



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: December 19, 2011

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director *[Signature]*

From: Cynthia Avakian, AIR
Jacquie Hale, DPH
Rebekah Krell, ART
William Lee, DEM
Jeannie Wong, CON

Subject: Personal Services Contracts Approval Request

This report contains seven (7) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on July 1, 1996.

The services proposed by these contracts have been reviewed by Department of Human Resources (DHR) staff to evaluate whether the requesting departments have complied with City policy and procedures regarding PSCs. The proposed PSCs have been posted on the DHR website for seven (7) calendar days. CSC procedures for processing PSCs require that any appeal of these contracts be filed in the office of the CSC, Executive Officer during the posting period.

No timely appeals have been filed regarding the PSCs contained in this report. These proposed PSCs are being submitted to the CSC for ratification/approval.

DHR has prepared the following cost summary for personal services contracts that have been processed through the Department of Human Resources to date:

Total of this Report	YTD Expedited Approvals FY 2011-2012	Total for FY 2011-2012*
\$9,491,100	\$1,271,370	\$304,151,006

*Notes:

- PSC #4003-11/12 for \$500,000 for Temporary Parking Restriction Signage was withdrawn by SFMTA on 7/28/11
- PSC#4053-11/12 for \$3.4million for Design for University Mound North Basin Upgrades was withdrawn by PUC on 11/15/11
- PSC#4060-11/12 for \$500,000 for Lighting Design Services – Build LED Streetlight Conversion was withdrawn by PUC on 11/21/11
- Modification of PSC#4097-08/09 for \$2.2million for regional water and energy washing machine rebate program was withdrawn on 11/30/11

POSTING FOR

12/19/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4065-11/12	27	Airport Commission	Regular	\$500,000	As-needed executive search firms with specialized recruitment expertise (e.g., industry nation- and world-wide contacts, specialized backgrounds and security experience) are needed will to assist the Airport in meeting its hiring needs for senior managers and other employees with specialized knowledge of Airport facilities, operations, safety and security, or financial and aviation planning backgrounds.	1/1/2012 - 12/31/2016
4066-11/12	27	Airport Commission	Regular	\$8,000,000	The SMPOE Data Center project includes the development (both design and construction) of a new "Greenfield-built" Data Center Facility; that will include data processing equipment room, mechanical systems room, battery storage room, office, restroom and utility room. SFO requires construction management support with design-build experience in Data Centers design and construction experience to manage the programming, design and construction of this project. This project also includes the coordination of the construction of new fiber cable communications connections to be brought within the building envelope (by others) and all additional utilities/services necessary to service the building in its functional intent. The DB team will be responsible for providing the specialized expertise to complete the design and construct this project using a fast-track approach.	1/1/2012 - 2/28/2013
4067-11/12	09	Controller	Regular	\$500,000	Augment City staff in the scoping of the City's Financial Accounting and Management Information System (FAMIS) replacement project by 1) analyzing and documenting high level department accounting operations and financial system requirements; 2) assessing and analyzing requirements through stakehold workshops, meetings and interviews to develop a replacement system concept design; and 3) managing vendor solicitation and selection.	12/23/2011 - 2/28/2014
4068-11/12	77	Emergency Management	Regular	\$200,000	Under the direction of the General Services Agency and the Department of Emergency Management, the Citywide Post-Disaster Resilience and Recovery Initiative requires highly specialized consulting services to support long-term recovery and reconstruction projects. Consultant will develop a policy paper and strategy to guide the City's efforts over the next several years.	11/1/2011 - 10/31/2013

Total Amount - Regular: \$9,200,000

POSTING FOR
12/19/2011

**PROPOSED PERSONAL SERVICES CONTRACTS
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION**

PSC No	DeptNo	Dept Description	Approval Type	Modified Amount	Cumulative Total	Description of Work	Start Date - End Date
4026-06/07	09	Controllor	Regular	\$250,000	\$735,000	In 2006, the City selected JobAps through an RFP process to provide the City a website and web-based vendor-hosted job application system. The City currently uses JobAps to post, accept and process job applications, including examinations, as an integral component of the City's hiring/referral process. The JobAps applications is integral to Project eMerge's ability to implement a full-service Human Capital Management system that satisfies the City's civil service employee appointment business requirements. Additionally, the application furthers the cloud computing direction of the City. The JobAps contract requires an annual hosting fee. On an as-needed basis, JobAps must configure the proprietary system to meet the City's changing business requirements.	9/1/2006 - 1/31/2015
4009-08/09	28	Art Commission	Regular		\$300,000	Provide design, fabrication, and consultation on installation for original artworks for each of the following San Francisco Public Library branches: Bayview/Anna E. Walden, Ortega, North Beach, and Visitacion Valley.	7/21/2008 - 12/31/2014
3111-06/07	81	Public Health	Regular	\$41,100	\$86,100	The Contractor will perform the annual physical inventory of pharmaceuticals at various locations at San Francisco General Hospital. This modifications extends the contract through the term of the RFP and will allow San Francisco General Hospital to continue to procure an annual pharmaceutical inventory report in order to maintain standard business, accounting and hospital accreditation requirements.	5/1/2007 - 10/31/2014

Sum of Modified Amounts: \$291,100

Cynthia Avakian
Airport Commission
Contracts Administration Unit
P.O. Box 8907
San Francisco, CA 94128

Jacquie Hale
Department of Public Health
101 Grove Street, Room 307
San Francisco, CA 94102

Rebekah Krell
Art Commission
25 Van Ness, Suite 345
San Francisco, CA 94102

William Lee
Department of Emergency Management
1011 Turk Street
San Francisco, CA 94102

Jeannie Wong
Controller's Office
1 Dr. Carlton B. Goodlett Place, Rm 488
San Francisco, CA 94102

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 21, 2011

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING
 CONTINUING ANNUAL

TYPE OF REQUEST: INITIAL REQUEST MODIFICATION

TYPE OF SERVICE: As-Needed Executive Search and Recruitment Services

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$500,000 TOTAL PSC DURATION: 1/1/12 - 12/31/16

1. **DESCRIPTION OF WORK**

A. Concise description of proposed work:

As-needed executive search firms with specialized recruitment expertise (e.g., industry nation- and world-wide contacts, specialized backgrounds and security experience) are needed will to assist the Airport in meeting its hiring needs for senior managers and other employees with specialized knowledge of Airport facilities, operations, safety and security, or financial and aviation planning backgrounds.

B. Explain why this service is necessary and the consequences of denial:

Federally mandated security implementations will be significantly delayed resulting in possible non-compliance and penalties. Expansion of business enterprises will also be delayed or not realized resulting in loss of considerable revenue to the Airport Commission and City and County of San Francisco.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

These services have been provided through previous as-needed service contracts (PSC approval # 4065-05/06).

D. Will the contract(s) be renewed? Yes, if there continues to be a need for such services at the Airport.

2. **UNION NOTIFICATION:** Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedure):

IFPTE, Local 21 *Cynthia P. Chute* October 21, 2011
Union Name Signature of person mailing/faxing form Date

RFP sent to: IFPTE, Local 21 on Before the end of
Union Name Date November 2011 Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4065-11/12
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

NOV 09 2011

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Executive recruitment networking knowledge, skill and experience in recruiting persons with airport operations, safety and security experience, aviation planning, and airport financial experience.

B. Which, if any, civil service class normally performs this work?

Classifications that can perform at least part of the recruitment work are senior or principal personnel analysts (1244 or 1246).

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: The Airport will use existing HR personnel analysts unless a particular job search cannot be completed with existing staff. However, in those cases where current staff members do not have the nation- and world-wide recruitment contacts, knowledge of the various background or employment experience for the recruitment of senior-level management positions, specialized airport finance, security and planning positions. In 2009, the Controller's Office conducted a Request for Qualifications (RFQ) for Executive Search Consulting and on January 12, 2010, a pre-qualified pool of ten (10) consultants was established. The Airport will use existing HR personnel analysts unless a particular job search cannot be completed with existing staff.

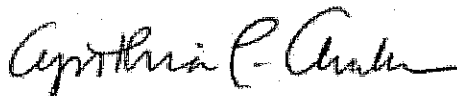
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. The services requested are as-needed or intermittent and depend on the number of job vacancies.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

- | | <u>Yes</u> | <u>No</u> |
|---|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> • Describe the training and indicate approximate number of hours. • Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained. | | |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? No, however, Airport Commission has approved Resolution #11-0207 to issue a RFP for this service. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
- The Airport is preparing an RFP and the results of that process are not known at this time.

