



Edwin M. Lee  
Mayor

Micki Callahan  
Human Resources Director

Date: July 2, 2015

To: The Honorable Civil Service Commission

Through: Micki Callahan  
Human Resources Director

From: Jacquie Hale, DPH  
Shamica Jackson/Stacey Lo, PUC  
Cynthia Avakian, AIR  
Sheila Layton, JUV  
Cynthia Hamada, MTA

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 November 5, 2014.

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 FY2015-2016	Total for FY2015-2016
\$62,490,000	\$15,428,530	\$113,381,910

Jacquie Hale  
Public Health  
101 Grove Street Rom 307  
San Francisco, CA 94102  
415-554-2609

Shamica Jackson  
Stacey Lo  
Public Utilities Commission  
525 Golden Gate Ave., 8th Floor  
San Francisco, CA 94102  
SJ: (415) 554-0727  
SL: (415) 554-1860

Cynthia Avakian  
Airport Commission  
Contracts Administration Unit  
POB 8097  
San Francisco, CA 94128  
650- 821-2014

Sheila Layton  
Juvenile Probation  
375 Woodside Ave  
San Francisco, CA 94127  
415-753-7562

Cynthia Hamada  
Municipal Transportation Agency  
1 South Van Ness Ave., 6<sup>th</sup> Floor  
San Francisco, CA 94103  
415-701-5381

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Published on *Personal Services Request Database* (<http://apps.sfgov.org/dhrdrupal>)

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**POSTING FOR**

July 20, 2015

**PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR****Commission Hearing Date**

2015-07-20

**APPLY**

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date
40995 - 14/15	PUBLIC HEALTH	\$600,000.00	<p>Contractor will provide evaluation services for this federally-funded initiative which will develop an infrastructure to develop, promote and maintain a trauma-informed system of care across seven Bay Area counties. A center will be developed to provide a clearinghouse of information on trauma-informed systems and structures, review and develop policy, review and develop policy, evidence-based interventions and services across the San Francisco Bay region in order to make resources available for the provision of consistent and effective services for traumatized children and families. Specialty populations addressed across counties include children aged 0-5 years, children residing out of county, and transitional age youth.</p> <p>This contract is for an external evaluator, who will develop a local, seven-county evaluation plan and implement a mandated federal evaluation plan to track outputs, outcomes and process for this pilot project over the four years of funding. The contracted agency will also play a key role in Continuous Quality Improvement by data sharing with federal and local partners.</p>	October 1, 2014	September 30, 2018
42659 - 14/15	PUBLIC HEALTH	\$750,000.00	<p>Professional compliance, evaluation, assessment, and technical assistance services that support the evaluation needs of the Department's primary care and prevention programs. Services include independent contractor/professional consulting services to address local, State and federal compliance requirements on an as-needed project basis. Contractor(s) will evaluate findings, assess and evaluate identified findings, provide technical reports and technical assistance as required to the Department. These services will provide the Department the ability to meet required compliance directives.</p>	July 1, 2015	June 30, 2020
47317 - 14/15	PUBLIC HEALTH	\$2,400,000.00	<p>Contractor will provide an infrastructure to develop, promote and maintain a trauma-informed system of care across seven counties in the Bay Area. The contracted agency will develop a center to provide a clearinghouse of information on trauma-informed systems and structures; review and develop policy, evidence-based interventions and services across the San Francisco Bay region in order to make resources available for the provision of consistent and effective services for traumatized children and families. Specialty populations addressed across counties include children aged 0-5 years, children residing out of county, and transitional age youth.</p>	June 29, 2015	September 30, 2019
48152 - 14/15	PUBLIC UTILITIES COMMISSION	\$2,000,000.00	<p>Assist San Francisco Public Utilities Commission (SFPUC) personnel in providing corrosion control engineering support for projects pertaining to maintenance of Water Supply and Treatment Division (WSTD)-operated pipeline segments, tanks and storage vessels, and other WSTD facilities. Services to be provided include: corrosion condition assessment surveys of pipelines; cathodic protection interference mitigation; leak investigation; and other corrosion engineering tasks as identified in the WSTD's Corrosion Master Plan.</p>	December 1, 2015	December 1, 2022
47035 - 14/15	PUBLIC UTILITIES COMMISSION	\$4,500,000.00	<p>Specialized engineering analysis and retrofit design for the Early Intake Dam Improvement Project, including: dam analysis and design, geotechnical testing and engineering, structural and seismic engineering, hydraulic and hydrologic engineering, engineering planning, engineering design, and engineering support services during construction. The Early Intake Dam is part of the Hetch Hetchy regional water system, located on the Tuolumne River, approximately 10 miles downstream of Hetch Hetchy Reservoir.</p>	October 1, 2015	October 1, 2022

