



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: March 19, 2012
 To: The Honorable Civil Service Commission
 Through: Micki Callahan
 Human Resources Director

From: Cynthia Avakian, AIR
 Parveen Boparai, MTA
 Kendall Gary, DT
 Merrick Pascual, ECN
 Shawn Wallace, POL

Subject: Personal Services Contracts Approval Request

This report contains thirteen (13) 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*
\$95,240,000	\$2,156,603	\$595,580,475

*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- PSC #4003-11/12 for \$500,000 for Temporary Parking Restriction Signage was withdrawn by SFMTA on 7/28/11
- PSC#4053-11/12 for \$3.4million for Design for University Mound North Basin Upgrades was withdrawn by PUC on 11/15/11
- PSC#4060-11/12 for \$500,000 for Lighting Design Services – Build LED Streetlight Conversion was withdrawn by PUC on 11/21/11
- Modification of PSC#4097-08/09 for \$2.2million for regional water and energy washing machine rebate program was withdrawn on 11/30/11
- PSC#4075-11/12 for \$1.5million for Outreach and Marketing Services Power Enterprise withdrawn by PUC on 1/9/12

POSTING FOR
3/19/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4095-11/12	27	Airport Commission	Regular	\$150,000	Perform an airport economic impact study to quantify SFO's current economic impact to the local and state economy. The study will quantify the direct, indirect, and induced impacts associated with the SFO's operations as related to economic activity, earnings and jobs at SFO and businesses directly related to the Airport. The standard industry practice is to seek outside expertise because of the objectivity and credibility it provides to the results of the study.	3/20/2012 - 12/31/2013
4096-11/12	27	Airport Commission	Regular	\$180,000	Provide an independent assessment and recommendation on measures to improve the shared-ride system at SFO. The consultant will interview current permittees and airline passengers; provide an in-depth diagnostic study of existing program; study best practices from intermodal hubs nationwide; identify key area of opportunities to improve shared-ride distribution; and determine optimal number and size of van companies to service SFO.	4/1/2012 - 3/31/2013
4097-11/12	27	Airport Commission	Regular	\$500,000	The consultant will analyze the Airport Signage systems, environment, and program as well as provide an overall assessment and recommendations for signage. In addition, the consultant will survey passengers, identify the top five (5) problem areas and provide analysis and recommendations on how these issues should be solved. In order to be able to adequately assess and make recommendations on signage and wayfinding, the consultant must have an expert technical understanding of signage philosophies and systems within a large hub airport setting that integrates multiple terminals, floor levels, concession areas, ground transportation and parking structures. The Airport staff does not have the expertise of knowing what is taking place in other airports, and needs the assistance of a consultant expert.	3/15/2012 - 6/30/2015
4098-11/12	27	Airport Commission	Regular	\$90,000,000	This request is for design-build services, separate from the Master Architect services approved under PSC #4034-10/11. The Airport's design consultant, approved under PSC #4034-10/11, will prepare bridging documents for the design-build request for proposal. The selected design-build contractor will prepare the final design, as the Engineer of Record.	3/1/2012 - 3/1/2015
4099-11/12	75	Dept. of Technology	Regular	\$860,000	This contract will consist of services for captioned text added to video for the City's Board of Supervisors' meetings, Mayor's press conferences, 14 City commissions video tape, and cablecast by the San Francisco Government Television (SFGovTV) on cable channels 26 and 78. Closed caption text will also be added to the original programs produced by SFGovTV for City departments.	4/1/2012 - 6/30/2015
4100-11/12	35	Municipal Transportation Agency	Regular	\$175,000	This is a pilot program to integrate Clipper Card as an optional source of payment at San Francisco Municipal Transportation (SFMTA) parking garages. The contractor will provide Clipper Card equipment, technical support, installation, computer software, and operational upgrades on existing Parking Access and Revenue Control System (PARCS) in SFMTA off-street parking facilities. The contract includes warranties for the system.	4/1/2012 - 3/31/2014

POSTING FOR

3/19/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4101-11/12	21	Business, Economic Development	Regular	\$175,000	<p>Purchase of subscriptions to resume/job posting parsing system to process resumes and job descriptions and identify/extract data points, and translate information into easy to import format for use in other job matching systems, relying primarily on context rather than fixed rules to best parse unstructured fields like work history. Required/possessed skills are rolled-up into a standardized, hierarchical, and customizable dictionary that also includes context, duration, and recency of use for each skill. Purchase of subscription to a web-based, interactive and report-generating applications to give users real-time access to a comprehensive database of jobs data. System should provide a variety of reports and filters to track employer hiring activity by industry, occupations, education, and skills. Development and deployment of online calendar and scheduling application that will be used by City staff as well as contracted community based organizations to promote workshops and other public offerings of the City's workforce system. Calendar and scheduling application must be integrated into existing website, able to maintain records of rsyp's send email confirmations, and display upcoming events using filters so that users can show all events or just those associates with specific grants, programs, etc.</p>	3/20/2012 - 12/31/2012

Total Amount - Regular: \$92,040,000

POSTING FOR

3/19/2012

**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
3048-10/11	21	Business, Economic Development	Regular	\$135,000	\$184,900	The City contracted this service last year and launched a pilot to use the service as described herein with great success and would like to continue this relationship another year. Purchase subscription to database program with web interface to administer non-construction First Source Hiring program and facilitate hiring of candidates case managed by the City's network of One-Stop Career Centers. The program will allow case managers to efficiently screen, match, and refer appropriate candidates to job openings using a proprietary skill matching feature. It will facilitate the sharing of open positions to ensure workers are placed quickly, allow businesses to more effectively comply with the City's First Sources Hiring requirements and allow tracking of compliance of non-construction contractors bound by First Source (Municipal Code Chapter 83).	2/7/2011 - 6/30/2013
4023-98/99	27	Airport Commission	Regular	\$800,000	\$2,560,000	Bond trustee services include payment of principal and interest to bondholders, maintenance of books of registration for bonds, compliance with all tax laws, provision of notices to bondholders, investment of reserve funds, reporting of investment yields, and assistance on other bond matters and other financial instruments. As the size and complexity of the Airport's capital finance structure grows, trustee-related transactions have become more complex and more frequent, especially due to the issuance of variable rate debt. This modification reflects the additional services anticipated for the next five years	11/9/1991 - 3/31/2017
4041-10/11	27	Airport Commission	Regular	\$415,000	\$640,000	This is a service modification to the Airport's SAFE system that allows communications between SFO's multiple security and credentialing systems. This modification adds required software maintenance and licensing fees to the above software service.	11/1/2010 - 6/30/2014
4098-04/05	27	Airport Commission	Regular	\$0	\$7,200,000	Parking Access Control System (PARCS) at Domestic Garage, IT Garage "A", IT Garage "G", Lot C, Lot D, Garage and Lot DD, and Westfield Garage. A new PARCS system will be designed, manufactured, installed, and maintained to replace the existing parking control system. There have been delays in implementation and acceptance of this system. The 3-year maintenance was part of the original contract however since the system was only recently accepted there have been delays in beginning the maintenance phase of this contract.	7/1/2005 - 12/31/2014

POSTING FOR
3/19/2012

**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
4001-09/10	35	Municipal Transportation Agency	Regular	\$1,050,000	\$1,400,000	To provide on-site back strengthening, employee exercises, education and wellness program services for the SFMTA employees. Continuing the existing employee fitness program at the Presidio division, Cable Car division, and the mobile exercise component at the remaining five transit operation divisions and at the SFMTA's headquarter - One South Van Ness Ave. where the programs are addressing health and wellness issues especially related to administrative/ office positions. This program will be expanded to the Metro East site during the contract extension period.	6/30/2009 - 6/30/2013
4109-08/09	38	Police	Regular	\$800,000	\$1,235,000	ICAD is a proprietary software system used to run the Police Message Switch and modules in its Legacy systems that interface with that Message Switch. The contractor makes as-needed modifications. Both the message switch and the legacy systems are being phased out of the Police Department and will be replaced by modern applications administered by Police Department employees.	3/2/2009 - 3/1/2015

Sum of Modified Amounts: **\$3,200,000**

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

Parveen Boparai,
Municipal Transportation Agency
1 South Van Ness,
San Francisco, CA 94103

Kendall Gary
Department of Technology
1 South Van Ness, 2nd Floor
San Francisco, CA 94103

Merrick Pascual
Mayor's Office of Economic & Workforce
Development
1 South Van Ness, 5th Floor
San Francisco, CA 94103

Shawn Wallace
Police Department
850 Bryant Street
San Francisco, CA 94103

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 10, 2012

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: Airport Economic Impact Study Consulting Services

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$150,000 TOTAL PSC DURATION: 3/20/12 – 12/31/13

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Perform an airport economic impact study to quantify SFO's current economic impact to the local and state economy. The study will quantify the direct, indirect, and induced impacts associated with the SFO's operations as related to economic activity, earnings and jobs at SFO and businesses directly related to the Airport. The standard industry practice is to seek outside expertise because of the objectivity and credibility it provides to the results of the study.

B. Explain why this service is necessary and the consequences of denial: An airport economic impact study is one of the tools SFO uses to support the Airport's planning and capital investment efforts, and is a source of valuable information of local and statewide significance. Denial of this service would result in the Airport losing an important planning tool.

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 service.

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

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

Christina P. Anderson

January 10, 2012

Union Name

Signature of person mailing/faxing form

Date

RFP sent to: IFPTE, Local 21

on

January 10, 2012

Christina P. Anderson

Union Name

Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4095-11/12

*Received 2/22/12
MK*

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. **Specify required skills and/or expertise:** Expertise in assessing airport economic impacts, experience in developing economic models, knowledge of aviation and airport industry trends, experience with survey collection techniques, and experience conducting airport economic impact studies at large- or medium-hub airports.

B. **Which, if any, civil service class normally performs this work?** Portions of the data gathering specifically related to the Airport will be performed by 182x series Administrative Analysts, 9255 Airport Economic Planner for use by the selected consultant; however, the Airport does not have the expertise necessary to complete the analysis in this scope of work. Those classifications and various other Finance staff at the Airport will also use study results for various analyses on an ongoing basis.

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:** Existing civil service classifications (1823, 1824, and 9255) will be working closely with the consultants to provide Airport-specific data needed for the study. However, the work requires expertise in aviation business structures and access to specialized data related to determining economic multipliers. The Airport does not have access to the data needed, and Airport staff does not possess the level of industry knowledge envisioned under this scope. Economic impact studies are conducted on an intermittent basis, and are not part of the full-time scope of work of existing civil service classifications. Typically an outside consulting firm is engaged for this type of study because of the objectivity and credibility a third-party lends to the study.

B. **Would it be practical to adopt a new civil service class to perform this work? Explain.**
No. This is a short-term project and requires particular expertise from a third-party.

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?**

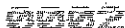
<input type="checkbox"/>	<input checked="" type="checkbox"/>
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E. **Has a board or commission determined that contracting is the most effective way to provide this service?** No, however, Airport Commission has approved Resolution No. 11-0258 to issue a RFP for this project.

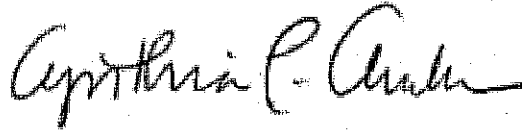
<input type="checkbox"/>	<input checked="" type="checkbox"/>
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F. **Will the proposed work be completed by a contractor that has a current personal services contract with your department?** An RFP is being conducted and the result of that process is not known at this time.

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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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. 11-0258

RESOLUTION AUTHORIZING THE ISSUANCE OF A REQUEST FOR PROPOSALS FOR AN AIRPORT ECONOMIC IMPACT STUDY AND NEGOTIATIONS WITH THE HIGHEST RANKED CONSULTING FIRM

WHEREAS, an economic impact study quantifies the Airport's contribution to local, regional and state economies, is one of the tools the Airport uses to support planning and capital investment efforts;

WHEREAS, the standard industry practice is to seek outside expertise because of the objectivity and credibility it provides to the results of the study;

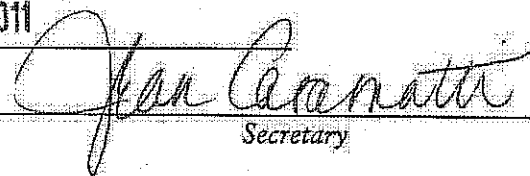
WHEREAS, the last study was completed in June 2009, and a new airport economic study ensures staff continues to have access to an important planning tool; now, therefore, be it

RESOLVED, that this Commission authorizes issuance of a Request for Proposals from consulting firms to prepare an Airport Economic Study and negotiate with the highest ranked firm for a professional service contract not to exceed \$150,000; and be it further

RESOLVED, that upon conclusion of the negotiations, staff will return to the Commission for approval of the proposed contract with the selected firm.

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

NOV 15 2011


Secretary

Ryan, Maria

From: Cynthia Avakian <Cynthia.Avakian@flysfo.com>
Sent: Wednesday, February 22, 2012 1:00 AM
To: DHR-PSCCoordinator, DHR
Cc: Chu, Ronda; Martinez, Denise; Kristen Schilling; Lisa Randall
Subject: FW: Dept. 27 - SFO - Request for Proposals for an Airport Economic Impact Study
Attachments: PSC Form 1 RFP Economic Impact FINAL.pdf; PSC Form 1 RFP Economic Impact FINAL 120221.docx; 11-0258.pdf

Maria,

Attached is the Airport's PSC for the Request for Proposals for an Airport Economic Impact Study.

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: Cynthia Avakian
Sent: Tuesday, January 10, 2012 6:26 PM
To: 'L21PSC Review'; 'Larry Wong'
Cc: 'Ging Louie'; 'Joe Brenner'; Ronda Chu; Kristen Schilling; Denise Martinez
Subject: Dept. 27 - SFO - Request for Proposals for an Airport Economic Impact Study

The City and County of San Francisco, acting by and through the San Francisco International Airport Commission, has issued RFP No. 9204 for an Airport Economic Impact Study. The notice can be found at: <http://mission.sfgov.org/OCABidPublication/BidDetail.aspx?K=5024>.

The DRAFT PSC Form 1 is also attached.

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 6, 2012

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: Independent Assessment and Recommendations on Measures to Improve the Shared-Ride Industry at SFO

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$180,000

PSC DURATION: 4/1/2012 - 3/31/2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Provide an independent assessment and recommendation on measures to improve the shared-ride system at SFO. The consultant will interview current permittees and airline passengers; provide an in-depth diagnostic study of existing program; study best practices from intermodal hubs nationwide; identify key area of opportunities to improve shared-ride distribution; and determine optimal number and size of van companies to service SFO.

B. Explain why this service is necessary and the consequences of denial: Airport Commission recommends an independent study to identify measures to improve the shared-ride industry at SFO. For the past 17 years the Airport has had with many challenges with the current system. It is the Airport Commission's hope that the consultant report will provide recommendation to the Airport to improve operations at SFO. Denial will result in not improving the customer service the customers at SFO expect.

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 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 procedure):

IFPTE Local 21 Union Name Signature of person mailing/faxing form Date January 6, 2012

RFP sent to: IFPTE Local 21 on December 23, 2011 Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4096-11/12 STAFF ANALYSIS/RECOMMENDATION:

Received 2/22/12 MK

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Experience on ground transportation issues/analysis, in particular the shared-ride industry at metropolitan intermodal hubs in such categories as transportation economic and mode, statistical and operational analysis; transportation regulatory expertise; business development/marketing/proposals/Co-ops/start-up; routing, scheduling and dispatching software system analysis.

B. Which, if any, civil service class normally performs this work? Class 5289 – Transit Planner III, Class 5290 – Transit Planner IV.

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: Airport needs an independent study to assist staff with a recommended solution.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No, since existing staff will be implementing the recommendations from the study.

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 No. 11-0196 to issue a RFP for this project. | <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 is being conducted and the result of that process is 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

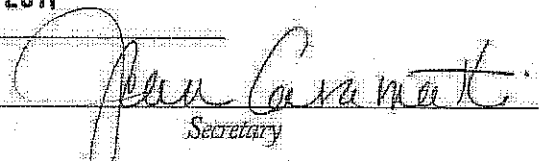
RESOLUTION NO. 11-0196

APPROVE RESOLUTION AUTHORIZING AIRPORT STAFF TO ISSUE A REQUEST FOR PROPOSALS (RFP) FOR A CONSULTANT TO CONDUCT A COMPREHENSIVE ANALYSIS OF THE SHARED-RIDE INDUSTRY AT SAN FRANCISCO INTERNATIONAL AIRPORT AND TO ENTER INTO NEGOTIATIONS WITH THE HIGHEST-RANKED PROPOSER

- WHEREAS, given the dynamic nature of the Airport ground transportation environment in general and the ongoing changes with the opening of Terminal 2 in April, 2011; and
- WHEREAS, the contiguous (i.e. single shared-ride zone) replaced the three separate zone system commencing with the opening of Terminal 2 in April, 2011. The phased opening began in Terminal 1 and Terminal 3 on June 1, 2011; and
- WHEREAS, due to feedback the Airport has received, staff will be reverting back to separate (non-contiguous) zones in Terminal 1 and Terminal 3 effective Tuesday, September 27, 2011; and
- WHEREAS, the Airport's goal for the shared-ride van industry is to maintain the highest standards of customer service to the traveling public, ensure that each permitted operator is expending the resources necessary to comply with the service provisions specified in the Airport Operating Permit, and that the industry is self-sustaining; and
- WHEREAS, the current permitted operators hold open ended permits with no expiration date; and
- WHEREAS, in order to continue this monitoring effort, the Airport seeks proposals from firms qualified to administer, tabulate, analyze and document the results of average vehicle ridership surveys using established methodology; and
- WHEREAS, a comprehensive report will provide a background of the industry, its current status, strengths and weaknesses of the system, and recommendations to maximize its efficiency and levels of customer service and length of future permits; and
- WHEREAS, findings from the report will allow Airport staff to develop a comprehensive report to the Commission including methods to improve the shared-ride van system; and
- WHEREAS, the budget for this report will come from existing Landside funds in an amount not to exceed \$180,000; and
- WHEREAS, staff will send RFP notices to firms qualified to perform transportation studies and surveys, including local-certified LBE firms; now, therefore, be it
- RESOLVED, that this Commission authorizes Airport staff to issue a Request for Proposals (RFP) for a contractor to conduct a comprehensive analysis of the shared-ride industry at San Francisco International Airport, with funds coming from existing Landside funds in an amount not to exceed \$180,000. Staff will negotiate with the highest-ranked proposer and return to the Commission for award of the contract.