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:



Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

Print or Type Name

(650) 821-2014

Telephone Number

Airport Commission, Contracts Administration Unit
P.O. Box 8097, San Francisco, CA 94128

Address

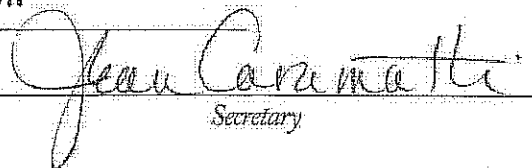
AIRPORT COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
RESOLUTION NO. 11-0207

**AUTHORIZE THE ISSUANCE OF A REQUEST FOR PROPOSALS FOR
CONTRACT NO. 9129 FOR AS-NEEDED EXECUTIVE SEARCH FIRMS FOR
HARD-TO-FILL EXECUTIVE AND AIRPORT SPECIALIZED POSITIONS**

- WHEREAS,** The San Francisco International Airport Commission (Airport) expects to fill an unknown number of senior-level managerial and difficult-to-fill positions in the business, finance, safety and security areas within the next five years. These positions require specialized Airport financial and/or operations and security expertise; and
- WHEREAS,** in 2009, the City and County of San Francisco (City) Controller's Office conducted a Request for Qualifications (RFQ) for Executive Search Consulting and on January 12, 2010, a pre-qualified pool of ten (10) consultants was established; and
- WHEREAS,** the current Airport as-needed executive search firm contracts will expire in June 2012; and
- WHEREAS,** the Airport would like to request authorization for staff to solicit proposals from the City's pre-qualified list of executive search firms for a five-year term; now, therefore be it
- RESOLVED,** that this Commission authorizes the Director to issue a RFP for executive search firms from the City's pre-qualified pool and to negotiate contracts with the highest-ranked proposers for a five-year term.

*I hereby certify that the foregoing resolution was adopted by the Airport Commission
at its meeting of*

SEP 06 2011


Secretary

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 14, 2010 Amended April 20, 2010

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

TYPE OF APPROVAL: [] EXPEDITED [X] REGULAR (OMIT POSTING [])
[] CONTINUING [] ANNUAL

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION [PSC #4065-05/06]

TYPE OF SERVICE: As-Needed Executive Search and Recruitment Services

FUNDING SOURCE: Airport Operating Funds

Original PSC Amount: \$300,000 Original PSC Duration: 1/31/06 - 12/31/08
(Admin. Extension only): -N.A.- Duration Admin. Extension: 12/31/08 - 6/15/10
Proposed Modification \$100,000 Proposed Mod. (#1) Duration: 6/15/10 - 6/30/12
TOTAL PSC AMOUNT: \$400,000 TOTAL PSC DURATION: 1/31/06 - 6/30/12

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Airport safety and security is continuing to undergo transformations as Airport safety measures increase and expand. There exists an occasional need to hire senior managers and other employees with specialized knowledge of Airport facilities, operations, safety and security, or financial and aviation planning backgrounds. As-needed executive search firms with specialized recruitment expertise (e.g., industry nation- and world-wide contacts, specialized backgrounds and security experience) will be able to assist the Airport in meeting its hiring needs for senior management staff associated with Airport expansion.

B. Explain why this service is necessary and the consequences of denial:

Federally mandated security implementations will be significantly delayed resulting in possible non-compliance and penalties. Expansion of business enterprises will also be delayed or not realized resulting in loss of considerable revenue to the Airport Commission and City and County of San Francisco.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

These services have been provided through previous as-needed service contracts (PSC approval # 4065-05/06).

D. Will the contract(s) be renewed? Yes, if there continues to be a need for such services at the Airport.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedure):

IFPTE, Local 21 Union Name Cynthia P. Avakian Signature of person mailing/faxing form April 14, 2010 Date

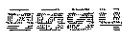
RFP sent to: on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4065-05/06
STAFF ANALYSIS/RECOMMENDATION:

- COPY -

CIVIL SERVICE COMMISSION ACTION: Approved 5/17/2010



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Executive recruitment networking knowledge, skill and experience in recruiting persons with airport operations, safety and security experience, aviation planning, and airport financial experience.

B. Which, if any, civil service class normally performs this work?

Classifications that can perform at least part of the recruitment work are senior or principal personnel analysts (1244 or 1246).

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

No

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The Airport will use existing HR personnel analysts unless a particular job search cannot be completed with existing staff. However, in those cases where current staff members do not have the nation- and world-wide recruitment contacts, knowledge of the various background or employment experience for the recruitment of senior-level management positions, specialized airport finance, security and planning positions. On April 19, 2010 the Airport contacted DHR to determine how they find people for hard to fill positions. In 2008, the Controller's Office created a pool of contractors who may be able to assist the City with executive recruitment since DHR has also contracted out for this service in the past. The Airport will use existing HR personnel analysts unless a particular job search cannot be completed with existing staff.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. The services requested are as-needed or intermittent and depend on the number of job vacancies.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

A. Will the contractor directly supervise City and County employees?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

B. Will the contractor train City and County employees?

- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained.

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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C. Are there legal mandates requiring the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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D. Are there federal or state grant requirements regarding the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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E. Has a board or commission determined that contracting is the most effective way to provide this service? Attached is Airport Commission Resolution #08-0201

<input checked="" type="checkbox"/>	<input type="checkbox"/>
-------------------------------------	--------------------------

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
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The Airport has selected two firm(s) from the pool of candidates from the RFQ prepared by the Controller's Office in January 2008 (Ralph Andersen and CPS Human Resource Services).

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

Airport Commission, Contracts Administration Unit
P.O. Box 8097, San Francisco, CA 94128

Address

Cynthia Avakian

From: Cynthia Avakian
Sent: Wednesday, November 09, 2011 6:21 PM
To: lwong@ifpte21.org; L21PSC Review <L21PSCReview@ifpte21.org>
(L21PSCReview@ifpte21.org)
Cc: Cynthia Maltez; Rafael Centeno
Subject: PSC Executive Recruitment

Larry,

Here is DHR's response to your question about recruitment.

Please let me know if you have further questions. Thanks,

Cynthia Avakian
Contracts Administration Unit
San Francisco International Airport
P. O. Box 8097, San Francisco, CA 94128
E-mail: cynthia.avakian@flysfo.com
Phone: (650) 821-2014, Fax: (650) 821-2011

From: Laura.Dancer@sfgov.org [mailto:Laura.Dancer@sfgov.org]
Sent: Tuesday, November 08, 2011 12:31 PM
To: Cynthia Maltez
Cc: Cynthia Avakian; Rafael Centeno
Subject: Re: Personal Service Contract

Hi Cynthia,

Executive searches are typically conducted by the hiring department directly, rather than by DHR.

When an executive level position is to be filled through a civil service appointment, DHR requires that all elements of the Civil Service Rules governing examination and certification be followed. We consult with the hiring department and advise that required posting, notifications, test development and administration, appeal process and certification of eligibles be managed by the department, and that the search consultant is to be informed of those requirements.

When an executive hire is to be made through an exempt appointment, the hiring department has greater discretion in the search process. DHR requires that the selected candidate meets the minimum qualifications for the job and that the search and selection process be in compliance with employment and nondiscrimination laws.

Please let me know if you need any additional information.

Laura Dancer Hugel
Operations Manager, Recruitment & Assessment Services
City and County of San Francisco
Department of Human Resources
415-557-4806

From: Cynthia Maltez <Cynthia.Maltez@flysfo.com>
To: Laura Dancer <Laura.Dancer@sfgov.org>
Cc: Rafael Centeno <Rafael.Centeno@flysfo.com>, Cynthia Avakian <Cynthia.Avakian@flysfo.com>

Date: 11/08/2011 08:59 AM
Subject: Personal Service Contract

Hi Laura,

L21 has asked some questions regarding the Airport's submission for a personal service contract for as needed executive search and recruitment services. Please answer the following question:

1. Was is DHR's role in the Executive Recruitment?

Thank you,

Cynthia Maltez
Recruitment Coordinator
San Francisco Airport Commission, Human Resources Office
Phone: 650-821-2015
fax: 650-821-2063

Cynthia.Maltez@flysfo.com

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Please consider the environment before printing this email.

PERSONAL SERVICES CONTRACT SUMMARYDATE: November 22, 2011DEPARTMENT NAME: AIRPORT COMMISSIONDEPARTMENT NUMBER: 27

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING)
 CONTINUING ANNUAL

TYPE OF REQUEST:
 INITIAL REQUEST MODIFICATION

TYPE OF SERVICE: Design-Build (DB) Services for the South Main Point of Entry (SMPOE) Data Center Expansion Project

FUNDING SOURCE: Department of Technology and Airport Capital Funds

PSC AMOUNT: \$8,000,000 PSC DURATION: 1/1/2012 to 2/28/2013

1. DESCRIPTION OF WORK**A. Concise description of proposed work:**

The SMPOE Data Center project includes the development (both design and construction) of a new "Greenfield-built" Data Center Facility; that will include data processing equipment room, mechanical systems room, battery storage room, office, restroom and utility room. SFO requires construction management support with design-build experience in Data Centers design and construction experience to manage the programming, design and construction of this project. This project also includes the coordination of the construction of new fiber cable communications connections to be brought within the building envelope (by others) and all additional utilities/services necessary to service the building in its functional intent. The DB team will be responsible for providing the specialized expertise to complete the design and construct this project using a fast-track approach.

