



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 28, 2024

Subject: Department of Homelessness and Supportive Housing Sole Source Contracts for FY 2023-24

Annual report to the Board of Supervisors for the Department’s sole source contracts for Fiscal Year 2023-2024 in compliance with the San Francisco Sunshine Ordinance as codified in Admin Code Sec. 67.24(e).

FY 2023-24 New Sole Source Contracts: HSH did not enter any new sole source contracts in FY 2023-24.

FY 2023-24 Renewed Sole Source Contracts: HSH renewed two (2) existing sole source contracts in fiscal year 2023-24. Randy’s Mobile Mechanical Services provided Recreational Vehicle (RV) maintenance and repair services at Pier 94 Shelter RV site until the site’s closure in February 2024. The contract was closed prior to the term end date. RTZ Associates, Inc. provides a bed tracking system for emergency shelter sites. HSH has identified a replacement shelter bed placement system and expects to close this contract prior to the term end date.

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
Randy’s Mobile Mechanical Services	RV Repair	6/1/2020	6/30/2024	Short-Term Contract Extensions (Admin Code 21.24)	\$830,000
RTZ Associates, Inc.	SIP Bed Tracking	4/1/2022	6/30/2025	Sole Source (Admin Code 21.30)	\$514,800

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; San Francisco Administrative Code Section 21B). In March 2024, Ordinance No. 38-24 was adopted that extended the streamlined contracting authorities under Administrative Code 21B for an additional five years through May 5, 2029. Agreements entered into under this provision will be reported to the Board of Supervisors in the 2023 Streamlined Contracting Annual Report, as required by the Administrative Code, and not included in this report.