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

SEP 06 2011


Secretary

Ryan, Maria

From: Cynthia Avakian <Cynthia.Avakian@flysfo.com>
Sent: Wednesday, February 22, 2012 12:35 AM
To: DHR-PSCCoordinator, DHR
Cc: Pino, Daniel; Nishil Bali
Subject: FW: RFP-Airport Shared Ride Consultant Services
Attachments: PSC form 1 Shared Ride FINAL 120221.docx; PSC form 1 Shared Ride FINAL 120221.pdf; 11-0196.pdf

Maria,

Attached is the Airport's PSC for Shared Ride Consultant Services.

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: Cynthia Avakian
Sent: Friday, January 06, 2012 7:08 PM
To: 'Larry Wong'; L21PSC Review
Cc: Joe Brenner; Ging Louie; Daniel Pino; Nishil Bali
Subject: RE: RFP-Airport Shared Ride Consultant Services

Larry,

Sorry for the delay. Here is the requested PSC. Let me know if you have further questions.

Thanks and Happy New Year!!

Cynthia
Phone: (650) 821-2014

From: Larry Wong [mailto:lwong@ifpte21.org]
Sent: Wednesday, January 04, 2012 10:48 AM
To: Cynthia Avakian; L21PSC Review
Cc: Joe Brenner; Ging Louie; Larry Wong
Subject: RFP-Airport Shared Ride Consultant Services
Importance: High

Cynthia,

The RFP doesn't qualify as sufficient notice to the Union. You should provide the appropriate form PSC Form 1.

Please provide the following information.

1. Funding Source

2. Description of Work
3. Explain why this service is necessary and the consequences of denial.
4. Explain how this service has been provided in the past.
5. Will this contract be renewed?
6. Description of Required skills or expertise.
7. Which civil service class normally performs this work?
8. Will the contractor provide facilities and/or equipemtn not currently possessed by the City? If yes, explain.
9. Explain why classified civil service cannot perform this work.
10. Will the contractor directly supervise City and County employees?
11. Will the contractdor train City and County employees?
12. Are there legal mandates requiring the use of proposed contractual services?
13. Are there federal or sdtate grant requirements regarding the proposed contractual services?

Please provide the response so that we can determine if it is necessary to "Meet and Confer" over this proposed contractual services.

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

From: Cynthia Avakian [Cynthia.Avakian@flysfo.com]
Sent: Wednesday, December 28, 2011 12:43 PM
To: L21PSC Review; Larry Wong
Cc: Daniel Pino; Abubaker Azam
Subject: RE: Dept. 27 - SFO - Request for Proposals for Shared Ride Consultant Services

Not yet. We plan to get the PSC Form 1 to Local 21 to start the discussions early in 2012.

Happy New Year,

Cynthia
Phone: (650) 821-2014

From: L21PSC Review [mailto:L21PSCReview@ifpte21.org]
Sent: Wednesday, December 28, 2011 11:28 AM
To: Cynthia Avakian
Subject: RE: Dept. 27 - SFO - Request for Proposals for Shared Ride Consultant Services

Hi Cynthia,

Did the get CSC approval already?

Larry

From: Cynthia Avakian [Cynthia.Avakian@flysfo.com]
Sent: Friday, December 23, 2011 11:18 AM
To: L21PSC Review; Larry Wong
Cc: Ging Louie; Joe Brenner; Daniel Pino; Abubaker Azam
Subject: Dept. 27 - SFO - Request for Proposals for Shared Ride Consultant Services

The City and County of San Francisco, acting by and through the San Francisco International Airport Commission, has issued RFP No. 9137 for a Shared Ride Consultant Services. The notice can be found at: <http://mission.sfgov.org/OCABidPublication/BidDetail.aspx?K=4969>.

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 6, 2012

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: Planning and Analysis of Airport Signage Systems

FUNDING SOURCE: Capital Funding

PSC AMOUNT: \$ 500,000

PSC DURATION: March 15, 2012- June 30, 2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The consultant will analyze the Airport Signage systems, environment, and program as well as provide an overall assessment and recommendations for signage. In addition, the consultant will survey passengers, identify the top five (5) problem areas and provide analysis and recommendations on how these issues should be solved. In order to be able to adequately assess and make recommendations on signage and wayfinding, the consultant must have an expert technical understanding of signage philosophies and systems within a large hub airport setting that integrates multiple terminals, floor levels, concession areas, ground transportation and parking structures. The Airport staff does not have the expertise of knowing what is taking place in other airports, and needs the assistance of a consultant expert.

B. Explain why this service is necessary and the consequences of denial: Wayfinding and signage is important for SFO's strategic goal of achieving high customer satisfaction and it plays a crucial role in aiding passengers with their immediate needs at the airport and moving the traveling public effectively through the terminals to their flight destinations and to concessions areas. Because the Airport building functions and structural design have changed since the initial building, the flow and environmental changes call for a comprehensive review of the current signage to ensure SFO continues to be considered a world class airport by customers The consequences of denial include having airport passengers lost and unable to effectively navigate through the Airport, and a potential loss of revenue due to unclear wayfinding toward concession areas.

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 service.

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
Signature of person mailing/faxing form
January 6, 2012 Date

RFP sent to: IFPTE Local 21 on December 29, 2011
Union Name Date Signature

PSC # 4097-11/12

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4097-11/12
STAFF ANALYSIS/RECOMMENDATION:

Received 2/22/12
CNR

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Environmental graphic designers specialize in how signage systems work within the context of surrounding structural and spatial elements, with specific emphasis in signage system planning and analysis. Knowledge of the complexities of signage within a large hub airport setting is critical. Conducting a passenger survey regarding signage will be part of the required skills as well.

B. Which, if any, civil service class normally performs this work? All work will be coordinated through the current Airport Signage Coordinator (Manager I), who coordinates the Airport's signage system. The consultant will be working with the Signage Coordinator by providing expert and technical consultation on improving signage and wayfinding at the Airport. No civil service classifications currently specialize in environmental graphic design; however, the following classifications may potentially be involved in some elements of the work at later phases: Traffic and Street Signs series (5303, 5306); Illustrator and Art Designer (5320).

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: Civil Service classifications are not applicable as this project is intermittent, and requires unique and highly specialized expertise in the field of airport signage and wayfinding. A majority of contracted services are expected to be completed within the first six (6) months of the contract term, with the additional term being reserved for addressing other signage concerns that may arise as a result of construction changes to one of the Airport's baggage handling areas and/or parking structures. These tasks would be infrequent, and would require a consultant with technical airport signage experience given the complexity of wayfinding within a large hub airport.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No, work is done on an infrequent and intermittent basis and will not substantiate for a full time permanent position.

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?

The consultant will be involved in providing knowledge transfer to the Airport Signage Coordinator (Manager I).

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

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

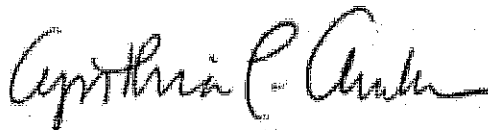
<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

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 #11-0302 to issue a RFP for this service.
- F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? The Airport has issued 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. 11-0302

AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSALS (RFP) FOR CONTRACT NO. 9190 FOR A CONSULTANT TO CONDUCT A COMPREHENSIVE ANALYSIS OF THE TERMINAL SIGNAGE AND WAYFINDING PROGRAM AT SAN FRANCISCO INTERNATIONAL AIRPORT AND AUTHORIZE STAFF TO ENTER INTO NEGOTIATIONS WITH THE HIGHEST-RANKED PROPOSER

- WHEREAS, SFO's vision of "Reaching for Number 1" has prompted the Airport to focus on improving the passenger experience; and
- WHEREAS, past customer surveys, customer comments and employee surveys have shown that signage and wayfinding are critical to high customer satisfaction scores; and
- WHEREAS, as part of SFO's mission to provide an exceptional Airport in service to our communities, the Airport is seeking a signage and wayfinding consultant to evaluate the existing signage program and assist the Airport in improving its signage and wayfinding; and
- WHEREAS, the new signage program at Terminal 2 has been well accepted and greatly successful and the Airport wishes to use that as a model, to assess other facilities and implement similar standards throughout the Airport; and
- WHEREAS, the consultant will review the signage program and the environmental conditions at each Terminal including, but not limited to, building architecture, lighting conditions, and visual clutter; and
- WHEREAS, the consultant will conduct surveys and focus groups to assess the human interaction with the system and in six (6) months provide a comprehensive report of recommendations for improvements based on passenger impact and cost. Long and short-term options will be included; and
- WHEREAS, the consultant will then be retained to support implementation of recommendations and support upcoming Airport projects as needed, including the Boarding Area "E" redevelopment and the public areas of the new Air Traffic Control Tower project; and
- WHEREAS, based on the results of an RFP selection process, the Airport Director will recommend the Commission award the contract to the highest ranked proposer determined to provide the "best overall value" to the Airport; now, therefore be it
- RESOLVED, that this Commission authorizes the issuance of a Request for Proposals for a consultant to conduct a comprehensive analysis of the Terminal Signage and Wayfinding Program at San Francisco International Airport and authorize staff to negotiate with the highest ranked proposer and return to the Commission for award of the contract.

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

at its meeting of

DEC 20 2011


Secretary

Ryan, Maria

From: Cynthia Avakian <Cynthia.Avakian@flysfso.com>
Sent: Wednesday, February 22, 2012 2:53 AM
To: DHR-PSCCoordinator, DHR
Cc: Sundstrom, Vicki; Brown, Hailey; Kristen Schilling; Lisa Randall
Subject: FW: PSC-SFO Comprehensive Analysis of Terminal Complex Signage and Wayfinding Program
Attachments: PSC Signage RFP - Form 1 FINAL 120221.docx; PSC Signage RFP - Form 1 FINAL.pdf; 11-0302.pdf

Maria,

Attached is the Airport's PSC for Comprehensive Analysis of Terminal Complex Signage and Wayfinding Program.

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@flysfso.com
Phone: (650) 821-2014, Fax: (650) 821-2011

From: Cynthia Avakian
Sent: Tuesday, January 10, 2012 11:35 AM
To: 'L21PSC Review'; Larry Wong
Cc: Vicki Sundstrom; Abubaker Azam; Kristen Schilling; Lisa Randall
Subject: RE: PSC-SFO Comprehensive Analysis of Terminal Complex Signage and Wayfinding Program - \$500K/3yrs

Larry,

The work is all inside the terminal. Let us know which part of the PSC was confusing so we can change it.

Thanks,

Cynthia
Phone: (650) 821-2014

From: L21PSC Review [<mailto:L21PSCReview@ifpte21.org>]
Sent: Tuesday, January 10, 2012 10:39 AM
To: Cynthia Avakian; Larry Wong
Cc: Vicki Sundstrom; Abubaker Azam; Kristen Schilling; Lisa Randall
Subject: PSC-SFO Comprehensive Analysis of Terminal Complex Signage and Wayfinding Program - \$500K/3yrs

Cynthia,

From the PSC description, it appears that the work will be both inside and outside the terminal. However, in reading Civil Service classes, it appears that the work is outside only. Is this correct?

From: Cynthia Avakian [Cynthia.Avakian@flysfo.com]

Sent: Friday, January 06, 2012 5:29 PM

To: L21PSC Review; Larry Wong

Cc: Ging Louie; Joe Brenner; Vicki Sundstrom; Abubaker Azam; Kristen Schilling; Lisa Randall

Subject: RE: Dept. 27 - SFO - Request for Proposals for a Comprehensive Analysis of Terminal Complex Signage and Wayfinding Program

Larry,

Here is the draft PSC for the Request for Proposals for a Comprehensive Analysis of Terminal Complex Signage and Wayfinding Program.

Thanks and Happy New Year!!

Cynthia

Phone: (650) 821-2014

From: L21PSC Review [mailto:L21PSCReview@ifpte21.org]

Sent: Wednesday, January 04, 2012 9:15 AM

To: Cynthia Avakian; Larry Wong

Cc: Ging Louie; Joe Brenner; Vicki Sundstrom; Abubaker Azam

Subject: RE: Dept. 27 - SFO - Request for Proposals for a Comprehensive Analysis of Terminal Complex Signage and Wayfinding Program

Did Airport has an approved PSC from the CSC yet?

I don't remember seeing a PSC?

From: Cynthia Avakian [Cynthia.Avakian@flysfo.com]

Sent: Thursday, December 29, 2011 3:48 PM

To: L21PSC Review; Larry Wong

Cc: Ging Louie; Joe Brenner; Vicki Sundstrom; Abubaker Azam

Subject: Dept. 27 - SFO - Request for Proposals for a Comprehensive Analysis of Terminal Complex Signage and Wayfinding Program

The City and County of San Francisco, acting by and through the San Francisco International Airport Commission, has issued RFP No. 9190 for a Comprehensive Analysis of Terminal Complex Signage and Wayfinding Program. The notice can be found at: <http://mission.sfgov.org/OCABidPublication/BidDetail.aspx?K=5004>.

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 10, 2012

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: Design-Build Services for the Replacement Airport Traffic Control Tower (ATCT) and Integrated Facilities

FUNDING SOURCE: Airport Capital and Federal Appropriation Funds

PSC AMOUNT: \$90,000,000 PSC DURATION: 3/1/2012 to 3/1/2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work: This request is for design-build services, separate from the Master Architect services approved under PSC #4034-10/11. The Airport's design consultant, approved under PSC #4034-10/11, will prepare bridging documents for the design-build request for proposal. The selected design-build contractor will prepare the final design, as the Engineer of Record.

Replacement Airport Traffic Control Tower and Integrated Facilities: Design-build services for the FAA's Replacement ATCT and FAA Facilities, and Airport Facilities that reside within the footprint of, or are directly adjacent to the FAA Facilities (Integrated Facilities). The replacement of the existing Airport Traffic Control Tower is required due to significant seismic structural deficiencies.

B. Explain why this service is necessary and the consequences of denial: The ATCT and Integrated Facilities is a complex and time sensitive program to meet the operational and safety requirements of the Airport. The FAA's extraordinary requirements for continuous operation during a seismic event, blast protection strengthening, lightning protection, and other special equipment specifications require specialty qualifications and oversight. Denial will cause project delays, and increase the probability of operations and safety impacts.

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 service.

D. Will the contract(s) be renewed? It is possible in the future if there is 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 Signature of person mailing/faxing form Date January 10, 2012 RFP sent to: IFPTE Local 21 Union Name on February 7, 2012 Date Signature

PSC# 4098-11/12

Received on 2/21/12 PSC FORM 1 (9/96)

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4098-11/12
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Project architectural, engineering and construction management skills with specific expertise in large airport projects and FAA compliant ATCTs including special knowledge and skills required to construct and commission an Airport Control Tower and all of its operating systems.

B. Which, if any, civil service class normally performs this work? Architectural (5268) and engineering (5201-5241) classes exist but their expertise is not applicable to large airport and Airport Traffic Control Tower projects. City Project Managers with the appropriate expertise in managing terminal development, ATCTs and construction and systems commissioning at the Airport will supervise the contracted work.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Yes, procurement of proprietary equipment for FAA.

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 large airport and ATCTs including construction. The Airport will use experienced Airport project and construction management staff integrated with the consultant staff to provide the required services. The Airport estimates that up to 10% of the administrative work on the various projects, including project management, construction management, IT support, landside/airfield 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 the specialized knowledge of airport requirements; major new construction or remodeling terminal airport projects do not occur frequently enough to justify permanent staffing, with the exception of project management staff. SFO has one ATCT.

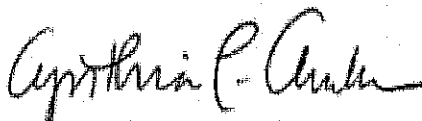
5. ADDITIONAL INFORMATION (if "yes," attach explanation)

- A. Will the contractor directly supervise City and County employees? Yes No
B. Will the contractor train City and County employees? Yes No
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? No; however the Airport Commission has approved Resolution No. 11-0275 to issue the RFP/RFQ for these services.

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? An RFP/RFQ will be conducted and the result of that process is 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

(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. 11-0275

AUTHORIZATION TO ISSUE A REQUEST FOR QUALIFICATIONS AND A REQUEST FOR PROPOSALS FOR CONTRACT NO. 9015.A, DESIGN-BUILD SERVICES FOR REPLACEMENT AIRPORT TRAFFIC CONTROL TOWER AND INTEGRATED FACILITIES

- WHEREAS, on August 3, 2010, by Resolution No. 10-0267 the Commission authorized the Director to execute an Other Transaction Agreement (OTA) with the Federal Aviation Administration (FAA) for 100% reimbursement of the environmental assessment, design and construction of the new Replacement Airport Traffic Control Tower (ATCT) and FAA Facilities, subject to Board of Supervisors (BOS) approval; and
- WHEREAS, the BOS approved the OTA as part of the Airport's 2011/2012 fiscal year budget; and
- WHEREAS, the FAA and SFO Staffs agreed to a total estimated cost of \$69,550,000 for the ATCT and FAA Facilities; and
- WHEREAS, the Airport has prepared an Environmental Assessment (EA) on behalf of the FAA to ensure compliance with requirements set forth in the Council on Environmental Quality regulation for implementing the National Environmental Policy Act (NEPA); and
- WHEREAS, the award of Contract No. 9015.A is subject to the Finding of No Significant Impact and FAA approval of the EA; and
- WHEREAS, the scope of professional services agreement Contract 9015.1, Master Architect for Replacement Air Traffic Control Tower/Terminal 1 Complex Redevelopment Program, with HNTB, provides for the schematic design for the ATCT and FAA Facilities, and the Airport terminal facilities residing within the footprint of, or directly adjacent to the ATCT and FAA Facilities (collectively "Integrated Facilities"); and
- WHEREAS, the ATCT and Integrated Facilities schematic design will be the "bridging document" as the basis for the design-build scope of work to be provided under this proposed Contract 9015.A; and
- WHEREAS, the total estimated cost of Contract 9015.A is in the amount of \$80,361,000; and
- WHEREAS, the Airport's share of the total estimated cost is \$22,361,000 for the Airport facilities and an allocation of the costs for shared infrastructure and systems of the Integrated Facilities, to be funded from Airport CIP program funds; and
- WHEREAS, the FAA will fund the balance of \$58,000,000, pursuant to the terms of the OTA; and
- WHEREAS, the duration of the proposed contract is 36 months; and
- WHEREAS, a qualified Evaluation Team will be established to review the contractors' proposals and to determine which proposal provides the best value to the Airport; and

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 11-0275

- WHEREAS, based on the scores provided by the Evaluation Team, Staff will rank the firms, and return to the Commission with a recommendation to award a contract to the highest scoring design-build firm; and
- WHEREAS, due to the federal funding component for these services, Staff will work with Airport Small Business Affairs staff to develop a small business program for these services to engage the participation of local, small and disadvantaged businesses; now, therefore be it
- RESOLVED, that the Commission approves the proposed resolution authorizing the Director to issue a Request for Qualifications and Request for Proposals for Contract No. 9015.A, Design-Build Services for Replacement Airport Traffic Control Tower and Integrated Facilities.