B. Explain why this service is necessary and the consequences of denial:

The San Francisco Department of Technology has been mandated by the City & County of San Francisco to centralize and reduce the number of computer data storage and retrieval center facilities into three discreet locations. The three sites chosen to house these centralized data centers include: 1) 300 Paul Avenue which is to be modified/expanded, 2) San Francisco International Airport (SFIA), the second of three sites for this purpose, and 3) the third location has not yet been determined. SFIA's existing data center facility is not large enough or capable of meeting the requirements for a dedicated, independent and secure operational need to be used exclusively by the San Francisco Department of Technology however, there is sufficient room adjacent to the existing SFIA data center to build a new facility. Time is of this essence to get this new facility designed and built in order to meet the City's decommissioning mandate of the summer of 2012, therefore, a decision was made to use a design-build approach for this project. The specific knowledge and experience necessary to complete the design and build a state-of-the-art Data Center Facility that meets all the criteria established by the bridging document design team are not those one would expect from a builder of any common structure or other multi-purpose built facility. An experienced data center design-build team is necessary to get this facility completed in a compressed schedule in order to meet the needs and requirements of the San Francisco Department of Technology. Denial of this request will cause project delays, which will affect Airport/Department of Technology operations and compliance with the City's strategic plan mandate to reduce, centralize and diversify the number of Data Storage Center operations and locations City wide.

NOV 23 2011

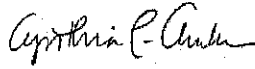
PSC # 406 b- 11/12

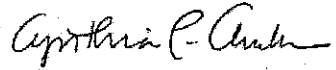
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

The design build portion is a new request; however, the Commission approved PSC 4025-11/12 on September 23, 2011 for the construction management portion of this project.

D. Will the contract(s) be renewed? The Airport does not anticipate renewing this contract at this time.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedure):

IFPTE, Local 21		November 23, 2011
_____ Union Name	_____ Signature of person mailing/faxing form	_____ Date

RFP sent to:	IFPTE, Local 21	on	May 16, 2011	
	_____ Union Name		_____ Date	_____ Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4066-11/12
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

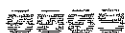
A. Specify required skills and/or expertise:

Direct Data Center design and construction experience associated with the latest technology available is required. As such, specific expertise in current Data Facility design technologies, data center and Airport security, specialized airport operating systems, and data center facility special systems development is required. Likewise experience in fast-track design-build projects, project controls including scheduling, phasing, and cost control and regulatory compliance to support the design and construction of the SMPOE Data Center Facility Project and its delivery to ensure timely and accurate construction and commissioning of the Data Center Facility and all of its operating systems and to ensure compliance with the City of San Francisco's regulatory targets shall rely upon acceptance of this request.

B. Which, if any, civil service class normally performs this work?

Knowledgeable staff in Architectural (5268) and Engineering (5201-5241) classifications will participate in (contribute to) this project. However, the expertise necessary to ensure a successful delivery of the Data Center Facility development project is not readily available from within the ranks of City & County personnel. City Project Managers with the appropriate expertise in managing Airport asset development and construction (including consultant assistance with unique special systems commissioning) will supervise the contracted work.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: No.



4. **WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM**

A. **Explain why civil service classes are not applicable:**

The existing architectural and engineering classifications do not have the required expertise and specialized skills related to Data Center Facility development and construction. The Airport will utilize the input of experienced Airport project and contract management staff (see personnel classifications referenced above in section 3B.) integrated with the design-build team to provide the required expertise necessary to deliver a successful project. The Airport estimates that up to 15% of the administrative work, including project management and construction management, IT support, landside operations, maintenance and Airport engineering/architectural, will be performed by current Airport staff.

B. **Would it be practical to adopt a new civil service class to perform this work? Explain.**

As stated above, classifications exist but not with all the required specialized knowledge of current Data Center Facility industry standards, special system facility requirements. Also, major new Data Center Facility development projects do not occur frequently enough to justify permanent staffing, with the exception of project management staff.

5. **ADDITIONAL INFORMATION** (if "yes," attach explanation)

A. Will the contractor directly supervise City and County employees?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

B. Will the contractor train City and County employees?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained.

C. Are there legal mandates requiring the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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D. Are there federal or state grant requirements regarding the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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E. Has a board or commission determined that contracting is the most effective way to provide this service? No; however the Airport Commission has approved Resolution No. 11-0035 to issue the RFP/RFQ for these services.

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? An RFP/RFQ process is being conducted and the results of that process are not known at this time.

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

Airport Commission, Contracts Administration Unit
P.O. Box 8097, San Francisco, CA 94128

Address



FW: PSC SFO-SMPOE Expansion Project-Design Build portion of this project

Cynthia Avakian

to:

DHR-PSCCoordinator

11/23/2011 11:34 AM

Hide Details

From: Cynthia Avakian <Cynthia.Avakian@flsfo.com>

To: DHR-PSCCoordinator <DHR-PSCCoordinator@sfgov.org>

3 Attachments



SMPOE DB PSC_Form 1 L21 .pdf 11- 0035.pdf PSC 4025-11_12 SMPOE Form 1.pdf

Maria,

Attached is the PSC for the design-build portion of the SMPOE project. We have previously received approval for the construction management portion of this project and now we are requesting approval for the design-build portion.

If there is any chance that this item can make the posting report I would really appreciate it. If it is not possible, we would need to submit this with omit posting and I will check with Anita Sanchez if that is necessary. Please let me know.

Have a wonderful holiday and thanks again,

Cynthia Avakian
Contracts Administration Unit
Phone: (650) 821-2014

From: Cynthia Avakian
Sent: Wednesday, November 23, 2011 11:27 AM
To: lwong@ifpte21.org; L21PSCReview@ifpte21.org
Cc: Ging Louie (glouie@ifpte21.org); Joe Brenner; Reuben Halili; Geri Rayca
Subject: PSC SFO-SMPOE Expansion Project-Design Build portion of this project

Larry,

Here is the PSC we have been discussing regarding the SMPOE Expansion project. As a refresher, Local 21 was noticed when we issued the RFP/RFQ on May 16, 2011. During those discussions we indicated that the total design-build project costs were estimated at \$6M (per my email message to you on June 24, 2011). We now believe the total project costs are approximately \$8M.

Please let me know if you have further questions about the design-build portion of this project.

Thanks,

Cynthia Avakian
Contracts Administration Unit
Phone: (650) 821-2014

From: Cynthia Avakian
Sent: Thursday, September 22, 2011 10:26 PM
To: Larry Wong
Subject: RE: PSC SFO-CM Services SMPOE Expansion Project

Thanks again.

Cynthia

From: Larry Wong [lwong@ifpte21.org]
Sent: Thursday, September 22, 2011 8:43 PM
To: Cynthia Avakian
Cc: Ging Louie; Joe Brenner; Geoff Neumayr; Ivar Satero; Damian Davis; Reuben Halili; Geri Rayca; Larry Wong
Subject: RE: PSC SFO-CM Services SMPOE Expansion Project

Cynthia,

This is to confirm that the Airport Design & Construction proposal for "knowledge transfer" for the following:

- Provide 24 hours construction management training for at least six Airport staff
- Provide a course outline in 3 months
- Provide the training in 12 months.

Local #21 has no objections to the PSC CM Services SMPOE Expansion Project with the knowledge transfer detailed above.

Thanks for the foresight in leveraging the Airport's most valuable assets - by investing in training and development of the professional design and construction personnel.

Larry Wong
Local #21
(415) 864-2100 X-225
Professional Advancement thru Collective Bargaining

From: Cynthia Avakian [Cynthia.Avakian@flysfo.com]
Sent: Thursday, September 22, 2011 3:17 PM
To: Larry Wong

Cc: Ging Louie; Joe Brenner; Geoff Neumayr; Ivar Satero; Damian Davis; Reuben Halili; Geri Rayca
Subject: FW: PSC SFO-CM Services SMPOE Expansion Project

Larry,

Per our conference call with Local 21 this morning, Airport Design & Construction will do the following:

- Provide 24 hours construction management training for at least six Airport staff
- Provide a course outline in 3 months
- Complete the training in 12 months

Please confirm that Local 21 agrees to support the CM Services SMPOE Expansion Project with the knowledge transfer detailed above.

Thanks,

Cynthia Avakian
Contracts Administration Unit
Phone: (650) 821-2014

From: Larry Wong [<mailto:lwong@ifpte21.org>]
Sent: Thursday, September 15, 2011 12:32 PM
To: Larry Wong; Cynthia Avakian
Cc: Ging Louie; Joe Brenner; Damian Davis; Geri Rayca; Reuben Halili; Larry Wong
Subject: RE: PSC SFO-CM Services SMPOE Expansion Project
Importance: High

Hi Cynitha,

This PSC is scheduled for CSC hearing on Sept 23, 2011.