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date
41561 - 14/15	PUBLIC UTILITIES COMMISSION	\$21,000,000.00	The San Francisco Public Utilities Commission (SFPUC) has initiated an extensive Capital Improvement Program for the Hetch Hetchy Water and Power(HHWP) Enterprise to improve reliability of its water, power, and joint water/power facilities. This work consists of engineering and design services for a new 12-mile water tunnel, as well as the interim rehabilitation of the existing Mountain Tunnel located in Moccasin, CA.	February 1, 2016	January 31, 2027
49384 - 14/15	PUBLIC HEALTH	\$1,000,000.00	Contractor will implement a Peer-to-Peer and Family-to-Family Training Program based on Mental Health Services Act (MHSA) principles. This contract recruits peers to help fellow peers successfully navigate the mental health system and recover from mental illness. Families are also recruited to help other families develop coping skills and adapt to the stresses of living with a family member who has a mental illness. The contractor will develop a curriculum to be taught by peer and families that includes lectures, interactive exercises, structured groups, a library of community resources, continuing support after classes and follow-up evaluation procedures. The contractor will solicit participants for the contract from multiple civil service mental health and community based clinics. (Continued on attachment 1)	July 1, 2015	June 30, 2020

**TOTAL AMOUNT \$32,250,000**

537

**Posting for July 20, 2015  
Proposed Personal Services Contract  
Modification to Increase/Decrease Contract Amount/Duration**

PSC NO.	DEPARTMENT	TYPE OF APPROVAL	MODIFIED AMOUNT	CUMULATIVE AMOUNT	DESCRIPTION OF WORK	DATE
4019 12/13 - MODIFICATIONS	AIRPORT COMMISSION -- AIR	Regular	\$25,000,000	\$250,000,000	Design/construction sys necessary for the Design-Build (DB) Terminal 3 (T3) Improvement Projects. DB T3 Project will provide a building expansion to expand the Tran. Sec. Admin. (TSA) security screening checkpoint, improve circulation, meet the latest security requirements & improve passenger throughput per forecast demand. The Project will remodel existing Hold Rooms, restrooms, passenger amenities, & airline/concessions shell space, all with new finishes, furniture, fixtures & equipment. Scope of work will include new Art Enrichment; Concessions; terminal seismic upgrade; utilities, Visual/Audible Paging System; Static/Dynamic Signage; Hydrant Fuel System; Passenger Boarding Bridges (PBB) upgrades; Aircraft Apron Paving; Special Systems rooms, Tenant Wiring Closets, WIFI infrastructure; new Access Control & close circuit television (CCTV) systems. The project will reconfigure the TSA security checkpoint and departures lobby to improve security and operational efficiency. This project will be LEED certified.	06/01/2015-12/31/2017
4071-12/13 - MODIFICATIONS	AIRPORT COMMISSION -- AIR	Regular	\$800,000	\$1,300,000	The Airport has determined that it is necessary to acquire an enterprise-wide system where contract information is effectively maintained in one repository for timely consumption, decision making and reporting; thereby, streamlining communications and productivity throughout the contract management life cycle. [See attachment for the rest of Question 1A.]	06/09/2015-12/31/2019
31308 - 13/14 - MODIFICATIONS	JUVENILE PROBATION -- JUV	Regular	\$140,000	\$290,000	The Juvenile Probation Department (JPD) seeks vendors to provide recreational services to youth at JPD facilities. The Contractor shall provide recreational services on site at Juvenile Hall and/or Log Cabin Ranch. The vendor will play an integral role in creating a recreational setting that is in a safe and secure therapeutic environment. JPD seeks recreational activities, that offer diversity to youth and contributes to the total education of the youth while in detention, these services will provide youth the opportunity to engage in productive and artistic behavior. The vendor will play an important role and will assist JPD in a multifaceted approach to rehabilitate youth.	05/01/2015-04/30/2017

