillance technology is procured and used in a manner consistent with established City policy.

3. What You Should Know (2 of 2)

2. Procurement Reviews

D. Office of Contract Administration (“OCA”) Approval

- All technology purchases must go through OCA in one way or another. The purchase is either handled personally by OCA or approved by OCA at the end. OCA ensures that the procurement followed City procurement laws and procedures.

E. Civil Service Commission Approval

- All instances of contracting out services need to be approved by the City’s Civil Service Commission to ensure that the services cannot be done by City staff.

F. City Attorney’s Office Review

- Legal review of the terms and conditions for all technology procurements.

4. How to Find Technology Procurement Opportunities (1 of 2)

- SF City Partner Portal

<https://sfcitypartner.sfgov.org/pages/index.aspx>

The screenshot shows the SF City Partner Portal homepage. The header is blue with the following navigation links: [View Opportunities](#), [View Partner Requests](#), [LBE Directory](#), and [Help](#). A yellow arrow points to the [View Opportunities](#) link. The main banner features the text "Partner with the City" and "Explore. Bid. Manage. Get Paid." Below the banner, there is a section titled "Find an Opportunity" with the subtext "View and Bid on Events" and a "Get Started" button. A yellow oval highlights the "Announcements" section, which contains a notice about a workshop on April 23rd. To the right, there is a "Sign Up" section with a "Register Now" button.

4. How to Find Technology Procurement Opportunities (2 of 2)

View Events and Place Bids

Department: Event Name *(case-sensitive)*: Event ID: Event Status:

[Advanced](#) [Search](#)

EVENTS Sort By:

	EXT HSA RFP 1154 Community Meal Programs Format : Sell Type : RFX	Event ID: SFGOV-0000010503 Due in 1hr,24mins,24secs
	EXT HSA RFP 1172 Transportation Access Program Format : Sell Type : RFX	Event ID: SFGOV-0000010538 Due in 1hr,24mins,24secs
	OCA PUC Chloramine Boosting System Trailer Lease Format : Sell Type : RFX	Event ID: SFGOV-0000010588 Due in 21hrs,24mins,24secs
	OCA TC 94250 Computers and Hardware Peripherals Format : Sell Type : RFX	Event ID: SFGOV-0000009781 Due 04/03/2025 02:00 PM PDT
	EXT REC CON25-0024 Sport Court Resurface SFFirst Format : Sell Type : RFX	Event ID: SFGOV-0000010575 Due 04/03/2025 02:30 PM PDT

[Events Search](#) > Event : SFGOV-0000010530

MYR | DAHLIA Web Design, Development, Maintenance

Due by: 04/16/2025 11:00 AM PDT
Start Date: 03/19/2025 12:00PM PDT

Bid Package

[See Attachments](#)

To ensure that your bid is successfully placed please review the attachments and submit the required documents.

[Accept Invitation](#)

[Place Bid](#)

[Find Partner](#)

[View Partner Requests](#)

Details

Using Agile development processes, the contractor shall Services team, which includes a product manager, web a designer to support the continued design, build, and ma web product which enables users to search and apply fo programs online and addresses all the desired attributes and Background sections of this RFP. The vendor, in part Services team will support continued development of we serving infrastructure, that makes use of a Salesforce da

Only direct responses to the forms and questions includ taken into account during evaluation. Please avoid inclu

Price Proposals shall be submitted via Attachment 5 - Pr online bid form, enter \$0 for the line item pricing.

City's Contract Terms are not subject to negotiation. Pro those contract terms to which they object by the Propos Contract Terms Due Date (email a redlined copy of Attac the Contract Administrator including the proposed chan shall evaluate all objections and determine what, if any City's Contract Terms prior to the Proposal Due Date. An known to all Proposers through an Addendum to this So changes, then note that on Attachment 2: Proposer Que

Contact Information

Michael Solomon
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Email michael.solomon@sf.gov

4. How to Find Technology Procurement Opportunities

Event ID
0000010530

View Attachments

Attachment Description	Attached File	Event RFX Doc	Document Version	Actions
Attachment 1 - City's Contract Terms	Attachment 1 - City Contract Terms P-642 - Published v1.docx	<input type="checkbox"/>	0.00	
Attachment 2 - Proposer Questionnaire and References	Attachment 2 - Proposer Questionnaire and References.docx	<input type="checkbox"/>	0.00	
Attachment 3 - CMD Forms	Attachment 3 - CMD Forms.pdf	<input type="checkbox"/>	0.00	
Attachment 4 - Written Proposal Template	Attachment 4 - Written Proposal Template.docx	<input type="checkbox"/>	0.00	
Attachment 5 - Price Proposal Template	Attachment 5 - Price Proposal Template.xlsx	<input type="checkbox"/>	0.00	
Attachment 6 - HCAO and MCO Declaration Forms	Attachment 6 - HCAO and MCO Declaration Forms.docx	<input type="checkbox"/>	0.00	
Attachment 7 - First Source Hiring Form	Attachment 7 - First Source Hiring Form.pdf	<input type="checkbox"/>	0.00	
Solicitation for Support DAHLIA SF Housing Portal Web Design,	DAHLIA Web App Dev and Maintenance Solic 7 - Published v2.pdf	<input type="checkbox"/>	0.00	

4. How to Find Technology Procurement Opportunities: Current Examples



EXT MTA | Fire Systems Inspection & Maintenance

Format : Sell | Type : RFx

Event ID: SFGOV-0000010195

Due 11/19/2025 10:00 AM PST



POL | Public Safety Technology Ecosystem

Format : Sell | Type : RFx

Event ID: SFGOV-0000010427

Due 05/16/2025 04:00 PM PDT



EXT ADM DDS | Translation and Technology Services

Format : Sell | Type : RFx

Event ID: SFGOV-0000010487

Due 04/25/2025 05:00 PM PDT



OCA | TC 97250A Building Asset Management System

Format : Sell | Type : RFx

Event ID: SFGOV-0000010587

Due 05/23/2025 12:00 PM PDT



MYR | DAHLIA Web Design, Development, Maintenance

Format : Sell | Type : RFx

Event ID: SFGOV-0000010530

Due in 0hrs,0mins,46secs

Key Takeaways

- ✓ Technology procurements are complex because they have a lot of requirements and are considered risky to the City.
- ✓ Technology is usually procured through Citywide enterprise agreements or by departments through one-off contracts.
- ✓ New opportunities are posted regularly on the SF City Partner portal.
- ✓ Who are the ideal technology suppliers?
 - Technology product manufacturers;
 - Technology product resellers; and
 - Technology service providers



THANK YOU!

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