At this time, Local #21 is prepared to raise the issue that Airport has not made its case through a series of emails.

While the PSC is entitled "CM Services SMPOE Expansion Project", the project is really procurement of professional services data facility design technologies, security, airport operating systems, structural systems, and data facility special systems. During the construction phase, project controls, regulatory compliance, claims and delays analysis, and other "Airport" unique project control skill sets are needed.

At this time, Local #21 is prepared to raise the issue before CSC that Airport has not made its case through a series of emails. It would be reasonable to have a higher level of knowledge transfer than those the Local #21 has requested in our last email of August 10, 2011 to include the data facility design technologies, security, airport operating systems, structural systems, and data facility special systems.

Larry Wong
Local #21
(415) 902-2936 cell
(415) 864-2100 X-225
Professional Advancement thru Collective Bargaining

From: Larry Wong
Sent: Wednesday, August 10, 2011 1:36 PM

To: Cynthia Avakian
Cc: Ging Louie; Joe Brenner; Damian Davis; Geri Rayca; Reuben Halili; Larry Wong
Subject: RE: PSC SFO-CM Services SMPOE Expansion Project

Since this is a CM contract and it does not involved heavy duty FAA requirements and no one from D&C is participating in the role of Office Engineer, Inspector, Cost Estimator, Scheduler, QA/QC Inspector, or Utility Coordinator role, Local #21 would like to see knowledge transfer of one of the following:

1. Contract Administration (minimum 24 hours), or
2. QA/QC Principles and Practice (minimum 24 hours), or
3. Cost estimating (minimum 40 hours), or
4. Scheduling (minimum 32 hours), or
5. Construction management (24 hours minimum).

This knowledge transfer should be given to a minimum of 6 airport personnel (architecture or engineering series) who have Permanent Civil Service status.

Let me know is the airport wants to sit down and explore this option of knowledge transfer.

Larry Wong
Local #21
(415) 864-2100 X-225
Professional Advancement thru Collective Bargaining

From: Cynthia Avakian [Cynthia.Avakian@flysfo.com]
Sent: Wednesday, August 10, 2011 1:07 PM
To: Larry Wong; L21PSC Review
Cc: Ging Louie; Joe Brenner; Damian Davis; Geri Rayca; Reuben Halili
Subject: FW: PSC SFO-CM Services SMPOE Expansion Project

Larry,

Please see the Airport's response in bold below your question. Let us know if you have further questions.

Thanks,

Cynthia
1-2014

From: Larry Wong [lwong@ifpte21.org]
Sent: Tuesday, August 09, 2011 7:47 PM
To: Cynthia Avakian; L21PSC Review
Cc: Damian Davis; Reuben Halili; Geri Rayca; Ging Louie; Joe Brenner; Larry Wong
Subject: RE: PSC SFO-CM Services SMPOE Expansion Project

Since this PSC is for CM Services, what CM role will B&C doing...construction manager, office engineer, cost estimator, scheduler, QA inspector, utility coordinator, etc either overseeing, participating, or supporting the CM Team?

Airport Project Manager (5241) will provide overall management, oversight and contracts administration of the CM consultant.

Other SFO staff (1042, 1043, 1044, 5268, as well as several mechanical maintenance) will provide design review, attend meetings as required, perform inspections, witness testing/commissioning,

and develop punch lists.

Larry Wong
Local #21
(415) 864-2100 X-225
Professional Advancement thru Collective Bargaining

From: Cynthia Avakian [Cynthia.Avakian@flysfo.com]
Sent: Tuesday, August 09, 2011 5:47 PM
To: Larry Wong; L21PSC Review
Cc: Damian Davis; Reuben Halili; Geri Rayca; Ging Louie; Joe Brenner
Subject: FW: PSC SFO-CM Services SMPOE Expansion Project

Larry,

Please see our answer to your question below. Let us know if Local 21 has further questions.

Thanks,

Cynthia
Phone: (650) 821-2014

From: Larry Wong [<mailto:lwong@ifpte21.org>]
Sent: Tuesday, August 09, 2011 11:11 AM
To: Cynthia Avakian; L21PSC Review
Cc: Ging Louie; Joe Brenner; Damian Davis; Reuben Halili; Geri Rayca
Subject: RE: PSC SFO-CM Services SMPOE Expansion Project

Hi Cynthia,

One more question.

Concerning the \$150K for Airport staff, what is the work scope and job class?

They will do provide design review, attend meetings as required, perform inspections, witness testing/commissioning, and develop punch lists. The job classes are: 1042, 1043, 1044, 5268, as well as several mechanical maintenance staffers as mentioned below.

Larry Wong
Local #21
(415) 864-2100 X-225
Professional Advancement thru Collective Bargaining

From: Cynthia Avakian [Cynthia.Avakian@flysfo.com]
Sent: Thursday, August 04, 2011 5:23 PM
To: Larry Wong; L21PSC Review
Cc: Ging Louie; Joe Brenner; Damian Davis; Reuben Halili; Geri Rayca
Subject: FW: PSC SFO-CM Services SMPOE Expansion Project
Larry,

See our responses below in bold.

Please let me know if you have further questions. Thanks,

Cynthia Avakian
Contracts Administration Unit
San Francisco International Airport
P. O. Box 8097, San Francisco, CA 94128
E-mail: cynthia.avakian@flysfo.com
Phone: (650) 821-2014, Fax: (650) 821-2011

-----Original Message-----

From: Larry Wong [<mailto:lwong@ifpte21.org>]
Sent: Friday, June 24, 2011 9:55 AM
To: Cynthia Avakian
Cc: Ging Louie; Joe Brenner; Geri Rayca; Reuben Halili; Larry Wong
Subject: PSC SFO-CM Services SMPOE Expansion Project

Cynthia,

We have a few questions.

1. What is the cost estimate of the SMPOE project?

ANS. \$6.0 million

2. What is the duration of the SMPOE construction project?

Ans. One Year

3. Does this PSC include CM support during design phase?

Ans. At first we included it, subsequently a separate PSC form was submitted for the CM services for the this project.

4. Excluding all managers, Project Managers, and Functional Managers, what SFO staff will be working during the construction phases of this project?

Civil Service classes; 1042, 1043, 1044, 5268, as well as several mechanical maintenance staffers.

5. What is the proposed budget for SFO staff during construction?

Ans. \$350,000

What is the proposed budget for SFO staff excluding all managers, Project Manager, and Functional Managers?

Ans. \$150,000

After review of the information, Local #21 will make a determine if there is any need for further questions or need to meet.

Larry Wong
Local #21
(415) 864-2100 X-225
Professional Advancement thru Collective Bargaining

From: Cynthia Avakian [Cynthia.Avakian@flysfo.com]
Sent: Thursday, June 23, 2011 4:09 PM

To: Larry Wong
Cc: Ging Louie; Joe Brenner; Geri Rayca; Reuben Halili
Subject: RE: San Francisco International Airport - Request for Proposals CM Services for the SMPOE Expansion Project

Larry,

Just checking to see if you have any questions about this PSC. Let me know.

Thanks,

Cynthia
Phone: (650) 821-2014

From: Cynthia Avakian
Sent: Monday, May 16, 2011 11:43 AM
To: 'Larry Wong'
Cc: 'Ging Louie'; 'Joe Brenner'; Geri Rayca; Reuben Halili
Subject: RE: San Francisco International Airport - Request for Proposals CM Services for the SMPOE Expansion Project

The City and County of San Francisco, acting by and through the San Francisco International Airport Commission, has issued its Request for Proposals Construction Management Services for the SMPOE Expansion Project. The RFP and Addenda are attached.

Thank you.