Page 2 of 2

I hereby certify that the foregoing resolution was adopted by the Airport Commission
at its meeting of DEC 06 2011

Jean Caranatti
Secretary

Ryan, Maria

From: Cynthia Avakian <Cynthia.Avakian@flysfo.com>
Sent: Tuesday, February 21, 2012 10:23 PM
To: DHR-PSCCoordinator, DHR
Cc: Rayca, Geri; Rodrigues, Tom
Subject: FW: SFO RFP/RFQ Design-Build Services for the Replacement Airport Traffic Control Tower (ATCT) and Integrated Facilities
Attachments: PSC DB Services ATCT_Integrated Facilities FINAL 120221.docx; PSC DB Services ATCT_Integrated Facilities FINAL.pdf; 11-0275.pdf

Maria,

Attached is the PSC for Design-Build Services for the Replacement Airport Traffic Control Tower (ATCT) and Integrated Facilities.

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: Cynthia Avakian
Sent: Tuesday, February 07, 2012 8:31 PM
To: L21PSC Review <L21PSCReview@ifpte21.org> (L21PSCReview@ifpte21.org); lwong@ifpte21.org
Cc: Ging Louie (glouie@ifpte21.org); Joe Brenner; Tom Rodrigues; Geri Rayca
Subject: SFO RFP/RFQ Design-Build Services for the Replacement Airport Traffic Control Tower (ATCT) and Integrated Facilities

Larry,

The Airport has posted the RFP/RFQ for Design- Build Services for the Replacement Airport Traffic Control Tower (ATCT) and Integrated Facilities at the following link: <http://mission.sfgov.org/OCABidPublication/BidDetail.aspx?K=5125> that was referenced in the January 10, 2012 email below.

Thanks,

Cynthia
Phone: (650) 821-2014

From: Cynthia Avakian
Sent: Tuesday, January 10, 2012 12:08 AM
To: lwong@ifpte21.org; L21PSC Review <L21PSCReview@ifpte21.org> (L21PSCReview@ifpte21.org)
Cc: Ging Louie (glouie@ifpte21.org); Joe Brenner; Tom Rodrigues; Geri Rayca
Subject: SFO New Request PSC Design-Build Services for the Replacement Airport Traffic Control Tower (ATCT) and Integrated Facilities

Larry,

Attached is the DRAFT PSC for the Design-Build Services for the Replacement Airport Traffic Control Tower (ATCT) and Integrated Facilities. The RFQ/RFP is being prepared at this time.

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 2-7-2012

DEPARTMENT NAME: Telecom & Information Services

DEPARTMENT NUMBER: 75

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

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

TYPE OF SERVICE: Closed Captioning Services

FUNDING SOURCE: General Funds

PSC AMOUNT: \$860,000 (estimated) PSC DURATION: April 1, 2012 to June 30, 2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work: This contract will consist of services for captioned text added to video for the City's Board of Supervisors' meetings, Mayor's press conferences, 14 City commissions video tape, and cablecast by the San Francisco Government Television (SFGovTV) on cable channels 26 and 78. Closed caption text will also be added to the original programs produced by SFGovTV for City departments.

B. Explain why this service is necessary and the consequence of denial: The closed caption text is necessary for Americans with Disabilities Act (ADA) compliance. It provides equal access to city government hearings and proceedings to people with hard of hearing conditions and to the hearing impaired. Denial would jeopardize the City's obligations under the ADA and compromise our efforts in ensuring that the City and its programs are fully accessible to and useable by people with disabilities.

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 service has been provided in the past under a City contract.

D. Will the contract(s) be renewed? The term of the contract will include optional one-year renewal periods.

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

[X] IFPTE Local 21, Sheila A Maxwell, 1-10-2012
Union Name Signature of person mailing/faxing form Date

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

[X] RFP sent to IFPTE Local 21, on 1-10-2012
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4099-11/12
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

Received 2/8/12
CWR

Maxwell, Sheila

From: Maxwell, Sheila
Sent: Tuesday, January 10, 2012 4:31 PM
To: 'L21PSCReview@ifpte21.org'
Cc: 'atonnison@ifpte21.org'; 'pcovington@ifpte21.org'
Subject: PSC Review/ Notification
Attachments: NotifyIFPTE21,1-10-12.pdf

PSC Notification: PSC Summary and draft Scope of Work attached for Closed Captioning Services.

Thank you.

Sheila Maxwell
CCSF Department of Technology
(415) 581-4088

Maxwell, Sheila

From: Pam Covington [pcovington@ifpte21.org]
To: Maxwell, Sheila
Sent: Wednesday, January 11, 2012 11:57 AM
Subject: Read: PSC Review/ Notification

Your message was read on Wednesday, January 11, 2012 11:56:47 AM (GMT-08:00) Pacific Time (US & Canada).

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 17, 2012

DEPARTMENT NAME: San Francisco Municipal Transportation Agency

DEPARTMENT NUMBER 68

TYPE OF APPROVAL: () EXPEDITED (X) REGULAR (OMIT POSTING)

() CONTINUING () ANNUAL

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

TYPE OF SERVICE: Clipper Card fare payment system and software services for Off-Street Parking

FUNDING SOURCE: Federal Highway Administration from the Federal Urban Partnership Program

PSC AMOUNT: \$175,000.00

PSC DURATION: April 1, 2012 through March 31, 2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

This is a pilot program to integrate Clipper Card as an optional source of payment at San Francisco Municipal Transportation (SFMTA) parking garages. The contractor will provide Clipper Card equipment, technical support, installation, computer software, and operational upgrades on existing Parking Access and Revenue Control System (PARCS) in SFMTA off-street parking facilities. The contract includes warranties for the system.

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

This project implements the Clipper Card as a payment method at five (5) off-street parking facilities. After the completion of this project, patrons will have an option to use the Clipper Card to pay for parking at these garages. Denial will result in the loss of funding that was provided for the pilot Clipper Card program and the opportunity to tie the SFMTA garages into a regional payment method.

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 service has not been provided in the past.

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):

IFPTE Local 21 *Cynthia Hamada* 1/17/12
Union Name Signature of person mailing / faxing form Date

Union Name Signature of person mailing / faxing form Date

RFP sent to _____, on _____, _____
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4100-11/12

SFMTA approved
1/17/12

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

Received: 1/17/12
PSC FORM 1 (9/96) *CMR*

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

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

The consultant possesses the specialized knowledge, terminal equipment, and proprietary computer software specialists for the terminals designed for use with the Clipper Card. The engineers must be certified by Inter Technomics in order to work on the programming and installation of each unit.

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

No civil service classifications would perform this work. The warranty requires that all work and upgrades be performed by individuals who possess certification from Inter Technomics.

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 system contains proprietary hardware and software. Work performed by non-manufacturer representatives will void all warranties.

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

No. The equipment is proprietary. The manufacturer does not allow outside vendors or contractors to perform software or hardware upgrades or installation. This is a one-time project.

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

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	()	(X)
B. Will the contractor train City and County employees? - Describe 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.	()	(X)
C. Are there legal mandates requiring the use of contractual services?	()	(X)
D. Are there federal or state grant requirements regarding the use of contractual services?	()	(X)
E. Has a board or commission determined that contracting is the most effective way to provide this service?	()	(X)
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	()	(X)

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

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

415-701-5377
Telephone Number

San Francisco Municipal Transportation Agency

1 So. Van Ness Avenue, 7th Floor, San Francisco, CA 94103
Address

Ryan, Maria

From: Hamada, Cynthia <Cynthia.Hamada@sfmta.com>
Sent: Tuesday, January 17, 2012 12:10 PM
To: L21PSC Review (L21PSCReview@ifpte21.org); atonisson@ifpte21.org
Cc: DHR-PSCCoordinator, DHR; Boparai, Parveen; Robertson, Michael
Subject: PSC Submission: Clipper Card Services
Attachments: 20120117120140242.pdf

Local 21 PSC Review -

For your info.

Cynthia Hamada
Senior Personnel Analyst
SFMTA Employee and Labor Relations
415.701.5381 office - 415.701.5397 fax

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 23, 2012

DEPARTMENT NAME: Economic and Workforce Development

DEPARTMENT NUMBER 21

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

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

TYPE OF SERVICE: Web portal development and subscription

FUNDING SOURCE: General Fund and Federal Grant Funds (Workforce Investment Act)

PSC AMOUNT: \$175,000 PSC DURATION: March 20, 2012 - December 31, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Purchase of subscriptions to resume/job posting parsing system to process resumes and job descriptions and identify/extract data points, and translate information into easy to import format for use in other job matching systems, relying primarily on context rather than fixed rules to best parse unstructured fields like work history. Required/possessed skills are rolled-up into a standardized, hierarchical, and customizable dictionary that also includes context, duration, and recentness of use for each skill. Purchase of subscription to a web-based, interactive and report-generating application to give users real-time access to a comprehensive database of jobs data. System should provide a variety of reports and filters to track employer hiring activity by industry, occupation, education, and skills. Development and deployment of online calendar and scheduling application that will be used by City staff as well as contracted community based organizations to promote workshops and other public offerings of the City's workforce system. Calendar and scheduling application must be integrated into existing website, able to maintain records of RSVP's, send email confirmations, and display upcoming events using filters so that users can show all events or just those associates with specific grants, programs, etc.

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

Out-of-date labor market information can make spending by the City on job training programs wasteful and inefficient. The ability to assist workforce system clients to analyze their previous experience and identify transferable skills will facilitate their movement into new positions, often in fields that were not obvious to them before. In addition, Federal law penalizes states that fail to meet their assigned quotas for moving individuals from welfare to work by imposing monetary sanctions that will be passed on to the counties. A lack of a single, unified workforce services calendar significantly limits the effectiveness and reach of the workforce system. Some workshops are over subscribed while others are cancelled due to lack of attendance. In addition, conducting outreach for such things as hiring events requires staff to spend time outreaching to clients through phone and email, while a publicly available calendar would allow workforce clients and other residents to access service information in a timelier manner.

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):

Labor market information typically comes from the federal Department of Labor but is often 6-12 months out of date, and while the state EDD provides information on the unemployment rate, this information typically includes the entire West Bay (San Mateo and Marin Co.) and so is of limited use. Career navigation services are typically provided by staff of One Stop Career Centers, and it is envisioned that these systems would act as tools for these staff and not take their place. Calendar services are typically provided by each contracted community organization, often leading to confusion by clients about other services than might be available to them.

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):

Local 21 Union Name

[Signature] Signature of person mailing/faxing form

1/23/12 Date

Union Name

Signature of person mailing/faxing form

Date

RFP sent to [] , on []

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

SC# 4101-11/12

Received 2/22/12

TAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Extensive experience developing and implementing systems of a similar nature in the California Workforce community. Program must have well developed reporting tools to be able to report on activities at all levels - job development, placement, employer tracking, client attendance/feedback, and potential employee matches.

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

1053 IS Business Analyst - Senior
1063 IS Program Analyst - Senior

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 department does not have any employees with the expertise to develop the needed resource. DTIS was approached about performing similar work twice and the department was told there were not resources to develop the tool as well as that the project was outside the scope of that department's work. This project is highly specialized and would best be performed by an organization that has extensive experience with similar projects as noted in 3 A above.

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

No. Development of a new like service would be temporary in nature. The organization the department would like to contract with already has a tool developed that is being successfully used in several CA counties, including San Francisco. Because the department would be purchasing a subscription to an existing tool, minimal development costs, and no maintenance, or hosting costs would be incurred.

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

Contractor will train OEWD staff (2 - 9774; 1 -0922) on any updates and upgrades to the system

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

Merrick Pascual

415-701-5511

Print or Type Name

Telephone Number

1 South Van Ness Ave
San Francisco, CA 94103

Address



PSC Summary for review

Kristine Damalas to: L21PSCReview, sjenkins, kcarter
Cc: Erik Ward, Merrick Pascual

01/23/2012 06:01 PM

Good Evening,

Attached please find another PSC Summary for review. Also attached is correspondence we received after discussing with DTIS the possibility of them building our website and supporting future development projects. Unfortunately they said that online applications were outside of what they could develop and support for us.

Please let me know if you have any questions.

Thanks!

-Kris



DOC310.PDF
Kris Damalas
Contracts Manager
City and County of San Francisco
Office of Economic and Workforce Development
Email: kristine.damalas@sfgov.org
Ph: 415-581-2334
Fax: 415-581-2317
Website: www.owd.org



To:
Cc:
Bcc:
Subject: Fw: Online Application

----- Forwarded by Kristine Damalas/MAYOR/SFGOV on 12/13/2010 10:37 AM -----

From: Dwennette Flash/MAYOR/SFGOV
To: Kristine Damalas/MAYOR/SFGOV@SFGOV
Date: 12/03/2010 10:10 AM
Subject: Fw: Online Application

Dwennette Flash
Rapid Response Coordinator
Business Services Specialist
City & County of San Francisco
50 Van Ness
San Francisco, CA 94102

415-581-2353

www.oewd.org

----- Forwarded by Dwennette Flash/MAYOR/SFGOV on 12/03/2010 10:10 AM -----

From: "Bruno, Marco" <marco.bruno@sfgov.org>
To: "Flash, Dwennette" <dwennette.flash@sfgov.org>
Date: 12/03/2010 10:08 AM
Subject: RE: Online Application

Dwennette,

it was a pleasure to talk to you yesterday and hope I answered all your questions.

Based on the description of the online application that your Office wants to build, it seems that your project falls beyond the Web content management services that DT provides. Let us if we can be of assistance in other ways.

thanks
marco
581-3972

From: Dwennette.Flash@sfgov.org [Dwennette.Flash@sfgov.org]
Sent: Friday, December 03, 2010 9:50 AM
To: Bruno, Marco
Subject: Online Application

Hello Marco,

Thank you for taking the time to talk with me yesterday. I just wanted to follow-up with you regarding the

website request that our office has. Per our conversation, can you please confirm that it is out of the scope of work for DT to create an online application that includes the creation of a database and other applications and functionality that we are requesting.

I appreciate any feedback or assistance that you can provide around this issue.

Thanks so much!

Dwennette Flash
Rapid Response Coordinator
Business Services Specialist
Office of Economic & Workforce Development
City & County of San Francisco
50 Van Ness
San Francisco, CA 94102

415-581-2353

www.oewd.org



RE: PSC-OEWD Web Portal Development and Subscription - \$175K/1.5 yrs

Kristine Damalas to: L21PSC Review

02/10/2012 09:56 AM

Alexander Tonisson, "Erik.Ward@sfgov.org", Joe Brenner, Kim
Cc: Carter, "Merrick.Pascual@sfgov.org", Pam Covington, Sharon
Jenkins

Hi Larry,

Our division's work is largely project based and we currently only have two PCS employees -- the remaining staff are mostly PEX with a few TEX. We'd like to accommodate your request, however, the implementation and management of this project isn't within the scope or expertise of the current PCS employees' body of work.

Thanks,
-Kris

Kris Damalas
Contracts and Performance Director
City and County of San Francisco
Office of Economic and Workforce Development
Email: kristine.damalas@sfgov.org
Ph: 415-581-2334
Fax: 415-581-2317
Website: www.workforcedevelopmentsf.org

L21PSC Review

L21 is looking for more active participation by Pe...

02/10/2012 09:27:53 AM

From: L21PSC Review <L21PSCReview@ifpte21.org>
To: "Kristine.Damalas@sfgov.org" <Kristine.Damalas@sfgov.org>
Cc: Alexander Tonisson <atonisson@ifpte21.org>, "Erik.Ward@sfgov.org" <Erik.Ward@sfgov.org>, Kim Carter <kcarter@ifpte21.org>, "Merrick.Pascual@sfgov.org" <Merrick.Pascual@sfgov.org>, Pam Covington <pcovington@ifpte21.org>, Sharon Jenkins <sjenkins@ifpte21.org>, Joe Brenner <jebrenner@ifpte21.org>
Date: 02/10/2012 09:27 AM
Subject: RE: PSC-OEWD Web Portal Development and Subscription - \$175K/1.5 yrs

L21 is looking for more active participation by Permanent Civil Service (PCS) status employees in lieu of PEX.

Please review for more opportunities.

Larry Wong
L21 PSC Review

From: Kristine.Damalas@sfgov.org [Kristine.Damalas@sfgov.org]
Sent: Tuesday, February 07, 2012 9:39 AM
To: L21PSC Review
Cc: Alexander Tonisson; Erik.Ward@sfgov.org; Kim Carter; Merrick.Pascual@sfgov.org; Pam Covington; Sharon Jenkins
Subject: RE: PSC-OEWD Web Portal Development and Subscription - \$175K/1.5 yrs

Hi Larry,

We anticipate that:

- 1 - 0922 PEX will manage the PSC fiscally as well as assist with design, testing, and implementation
- 1 - 0922 PEX will manage it programmatically through design, testing, and implementation
- 1- 9774 PEX will manage updates once implemented and training of our CBOs on how to use it/tech assistance with contractor.

