



**Date:** October 4, 2025  
**To:** All Department Heads and Contracting Officers  
**From:** Sailaja Kurella, Director and City Purchaser  
**Subject:** Summary of Revisions to Chapter 21 Rules and Regulations (October 2025)

In October 2025, 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**

#### ***Procedures for Emergency Procurements***

Regulation #	Summary of Revision
21.15(c)	<b>Emergency Procurements: Modifications of Existing Agreements</b> <ul style="list-style-type: none"><li>• Authorizes renegotiation of commercial terms and conditions on existing contracts to address emergencies</li></ul>
21.15(d)	<b>Emergency Procurements: Extensions for Continuity of Operations</b> <ul style="list-style-type: none"><li>• Authorizes extensions of expiring contracts when it is infeasible to re-solicit during an emergency to ensure continuity of mission-critical operations</li></ul>

#### ***Departmental Purchasing Powers and Responsibilities***

Regulation #	Summary of Revision
21.03(a)	<b>General Authority of the Purchaser</b> <ul style="list-style-type: none"><li>• Adds "gas-powered landscaping equipment" and "firearms and ammunitions" to the Prop Q prohibited items list to align with <a href="#">12E</a> (Ban on City Use of Gas-powered Landscaping Equipment) and <a href="#">21H</a> (Procurement of Firearms and Ammunition), respectively</li><li>• Removes references to bid discounts for Prop Q purchases to align with <a href="#">Ordinance No. 123-25, Board File 250508</a></li></ul>

#### ***Clerical Revisions***

Regulation #	Summary of Revision
Definitions	<b>Definitions for "Contract" and "Content and Data Subscriptions"</b> <ul style="list-style-type: none"><li>• Adds definition of "Contract" and clarifies that contracts include POs</li><li>• Adds definition of "Content and Data Subscriptions" based on recently passed legislation and clarifies what "Content and Data Subscriptions" does <u>not</u> include</li></ul>