[cid:image001.jpg@01CC31BF.F4798160]

~~~~~  
Cynthia Avakian  
San Francisco International Airport

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 26, 2011

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

TYPE OF APPROVAL: [ ] EXPEDITED [X] REGULAR (OMIT POSTING [ ]) [ ] CONTINUING [ ] ANNUAL

TYPE OF REQUEST: [X] INITIAL REQUEST [ ] MODIFICATION

TYPE OF SERVICE: Construction Management Services for the South Main Point of Entry (SMPOE) Data Center Expansion Project

FUNDING SOURCE: Operating Funds

PSC AMOUNT: \$500,000 PSC DURATION: 9/19/2011 to 6/30/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The SMPOE Data Center project includes the development (both design and construction) of a new "Greenfield-built" Data Center Facility; that will include data processing equipment room, mechanical systems room, battery storage room, office, restroom and utility room. SFO requires construction management support with design-build experience in Data Centers design and construction experience to manage the programming, design and construction of this project. This project also includes the coordination of the construction of new fiber cable communications connections to be brought within the building envelope (by others) and all additional utilities/services necessary to service the building in its functional intent. The CM consultant team will be responsible for providing the specialized expertise to manage this scope of work.

B. Explain why this service is necessary and the consequences of denial:

The San Francisco Department of Technology has decided to centralize and reduce the number of computer data storage and retrieval functions facilities into three discreet locations. All other locations are to be decommissioned. Besides the 300 Paul Ave location (which is to be modified/expanded), the Airport was determined to be the second of three sites for this purpose. The third location has not yet been determined. SFIA has no facility capable of meeting the requirements for this dedicated, independent and secure operational need. Thus, the decision to build a new facility was decided upon. The specific knowledge and experience necessary to guide the building of a state of the art Data Center Facility that meets all the criteria established by the design team are not those one would expect from a builder of any common structure or other purpose built facility. Nor would one expect to achieve the best results from a non-experienced Construction Manager for the same reasons. Denial of this request will cause project delays, which will affect Airport/Department of Technology operations and compliance with the City's strategic plan mandate to reduce, centralize and diversify the number of Data Storage Center operations and locations City wide.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

This is a new request.

D. Will the contract(s) be renewed? Yes, if there continues to be a need for such services at SFO.

PSC #4025 - 11/12

-COPY-

2. **UNION NOTIFICATION:** Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedure):

|                     |                                                  |               |
|---------------------|--------------------------------------------------|---------------|
| IFPTE, Local 21     | <i>Cynthia P. Acker</i>                          | June 23, 2011 |
| _____<br>Union Name | _____<br>Signature of person mailing/faxing form | _____<br>Date |

|              |                     |    |               |                         |
|--------------|---------------------|----|---------------|-------------------------|
| RFP sent to: | IFPTE, Local 21     | on | May 16, 2011  | <i>Cynthia P. Acker</i> |
|              | _____<br>Union Name |    | _____<br>Date | _____<br>Signature      |

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC # 4025-11/12  
STAFF ANALYSIS/RECOMMENDATION:

*Approved 9/23/11*

CIVIL SERVICE COMMISSION ACTION:

**3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**

**A. Specify required skills and/or expertise:**

Data Center design and construction experience associated with the latest technology available is required. As such, specific expertise in current Data Facility design technologies, Airport security, specialized airport operating systems, structural systems, and data center facility special systems development is required. Likewise timely project schedule development and analysis, implementation of project controls, regulatory compliance, analysis of claims and delays, and all other Airport unique project control skill sets to support the development of the SMPOE Data Center Facility Project and its construction to ensure timely and accurate construction and commissioning of the Data Center Facility and all of its operating systems and to ensure compliance with the City of San Francisco's regulatory targets shall rely upon acceptance of this request.

**B. Which, if any, civil service class normally performs this work?**

Architectural (5268) and Engineering (5201-5241) classifications will participate in (contribute to) this project. However, the expertise necessary to ensure a successful delivery of the Data Center Facility development project is not readily available from within the ranks of City & County personnel. City Project Managers with the appropriate expertise in managing Airport asset development and construction (including consultant assistance with unique special systems commissioning) will supervise the contracted work.

**C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:** No.

**4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM**

**A. Explain why civil service classes are not applicable:**

The existing architectural and engineering classifications do not have the required expertise and specialized skills related to Data Center Facility development and construction. The Airport will utilize the input of experienced Airport project and contract management staff (see personnel classifications referenced above in section 3B.) integrated with the consultant staff to provide the required expertise necessary to deliver a successful project. One Airport Building Inspector (class 6331-6333) has been assigned to this project. The Airport estimates that up to 30% of the administrative work, including project management and construction management, IT support, landside operations, maintenance and Airport engineering/architectural, will be performed by current Airport staff.



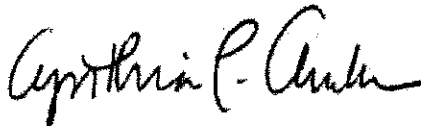
**B. Would it be practical to adopt a new civil service class to perform this work? Explain.**

As stated above, classifications exist but not with all the required specialized knowledge of current Data Center Facility industry standards, special system facility requirements. Also, major new Data Center Facility development projects do not occur frequently enough to justify permanent staffing, with the exception of project management staff.

**5. ADDITIONAL INFORMATION (if "yes," attach explanation)**

- |                                                                                                                                                                                                                                                              | Yes                                 | No                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees?                                                                                                                                                                                         | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?                                                                                                                                                                                                      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| • Describe the training and indicate approximate number of hours.                                                                                                                                                                                            |                                     |                                     |
| • Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained.                                                                                                   |                                     |                                     |
| C. Are there legal mandates requiring the use of contractual services?                                                                                                                                                                                       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services?                                                                                                                                                                  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? Attached is Airport Commission Resolution No. 11-0138.                                                                                           | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? An RFP has been issued to a pool of consultants created in April 2010 and the results of that process are not known at this time. | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

**THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:**



Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

Airport Commission, Contracts Administration Unit  
P.O. Box 8097, San Francisco, CA 94128

Address

**AIRPORT COMMISSION**

**CITY AND COUNTY OF SAN FRANCISCO**

RESOLUTION NO. 11-0035

**AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSAL FOR DESIGN-BUILD SERVICES FOR CONTRACT 9078, SOUTH MINIMUM POINT OF ENTRY EXPANSION**

- WHEREAS, the objective of the City and County of San Francisco's Data Center Consolidation Project is to consolidate and house equipment that hosts the City's mission-critical IT systems in a more suitable environment and thereby increase the efficiency and reliability of City services that depend on these systems; and
- WHEREAS, data center consolidation means moving much of the City's dispersed IT infrastructure into fewer, better-equipped and better-managed data centers; and
- WHEREAS, the City selected the Airport's South Minimum Point of Entry (SMPOE) facility as one of two sites to house these systems; and
- WHEREAS, under this project, the SMPOE facility will be expanded by approximately 2500 square feet in order to house these new systems; and
- WHEREAS, the Director has determined that a design-build approach is necessary to achieve an expedited schedule for substantial completion of May 2012, achieve cost savings, and best serve the public's interest; and
- WHEREAS, the estimated value for these design-build services is \$5.2 million; now, therefore be it
- RESOLVED, that the Commission authorizes the Director to issue a Request for Proposal for Contract 9078, South Minimum Point of Entry Expansion

*I hereby certify that the foregoing resolution was adopted by the Airport Commission*

*at its meeting of* \_\_\_\_\_

**FEB 15 2011**

  
\_\_\_\_\_  
Secretary

PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 11, 2011

DEPARTMENT NAME: Office of the Controller DEPARTMENT NUMBER 09

TYPE OF APPROVAL:  EXPEDITED  REGULAR (OMIT POSTING \_\_\_\_\_)  
 CONTINUING  ANNUAL

TYPE OF REQUEST:  
 INITIAL REQUEST  MODIFICATION (PSC# \_\_\_\_\_)

TYPE OF SERVICE: As-needed software analysis and documentation

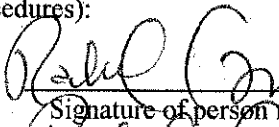
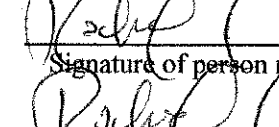
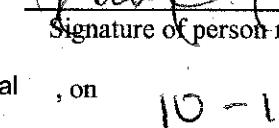
FUNDING SOURCE: General Fund


PSC AMOUNT: \$500,000 PSC DURATION: December 23, 2011 through February 28, 2014

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Augment City staff in the scoping of the City's Financial Accounting and Management Information System (FAMIS) replacement project by 1) analyzing and documenting high level department accounting operations and financial system requirements; 2) assessing and analyzing requirements through stakeholder workshops, meetings and interviews to develop a replacement system concept design; and 3) managing vendor solicitation and selection.