Thanks!

-Kris

Kris Damalas
Contracts and Performance Director
City and County of San Francisco
Office of Economic and Workforce Development
Email: kristine.damalas@sfgov.org
Ph: 415-581-2334
Fax: 415-581-2317
Website: www.workforcedevelopmentsf.org

From: L21PSC Review <L21PSCReview@ifpte21.org>
To: "Kristine.Damalas@sfgov.org" <Kristine.Damalas@sfgov.org>
Cc: Alexander Tonisson <atonisson@ifpte21.org>, "Erik.Ward@sfgov.org" <Erik.Ward@sfgov.org>, Kim Carter <kcarter@ifpte21.org>, "Merrick.Pascual@sfgov.org" <Merrick.Pascual@sfgov.org>, Pam Covington <pcovington@ifpte21.org>, Sharon Jenkins <sjenkins@ifpte21.org>
Date: 02/01/2012 10:17 AM
Subject: RE: PSC-OEWD Web Portal Development and Subscription - \$175K/1.5 yrs

Concerning Question #2....3 OEWD employees. What job class and the status...PCS, PEX, or TEX?

Thanks

Larry Wong
L21 PSC Reviewer.

From: Kristine.Damalas@sfgov.org [Kristine.Damalas@sfgov.org]
Sent: Thursday, January 26, 2012 9:12 AM
To: L21PSC Review
Cc: Alexander Tonisson; Erik.Ward@sfgov.org; Kim Carter; Merrick.Pascual@sfgov.org; Pam Covington; Sharon Jenkins
Subject: Re: PSC-OEWD Web Portal Development and Subscription - \$175K/1.5 yrs

Hi Larry,

1) We contacted DT last year when we began revamping our web presence (email from Dec 2010 was provided in my first email) to see what, if any, assistance they could provide. I checked in with Marco Bruno again via email yesterday to confirm that it is still true that they do not do have the capacity to do

development projects for departments needing online applications. Attached is the email trail between Marco and I yesterday as well as the project proposal I sent him for part of the PSC request.

2) We anticipate that 3 OEWD employees will be working on design/implementation and monitoring of the PSC, should it be approved.

3) We do not anticipate any perm civil service employees will be involved with this project.

4) N/A

Please let me know if you have any other questions or would like clarification on any of my answers above.

Thanks Larry!

-Kris

Kris Damalas
Contracts and Performance Director
City and County of San Francisco
Office of Economic and Workforce Development
Email: kristine.damalas@sfgov.org
Ph: 415-581-2334
Fax: 415-581-2317
Website: www.workforcedevelopmentsf.org

From: L21PSC Review <L21PSCReview@ifpte21.org>
To: "Kristine.Damalas@sfgov.org" <Kristine.Damalas@sfgov.org>, Sharon Jenkins <sjenkins@ifpte21.org>, Kim Carter <kcarter@ifpte21.org>
Cc: "Erik.Ward@sfgov.org" <Erik.Ward@sfgov.org>, "Merrick.Pascual@sfgov.org" <Merrick.Pascual@sfgov.org>, Alexander Tonisson <atonisson@ifpte21.org>, Pam Covington <pcovington@ifpte21.org>
Date: 01/25/2012 10:08 AM
Subject: PSC-OEWD Web Portal Development and Subscription - \$175K/1.5 yrs

Local #21 has a few questions concerning this PSC.

1. Have you contacted DT concerning the work scope and whether their IT folk have the capacity to perform this work?
2. In monitoring this PSC (if approved by CSC), how many OWED employees will be involved?
3. How many OWED employees with Permanent Civil Service (PCS) status will be involved?
4. What are the job classes and title associated with the PCS employees involved with this PSC?

Larry Wong
L21 PSC Reviewer

From: Kristine.Damalas@sfgov.org [Kristine.Damalas@sfgov.org]
Sent: Monday, January 23, 2012 6:01 PM
To: L21PSC Review; Sharon Jenkins; Kim Carter

Cc: Erik.Ward@sfgov.org; Merrick.Pascual@sfgov.org
Subject: PSC Summary for review

Good Evening,

Attached please find another PSC Summary for review. Also attached is correspondence we received after discussing with DTIS the possibility of them building our website and supporting future development projects. Unfortunately they said that online applications were outside of what they could develop and support for us.

Please let me know if you have any questions.

Thanks!
-Kris

Kris Damalas
Contracts Manager
City and County of San Francisco
Office of Economic and Workforce Development
Email: kristine.damalas@sfgov.org
Ph: 415-581-2334
Fax: 415-581-2317
Website: www.oewd.org

RE: Online Application Question

Bruno, Marco

to:

Damalas, Kristine

01/25/2012 12:01 PM

Cc:

"Ward, Erik"

Show Details

History: This message has been replied to.
Kristine,

to be clear as I explained to your colleague what you are seeking is custom Application development services.

The DT Web services team supports the City's web content management system that helps City Departments publish content (web pages, documents, etc) on their web sites.

This email is to confirm that the development of online Applications requiring custom or dept-specific solutions, such as the one outlined below, are outside the scope of the services we provide.

Let me know if you have any other questions.

thanks

marco

581-3972

From: Kristine.Damalas@sfgov.org [Kristine.Damalas@sfgov.org]

Sent: Wednesday, January 25, 2012 11:05 AM

To: Bruno, Marco

Cc: Ward, Erik

Subject: Online Application Question

Good Morning Marco,

Our division is looking to have a procured contractor assist us with building some additional tools for our new and improved website. My understanding from my colleague Dwennette, who you've spoken with previously, is that DT isn't able to assist departments with any site development that involves applications/forms and databases.

I've submitted a PSC summary to Local 21 with your original email below but they are asking that we confirm again that the work we're looking to contract out isn't able to be done in house.

What we're looking to do is twofold:

1) Build a calendar reservation and tracking system to coordinate workshop offerings across the many workforce providers in the City. (detailed project proposal is attached)

2) Subscribe to an existing website/service that allows job seekers and employment counselors to upload resumes, match keywords in skills and interests against standard national occupation/skill codes and return suggestions of transferable skills, additional suggested industries or jobs for the job seeker to look into, etc.

Here's their website if you'd like to review the details of what they offer. <http://www.burning-glass.com/>

If you could please let me know the feasibility of working with your group on either of these projects, I'd really appreciate it. We would like to get both of these up and running this FY yet which both contractors have indicated can be done.

Thanks!
-Kris

Kris Damalas
Contracts Administrator
City and County of San Francisco
Office of Economic and Workforce Development
Email: kristine.damalas@sfgov.org
Ph: 415-581-2334
Fax: 415-581-2317
Website: www.workforcedevelopmentsf.org

----- Forwarded by Kristine Damalas/MAYOR/SFGOV on 01/25/2012 10:47 AM -----

From: Dwennette Flash/MAYOR/SFGOV
To: Kristine Damalas/MAYOR/SFGOV@SFGOV
Date: 12/16/2010 03:28 PM
Subject: Fw: Online Application

Dwennette Flash
Rapid Response Coordinator
Business Services Specialist
City & County of San Francisco
50 Van Ness
San Francisco, CA 94102

415-581-2353

www.oewd.org

----- Forwarded by Dwennette Flash/MAYOR/SFGOV on 12/16/2010 03:28 PM -----

From: "Bruno, Marco" <marco.bruno@sfgov.org>
To: "Flash, Dwennette" <dwennette.flash@sfgov.org>
Date: 12/16/2010 02:35 PM
Subject: RE: Online Application

Dwennette,

it was good talking to you a couple of weeks ago and will be glad to answer any additional questions you may have.

In general as discussed the DT Web services team supports the City's web content management system that helps City Departments publish content (web pages, documents, etc) on their web sites. Development of online applications requiring custom or dept-specific solutions, such as the one outlined below, are outside the scope of the services we provide.

Feel free to contact me anytime if we can be of assistance in any other ways.

thanks
marco
581-3972

From: Dwennette.Flash@sfgov.org [Dwennette.Flash@sfgov.org]
Sent: Tuesday, December 14, 2010 9:37 AM
To: Bruno, Marco
Subject: Online Application

Hello Marco,

I have an on-line application that our office would like to implement. It is a workforce etraining and skill enhancement program that offers full learning management capabilities in one platform. It would have a database of over 5,000 elearning courses to San Franciscans to access through the One Stops. Can you let me know if that is in the scope of work for DT to perform.

Thanks!

Dwennette Flash
Business Services Specialist
Office of Economic & Workforce Development
50 Van Ness
San Francisco, CA 94102

415-581-2353

www.oewd.org



October 31, 2011

Office of Economic and Workforce Development (OEWD)

Project assessment and proposal

We have concluded that the project be summarized as an online reservation system for workshop and/or other program related activities after reviewing the work description provided by OEWD. The proposed solution will facilitate the activity servicing, management and partial reporting between clients, service providers and OEWD with projected cost savings through self-management and automation. Examples of other online reservation systems: Opentable.com, hotels.com or Travelocity.com. This document is intended to provide OEWD and assessment and high level project overview.

The system as described will allow non-profit and program related agencies to:

- 1) Manage workshop, training and other activities to the general public through a calendaring and schedule management interface
- 2) Offer workshop, training and other activities to the general public through a public portal
- 3) Manage client/attendance lists
- 4) Manage backlog or waiting lists
- 5) Automatically report performance data against an agency's contracted workplan
- 6) System managed reminders and notices
- 7) Potential payment processing function

On the client side:

- 1) Allow a client to browse and/or subscribe to workshop information
- 2) Allow a client to provide preliminary information
- 3) Allow a client to manage his/hers appointments
- 4) Provide a client his/hers confirmation
- 5) Provide a client to "sign-up/register" for an activity directly online

Proposed solution:

We suggest using GoodMojo and TGS as the foundation structure of the system to shorten development and simplify complicity.

All of the following fields already exist in GoodMojo and TGS in both contracted and volunteer service paths.

Title of workshop
Synopsis of workshop
Date/Time (possibly multiple dates/times)
of available seats
Cost
Location of workshop
Name
Phone #
Email
Address
Date/time/workshop choice

General Description of the System Path:

- 1) TGS to manage agency and agency user accounts
- 2) TGS to manage both contractual and non-contractual data input and the management of publishing path. A new tab with a consolidate calendar will be available for an agency to review its entries at a daily or monthly overview.
- 3) GoodMojo to manage published and publicly available service information
- 4) GoodMojo to manage client account, account information and subscription
- 5) A client will use GoodMojo to conduct initial search for workshop
- 6) A client will choose a desired workshop, then click on a sign-up or register button
- 7) A client will then be passed to the logon/account sign up screen
- 8) Once logon is successful, the reservation/registration will immediately be committed and be added to the client's account history and calendar for future reference once the registration process is complete. The total number of availability will be automatically deducted.
- 9) If a workshop is not available, a client can subscribe to a future workshop. Once a workshop becomes available, the information will be made available in the client's account subscription section. Client will then review subscriptions, and click on sign-up/register button. Once the registration process is complete the reservation/registration will immediately be committed.
- 10) A confirmation email will be sent to the client's email address and information will also be available in the client account. The total number of availability will be automatically deducted.
- 11) Wait list and cancellation procedures will require further clarification from OEWD
 - a. Wait list priority options

- First come first serve/first in first out method
- Certain program eligibility priority?
- Client eligibility priority?
- Other method?

b. Cancellation policy/procedures

- Refund policy/procedures
- Latest cancellation with/without notification
- How to release cancelled spots?

- 12) An agency will be able print out attendance sheet from TGS -- Report Builder
- 13) An agency will receive a consolidated/summarized email as a daily report. We do not recommend an agency to receive confirmation email on a one-by-one basis due to potential high volume and in a multi recipients' scenario would create confusion.
- 14) If a workshop/activity is linked to a contract and workplan. Clients' data will be automatically added to the agency's performance report (7c2) against its baseline, which will eliminate data entry for the agency.
- 15) An agency will be able to access all client and program data as they would normally in TGS.

Estimate Project Timeline (Sample Start Date of Nov 1, 2011:

Phase 1

Detail database and interface design for TGS & GoodMojo - Mid Nov to Dec, 2011

Phase 2

Development -- Dec, 2011 to Jan, 2012

Phase 3

Testing and implementation -- Mid Jan, 2012 to Feb, 2012

Phase 4

Training and user role out -- Feb, 2012

Estimate Project Budget:

Estimate hours of work: 300hrs to 350 hrs @ \$200 = \$ 60,000 to \$70,000

OEWD – Original Request:

Business Services Calendar request:

1) Various businesses or community organizations would have a log on to go in and post available workshops. They should be able to edit their own workshops but not others. Need to be able to set up a very basic profile of the org (contact person info) for OEWD's viewing.

Need to be able to enter/view/post for each calendar entry:

Title of workshop

Synopsis of workshop

Date/Time (possibly multiple dates/times)

of available seats

Cost

Location of workshop

Possibly a contact person to cancel with or if the client registering wants to get more info than what's posted.

2) Folks who want to go to the workshop need to be able to view on a common calendar all workshops posted by various orgs and be able to view # of slots left

3) Folks who want to go to the workshop need to be able to submit a registration with basic info and have it reduce the available # of slots

Name

Phone #

Email

Address

Date/time/workshop choice

4) Registration info needs to be kept in some sort of back end database -- doesn't need to hook up with TGS or Workforce Central or any specific existing system but I do need it to be excel exportable so if we want to cross check clients, send mailers, print a sign in sheet for the workshop or stuff like that, it's easy to do. Administrative permission account should also be able to edit any workshop posting and post-additional workshops.

Wish List:

1) It'd be ideal if it had a way to record if the clients who signed up actually attended or not (just a y/n) at the permission level of the workshop poster/holder.

- 2) It's be super awesome if when someone signed up it shot an email to the poster of the workshop to let them know there was a new registration submitted (again these would be various business, community orgs, and possibly City departments so not sure if that's possible).
- 3) Some sort of cancellation system -- so clients could "unregister" or even send a second registration that's a "cancel" from a drop down instead of a "register me"
- 4) Automatic email registration confirmation when a client registers with the workshop info
- 5) Ability to take wait-list registrations if a workshop is full and then for the posting agency to be able to clear them from the wait list to the registered list. Maybe when the slots are full instead of "register me" being an option, instead it shows "put me on the wait list" or something like that and then sends an email confirmation to the client that they'll be notified if space opens.

Basically I want to be able to post this on one of our business services pages but I don't want Nikki to have to mess with it (other than us posting some cute paragraph at the top of the page telling people how to use it or something super basic like that). It pretty much needs to be as self contained and low maintenance (for OEWD staff) as possible.

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 23, 2012

DEPARTMENT NAME: Economic and Workforce Development DEPARTMENT NUMBER 21

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC# 3048-10/11)

TYPE OF SERVICE: Client and job order database program subscription with web interface

FUNDING SOURCE: General Fund and Federal Grant Funds (Workforce Investment Act)

PSC AMOUNT: Original \$49,900 Mod amt \$135,000 Total request: \$184,900 PSC DURATION: Original: 2/7/11-3/1/12 Mod: extend until 6/30/13 New term: February 7, 2011 - June 30, 2013

DESCRIPTION OF WORK

A. Concise description of proposed work:

Purchase of subscription to database program with web interface to administer non-construction First Source Hiring program and facilitate hiring of candidates case managed by the City's network of One-Stop Career Centers. The program will allow case managers to efficiently screen, match, and refer appropriate candidates to job openings using a proprietary skill matching feature. It will facilitate the sharing of open positions to ensure workers are placed quickly, allow businesses to more effectively comply with the City's First Source Hiring requirements and allow tracking of compliance of non-construction contractors bound by First Source (Municipal Code Chapter 83).

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

If there is a lack of coordination and tracking, the participants of the City's workforce system are not receiving the advantage of competing for early-posted open entry level positions. Federal law penalizes states that fail to meet their assigned quotas for moving individuals from welfare to work by imposing monetary sanctions that will be passed on to the counties. The welfare time limits imposed upon families place tremendous pressure on the City to find jobs, provide appropriate training opportunities, and assist economically disadvantaged individuals to find and retain adequate employment. The available of sufficient employment opportunities is essential to the economic and social well-being of the City.

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):

Companies required to report entry level opening under FS faxed job descriptions for open positions to a single One Stop center which was responsible for matching appropriate workforce clients using paper resumes and client case notes. Very little coordination or sharing of job leads was done across the City's six centers. The City contracted this service last year and launched a pilot to use the service as described above with great success and would like to continue this relationship another year.

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):

Local 21 Union Name [Signature] Signature of person mailing/faxing form 4/23/12 - 1st copy 4/23/12 - revision 2/9/12 - final revision 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# 3048-10/11

STAFF ANALYSIS/RECOMMENDATION:

Received 2/22/12 [Signature]

CIVIL SERVICE COMMISSION ACTION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Extensive experience developing and implementing systems of a similar nature in the California Workforce community. Program must have well developed reporting tools to be able to report on activities at all levels – job development, placement, employer tracking, and potential employee matches. Program must also be able to "spider" through other job boards to pull in postings from other sources (Monster, Career Builder, etc) to maintain a robust database of opportunities at all times.

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

1053 IS Business Analyst – Senior
1063 IS Program Analyst - Senior

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 department does not have any employees with the expertise to develop the needed resource. DTIS was approached about performing the work and the department was told there were not resources to develop the tool and that the project was outside the scope of that department's work. This project is highly specialized and would best be performed by an organization that has extensive experience with similar projects as noted in 3 A above.

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

No. Development of a new like service would be temporary in nature. The organization the department would like to contract with already has a tool developed that is being successfully used in several CA counties, including San Francisco. Because the department would be purchasing a subscription to an existing tool, no additional development costs, maintenance, or hosting costs would be incurred.

