



Shireen McSpadden, Executive Director

London Breed, Mayor

To: Members of the Board of Supervisors
Clerk of the Board

From: Shireen McSpadden
Executive Director
Department of Homelessness and Supportive Housing

Date: June 30, 2023

Subject: Department of Homelessness and Supportive Housing Sole Source Contracts for FY 2022-23

This annual report on the Department of Homelessness and Supportive Housing’s sole source contracts complies with the San Francisco Sunshine Ordinance as codified in Admin Code Sec. 67.24(e).

FY 2022-23 New Sole Source Contracts: HSH entered into two new sole source contracts in FY 2022-2023.

HSH assumed a contract from the Human Services Agency (HSA) with a sole source waiver for emergency services from the Office of Contract Administration for maintenance and repair services for recreational vehicles (RV) and trailers at an COVID-19 emergency shelter site. In FY22-23, HSH renewed the contract under the Forty-Seventh Supplement to the Mayoral Emergency to continue services at Pier 94 for RV repairs.

Provider	Program	Term Start Date	Term End Date	Procurement	Not to Exceed
Bitfocus, Inc.	Homeless Management Information System (HMIS) SaaS Licensing	7/1/2022	6/30/2025	Sole Source (Admin Code 21.30)	\$1,518,204
Randy's Mobile Mechanical Services	RV Repair	6/1/2020	6/30/2023	Sole Source (Admin Code 21.15)	\$830,000

Existing Sole Source Contracts: HSH continued operations for two existing sole source contracts.

Provider	Program	Term Start Date	Term End Date	Procurement	Not to Exceed
Bitfocus, Inc.	System Administration Services	7/1/2021	6/30/2025	Sole Source (Admin Code 21.30)	\$9,000,000
RTZ Associates, Inc.	SIP Bed Tracking	4/1/2022	6/30/2023	Sole Source (Admin Code 21.30)	\$330,000

Note: In April 2019, the Board of Supervisors unanimously passed an ordinance to streamline contracting for homeless services and siting for homeless shelters (Ordinance 61-19). Agreements entered into under this provision were reported to the Board of Supervisors in May 2022 in the 2022 Shelter Crisis Ordinance Report, as required by the Administrative Code, and not included in this report.