- B. Explain why this service is necessary and the consequences of denial: The City plans to replace the current financial system and requires unique expertise to augment City staff in understanding and scoping the functionality needed in replacing the City's highly complex requirements prior to implementation. Correctly identifying and defining City specific business and technical requirements and developing a comprehensive RFP is imperative to a successful software implementation.
- C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This specific service has not been provided in the past.
- D. Will the contract(s) be renewed: No, this is intended to be a short-term project. If longer-term services are required, they will be solicited under a formal RFP process.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

|                                 |                                                                                                                                |                         |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| <u>Local 1021</u><br>Union Name | <br>Signature of person mailing/faxing form | <u>10-18-11</u><br>Date |
| <u>Local 21</u><br>Union Name   | <br>Signature of person mailing/faxing form | <u>10-18-11</u><br>Date |
| <u>MEA</u><br>Union Name        | <br>Signature of person mailing/faxing form | <u>10-18-11</u><br>Date |

RFQ sent to Local 21, Local 21, MEA, on 10-19-11  
 Union Name Date  Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4067-11/12

OCT 19 2011

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractor will be required to have expert knowledge of government accounting operations and financial system implementations. The contractor must have experience working with large, complex government organizations and must have worked as a project lead on accounting and financial system requirements analysis and financial system project scoping.

B. Which, if any, civil service class normally performs this work?

City employees generally do not perform this work as it is short-term, time sensitive, and highly specialized in its nature. The Contractor may assist 1070, 1054, 1053, and 1657.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

This is a unique, short-term project requiring focused, specialized expertise not currently available from City staff as they are fulfilling existing responsibilities.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. This is a temporary need for specialized skills. However, there will be a knowledge transfer component as City employees will work side-by-side contractors.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

|                                                                                                                                                           | Yes                      | No                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees?                                                                                      | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?                                                                                                   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Describe the training and indicate approximate number of hours.                                                                                         |                          |                                     |
| • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. |                          |                                     |
| C. Are there legal mandates requiring the use of contractual services?                                                                                    | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services?                                                               | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service?                                               | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?                                | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

*Jeanne Wong*

Signature of Departmental Personal Services Contract Coordinator

Jeanne Wong

Print or Type Name

415-554-7604

Telephone Number

City Hall, Rm 488

Address

**PERSONAL SERVICES CONTRACT AWARD NOTICE**

DATE: October 18, 2011

DEPARTMENT: \_\_\_\_\_ DEPARTMENT NUMBER \_\_\_\_\_

PERSONAL SERVICES CONTRACT NUMBER (PSC#): \_\_\_\_\_

PERSONAL SERVICES CONTRACT APPROVAL DATE: \_\_\_\_\_

WILL THIS CONTRACT BE AWARDED TO MULTIPLE CONTRACTORS? \_\_\_\_\_

IF YES, THIS AWARD NOTICE IS FOR CONTRACTOR NUMBER \_\_\_\_\_ OF \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

AMOUNT: \$ \_\_\_\_\_ DURATION: \_\_\_\_\_

**THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:**

\_\_\_\_\_  
Signature of Departmental Personal Services Contract (PSC) Coordinator

Jeannie Wong  
Print or Type Name

415-554-7604  
Telephone Number

NOTE: At the same time the contract is awarded, the department must submit this form to Personal Services Contracts, Department of Human Resources (Dept. 33), 1 South Van Ness Avenue, 4<sup>th</sup> Floor, San Francisco, CA 94103.



**PSC Review - RFP#CON2011-09 FAMIS Replacement Consulting Services**  
Rachel Cukierman to: staff

10/19/2011 02:25 PM

---

Attached for your review is a PSC Summary for the Controller's Accounting Operations and System Department and the associated RFQ.

Please let me know if you have any questions.

Regards,



RFQ#CON2011-09 PSC Form.PDF RFQ#CON2011-09 FAMIS Replacement.doc

Rachel Cukierman  
Office of the Controller, City Services Auditor  
City & County of San Francisco  
(415)554-5391  
rachel.cukierman@sfgov.org

I am out of the office on Fridays.



**PSC Review - RFP#CON2011-09 FAMIS Replacement Consulting Services**

Rachel Cukierman to: pattie.tamura, ed.warshauer,  
Brook.Demmerle

10/19/2011 02:25 PM

---

Attached for your review is a PSC Summary for the Controller's Accounting Operations and System Department and the associated RFQ.

Please let me know if you have any questions.

Regards,



RFQ#CON2011-09 PSC Form.PDF RFQ#CON2011-09 FAMIS Replacement.doc

Rachel Cukierman  
Office of the Controller, City Services Auditor  
City & County of San Francisco  
(415)554-5391  
rachel.cukierman@sfgov.org

I am out of the office on Fridays.



PSC Review - RFP#CON2011-09 FAMIS Replacement Consulting Services  
Rachel Cukierman to: L21PSCReview

10/19/2011 02:25 PM

Attached for your review is a PSC Summary for the Controller's Accounting Operations and System Department and the associated RFQ.

Please let me know if you have any questions.

Regards,



RFQ#CON2011-09 PSC Form.PDF RFQ#CON2011-09 FAMIS Replacement.doc

Rachel Cukierman

Office of the Controller, City Services Auditor

City & County of San Francisco

(415)554-5391

rachel.cukierman@sfgov.org

I am out of the office on Fridays.



PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 17, 2011

DEPARTMENT NAME: Department of Emergency Management DEPARTMENT NUMBER 77

TYPE OF APPROVAL:  EXPEDITED  REGULAR (OMIT POSTING \_\_\_\_\_)  
 CONTINUING  ANNUAL

TYPE OF REQUEST:  
 INITIAL REQUEST  MODIFICATION (PSC# \_\_\_\_\_)

TYPE OF SERVICE: Advanced Long Term Recovery Strategic Plan

FUNDING SOURCE: Homeland Security Funds

PSC AMOUNT: \$200,000 PSC DURATION: November 1, 2011 – October 31, 2013

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Under the direction of the General Services Agency and the Department of Emergency Management, the Citywide Post-Disaster Resilience and Recovery Initiative requires highly specialized consulting services to support long-term recovery and reconstruction projects. Consultant will develop a policy paper and strategy to guide the City's efforts over the next several years.
- B. Explain why this service is necessary and the consequences of denial: The City and County of San Francisco has a 90% risk of experiencing a devastating earthquake within the next 20 years. Many lessons have been learned regarding post-disaster recovery since Loma Prieta, 9-11 and Hurricane Katrina. In San Francisco, this initiative requires extensive work and coordination to ensure that San Francisco can fully recover and thrive after a major event. The Citywide Post-Disaster Resilience and Recovery Initiative seeks to implement projects and policies that will improve our ability to rebuild and recover. A denial of this contract will delay the ability of San Francisco to effectively plan for recovery and resiliency in the wake of a catastrophic disaster.
- C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): We have attempted to complete this scope of work with City employees and have found that we lack the technical expertise for this particular area of work.
- D. Will the contract(s) be renewed: Unknown at this time.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

|                                      |                                                                         |                           |
|--------------------------------------|-------------------------------------------------------------------------|---------------------------|
| <u>MEA</u><br>Union Name             | <u>[Signature]</u> PER EMAIL<br>Signature of person mailing/faxing form | <u>10/17/2011</u><br>Date |
| <u>Local 21</u><br>Union Name        | <u>[Signature]</u> PER EMAIL<br>Signature of person mailing/faxing form | <u>10/17/2011</u><br>Date |
| RFP sent to <u>N/A</u><br>Union Name | , on _____<br>Date                                                      | _____<br>Signature        |

\*\*\*\*\*

PSC# 4068-11/12  
STAFF ANALYSIS/RECOMMENDATION:  
CIVIL SERVICE COMMISSION ACTION:

FOR DEPARTMENT OF HUMAN RESOURCES USE

OCT 17 2011

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: Experience with managing long-term disaster recovery planning in multiple catastrophic disaster events. Project management experience. HAZUS modeling expertise. FEMA regulation expertise. Local, state and federal government relations experience. Existing relationships with SPUR, ABAG, DHS, CalEMA and FEMA.
- B. Which, if any, civil service class normally performs this work? None.
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: No.


4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable: This project requires short term, highly specialized, academic consulting to create a framework for the recovery initiative.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. Short term need. The consultant will work with the Program Manager to build project plans of work that will be completed by civil service classes. Additionally, we cannot hire more personnel directly due to the personnel cap limitation of the grant program used as the funding source for this project.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

- |                                                                                                                                                                                                                                                                                        | Yes                      | No                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees?                                                                                                                                                                                                                   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?                                                                                                                                                                                                                                | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• Describe the training and indicate approximate number of hours.</li> <li>• Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.</li> </ul> |                          |                                     |