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

Contractor will train OEWD staff (2 – 9774; 1 -0922) on any updates and upgrades to the system

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

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

Signature of Departmental Personal Services Contract Coordinator

Merrick Pascual

415-701-5511

Print or Type Name

Telephone Number

1 South Van Ness Ave, 5th Floor
San Francisco, CA 94103

Address



RE: PSC Summary for review
Kristine Damalas to: L21PSC Review

02/09/2012 05:24 PM

Cc: "Erik.Ward@sfgov.org", Kim Carter, "Merrick.Pascual@sfgov.org",
 Sharon Jenkins

Hi Larry,

We need to revise the amount and term on this PSC mod request. Please see the attached revision. I apologize for adjusting; we thought we had planned for all contingencies but there is an additional module of the web subscription we need to add in order to fulfill the Mayor's Tech virtual job fair plan (press release from 2/1 attached for reference). We thought the current functionality would work but after additional discussions and testing of the pieces currently available in HireSF we discovered that the additional module is needed.

Please let me know if there are any issues with the additional 3 months that I've requested on the term and the additional dollars. Our Division's main Federal grant source of funds (Workforce Investment Act) will continue to be utilized to cover the existing and increased cost.

Thanks!
 -Kris



DOC343.PDF 2.1.12 HireSF Tech Virtual Jobs Fair.pdf

Kris Damalas
 Contracts and Performance Director
 City and County of San Francisco
 Office of Economic and Workforce Development
 Email: kristine.damalas@sfgov.org
 Ph: 415-581-2334
 Fax: 415-581-2317
 Website: www.workforcedevelopmentsf.org

L21PSC Review

Local #21 has no objections to this PSC Mod. La...

01/25/2012 09:57:58 AM

From: L21PSC Review <L21PSCReview@ifpte21.org>
 To: "Kristine.Damalas@sfgov.org" <Kristine.Damalas@sfgov.org>, Sharon Jenkins <sjenkins@ifpte21.org>, Kim Carter <kcarter@ifpte21.org>
 Cc: "Erik.Ward@sfgov.org" <Erik.Ward@sfgov.org>, "Merrick.Pascual@sfgov.org" <Merrick.Pascual@sfgov.org>
 Date: 01/25/2012 09:57 AM
 Subject: RE: PSC Summary for review

Local #21 has no objections to this PSC Mod.

Larry Wong
 L21 PSC Reviewer

From: Kristine.Damalas@sfgov.org [Kristine.Damalas@sfgov.org]
Sent: Monday, January 23, 2012 4:25 PM

To: L21PSC Review; Sharon Jenkins; Kim Carter
Cc: Erik.Ward@sfgov.org; Merrick.Pascual@sfgov.org
Subject: PSC Summary for review

Good Afternoon,

Attached please find a modified PSC summary for your review. I've also attached the original approved PSC and correspondence that I had with Mr. Larry Wong concerning the original request.

If you have any questions, please don't hesitate to contact me.

Thanks!
-Kris

Kris Damalas
Contracts Manager
City and County of San Francisco
Office of Economic and Workforce Development
Email: kristine.damalas@sfgov.org
Ph: 415-581-2334
Fax: 415-581-2317
Website: www.oewd.org



FOR IMMEDIATE RELEASE:

Wednesday, February 1, 2012

Contact: Mayor's Office of Communications, 415-554-6131

***** PRESS RELEASE *****

**MAYOR LEE ANNOUNCES ONGOING VIRTUAL JOB FAIR FOR TECH
INDUSTRY THROUGH CITY'S HIRESF.ORG**

Tech Companies Encouraged to Post Job Openings on HireSF.org as Part of City Partnership with Technology Community

San Francisco, CA—Mayor Edwin M. Lee today announced changes to HireSF.org, San Francisco's job matching system, designed to make it easier for companies to access a pool of local talent eager to work for the growing number of pioneering companies in San Francisco. Mayor Lee encouraged the audience of tech entrepreneurs at the 5th annual TechCrunch Crunchies Awards to post job openings for their companies on the revamped HireSF.org, creating a virtual job fair for San Franciscans looking to work in the technology industry.

"San Francisco is forming new partnerships with our City's vibrant technology community to create good jobs and train San Franciscans with the skills needed in the new economy," said Mayor Lee. "Working together, we are making it easier to match City residents with technology industry jobs through HireSF.org and other training programs to make San Francisco the 'Innovation Capital of the World.'"

HireSF.org is an initiative of the Office of Economic and Workforce Development (OEWD), to help San Francisco businesses find the most qualified local job seekers to fill their open positions. The site has been designed as a virtual job matching system, so that employers can easily recruit from among the 35,000 San Francisco residents who are looking for work.

With a commitment from the technology industry to post jobs on HireSF.org, Mayor Lee and the Office of Economic and Workforce Development are confident that San Franciscans will be more easily matched to jobs in the City's fastest growing companies.

###

PERSONAL SERVICES CONTRACT SUMMARY

DATE: November 15, 2010

DEPARTMENT NAME: Economic and Workforce Development DEPARTMENT NUMBER 21

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

TYPE OF REQUEST:
 INITIAL REQUEST MODIFICATION (PSC# _____)

TYPE OF SERVICE: Client and job order database program subscription with web interface

FUNDING SOURCE: General Fund and Federal Grant Funds (Workforce Investment Act)

PSC AMOUNT: \$49,900 PSC DURATION: February 1, 2011 - March 1, 2012

DESCRIPTION OF WORK

February 7, 2011, revised by [Signature] 4/24/11

A. Concise description of proposed work:
Purchase of subscription to database program with web interface to administer non-construction First Source Hiring program and facilitate hiring of candidates case managed by the City's network of One-Stop Career Centers. The program will allow case managers to efficiently screen, match, and refer appropriate candidates to job openings using a proprietary skill matching feature. It will facilitate the sharing of open positions to ensure workers are placed quickly, allow businesses to more effectively comply with the City's First Source Hiring requirements and allow tracking of compliance of non-construction contractors bound by First Source (Municipal Code Chapter 83). Excerpts of CH 83 are attached for reference.

B. Explain why this service is necessary and the consequences of denial:
there is a lack of coordination and tracking, the participants of the City's workforce system are not receiving the advantage of competing for early-posted open entry level positions. Federal law penalizes states that fail to meet their assigned quotas for moving individuals from welfare to work by imposing monetary sanctions that will be passed on to the counties. The welfare time limits imposed on families place tremendous pressure on the City to find jobs, provide appropriate training opportunities, and assist economically disadvantaged individuals to find and retain adequate employment. The availability of sufficient employment opportunities is essential to the economic and social well-being of the City.

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):
Companies required to report entry level opening under FS faxed job descriptions for open positions to a single One Stop center which is responsible for matching appropriate workforce clients using paper resumes and client case notes. Very little coordination or sharing of job leads was done across the City's six centers. The City contracted this service last year and launched a pilot to use the service as described above with great success (PSC 3055-09/10) and would like to continue this relationship another year.

D. Will the contract(s) be renewed: Unknown at this time

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

Local 21 [Signature] 11/15/10
Union Name Signature of person mailing/faxing form Date

Union Name Signature of person mailing/faxing form Date

RFP sent to _____ on _____
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

3048-10/11

Approval Date: 1/24/11

[Signature]
FOR Micki Callahan, Human Resources Director

DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Extensive experience developing and implementing systems of a similar nature in the California Workforce community. Program must have well developed reporting tools to be able to report on activities at all levels - job development, placement, employer tracking, and potential employee matches. Program must also be able to "spider" through other job boards to pull in postings from other sources (Monster, Career Builder, etc) to maintain a robust database of opportunities at all times.

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

- 33 IS Business Analyst - Senior
- 33 IS Program Analyst - Senior

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

WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Department does not have any employees with the expertise to develop the needed resource. DTIS was approached about performing the work and the department was told there were not resources to develop the tool and that project was outside the scope of that department's work. This project is highly specialized and would best be formed by an organization that has extensive experience with similar projects as noted in 3 A above.

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

Development of a new like service would be temporary in nature. The organization the department would like to contract with already has a tool developed that is being successfully used in several CA counties, including San Francisco. Because the department would be purchasing a subscription to an existing tool, no additional development costs, maintenance, or hosting costs would be incurred.

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

Contractor will train OEWD staff (2 - 9774; 1 -0922) on any updates and upgrades to the system

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

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

Signature of Departmental Personal Services Contract Coordinator

JULIAN LOW
Print or Type Name

554-6491
Telephone Number

1 DR. CARLTON B. GOODLETT PL., rm. 443
SAN FRANCISCO, CA 94102
Address





Larry Wong
<lwong@ifpte21.org>
12/08/2010 11:18 AM

To "Kristine.Damalas@sfgov.org"
<Kristine.Damalas@sfgov.org>
cc
bcc

Subject RE: Additional information concerning PSC request for ECN

History

☞ This message has been replied to.

Thanks for info.

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

From: Kristine.Damalas@sfgov.org [Kristine.Damalas@sfgov.org]
Sent: Wednesday, December 01, 2010 2:54 PM
To: Larry Wong
Cc: Erik.Ward@sfgov.org
Subject: Additional information concerning PSC request for ECN

Hi Larry,

As promised attached are the documents concerning the PSC summary for the subscription service offering job matching and spidering for workforce clients -- with a particular focus on First Source opportunities.

Last year prior to our first contract, we contacted David German with a proposal mirroring what Geographic Solutions offers with their product. I've attached the proposal we sent DT as well as his answer that they don't have the resources to accommodate the request. Please note the DT email document attached opens in word though it's saved in a weird format.

I will forward you the communication concerning the website development as soon as I have written confirmation. I hope to have that before the end of the week.

Thanks for calling to talk about our projects!

-Kris

Kris Damalas
Contracts Administrator
City and County of San Francisco
Office of Economic and Workforce Development
Email: kristine.damalas@sfgov.org
Ph: 415-581-2334
Fax: 415-581-2317
Website: www.oewd.org

Betsy
Baum/MAYOR/SFGOV
03/30/2009 03:06 PM

To Kristine Damalas/MAYOR/SFGOV@SFGOV
cc
bcc

Subject Fw: Project Proposal - Screen/Match/Refer Tool

History:



Betsy E. Baum

Workforce Development

(415) 581-2322 phone
30 Van Ness Ave., Suite 3900

(415) 581-2317 fax
San Francisco, CA 94102

----- Forwarded by Betsy Baum/MAYOR/SFGOV on 03/30/2009 03:08 PM -----

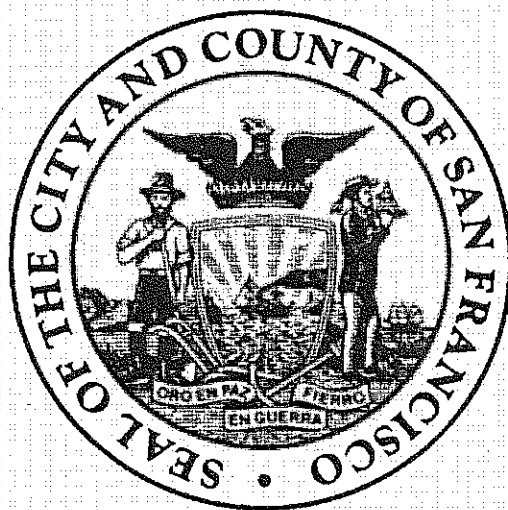
Blair Adams/DTIS/SFGOV

03/30/2009 02:56 PM

To "Betsy Baum" <Betsy.Baum@sfgov.org>
cc
Subject Project Proposal - Screen/Match/Refer Tool
t

Betsy, Thank-you for taking the time to allow for DT's participation in your technology selection. At this time there is nobody on my team that would be able to support your business requirements.

Screen-Match-Refer
Project Proposal



*Prepared for
Department of Technology*

*by
Office of Economic and Workforce Development
Workforce-Business Services*

Thursday, March 5, 2009

Acceptance

Signature: _____

Name: _____ Title: _____ Date: _____

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Business Requirement Statement

OEWD is seeking an off-the-shelf application that provides a web interface to administer non-construction First Source hiring program and facilitate hiring of candidates case managed by the City's network of One-Stop Career Centers. The program will allow case managers to efficiently screen, match, and refer appropriate candidates to job openings using a proprietary skill matching feature. It will facilitate the sharing of open positions through out the network of centers to ensure workers are placed quickly, allow businesses to more effectively comply with the City's First Source Hiring requirements, and allow tracking of compliance of non-construction contractors bound by First Source (Municipal Code Chapter 83) requirements. Excerpts of CH 83 are attached.

Business Objectives

To utilize an off-the-shelf application that supports employers, One-Stop system case managers, job seekers, and the City's First Source Hiring Administration to create a tighter connection between the City's labor force and available opportunities. Although the First Source Hiring section included in the City's contracts explains to contractors their obligation to notify the City's Workforce Development System of available entry level positions, no central system has been established to coordinate the sharing of these job opportunities or the efficient matching of clients to the openings. A powerful technological solution with robust and flexible reporting capabilities is needed to handle monitoring of the volume of contracts and job orders this ordinance encompasses while at the same time offering an easy to use application for our businesses clients and job seekers.

Project Scope

OEWD seeks a single, fully-hosted off-the-shelf solution that provides:

1) Job Seeker and Employer Portals

Portals must provide Web-based, self-service access that will provide the improved assistance to job seekers (both technical and non-technical). Individuals can easily register, create an online resume, match job orders, and search suitable job openings. Job seeker should also be able to access user-friendly online assessments to identify suitable occupations based on skills, interests and work values; identify an individual's skill gaps; and locate training programs and locations to bridge those gaps.

Employers have Web-based self-service access to enter job orders, review job seekers' online resumes, and match job orders with job seekers who meet minimum qualifications. Employers and staff can use recruiting tools which provide the ability for employers to rank job candidates by a series of

specific, unique criteria established by the employer as well as a mass communication component to facilitate direct correspondence by One-Stop staff with employers statewide. Employers can also utilize the tool to research the labor market and analyze job market trends.

2) Mediated Job Matching

This module should effectively assist staff, employers and job seekers with advanced matching tools that match qualified job applicants to openings.

Use both automated and manual recruiting tools that allow employers and staff to quickly and efficiently identify suitable, qualified candidates. Staff and employers will be able to use a ranking mechanism that allows employers to prioritize job applicants for review.

The application must use O*NET "Detailed Work Activities" to facilitate skills matching in the labor exchange context. Detailed Work Activities are statements of "hard" job skills derived from the O*NET data collection process and based on concise, consistent, and clear descriptions of work performed that were specifically written for labor exchange applications.

3) Tracking and Reporting

Provide ad hoc reporting options on every aspect of the application, including job orders, services, registered employers and individuals. Additionally, provide reports that access labor market data from the Workforce Information Database (formerly called ALMIS), occupational projections, wage data collected by OEWD, the Bureau of Labor Statistics' Occupational Outlook Handbook, and real time labor market data from the job orders in the application.

The application will allow staff to access to job seeker and employer data in the application. The application will automatically record and track staff-assisted services to job seekers and employers in a manner consistent with federal reporting requirements.

4) Job Spidering

The application must access job listings from existing job posting boards and be able to "spider" other national and local job banks and job-related websites. The application will load third party jobs from sources which include a) structure sites such as America's Labor Exchange that contain jobs that are classified by location at the county level and SOC or O*NET code; b) partially structured sites such as large job boards that contain a geographic coding and a broad occupational classification; and c) non-structured sites like corporate websites, community organization sites, hospital sites, local newspapers, and government sites that contain little or no occupational classification, and attempt to identify the O*NET occupation code

The application should spider at a minimum Career Builder, Hot Jobs, America's Labor Exchange, Job Central, Fortune 500 corporations, and the California State's CalJobs website.

Deliverables

Phase 1: A fully-hosted, turn-key job referral solution.

Phase 2: Support an interface to our client management application that will provide transaction level data.

Project Description

Risk Assessment

No major risks have been identified at this time. In the initial phase, this is a self-contained solution that is hosted and managed outside of OEWD.

Constraints: budget, timeline.

Dependencies: none. This is a standalone effort.

Impacts: business process impacts for Business Service team.

Measures of Project Success

- Number of employers and job seekers using the application
- Successful matching of candidates referred to open postings
- Improved implementation of First Source Hiring Ordinance, as measured by number of First Source jobs created
- Ability to report to stakeholders on San Francisco job seeker profiles
- Improved First Source Hiring Ordinance contract compliance through reporting

Assumptions:

Turn-key solutions already exist for this and do not need customization.

Critical Success Factors

On-time implementation
Number of job listings retrieved
Ease of use by all three user types

Project Stakeholders

Erik Ward – OEWD Business Services Manager, primary client
 Betsy Baum – OEWD Research & Evaluation manager, advising

Project Estimates

Resource Requirements

TBD

Cost/Benefit Analysis

Estimated Costs

On-Going Subscription Fee: \$48,500 annually

One-Time Development Costs: \$0

On-Going Maintenance Costs: \$0

Source of Funding

General Fund

Business Benefits

If there is a lack of coordination and tracking, the participants of the workforce systems are not receiving the advantage of competing for early-posted open entry level positions. The Federal law will penalize states that fail to meet their assigned quotas for moving individuals from welfare to work by imposing monetary sanctions that will be passed on to the counties. The welfare time limits imposed upon families place tremendous pressure on the City to find jobs, provide appropriate training opportunities, and assist economically disadvantaged individuals to find and retain adequate employment. The availability of sufficient employment opportunities is essential to the economic and social well-being of the City.

Estimated Schedule

TBD

Design		
Develop		
Deploy		
Operate		

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 6, 2012

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 #4023-98/99]

TYPE OF SERVICE: Bond Trustee and Paying Agent Services

FUNDING SOURCE: Airport Operating Funds

ORIGINAL AMOUNT: \$260,000 PSC DURATION: Nov. 9, 1991 - March 31, 2002
Modification #1 Amount: \$600,000 Modification #1 Duration: April 1, 2002 - March 31, 2007
Modification #2 Amount: \$900,000 Modification #2 Duration: April 1, 2007 - March 31, 2012
Modification #3 Amount: \$800,000 Modification #3 Duration: April 1, 2012 - March 31, 2017
TOTAL PSC AMOUNT: \$2,560,000 TOTAL PSC Duration: Nov. 9, 1991 - March 31, 2017

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Bond trustee services include payment of principal and interest to bondholders, maintenance of books of registration for bonds, compliance with all tax laws, provision of notices to bondholders, investment of reserve funds, reporting of investment yields, and assistance on other bond matters and other financial instruments. As the size and complexity of the Airport's capital finance structure grows, trustee-related transactions have become more complex and more frequent, especially due to the issuance of variable rate debt. This modification reflects the additional services anticipated for the next five years

B. Explain why this service is necessary and the consequences of denial: Bond trustee services are required to issue bonds, pay bondholders, and minimize liability for the City. Without the Trustee, the Airport will technically be in default and the Airport will face litigation from the bondholders.