| C. Are there legal mandates requiring the use of contractual services?                                                                                                                                                                                                                 | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services?                                                                                                                                                                                            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service?                                                                                                                                                                            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?                                                                                                                                                             | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:



---

Signature of Departmental Personal Services Contract Coordinator

|                    |                  |
|--------------------|------------------|
| <u>WILL LEE</u>    | <u>558-3866</u>  |
| Print or Type Name | Telephone Number |

1011 TURK ST.

SE, CA 94102

Address



**PSC Submission (Regular) for Long-Term Recovery Strategic Planning Services**

**William Lee** to: DHR-PSCCoordinator  
Cc: L21PSCReview, staff, Rob Dudgeon, Kay Vasilyeva

10/17/2011 04:50 PM

From: William Lee/DEM/SFGOV  
To: DHR-PSCCoordinator/DHR/SFGOV@SFGOV  
Cc: L21PSCReview@ifpte21.org, staff@sfmea.com, Rob Dudgeon/DEM/SFGOV@SFGOV, Kay Vasilyeva/DEM/SFGOV@SFGOV

---

Dear DHR PSC Coordinator:

On behalf of the Department of Emergency Management, I am submitting the attached PSC request for Long-Term Recovery Strategic Planning Services.



PSC\_Recovery Initiative Consulting\_10-17-2011.pdf PSC\_Recovery Initiative Consulting\_10-17-2011.doc

Please note that the appropriate unions have been included as part of this email correspondence.

Please let me know if you have any questions or concerns.

Thank You!

Will

William T. Lee  
Deputy Director of Administration and Support  
Department of Emergency Management  
1011 Turk Street  
San Francisco, CA 94102  
Tel. 415-558-3866  
Fax 415-558-3841

PERSONAL SERVICES CONTRACT SUMMARY

DATE: November 17, 2011 - revised 11/30/11

DEPARTMENT NAME: Office of the Controller DEPARTMENT NUMBER 09

TYPE OF APPROVAL: [ ] EXPEDITED [ ] REGULAR (OMIT POSTING ) [ ] CONTINUING [ ] ANNUAL

TYPE OF REQUEST: [ ] INITIAL REQUEST [x] MODIFICATION (PSC# 4026-06/07)

TYPE OF SERVICE: Configuration of proprietary software, hosting of proprietary software

FUNDING SOURCE: Office of the Controller (CON)

Original Amount: \$250,000 PSC Duration: 09/01/2006 - 08/31/2009
1st Mod Amount: \$50,000 PSC Duration: 02/09/2009 - 1/31/2010
2nd Mod Amount: \$185,000 PSC Duration: 11/01/2009 - 1/31/2012
3rd Mod Amount: \$250,000 PSC Duration: 1/30/2012 - 1/31/2015
TOTAL Amount: \$735,000 TOTAL PSC Duration: 09/01/2006 - 1/31/2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

In 2006, the City selected JobAps through a RFP process to provide the City a website and web-based vendor-hosted job application system. The City currently uses JobAps to post, accept and process job applications, including examinations, as an integral component of the City's hiring/referral process.

B. Explain why this service is necessary and the consequences of denial:

If the City is unable to enter to into an agreement with JobAps, the City will no longer have access to a job-application system. Without JobAps, the City will not have the ability to deploy the full functionality of the Project eMerge solution as promised.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

The City was able to enter into an agreement with JobAps through PSC#4026-06/07.

D. Will the contract(s) be renewed:

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Rows include Local 1021, Local 21, MEA. Includes handwritten notes and signatures.

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4026-06/07

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*You must be a JobAps employee to perform this work.*

B. Which, if any, civil service class normally performs this work?

*City employees are not able to perform this work.*

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

*This is proprietary/hosted software. Only JobAps employees are able to configure and/or support the system.*

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

*No. This is proprietary/hosted software. City employees will never be able to perform this work.*

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

A. Will the contractor directly supervise City and County employees?

| Yes                      | No                                  |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |

B. Will the contractor train City and County employees?

|                          |                                     |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|--------------------------|-------------------------------------|

- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

C. Are there legal mandates requiring the use of contractual services?

|                          |                                     |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|--------------------------|-------------------------------------|

D. Are there federal or state grant requirements regarding the use of contractual services?

|                          |                                     |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|--------------------------|-------------------------------------|

E. Has a board or commission determined that contracting is the most effective way to provide this service?

|                                     |                          |
|-------------------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|-------------------------------------|--------------------------|

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

|                                     |                          |
|-------------------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|-------------------------------------|--------------------------|

**THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:**

*Jeanne Wong*

Signature of Departmental Personal Services Contract Coordinator

*Jeanne Wong*

Print or Type Name

*554-7604*

Telephone Number

*1 Dr. Carlton B. Goodlett Pl.*

*San Francisco, CA 94102*

Address



**PSC Review - JobAps Contract Modification**  
Rachel Cukierman to: staff

11/21/2011 02:40 PM

---

Attached for your review is the PSC Modification for the Controller's Office, eMerge.

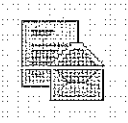
Please let me know if you have any questions.

Regards,



JobAps PSC Form Modification.PDF  
Rachel Cukierman  
Office of the Controller, City Services Auditor  
City & County of San Francisco  
(415)554-5391  
rachel.cukierman@sfgov.org

I am out of the office on Fridays.



**PSC Review - JobAps Contract Modification**

Rachel Cukierman to: pattie.tamura, ed.warshauer,  
Brook.Demmerle

11/21/2011 02:40 PM

---

Attached for your review is the PSC Modification for the Controller's Office, eMerge.

Please let me know if you have any questions.

Regards,



JobAps PSC Form Modification.PDF

Rachel Cukierman  
Office of the Controller, City Services Auditor  
City & County of San Francisco  
(415)554-5391  
rachel.cukierman@sfgov.org

I am out of the office on Fridays.



PSC Review - JobAps Contract Modification  
Rachel Cukierman to: L21PSCReview

11/21/2011 02:39 PM

---

Attached for your review is the PSC Modification for the Controller's Office, eMerge.

Please let me know if you have any questions.

Regards,



JobAps PSC Form Modification.PDF

Rachel Cukierman  
Office of the Controller, City Services Auditor  
City & County of San Francisco  
(415)554-5391  
rachel.cukierman@sfgov.org

I am out of the office on Fridays.





DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:  
Contractor must have computer and information systems personnel who have thorough knowledge of their proprietary system, expertise in software programming, and familiarity with the City's current system. As JobAps is a proprietary system, the work could only be performed by the Contractor.

B. Which, if any, civil service class normally performs this work?

3.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:  
The Contractor hosts the software.

WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:  
Service Classes are not applicable as the software product is a proprietary system.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
Civil Service Classes already exist. The software is proprietary, and only the Contractor has the expertise and knowledge to perform the custom software configurations and development for the added functionalities. To the extent possible, City staff will perform systems administration and will provide training to City end-users.

ADDITIONAL INFORMATION (if "yes," attach explanation)

Yes No

- A. Will the contractor directly supervise City and County employees?  Yes  No
- B. Will the contractor train City and County employees?  Yes  No
  - Describe the training and indicate approximate number of hours. Contractor will provide training over a 6-month period to facilitate the knowledge transfer component.
  - Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. Two Sr. IS Business Analysts.
- C. Are there legal mandates requiring the use of contractual services?  Yes  No
- D. Are there federal or state grant requirements regarding the use of contractual services?  Yes  No
- E. Has a board or commission determined that contracting is the most effective way to provide this service?  Yes  No
- F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? The proposed work will be provided by JobAps, Inc.  Yes  No

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Mary Ng  
Signature of Departmental Personal Services Contract Coordinator

Mary Ng

(415) 557-4957

Print or Type Name

Telephone Number

1 South Van Ness Ave., 4<sup>th</sup> Floor

San Francisco, CA 94103

Address



PERSONAL SERVICES CONTRACT SUMMARY

DATE: 11/14/2011

DEPARTMENT NAME: Arts Commission DEPARTMENT NUMBER 28

TYPE OF APPROVAL: [ ] EXPEDITED [x] REGULAR (OMIT POSTING ) [ ] CONTINUING [ ] ANNUAL

TYPE OF REQUEST: [ ] INITIAL REQUEST [x] MODIFICATION (PSC# 4009-08/09 )

TYPE OF SERVICE: Art Enrichment for four new branch libraries

FUNDING SOURCE: Direct Charge (Work Authorization)

Original Amount: \$300,000 PSC Duration: 7/21/2008 - 12/31/2011
Modification Amount \$0 PSC Duration: 7/21/2008 - 12/31/2014
Total Amount \$300,000 Total PSC Duration: 7/21/2008 - 12/31/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide design, fabrication and consultation on installation for original artworks for each of the following San Francisco Public Library branches: Bayview/Anna E. Waden, Ortega, North Beach and Visitacion Valley.

B. Explain why this service is necessary and the consequences of denial:

City administrative code section 3.19 requires that 2 percent of capital improvement construction cost be allocated to art enrichment. An extension is necessary as the construction of the North Beach Library was delayed and is now currently scheduled to be complete in the Fall of 2014. As it was determined the artwork would be commissioned for the new library, the Arts Commission is requesting an extension in order to fulfill it's art enrichment requirement.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

Not applicable as this is a one-time specialized service.

D. Will the contract(s) be renewed: No.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

SEIU Local 1021 Union Name Signature of person mailing/faxing form Date 11/15/2011
I.F.P.T.E., Local 21 Union Name Signature of person mailing/faxing form Date 11/15/2011
RFP sent to N/A, on Union Name Date Signature

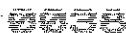
\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4009-08/09
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

NOV 15 2011



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Professional artist with expertise in creating site-specific artworks.

B. Which, if any, civil service class normally performs this work?

None. There is no civil service classification for an artist.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There is no civil service classification for artists and the services required are unique to the project and short-term.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No - each project is unique and requires different skills.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

A. Will the contractor directly supervise City and County employees?

| Yes                      | No                                  |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |

B. Will the contractor train City and County employees?

|                          |                                     |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|--------------------------|-------------------------------------|

- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

C. Are there legal mandates requiring the use of contractual services?

|                          |                                     |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|--------------------------|-------------------------------------|

D. Are there federal or state grant requirements regarding the use of contractual services?

|                          |                                     |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|--------------------------|-------------------------------------|

E. Has a board or commission determined that contracting is the most effective way to provide this service?

|                          |                                     |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|--------------------------|-------------------------------------|

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

|                          |                                     |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|--------------------------|-------------------------------------|

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

  
 \_\_\_\_\_  
 Signature of Departmental Personal Services Contract Coordinator

**Rebecca Krell**  
 \_\_\_\_\_  
 Print or Type Name

**415.252.4665**  
 \_\_\_\_\_  
 Telephone Number

**25 Van Ness, Suite 345**  
**San Francisco, CA 94102**  
 \_\_\_\_\_  
 Address

## Chou, Mary

---

**From:** Chou, Mary  
**Sent:** Tuesday, November 15, 2011 10:43 AM  
**To:** 'pattie.tamura@seiu1021.org'; 'ed.warshauer@seiu1021.org';  
'Brook.Demmerle@seiu1021.org'; 'L21PSCReview@ifpte21.org'  
**Cc:** Krell, Rebekah  
**Subject:** notification for PSC modification  
**Attachments:** PSC Modification - Branch Libraries.pdf

Hello SEIU and IFPTE 21,

Attached is a PSC modification request.

Please feel free to contact me if you have any questions.

Thanks,  
Mary

Mary Chou  
Public Art Project Manager  
San Francisco Arts Commission  
25 Van Ness Avenue, Suite 345  
San Francisco, CA 94102  
T: 415-252-2551  
F: 415-252-2595

<http://www.sfartscommission.org/pubartcollection/>

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Flickr: <http://www.flickr.com/photos/sfac>

PERSONAL SERVICES CONTRACT SUMMARY

DATE: OCT 20 2011

DEPARTMENT NAME: PUBLIC HEALTH and CHN

DEPARTMENT NUMBER: 81 & 82

TYPE OF APPROVAL: [ ] EXPEDITED [X] REGULAR (OMIT POSTING [ ])
[ ] CONTINUING [ ] ANNUAL

TYPE OF REQUEST: [ ] INITIAL REQUEST [X] MODIFICATION (PSC # 3111 06/07)

TYPE OF SERVICE: Annual SFGH Pharmaceutical Inventory

FUNDING SOURCE: General Funds

Table with 4 columns: PSC AMOUNT, Modification Amount, Total Amount, PSC DURATION, PSC Duration, Total PSC Duration. Values include \$45,000, \$41,100, \$86,100 and various dates.

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The Contractor will perform the annual physical inventory of pharmaceuticals at various locations at San Francisco General Hospital.

B. Explain why this service is necessary and the consequence of denial: Annual inventories of pharmaceuticals are necessary to meet standard business, accounting and hospital accreditation requirements.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): Under contract (PSC 3111 06/07).

D. Will the contract(s) be renewed? Yes.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedure):

Form with checkboxes for union notification, fields for Union Name, Signature of person mailing/faxing form, and Date. Includes handwritten date OCT 20 2011 and signature Jacquie Hale.

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3111-06/07
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

NOV 22 2011

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Experience in conducting hospital inventories in large teaching hospitals and a familiarity with drug names and pharmaceutical packaging.

B. Which, if any, civil service class normally performs this work?

2450 Pharmacist

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

Yes. Contractor will utilize specialized electronic inventory recording devices and off-site computer facilities to accept data and produce specialized reports.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The task is performed once a year and the highly skilled positions are not required during the remaining days of the year. This is a short-term project.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

See answer to 4a. (above)

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

Yes No

A. Will the contractor directly supervise City and County employees?

B. Will the contractor train City and County employees?

- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate numbers to be trained.

C. Are there legal mandates requiring the use of contractual services?

D. Are there federal or state grant requirements regarding the use of contractual services?

E. Has a board or commission determined that contracting is the most effective way to provide this service?

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

*Jacquie Hale for Jacquie Hale*

Signature of Departmental Personal Services Contract Coordinator

RL

Jacquie Hale

Print or Type Name

(415) 554-2609

Telephone Number

101 Grove Street, Room 307

San Francisco, CA 94102

Address

City and County of San Francisco  
Gavin Newsom  
Mayor



Department of Human Resources  
James P. Horan  
Acting Human Resources Director

NOTICE OF ACTION

April 19, 2007

Jacquie Hale  
Public Health  
101 Grove Street, Room 307  
San Francisco, CA 94102

Dear Ms. Hale:

This is to notify you of the approval of the following Personal Services Contract(s) by the Department of Human Resources in accordance with, and under the authority of, the Civil Service Commission procedures for processing Personal Services Contracts:

| <u>PSC Number</u> | <u>Amount</u> | <u>Description of work</u>                                                                                |
|-------------------|---------------|-----------------------------------------------------------------------------------------------------------|
| 3111-06/07        | \$45,000      | Will provide annual SFGH pharmaceutical inventory at various locations at San Francisco General Hospital. |

by: *Emily Morrison for*  
James P. Horan  
Acting Human Resources Director



PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 5, 2007

DEPARTMENT NAME: PUBLIC HEALTH and CHN

DEPARTMENT NUMBER: 81 & 82

TYPE OF APPROVAL: [X] EXPEDITED [ ] REGULAR (OMIT POSTING [ ])
[ ] CONTINUING [ ] ANNUAL

TYPE OF REQUEST: [X] INITIAL REQUEST [ ] MODIFICATION (PSC #)

TYPE OF SERVICE: Annual SFGH Pharmaceutical Inventory

FUNDING SOURCE: General Funds

PSC AMOUNT: \$45,000 (\$9,000/yr.) PSC DURATION: 5/1/2007 - 12/31/2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Contractor will perform the annual physical inventory of pharmaceuticals at various locations at San Francisco General Hospital.

B. Explain why this service is necessary and the consequence of denial:

Annual inventories of pharmaceuticals are necessary to meet standard business, accounting and hospital accreditation requirements. An accurate inventory must be known so the hospital can properly account for its assets and evaluate the fiscal performance of the Department. Denial will result in an incomplete and unreliable inventory.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

Under contract (PSC 3318-02/03).

D. Will the contract(s) be renewed? Yes.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedure):

[X] Local 1021 (790) Jacquie Hale APR 06 2007
Union Name Signature of person mailing/faxing form Date

[ ] Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3-111-06/07

STAFF ANALYSIS/RECOMMENDATION:

Approved - COPY - Jm

CIVIL SERVICE COMMISSION ACTION:

07 APR 16 2007

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Experience in conducting hospital inventories in large teaching hospitals and a familiarity with drug names and pharmaceutical packaging.

B. Which, if any, civil service class normally performs this work?

2450 Pharmacist

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

Yes. Contractor will utilize specialized electronic inventory recording devices and off-site computer facilities to accept data and produce specialized reports.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The task is performed once a year and the highly skilled positions are not required during the remaining days of the year. This is a short-term project.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

See answer to 4a. (above)

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

A. Will the contractor directly supervise City and County employees?

Yes  No

B. Will the contractor train City and County employees?

- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate numbers to be trained.

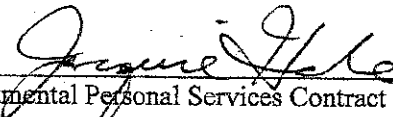
C. Are there legal mandates requiring the use of contractual services?

D. Are there federal or state grant requirements regarding the use of contractual services?

E. Has a board or commission determined that contracting is the most effective way to provide this service?

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? *Capital Inventory*

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

  
Signature of Departmental Personal Services Contract Coordinator

RL Jacquie Hale  
Print or Type Name

(415) 554-2609  
Telephone Number

101 Grove Street, Room 307  
San Francisco, CA 94102  
Address

**Fw: Union Notification of PSC Summary to DHR**  
Robert Longhitano to: DHR-PSCCoordinator  
Cc: Jacquie Hale, Jessica Galens, David Woods

11/22/2011 11:17 AM

Attached is an item for the Dec 19th meeting.

----- Forwarded by Robert Longhitano/DPH/SFGOV on 11/22/2011 11:09 AM -----

Robert  
Longhitano/DPH/SFGOV  
10/20/2011 01:54 PM

To pattie.tamura@seiu1021.org, ed.warshauer@seiu1021.org,  
Brook.Demmerle@seiu1021.org  
cc Jacquie Hale/DPH/SFGOV@SFGOV

Subject Union Notification of PSC Summary to DHR

**VIA EMAIL ONLY**

**TO: Pattie Tamura, SEIU 1021  
Ed Warshauer, SEIU 1021  
Brook Demmerle, SEIU 1021**

**FROM: Jacquie Hale, Director of Contract Management and Compliance**

**DATE: October 20, 2011**

**SUBJECT: Union Notification of PSC Summary to DHR**

Attached is the following personal services contract summary, which will be submitted to the Department of Human Resources for Civil Service Commission review and approval for the meeting of December 19, 2011.

1. Annual SFGH Pharmaceutical Inventory.

The PDF file for the item listed above is attached to this email.



PSC 3111 06 07 modification.pdf