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 service has been provided by a contractor since 1991, most recently through PSC #4023-98/99.

D. Will the contract(s) be renewed? Yes, as required by the Master Bond Resolution.

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
Signature of person mailing/faxing form
January 6, 2012 Date

RFP sent to: Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4023-98/99
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

Received 2/22/12
CWR

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. **Specify required skills and/or expertise:** A high level of expertise in the field of trustee service is required to oversee the timely payment of principal and interest on the Airport's fixed and variable rate bonds.

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:** Civil service classes are not applicable because trustee services are required only when bond payments are due, notices need to be issued to bondholders, or the restructuring of debt affects current bondholders. In short, the need for the services is intermittent and the amount of work to be done is voluminous, for a short period of time.

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

No.

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 (e.g., 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?** No, however, Airport Commission has approved Resolution # 11-0251 to issue a modification for this service.

F. **Will the proposed work be completed by a contractor that has a current personal services contract with your department?** The current trustee, the Bank of New York Mellon Trust Company, N.A., will continue to provide these services.

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

Signature of Departmental Personal Services Contract Coordinator

Cynthia Avakian

(650) 821-2014

Print or Type Name

Telephone Number

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

Address

Ryan, Maria

From: Cynthia Avakian <Cynthia.Avakian@flysfo.com>
Sent: Wednesday, February 22, 2012 1:14 AM
To: DHR-PSCCoordinator, DHR
Cc: Itheme, Dominic; Nishil Bali
Subject: FW: SFO PSC Bond Trustee and Paying Agent Services
Attachments: PSC Form 1 BNY Mod 3 FINAL 120221.docx; PSC Form 1 BNY Mod 3 FINAL 120221.pdf; PSC 4023-98_99 Bond Trustee Form 1 2007_Part1.pdf; 11-0251.pdf

Maria,

Attached is Mod 3 for the Airport's PSC Bond Trustee and Paying Agent Services.

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: Cynthia Avakian
Sent: Friday, January 06, 2012 6:05 PM
To: lwong@ifpte21.org; L21PSC Review <L21PSCReview@ifpte21.org> (L21PSCReview@ifpte21.org)
Cc: Joe Brenner; Ging Louie (glouie@ifpte21.org); Nishil Bali; Dominic Itheme
Subject: SFO PSC Bond Trustee and Paying Agent Services

Larry,

Attached is modification #3 to PSC 4023-98/99 for Bond Trustee and Paying Agent Services as well as the backup for the last time this item went before the Civil Service Commission.

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 9, 2007

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

TYPE OF REQUEST: [X] INITIAL REQUEST [X] MODIFICATION (PSC #4023-98/99)

TYPE OF SERVICE: Bond Trustee and Paying Agent Services

FUNDING SOURCE: Airport Operating Funds

ORIGINAL AMOUNT: \$260,000 PSC DURATION: Nov. 9, 1991 - March 31, 2002
Modification #1 Amount: \$600,000 Modification #1 Duration: April 1, 2002 - March 31, 2007
Modification #2 Amount: \$900,000 Modification #2 Duration: April 1, 2007 - March 31, 2012
TOTAL PSC AMOUNT: \$1,760,000 TOTAL PSC Duration: Nov. 9, 1991 - March 31, 2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Bond trustee services include payment of principal and interest to bondholders, maintenance of books of registration for bonds, compliance with all tax laws, provision of notices to bondholders, investment of reserve funds, reporting of investment yields, and assistance on other bond matters and other financial instruments. As the size and complexity of the Airport's capital finance structure grows, trustee-related transactions have become more complex and more frequent, especially due to the issuance of variable rate debt. This modification reflects the additional services anticipated for the next five years.

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

Bond trustee services are required to issue bonds, pay bondholders, and minimize liability for the City. Without the Trustee, the Airport will technically be in default and the Airport will face litigation from the bondholders.

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 service has been provided by a contractor since 1991, most recently through PSC #4023-98/99.

D. Will the contract(s) be renewed? Yes, as required by the bond market.

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

None Union Name Galen W.M. Leung Signature of person mailing/faxing form 2/9/2007 Date

RFP sent to: Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4023-98/99 STAFF ANALYSIS/RECOMMENDATION:

Approved 3/5/07

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

A high level of expertise in the field of trustee service is required to oversee the timely payment of principal and interest on the Airport's fixed and variable rate bonds.

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:

Civil service classes are not applicable because trustee services are required only when bond payments are due, notices need to be issued to bondholders, or the restructuring of debt affects current bondholders. In short, the need for the services is intermittent and the amount of work to be done is voluminous, for a short period of time.

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

No. Please see the answer to Question 4A, above.

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 (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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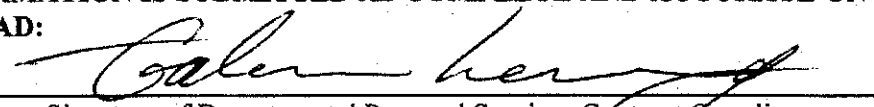
E. Has a board or commission determined that contracting is the most effective way to provide this service? Attached is Airport Commission Resolution #07-0035

<input checked="" type="checkbox"/>	<input type="checkbox"/>
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F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? The current trustee, the Bank of New York Trust Company, N.A., will continue to provide these services.

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

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



Signature of Departmental Personal Services Contract Coordinator

Galen W.M. Leung

Print or Type Name

(650) 821-2012

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. 11-0251

MODIFICATION NO. 3 TO CONTRACT NO. 9186 FOR BOND TRUSTEE AND PAYING AGENT SERVICES WITH THE BANK OF NEW YORK MELLON TRUST COMPANY, N.A. TO INCREASE THE TOTAL NOT-TO-EXCEED CONTRACT AMOUNT BY \$800,000 FROM \$1,760,000 TO \$2,560,000 TO FUND TRUSTEE AND PAYING AGENT SERVICES IN CONNECTION WITH THE AIRPORT'S BOND PROGRAM FOR A PERIOD OF FIVE YEARS EFFECTIVE APRIL 1, 2012 THROUGH MARCH 31, 2017

WHEREAS, the Airport Commission adopted Resolution No. 91-0210 on December 3, 1991 (as subsequently amended and supplemented, the "Master Bond Resolution") to govern the sale and issuance of revenue bonds; and

WHEREAS, a bond trustee and paying agent (the Trustee) is required to oversee that the revenue bonds and other debt instruments are in compliance with applicable tax laws so long as any bonds are outstanding; and

WHEREAS, the Trustee provides bond trustee and paying agent services for the Airport Commission; and

WHEREAS, the Airport Commission has issued and plans to issue revenue bonds and other debt instruments that will require the services of a bond trustee; and

WHEREAS, the Commission adopted Resolution No. 91-0197 on November 4, 1991, authorizing the award of a contract with First Interstate Bank, Ltd. (now known as The Bank of New York Mellon Trust Company, N.A.) to provide Bond Trustee services in the amount of \$260,000; and

WHEREAS, the Commission adopted Resolution No. 01-0360 on December 4, 2001, authorizing Modification No. 1 to the original agreement with BNY Western Trust Company, a subsidiary of Bank of New York Company (now known as The Bank of New York Mellon Trust Company, N.A) to increase the total compensation by \$600,000 for a total of \$860,000; and

WHEREAS, the Commission adopted Resolution No. 07-0035 on February 6, 2007, authorizing Modification No. 2 to the original agreement with The Bank of New York Mellon Trust Company N.A. to increase the total compensation by \$900,000 for a total of \$1,760,000; and

WHEREAS, the Commission desires now to authorize a Modification No. 3 to increase the total compensation by \$800,000 to provide compensation for another five year period; and

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 11-0251

WHEREAS, the City's Board of Supervisors approved the issuance of bonds under the Master Bond Resolution on January 6, 1992 (Resolution No. 34-92) and confirmed the retention of The Bank of New York as Trustee on May 1, 2007 (Resolution No.235-07); now therefore, be it

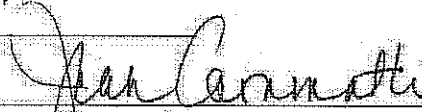
RESOLVED, that this commission hereby approves Modification No. 3 in the amount of \$800,000 to the contract with The Bank of New York Mellon Trust Company, N.A., effective April 1, 2012 through March 31, 2017 for Trustee services (Trustee and Paying Agent fees) for a period of five years for a total not-to-exceed amount of \$2,560,000.

Page 2 of 2

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

NOV 15 2011

at its meeting of


Secretary

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 6, 2012

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 # 4041-10/11]

TYPE OF SERVICE: Software maintenance for SFO's SAFE Identity Management System (SAFE) system

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$ 225,000 PSC DURATION: 11/1/2010 -10/31/2013
Proposed Modification \$ 415,000 PSC Mod (# 1) duration 03/05/2012- 06/30/2014
TOTAL PSC AMOUNT: \$ 640,000 TOTAL PSC DURATION: 11/1/2010 - 06/30/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Service includes modification to the Airport's SAFE system that allows communication between SFO's multiple security and credentialing systems. This modification adds required software maintenance and licensing fees to the above software service.

B. Explain why this service is necessary and the consequences of denial: This service is required to supply maintenance, upgrades and end user services for SAFE software that complies with Transportation Security Administration (TSA) security directive 1542-04-08G. This directive requires the Airport to manage an Airport ID Media Badge Program, which includes ensuring applicants provide documentation for identity and work authorization, safety and security training, and pass a criminal history records check. Denial of this request would delay and hinder SFO's ability to remain in timely compliance with TSA directive 1542-04-08G. TSA conducts audits on an annual basis to ensure compliance with this directive.

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 service has been previously provided through a contract, most recently under PSC # 4041-10/11.

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 Signature of person mailing/faxing form Date January 6, 2012

RFP sent to: Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4041-10/11 STAFF ANALYSIS/RECOMMENDATION:

Received 2/22/12 MK

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Knowledge and expertise within the vendor's proprietary system are required to ensure software maintenance is handled appropriately. The vendor does not release this information, nor does it provide training to clients to do the maintenance.

B. Which, if any, civil service class normally performs this work? Class 1061 Program Analyst Assistant, 1062 Program Analyst, 1063 Program Analyst Senior, 1064 Program Analyst Principal may be able to support the system but do not have access to the vendor's proprietary software.

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:

Civil service classifications are not applicable because the services needed must include access to proprietary software and at this time the developer of the system has not granted access to anyone outside the company.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No, because of the proprietary nature of the work.

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 (e.g., 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? No, however, Airport Commission has approved Res. # 11-0254 to issue a modification for this service.

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Yes, the proposed work will be completed by Quantum Secure, Inc that is providing services for the 'SAFE' Identity Management System software.

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

Signature of Departmental Personal Services Contract Coordinator

Cynthia Avakian

(650) 821-2014

Print or Type Name

Telephone Number

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

Address

Ryan, Maria

From: Cynthia Avakian <Cynthia.Avakian@flysfo.com>
Sent: Wednesday, February 22, 2012 2:39 AM
To: DHR-PSCCoordinator, DHR
Cc: Nishil Bali; Bockmier, Lorraine
Subject: FW: SFO PSC 4041-10/11 Mod 1 Software maintenance for SFO's SAFE Identity Management System (SAFE) system
Attachments: PSC Form 1 Quantum Secure FINAL 120221.docx; PSC 4041-10_11 SAFE Quantum Secure Form 1.pdf; 11-0254.pdf; PSC Form 1 Quantum Secure FINAL.pdf

Maria,

Attached is Mod 1 to PSC 4041-10/11.

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: Cynthia Avakian
Sent: Friday, January 06, 2012 6:41 PM
To: lwong@ifpte21.org; L21PSC Review <L21PSCReview@ifpte21.org> (L21PSCReview@ifpte21.org)
Cc: Joe Brenner; Ging Louie (glouie@ifpte21.org); Nishil Bali; Lorraine Bockmier
Subject: SFO PSC 4041-10/11 Mod 1 Software maintenance for SFO's SAFE Identity Management System (SAFE) system

Larry,

Attached is modification #1 to PSC 4041-10/11 as well as the backup from the last time this item went before the Civil Service Commission.

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 3, 2010

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: Software development for SAFE Identity Management System (SAFE) software

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$225,000 PSC DURATION: 11/1/2010 - 10/31/2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The vendor will provide software development for the SAFE software, an identity management system that interfaces with SFO's multiple physical access control security systems. Proposed modules will assist the Airport in managing the Airport ID Media Badge Program: Visitor ID Media, Vehicle Permits, SAFE Analytics, Invoice Transactions, and others as deemed necessary. Proposed software development includes networking specialized printers used for ID Media Badge Program.

B. Explain why this service is necessary and the consequences of denial: These product services/modules are required to improve/maintain the current identity and physical access management system. Denial of this request would delay and hinder SFO's ability to remain in timely compliance with Transportation Security Administration (TSA) security directive 1542-04-08G. This directive requires the Airport to manage an Airport ID Media Badge Program which includes ensuring applicants provide documentation for identity and work authorization, safety and security training and pass a criminal history records check. TSA conducts audits on an annual basis to ensure compliance with above mentioned directive.

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 Airport request. This service has not been provided in the past.

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 Avakian Signature of person mailing/faxing form September 3, 2010 Date

RFP sent to: Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4041-10/11

STAFF ANALYSIS/RECOMMENDATION: Approved 11/1/10

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Knowledge and expertise with the vendor's proprietary system is required to ensure software development, maintenance and integration are handled appropriately. The vendor does not release this information, nor do they provide training to clients to do the software and systems upgrade and modification work.

B. Which, if any, civil service class normally performs this work? Class 1061 Program Analyst Assistant, 1062 Program Analyst, 1063 Program Analyst Senior, and 1064 Program Analyst Principal may be able to support the system but do not have access to the vendor's proprietary code.

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:

Civil service classifications are not applicable because the services needed must include access to proprietary software and at this time the developer of the system has not granted access to anyone outside the company.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No, because of the proprietary nature of the work.

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? | <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:

Cynthia P. Avakian

Signature of Departmental Personal Services Contract Coordinator

Cynthia 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

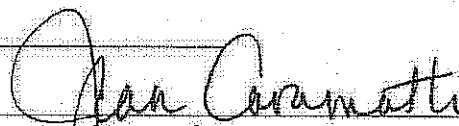
RESOLUTION NO. 11-0254

APPROVE MODIFICATION NO. 1 TO SOLE SOURCE CONTRACT NO. 9046 – SAFE IDENTITY MANAGEMENT SYSTEM TO QUANTUM SECURE, INC. TO INCREASE THE CONTRACT AMOUNT BY \$415,000 FOR A TOTAL NEW CONTRACT NOT-TO-EXCEED AMOUNT OF \$640,000 AND TO INCLUDE SCOPE FOR SOFTWARE MAINTENANCE SERVICES

- WHEREAS,** on May 4, 2010, under Resolution No. 10-0168, the Commission approved the Final Guaranteed Maximum Price (GMP) to Contract No. 8757.A, Design-Build Services for Terminal 2/Boarding Area D Renovations with Turner Construction Company; and
- WHEREAS,** included in the GMP was Turner Construction Company's purchase of Quantum Secure, Inc.'s SAFE software as an identity management system to interface with SFO's multiple Physical Access Control Systems; and
- WHEREAS,** on July 1, 2009, SFO entered into a Software Maintenance Agreement with Quantum Secure, Inc. effective through June 30, 2011 that is now expired; and
- WHEREAS,** on October 26, 2010 under Resolution No. 10-0315, the Commission approved the award of Contract No. 9046 – SAFE Identity Management System to Quantum Secure, Inc. in an amount not to exceed \$225,000 in order to provide software development services; and
- WHEREAS,** the Airport desires to enter into Modification No. 1 to Sole Source Contract 9046 with Quantum Secure, Inc., the original software supplier, to add software maintenance services to the scope of the contract with Quantum Secure, Inc.; and
- WHEREAS,** the Human Rights Commission (HRC) has found that the firm meets Chapter 12B requirements; and
- WHEREAS,** on August 4, 2010 the HRC waived the Chapter 14B LBE subcontracting goal due to the specialized nature of the work and approved a sole source waiver for Quantum Secure, Inc.; now, therefore, be it
- RESOLVED,** that the Airport Commission approve Modification No. 1 to Contract No. 9046 – SAFE Identity Management System to Quantum Secure, Inc. to increase compensation by \$415,000 for a total contract amount not-to-exceed \$640,000 and to add the software maintenance services to the scope of the contract.

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

NOV 15 2011


Secretary

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 9, 2012

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING
 CONTINUING ANNUAL

TYPE OF REQUEST: INITIAL REQUEST MODIFICATION [PSC #4098-04/05]

TYPE OF SERVICE: Airport Parking Access Revenue Control System (PARCS)

FUNDING SOURCE: Airport Operating Funds

Original PSC Amount:	\$5,000,000	Original PSC Duration:	7/1/05 – 1/31/07
Modification #1:	\$1,000,000	Mod. #1 Duration:	2/1/07 – 1/31/11
Admin Mod. #2:	\$0	Admin. Mod. #2 Duration:	1/31/11 – 2/1/12
Admin Mod. #3:	\$200,000	Admin. Mod. #3 Duration:	7/1/11 – 6/30/12
Admin Mod. #4:	\$1,000,000	Admin. Mod. #4 Duration:	7/1/12 – 6/30/13
Proposed Mod. #5:	\$0	Proposed Mod. #5 Duration:	<u>7/1/13 – 12/31/14</u>
TOTAL PSC AMOUNT:	\$7,200,000	TOTAL PSC DURATION:	<u>7/1/05 – 12/31/14</u>

1. DESCRIPTION OF WORK

A. **Concise description of proposed work:** Scope of work consists of providing a fully-functional Parking Access Control System (PARCS) at Domestic Garage, IT Garage "A", IT Garage "G", Lot C, Lot D, Garage and Lot DD, and Westfield Garage. A new PARCS system will be designed, manufactured, installed, and maintained to replace the existing parking control system. There have been delays in implementation and acceptance of this system. The 3-year maintenance was part of the original contract however since the system was only recently accepted there have been delays in beginning the maintenance phase of this contract.


B. **Explain why this service is necessary and the consequences of denial:** The existing parking access revenue control system has reached the end of its useful life. When the parking revenue control system was installed in 1986, SFO had a total capacity of approximately 9,000 parking spaces. Currently, SFO's capacity has grown to over 16,000 parking spaces and the existing system has become unstable, jeopardizing revenue flow and parking operations. The old system is unreliable and cannot meet the Airport's requirements for security and financial reporting. ***This modification enables the Airport to maintain the system for the 3-year term after system acceptance and maintain the proprietary system.***

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 in the past through PSC approval # 4098-04/05.

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

PSC # 4098 - 04/05

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		January 9, 2012
Union Name	Signature of person mailing/faxing form	Date

RFP sent to: _____ on _____

Union Name	Date	Signature
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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4098-04/05
STAFF ANALYSIS/RECOMMENDATION:

Received 2/22/12
CML

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. **Specify required skills and/or expertise:** Contractor to have extensive knowledge and recent successful project experience in the installation of PARCS with license plate reader (LPR) at airports similar in size and gross revenue to SFO.

B. **Which, if any, civil service class normally performs this work?** None. There are no Civil Service classes for the specialty of providing parking access revenue control systems.

C. **Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:** Yes. The contractor will provide specialized parking access revenue control system components, such as the LPR system.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. **Explain why civil service classes are not applicable:** In addition to the specialized experience that is required to perform the job duties, there are also proprietary components which are not available.

B. **Would it be practical to adopt a new civil service class to perform this work? Explain.** No. This is a highly specialized field of expertise requiring a specific set of skills, qualifications, and experience.

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

Contractor will provide 8 contract hours of on-site training for up to four (4) Airport employees.

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

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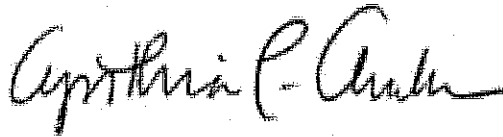
D. **Are there federal or state grant requirements regarding the use of contractual services?**

<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, Airport Commission has approved Resolution No. 06-0239 for this project.

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? The contractor, Scheidt & Bachmann, was previously selected by an RFP and this PSC modification enables the Airport to extend the duration of the contract now that the system has been accepted for the 3-year maintenance contract that was part of the original contract.

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

Ryan, Maria

From: Cynthia Avakian <Cynthia.Avakian@flysfo.com>
Sent: Wednesday, February 22, 2012 2:23 AM
To: DHR-PSCCoordinator, DHR
Subject: FW: SFO PSC 4098-04/05 Mod 5 Airport Parking Access Revenue Control System (PARCS)
Attachments: PSC 4098-04_05 Mod 5 FINAL 120221.doc; PSC 4098-04_05 Mod 5 FINAL.pdf; PSC 4098-04_05 Form 1 PARCS 2007.pdf; PSC 4098-04_05 PARCS Admin Approval 110201.pdf; PSC 4098-04_05 PARCS Admin Approval 110707.pdf; PSC 4098-04_05 PARCS Admin Approval 111212.pdf; 06-0239 PARCS Mod 2.pdf

Maria,

Attached is Mod 5 for the Airport's Parking Access Revenue Control System (PARCS).

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: Cynthia Avakian
Sent: Monday, January 09, 2012 5:35 PM
To: lwong@ifpte21.org; L21PSC Review <L21PSCReview@ifpte21.org> (L21PSCReview@ifpte21.org)
Cc: Joe Brenner; Ging Louie (glouie@ifpte21.org); Kevin Van Hoy
Subject: SFO PSC 4098-04/05 Mod 5 Airport Parking Access Revenue Control System (PARCS)

Larry,

Attached is modification #5 to PSC 4098-04/05 Airport Parking Access Revenue Control System (PARCS) as well as the backup from the last times this item went before the Civil Service Commission as well as the Admin mods.

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



MEMORANDUM

DATE: December 8, 2011
 TO: Maria Ryan, PSC Analyst
 Department of Human Resources (Dept. 33)
 FROM: Cynthia Avakian, PSC Coordinator
 Airport Commission (Dept. 27)
 RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4098-04/05 Approval Date: August 20, 2007

Description of Service(s): Airport Parking Access Revenue Control System (PARCS)

Original Approved Amount:	<u>\$5,000,000</u>	Original Approved Duration:	<u>7/1/05 – 1/31/07</u>
Modification 1 Amount:	<u>\$1,000,000</u>	Modification of Duration:	<u>2/1/07 – 1/31/11</u>
Modification 2 Amount:	<u>\$0</u>	Modification of Duration:	<u>1/31/11 – 2/1/12</u>
Modification 3 Amount:	<u>\$200,000</u>	Total Modified Duration:	<u>7/1/11 – 6/30/12</u>
Modification 4 Amount:	<u>\$1,000,000</u>		<u>7/1/12 – 6/30/13</u>
Total Modified Amount:	<u>\$7,200,000</u>	Total Modified Duration:	<u>7/1/05 – 6/30/13</u>

Reason for the modification:

We need this extension because of delays in implementing/accepting this system and additional cost associated with system acceptance and the first year of maintenance which was not submitted with the original request.

Attachment: Copy of Approved PSC Summary

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 12 / 12 / 11

By:
 FOR Micki Callahan, Human Resources Director

AIRPORT COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE MAYOR LARRY MAZZOLA PRESIDENT LINDA S. CRAYTON VICE PRESIDENT ELEANOR JOHNS RICHARD J. GUGGENHIME PETER A. STERN JOHN L. MARTIN AIRPORT DIRECTOR



San Francisco International Airport

MEMORANDUM

DATE: June 27, 2011
 TO: Maria Ryan, PSC Analyst
 Department of Human Resources (Dept. 33)
 FROM: Cynthia Avakian, PSC Coordinator
 Airport Commission (Dept. 27)
 RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4098-04/05 Approval Date: August 20, 2007

Description of Service(s): Airport Parking Access Revenue Control System (PARCS)

Original Approved Amount:	<u>\$5,000,000</u>	Original Approved Duration:	<u>7/1/05 – 1/31/07</u>
Modification 1 Amount:	<u>\$1,000,000</u>	Modification of Duration:	<u>2/1/07 – 1/31/11</u>
Modification 2 Amount:	<u>\$0</u>	Modification of Duration:	<u>1/31/11 – 2/1/12</u>
Modification 3 Amount:	<u>\$200,000</u>	Total Modified Duration:	<u>7/1/11 – 6/30/12</u>
Total Modified Amount:	<u>\$6,200,000</u>	Total Modified Duration:	<u>7/1/05 – 6/30/12</u>

Reason for the modification:

We need this extension and additional money to upgrade a server since there has been a delay in implementing/accepting this system.

Attachment: Copy of Approved PSC Summary

.....
FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 7/7/11

By: *Micki Callahan*
FOR Micki Callahan, Human Resources Director

AIRPORT COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

LARRY MAZZOLA
PRESIDENT

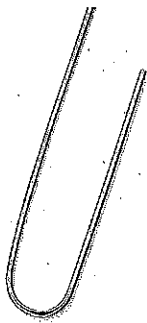
LINDA S. CRAYTON
VICE PRESIDENT

ELEANOR JOHNS

RICHARD J. GUGGENHIME

PETER A. STERN

JOHN L. MARTIN
AIRPORT DIRECTOR



San Francisco International Airport

MEMORANDUM

DATE: January 27, 2011
 TO: Maria Ryan, PSC Analyst
 Department of Human Resources (Dept. 33)
 FROM: Cynthia Avakian, PSC Coordinator
 Airport Commission (Dept. 27)
 RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4098-04/05 Approval Date: August 20, 2007

Description of Service(s): Airport Parking Access Revenue Control System (PARCS)

Original Approved Amount:	<u>\$5,000,000</u>	Original Approved Duration:	<u>7/1/05 – 1/31/07</u>
Modification Amount:	<u>\$1,000,000</u>	Modification of Duration:	<u>2/1/07 – 1/31/11</u>
Modification Amount:	<u>\$0</u>	Modification of Duration:	<u>1/31/11 – 2/1/12</u>
Total Modified Amount:	<u>\$6,000,000</u>	Total Modified Duration:	<u>7/1/05 – 2/1/12</u>

Reason for the modification:

We need this extension since there has been a delay in implementing this contract.

Attachment: Copy of Approved PSC Summary

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 2 / 1 / 11

By: *Micki Callahan*
 FOR Micki Callahan, Human Resources Director

AIRPORT COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE MAYOR LARRY MAZZOLA PRESIDENT LINDA S. CRAYTON VICE PRESIDENT ELEANOR JOHNS RICHARD J. GUGGENHIME PETER A. STERN JOHN L. MARTIN AIRPORT DIRECTOR

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 06-0239

MODIFICATION NO. 2 TO CONTRACT NO. 8329, PARKING ACCESS REVENUE CONTROL SYSTEM (PARCS) FOR A NOT-TO-EXCEED AMOUNT OF \$950,000.

WHEREAS, On June 21, 2005 under Resolution No. 05-0114, the Commission awarded the Parking Access Revenue Control System (PARCS) contract to Scheidt & Bachmann USA, Inc. for a negotiated lump sum amount of \$5,990,117; and

WHEREAS, On March 7, 2006 under Resolution No. 06-0040, the Commission approved Contract Modification No. 1 which authorized Scheidt & Bachmann to perform various infrastructure improvements at New Long Term Parking (Lot DD) in the amount of \$114,328; and

WHEREAS, On August 1, 2006 under Resolution No. 06-0148, the Commission authorized the Airport to implement FasTrak[®] capability in the public parking garages and enter into a cooperative agreement with the Bay Area Toll Authority (BATA), the agency that administers FasTrak[®] for the State-owned bridges in the Bay Area; and

WHEREAS, The additional work required to interface PARCS with FasTrak[®] includes: software development to read and process FasTrak[®] parking transactions; procurement and installation of necessary readers and antennas; electrical and civil modifications to the entry/exit lanes, and system testing; and

WHEREAS, The contract provides for the reimbursement of California State sales tax for the services provided for the Parking Access Revenue Control System (PARCS) contract; and

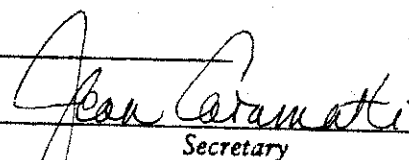
WHEREAS, The total cost for the above additional scope and California State sales tax is not-to-exceed \$950,000; now, therefore be it

RESOLVED, That this Commission hereby approves Modification No. 2 in an amount not-to-exceed \$950,000 and requests the City Controller to certify these funds for this contract.

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

at its meeting of

DEC 19 2006


Secretary

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 25, 2007

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 #4098-04/05)

TYPE OF SERVICE: Airport Parking Access Revenue Control System (PARCS)

FUNDING SOURCE: Airport Operating Funds

Original PSC Amount: \$5,000,000 Original PSC Duration: 7/1/2005 - 1/31/2007
Proposed Modification: \$1,000,000 Proposed Mod. (#1) Duration: 2/1/2007 - 1/31/2011
TOTAL PSC AMOUNT: \$6,000,000 TOTAL PSC DURATION: 7/1/2005 - 1/31/2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Scope of work consists of providing a fully-functional Parking Access Control System (PARCS) at Domestic Garage, IT Garage "A", IT Garage "G", Lot C, Lot D, Garage and Lot DD, and Westfield Garage. A new PARCS system will be designed, manufactured, installed, and maintained to replace the existing parking control system. Garage and Lot DD have been converted to a public long-term parking facility from employee parking.

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

The existing parking access revenue control system has reached the end of its useful life. When the parking revenue control system was installed in 1986, SFO had a total capacity of approximately 9,000 parking spaces. Currently, SFO's capacity has grown to over 16,000 parking spaces and the existing system has become unstable, jeopardizing revenue flow and parking operations. The old system is unreliable and cannot meet the Airport's requirements for security and financial reporting. This modification enables the Airport to complete the project and maintain the proprietary system.

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 in the past through PSC approval # 4098-04/05.

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 Galen W.M. Leung Signature of person mailing/faxing form JUL 24 2007 Date

RFP sent to: Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4098-04/05 STAFF ANALYSIS/RECOMMENDATION: Approved 8/20/07

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractor to have extensive knowledge and recent successful project experience in the installation of PARCS with license plate reader (LPR) at airports similar in size and gross revenue to SFO.

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

None. There are no Civil Service classes for the specialty of providing parking access revenue control systems.

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

Yes. The contractor will provide specialized parking access revenue control system components, such as the LPR system.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

In addition to the specialized experience that is required to perform the job duties, there are also proprietary components which are not available.

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

No. This is a highly specialized field of expertise requiring a specific set of skills, qualifications, and experience.

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

Contractor will provide 8 contract hours of on-site training for up to four (4) Airport employees.

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 #06-0239.

<input checked="" type="checkbox"/>	<input type="checkbox"/>
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F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? *The contractor, Scheidt & Bachmann, was previously selected by an RFP and this PSC modification enables the Airport to extend the duration of the contract.*

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

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



 Signature of Departmental Personal Services Contract Coordinator

Galen W.M. Leung

Print or Type Name

(650) 821-2012

Telephone Number

Airport Commission, Contracts Administration Unit

P.O. Box 8097, San Francisco, CA 94128

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 10, 2012 (Reissued February 21, 2012)

DEPARTMENT NAME: San Francisco Municipal Transportation Agency (SFMTA) DEPARTMENT NUMBER: 68

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

TYPE OF REQUEST: () INITIAL REQUEST (X) MODIFICATION (PSC# 4001-09/10)

TYPE OF SERVICE: Professional Consulting Services: Back Strengthening & Employee Fitness and Wellness Program

FUNDING SOURCE: SFMTA General or Project Funds

PSC AMOUNT: \$350,000.00 Mod #1 PSC DURATION: June 30, 2009 - June 2012
4th Modification to add: \$700,000.00 \$1,050,000 For the Original Contract Period: July 1, 2009 - June 30, 2012
2nd Modification to add: \$350,000.00 For the Contract Extension Period: July 1 2012 - June 30, 2013
Modified Total Amount: \$1,400,000.00 Modified Total Duration: June, 30, 2009 - June 30, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

To provide on-site back strengthening, employee exercise, education and wellness program services for the SFMTA employees. Continuing the existing employee fitness program at the Presidio division, Cable Car division, and the mobile exercise component at the remaining five transit operation divisions and at the SFMTA's headquarter - One South Van Ness Ave. where the programs are addressing health and wellness issues especially related to administrative /office positions. This program will be expanded to the Metro East site during the contract extension period.

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

This service is necessary as a preventive tool to reduce incidence of lost days associated with back injuries, to reduce workers' compensation claims and subsequent overtime costs, as well as improve employee job satisfaction and morale. The consequences of denial would result in escalating workers' compensation costs and an increase in lost work days. The added money is to correct the error in funding calculation from PSC No. 4001-09/10. The funding amount was for 1-year and instead of for 3 years. In addition, SFMTA is implementing the 1-year extension of services option.

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 service has been provided under contract. Previous approved PSC No. 4001-09/10.

D. Will the contract(s) be renewed:

Yes. The need for this service will continue.

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. Includes handwritten entries for IFPTE Local 21, Cynthia Hamada, and dates 2/21/12 and 2/10/12.

RFP sent to Union Name, on Date, Signature

***** FOR DEPARTMENT OF HUMAN RESOURCES USE SFMTA approved
PSC# 4001-09/10 2-21-12
STAFF ANALYSIS/RECOMMENDATION: Received 2/21/12 MR
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Registered Physical Therapist (program coordinator) must have a minimum of 5-year of experience managing and coordinating physical therapy program and be in good standing with the State of California. On-site team members (Physical Therapist Assistant) and support staff must have a minimum of one-year experience working in a physical therapy field.

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

2556 Physical Therapist and 2555 Physical Therapist Assistant normally perform this work.

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

Contractor will provide equipment: MedX Lumbar Strength Testing Machine or equivalent MedX Lumbar Strengthening Units or equivalent; MedX Stretch Units or equivalent; Cardiovascular machine; evaluation table; office furniture, mobile transport van with exercise and biometric equipment; computer equipment; telephone/fax, etc. The equipment and services is provided at five (5) locations throughout SFMTA.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The cost of purchase and/or leasing equipment, hiring a registered/licensed physical therapist, health educator, program coordinator and support staff is not financially feasible for the SFMTA at this time. Additionally, this is a comprehensive program that has varying/flexible scheduling and does not utilize full-time positions.

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

No. The civil service class(es) already exist(s). This contract is a comprehensive program that includes not only consultants, but stationary equipment, mobile equipment (Van with exercise and biometric equipment), and multiple types of therapeutic personnel in several locations with varying schedules and does not utilize full-time positions.

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

Yes No

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

B. Will the contractor train City and County employees? () (X)

- Describe 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 number to be trained.

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

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

E. Has a board or commission determined that contracting is the most effective way to provide this service? SFMTA Board Resolution #09-102 dated 6/16/2009 (X) ()

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Yes. The 1-year extension option will be implemented by SFMTA with the current contractor, Back First. (X) ()

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

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

415-701-5377
Telephone Number

San Francisco Municipal Transportation Agency, Human Resources

1 S. Van Ness Ave., 7th Floor, San Francisco, CA 94103
Address

Ryan, Maria

From: Hamada, Cynthia <Cynthia.Hamada@sfmta.com>
Sent: Tuesday, February 21, 2012 4:58 PM
To: 'L21PSCReview@ifpte21.org'; atonisson@ifpte21.org
Cc: DHR-PSCCoordinator, DHR; Boparai, Parveen; Roach, Dan; Xie, Winnie
Subject: PSC Back Strengthening & Employee Fitness & Wellness Program - REISSUE
Attachments: 20120221164027258.pdf

Please review.

Cynthia Hamada
Senior Personnel Analyst
SFMTA Employee and Labor Relations
415.701.5381 office - 415.701.5397 fax

Ryan, Maria

From: Hamada, Cynthia <Cynthia.Hamada@sfmta.com>
Sent: Friday, February 10, 2012 12:40 PM
To: 'L21PSCReview@ifpte21.org'; atonisson@ifpte21.org
Cc: DHR-PSCCoordinator, DHR; Roach, Dan; Xie, Winnie; Boparai, Parveen; Patel, Ashish
Subject: PSC: Back Strengthening & Employee Fitness & Wellness Program - Local 21
Attachments: 20120210122648232.pdf

To whom it may concern:

For your information.

Cynthia Hamada
Senior Personnel Analyst
SFMTA Employee and Labor Relations
415.701.5381 office - 415.701.5397 fax

4001-09/10
-1-6-09

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 6/5/09

DEPARTMENT NAME: San Francisco Municipal Transportation Agency DEPARTMENT NUMBER 35

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

TYPE OF REQUEST: (x) INITIAL REQUEST () MODIFICATION (PSC# _____)

TYPE OF SERVICE: Professional Consulting Services

FUNDING SOURCE: Operating Budget

PSC AMOUNT: \$350,000.00

PSC DURATION: June 30, 2009 – June 30, 2012

1. **DESCRIPTION OF WORK**

A. **Concise description of proposed work:** These services will provide on-site back strengthening, employee exercise, education and Wellness Program Services for Municipal Railway and Department of Parking and Traffic employees. In addition, to continuing the existing service at Presidio Division, Cable Car Division and the mobile exercise component at the remaining five operating divisions, this contract will allow the installation of an Employee Exercise and Education Center at One South Van Ness that will address health and wellness issues specifically related to administrative/office positions. A provision was included in the contract to allow for expansion of the program to the Metro East site when the facility is fully operational.

B. **Explain why this service is necessary and the consequences of denial:** This service is necessary as a preventive tool to reduce the incidence of lost days associated with back injuries, reduce the number of workers' compensation claims and subsequent overtime costs, as well as improve employee morale. The consequences of denial would result in escalating workers' compensation costs and an increase in lost days.

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 were first provided as a Pilot Back Injury Prevention Program approved in 11/01/99, implemented 02/01/01. PSC No. 4057-06/07 approved on November 6, 2006.

D. **Will the contract(s) be renewed:** Yes. The need for this service is ongoing

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

IFPTE, Local 21
Union Name

Erica P. Stubbins
Signature of person mailing / faxing form

6-9-09
Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4001-09/10

SFMTA approved
6-9-09
PB

- COPY -

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise

Registered Physical Therapist (Program Coordinator): must have a minimum of 5-years of experience managing and coordinating physical therapy programs and be in good standing with the State of California. On-site team members (Physical Therapist Assistants) and support staff must have a minimum of 1-year of experience working in a physical therapy environment.

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

2556 Physical Therapist and 2555 Physical Therapist Assistant normally perform this work, however SFMTA does not employ personnel in these classifications

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

The contractor will provide equipment: MedX Lumbar Strength Testing Machine or Equivalent MedX Lumbar Strengthening Units or Equivalent; MedX Stretch Units or Equivalent; Cardiovascular Machines; Evaluation Table; Office furniture, Mobile exercise equipped Van; computer equipment; Telephone/Fax, etc.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The purchase and/or leasing of this equipment including a Registered/Licensed Physical Therapist, Health Educator, Program Coordinator and support staff is not financially feasible for the SFMTA at this time.

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

No. Too costly at this time

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

Yes No

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

B. Will the contractor train City and County employees? () (x)

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

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

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

The SFMTA Board approved on January 6, 2009 (Resolution No. 09-010)

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

Back First

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

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

415.701.5377
Telephone Number

San Francisco Municipal Transportation Agency Human Resources;

1 South Van Ness Ave, 7th Floor San Francisco, CA 94102
Address

SAN FRANCISCO
MUNICIPAL TRANSPORTATION AGENCY
BOARD OF DIRECTORS

RESOLUTION No. 09-010

WHEREAS, The San Francisco Municipal Transportation Agency (SFMTA) initiated a Back Strengthening Program in 2001; and,

WHEREAS, The Back First Program was expanded in 2006 to include a mobile exercise vehicle that services the five operating divisions not previously served by the program,

WHEREAS, The SFMTA desires to expand the program to include an Ergonomic Education and Evaluation Center at One South Van Ness,

WHEREAS, The SFMTA requires the services of an experienced provider of Back Strengthening, Ergonomic Assessments and Wellness Program Services; and,

WHEREAS, Staff recommends that a formal RFP be issued to provide said services; and, now therefore be it;

RESOLVED, That the San Francisco Municipal Transportation Agency Board authorizes the Executive Director/CEO to issue a RFP for Back Strengthening, Ergonomic Assessments and Wellness Program Services, for the purpose of entering into a three-year professional services contract not to exceed \$350,000, with a one-year option to extend the term of the contract at the sole discretion of the Agency's Executive Director/CEO or his designee.

I hereby certify that the foregoing resolution was adopted by the San Francisco Municipal Transportation Agency Board at its meeting of JAN 6 2009.

R. Boomer
Secretary, Municipal Transportation Agency Board of Directors

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 09/27/06

DEPARTMENT NAME: Municipal Transportation Agency DEPARTMENT NUMBER: 35

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

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

TYPE OF SERVICE: Professional Consulting Services: Back Strengthening & Comprehensive Health Awareness and Wellness Program

FUNDING SOURCE: Operating Budget

PSC AMOUNT: \$290,000.00

PSC DURATION: 7/1/06 - 06/30/2009

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

These are continuing services to provide On-Site Back Strengthening and a Comprehensive Health Awareness and Wellness Program for the Municipal Transportation Agency and the Department of Parking and Traffic employees who have sustained work related injuries. Its' sole purpose is to reduce the number of employee claims and lost days while also reducing workers' compensation costs.

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

This service is necessary as a preventive tool to reduce the incidence of lost days associated with back injuries, reduce the number of compensation claims and subsequent overtime costs, as well as improve overall employee morale thru health awareness, education and participation. The consequences of denial would result in escalating workers' compensation costs and an increase in lost days given the recent change in the temporary disability benefit amount. The new benefit amount increased from \$490.00/wk to \$602.00/wk and became effective on January 1, 2003.

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 were first provided as a Pilot Back Injury Prevention Program approved 11/01/99, implemented 02/01/01. PSC NO. 4069-99/00 and PSC NO. 4031-03/04 approved 10/08/03.

D. Will the contract(s) be renewed: Yes. The need for this service will continue.

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

Local 21 Farween Boparai 9-28-06
Union Name Signature of person mailing / faxing form Date

Union Name Signature of person mailing / faxing form Date

RFP sent to _____, on _____, _____
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4057-06/07

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

(9/96)

MTA Approved
9-28-06
PB
- COPY -

PSC FORM 1

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Registered Physical Therapist (Program Coordinator): must have a minimum of 5-years of experience managing and coordinating physical therapy programs and be in good standing with the State of California. On-site team members (Physical Therapist Assistants) and support staff must have a minimum of 1-year of experience working in a physical therapy environment.

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

2556 Physical Therapist – 2555 Physical Therapist Assistant

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

The contractor will provide equipment: MedX Lumbar Strength Testing Machine or Equivalent MedX Lumbar Strengthening Units or Equivalent; MedX Stretch Units or Equivalent; Cardiovascular Machines; Evaluation Table; Mobile Transport Van; Office furniture, computer equipment, Telephone/Fax, etc.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The purchase and/or leasing of this equipment including a Licensed Physical Therapist, Health Educator, Program Coordinator and support staff is not financially feasible for the MTA at this time.

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

No. Too costly at this time.

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

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	()	(X)
B. Will the contractor train City and County employees? - Describe 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 number to be trained.	()	(X)
C. Are there legal mandates requiring the use of contractual services?	()	(X)
D. Are there federal or state grant requirements regarding the use of contractual services?	()	(X)
E. Has a board or commission determined that contracting is the most effective way to provide this service? <i>MTA Board of Directors granted approval to issue RFP, Resolution No. 06-052, Approved by MTA Board on May 2, 2006.</i>	(X)	()
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? <i>Michael K. Leary, PT</i>	(X)	(X)

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

Parveen Boparai, Sr. Personnel Analyst

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

(415) 554-4160
Telephone Number

Municipal Transportation Agency, Human Resources

401 Van Ness Ave. Rm. 320. S. F. Ca 94102
Address

MUNICIPAL TRANSPORTATION AGENCY
BOARD OF DIRECTORS
CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION No. 06-052

WHEREAS, The Municipal Transportation Agency initiated a program for Back Strengthening and Wellness Services in 2001; and,

WHEREAS, The results of the program strongly suggest that back strengthening regimens reduce the incidence of back and other orthopedic injuries, thereby reducing MTA's workers' compensation costs and employee lost days; and,

WHEREAS, The MTA requires the services of an experienced provider of Back Strengthening and Wellness Services; and,

WHEREAS, Staff recommends that a formal Request for Proposal be issued to provide said services; now therefore be it;

RESOLVED, That the Municipal Transportation Agency Board of Directors authorizes the Executive Director/CEO or his designee to issue a Request for Proposal for Back Strengthening and Wellness Services, to evaluate and select the highest-ranking proposer and negotiate a contract with the selected proposer for professional services, with a term not to exceed three years.

I hereby certify that the foregoing resolution was adopted by the Municipal Transportation Agency Board at its meeting of MAY 02 2006

R. Boomer
Secretary, Municipal Transportation Agency Board

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 13, 2012

DEPARTMENT NAME: Police Department DEPARTMENT NUMBER

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC# 4109-08/09)

TYPE OF SERVICE: E911 Message Switch

FUNDING SOURCE: General Fund

Original Amount: \$435,000 PSC Duration: 3-2-09 - 3-1-12
Modification Amount \$800,000 PSC Duration: 3-2-12 - 3-1-15
Total Amount \$1,235,000 Total PSC Duration: 3-2-09 - 3-1-15

1. DESCRIPTION OF WORK

A. Concise description of proposed work: ICAD is a proprietary software system used to run the Police Message Switch and modules in its Legacy systems that interface with that Message Switch. The contractor makes as-needed modifications. Both the message switch and the legacy systems are being phased out of the Police Department and will be replaced by modern applications administered by Police Department employees

B. Explain why this service is necessary and the consequences of denial: The legacy system software interfaces are the contractor's proprietary software that runs on the message switch that was manufactured by the contractor. Both the Message Switch and the software that runs it are in the process of being replaced. The City would be left without support to this mission critical software if services are denied.

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 service was provided under PSC 4109-08/09

D. Will the contract(s) be renewed: Unknown

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

IFPTE Local 21 Union Name Signature of person mailing/faxing form January 13, 2012 Date
SEIU Local 1021 Union Name Signature of person mailing/faxing form January 13, 2012 Date
RFP sent to N/A, on Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4109-08/09 STAFF ANALYSIS/RECOMMENDATION:

Received 2/23/12

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Expert knowledge of IBM operating system software, Assembly Level Code (ALC) and CABLE telecommunications monitor and database software, file conversions/recovery techniques, systems analysis and design techniques. Experience with STRATUS operating system is also required.

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

Positions equivalent to the 1044 IS Principal Engineer series.

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:

Although the 1044 IS Principal Engineer series is applicable, no City employees have the requisite knowledge of the system. This communications software is thirty (30) years old and is no longer supported in the industry. There are no training sources to learn how to support it.

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

No. The software is proprietary.

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 number 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? Tiburon Inc.

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

Shawn Wallace

Signature of Departmental Personal Services Contract Coordinator

Officer Shawn Wallace #1104

553-1096

Print or Type Name

Telephone Number

850 Bryant Street
San Francisco, Calif. 94103

Address





PSC

Friday, January 13, 2012 10:03 AM

From: "Shawn Wallace" <sfpd.contracts@sbcglobal.net>

To: "Kim Carter" <kcarter@ifpte21.org>, L21PSCReview@ifpte21.org, "pattie tamura" <pattie.tamura@seiu1021.org>, "ed warshauer" <ed.warshauer@seiu1021.org>, Brook.Demmerle@seiu1021.org

Cc: "Anita Sevilla" <anita.sevilla@sfgov.org>, "John Goldberg" <john.goldberg@sfgov.org>

1 File (111KB)



Tiburon I...

All,

Please see the attached PSC Modification.

If there are any questions please contact Ms. Anita Sevilla at Anita.Sevilla@sfgov.org

Thanks

Shawn

Officer Shawn Wallace # 1104

SFPD, Legal Division.

415-553-1096

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 4, 2009

DEPARTMENT NAME: Department of Technology DEPARTMENT NUMBER 75

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

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

TYPE OF SERVICE: E911 Message Switch

FUNDING SOURCE: Interdepartmental Work Order

PSC AMOUNT: \$435,000 PSC DURATION: March 2, 2009 to March 1, 2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

ICAD is a proprietary software system used to run the Police Message Switch and modules in its Legacy systems that interface with that Message Switch. The contractor makes as-needed modifications. Both the message switch and the legacy systems are being phased out of the Police Department and will be replaced by modern applications administered by Police Department employees.

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

The legacy system software interfaces are the contractor's proprietary software that runs on the message switch that was manufactured by the contractor. Both the Message Switch and the software that runs it are in the process of being replaced. The City would be left without support to this mission critical software if services are denied.

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):

By contractor with the proprietary software vendor.

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 procedures):

415 864 2166

IFPTE Local 21

Union Name

Signature of person mailing/faxing form

Date

415 431 6241

SEIU Local 1021

Union Name

Signature of person mailing/faxing form

Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

4109-08/09 DEPT OF TECHN.

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Expert knowledge of IBM operating system software, Assembly Level Code (ALC) and CABLE telecommunications monitor and database software, file conversions/recovery techniques, systems analysis and design techniques. Experience with STRATUS operating system is also required.

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

Positions equivalent to the 1044 IS Principal Engineer series.

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:

Although the 1044 IS Principal Engineer series is applicable, no City employees have the requisite knowledge of the system. This communications software is thirty (30) years old and is no longer supported in the industry. There are no training sources to learn how to support it.

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

No. The software is proprietary.

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 number 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:

Signature of Departmental Personal Services Contract Coordinator

Christine Martin

415 581 4097

Print or Type Name

Telephone Number

One South Van Ness Ave., 2nd Flr.

San Francisco, CA 94103

Address

POSTING FOR
March-02, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Dept#	DeptName	Approval Type	Contract Amount	Description of work	Duration
4098-08/09	35	San Francisco Municipal Transportation Agency	Regular	\$99,000.00	Will provide technical assistance with the procurement of a new Closed Circuit Television (CCTV) system to be installed in subway stations and other SFMTA facilities.	30-Mar-12
4099-08/09	35	San Francisco Municipal Transportation Agency	Regular	\$250,000.00	Will provide services to conduct a three part Nexus study to support existing and proposed transportation related development impact and mitigation fees.	15-Nov-09
4100-08/09	35	San Francisco Municipal Transportation Agency	Regular	\$3,000,000.00	Will provide as-needed specialized professional and technical engineering services in transit engineering specialties including systems hazard analysis, mechanical, electrical, analysis and mitigation of noise and vibration in transit operations.	01-Mar-14
4101-08/09	39	Port of San Francisco	Regular	\$4,500,000.00	Will establish a pool of three qualified consultant teams capable of providing a wide range of engineering and related services on an as-needed basis for Port capital and on-going projects.	30-Jun-14
4102-08/09	40	San Francisco Public Utilities Commission	Regular	\$1,000,000.00	Will provide financial advisory services in connection with general financial planning and transaction-specific activities related to the Water, Wastewater and Power Enterprises.	01-Aug-12
4103-08/09	40	San Francisco Public-Utilities Commission	Regular	\$14,000,000.00	Will provide professional construction management services to oversee the Water System Improvement Program (WSIP) construction project of the New Irvington Tunnel, on behalf of the SFPUUC.	31-Jul-14
4104-08/09	40	San Francisco Public Utilities Commission	Regular	\$500,000.00	Will evaluate effects of climate change on San Francisco's natural and built environment and on City departments and their missions and/or infrastructure in particular.	31-Dec-10
4105-08/09	40	San Francisco Public Utilities Commission	Regular	\$5,000,000.00	Will provide either a liquidity facility and/or an irrevocable direct-pay letter of credit to secure the payment of principal and interest on the subordinate lien tax-exempt commercial paper ("CP") program.	01-Apr-14
4106-08/09	64	Children and Families Commission	Regular	\$500,000.00	Will provide materials, training, and support to parents and preschool, classroom staff to effect early literacy and family engagement, cognitive and language skills.	01-Aug-12
4107-08/09	70	GSA-Medical Examiner	Regular	\$100,000.00	Will design, develop and implement a Case Management System to automatically generate daily case and work list, track case progress, and related tasks.	01-Jan-12
4108-08/09	75	Department of Technology	Regular	\$1,725,000.00	Will provide enhancements or modifications to its software that runs the dispatch program for E911 calls. The modifications/enhancements improve the data collected by or displayed to E911 call takers and dispatchers.	01-Mar-12
4109-08/09	75	Department of Technology	Regular	\$435,000.00	Will provide as-needed modifications to ICAD a proprietary software system used to run the Policia Message Switch.	01-Mar-12



EDWIN M. LEE
MAYOR

POLICE DEPARTMENT
CITY AND COUNTY OF SAN FRANCISCO

THOMAS J. CAHILL HALL OF JUSTICE
850 BRYANT STREET
SAN FRANCISCO, CALIFORNIA 94103-4603



GREGORY P. SUHR
CHIEF OF POLICE

February 15, 2012

Department of Human Resources
Attn: PSC Coordinator
#1 South Van Ness Ave. 4th floor
San Francisco, Calif. 94103

Maria,

Enclosed is a Modification PSC request.
If you should have any questions, please don't hesitate to contact me.
I still don't have scanning capabilities, Sorry.

Sincerely,

OFFICER SHAWN T. WALLACE
Contract Coordinator
San Francisco Police Department
Hall of Justice
Legal Division, Room #575
850 Bryant Street
San Francisco, CA 94104
Phone # 553-1096

E-Mail Address: SFPD.Contracts@SBCGLOBAL.net