4058-13/14 - MODIFICATIONS	MUNICIPAL TRANSPORTATION AGENCY -- MTA	Regular	\$0	\$200,000	The contractor will conduct executive searches to identify, assess and recruit candidates for five or more high-level specialized management positions at the San Francisco Municipal Transportation Agency (SFMTA). Services will include: developing search strategies; identifying and recruiting potential candidates; evaluating interested candidates; presenting final candidates; and performing follow-up duties as required.	07/02/2015- 12/31/2015
49011-13/14 - MODIFICATIONS	MUNICIPAL TRANSPORTATION AGENCY -- MTA	Regular	\$1,800,000	\$4,500,000	The contractor will provide comprehensive drug and alcohol testing services for taxicab drivers in compliance with the Department of Transportation (DOT) and non-DOT Drug and Alcohol Testing Regulations. The contractor will provide an off-site facility to collect urine and breath samples to conduct pre-employment, post-accident, reasonable suspicion, and random testing for taxicab drivers in accordance with Federal and State regulations. California's Government Code section 53075.5 requires a drug and alcohol testing program for taxicab drivers to be substantially consistent with testing requirements of the Federal Code of Regulations, Title 49, Part 40 and Part 382.	03/01/2017- 05/31/2020
4124-09/10 - MODIFICATIONS	PUBLIC UTILITIES COMMISSION -- PUC	Regular	\$2,500,000	\$6,200,000	Specialized and technical services in the areas of recycled water treatment, storage, distribution, operations, water quality, regulatory permitting, and other additional services related to the overall development and implementation of San Francisco Public Utilities Commission(SFPUC) recycled water projects.	12/1/2016- 12/01/2019

TOTAL MODIFIED AMOUNT: \$30,240,000

**Regular/Continuing/Annual  
Personal Services Contracts**



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH – DPH Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: Bay Area Trauma Informed System of Care External Evaluator

Funding Source: Federal Grant PSC Duration: 4 years  
PSC Amount: \$600,000 PSC Est. Start Date: 10/01/2014 PSC Est. End Date: 09/30/2018

1. **Description of Work**

A. Scope of Work:

Contractor will provide evaluation services for this federally-funded initiative which will develop an infrastructure to develop, promote and maintain a trauma-informed system of care across seven Bay Area counties. A center will be developed to provide a clearinghouse of information on trauma-informed systems and structures, review and develop policy, review and develop policy, evidence-based interventions and services across the San Francisco Bay region in order to make resources available for the provision of consistent and effective services for traumatized children and families. Specialty populations addressed across counties include children aged 0-5 years, children residing out of county, and transitional age youth.

This contract is for an external evaluator, who will develop a local, seven-county evaluation plan and implement a mandated federal evaluation plan to track outputs, outcomes and process for this pilot project over the four years of funding. The contracted agency will also play a key role in Continuous Quality Improvement by data sharing with federal and local partners.

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

A requirement of the grant is for the program developed under the Bay Area Trauma Informed System of Care (BATISC) to be evaluated objectively according to the agreed evaluation methods and goals of the participating counties for a neutral evaluator and in keeping with federal grant evaluation requirements. Denial will preclude San Francisco's participation in the project and deprive the City of the opportunity to improve its services to clients/consumers/patients who have experienced trauma based on this emerging perspective and knowledge in the delivery of such services across a broad System Of Care.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.  
This is a new program.

D. Will the contract(s) be renewed? This is a pilot program under a one-time grant.

2. **Union Notification:** On 05/23/2015, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21,

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40995 - 14/15

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 07/20/2015

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise:

The external evaluator for the Bay Area Trauma Informed System of Care (BATISC) project must have the following expertise: (1) at least five years experience with federal grant evaluation processes; (2) at least five years experience with evaluation efforts focused on system change efforts; (3) a track record of efficient data collection and distribution; (4) experience with trauma-informed service provision; and (5) excellent written and oral communication skills.

~~B. Which, if any, civil service class(es) normally perform(s) this work?  
1830,~~

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:  
The contractor will provide their own facility for normal business operations.

**4. Why Classified Civil Service Cannot Perform**

A. Explain why civil service classes are not applicable:

The premise of the funding grant and of this pilot project is to provide neutral, objective project development and evaluation outside of any of the structures of the participating counties. Civil service staff of any of the participating counties are considered to be part of the counties' structure, and not neutral in this multi-county effort.

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

No, this is a time-limited grant based on the retention of a neutral, non-county contractor to provide external evaluation.

**5. Additional Information (if "yes", attach explanation)**

YES    NO

- |  |                          |                                     |
|--|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee?<br>Please see attachment.                             | <input type="checkbox"/> | <input checked="" 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?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC 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 ON 06/24/2015 BY:

Name: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

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

# Receipt of Union Notification(s)

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**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [jacquie.hale@sfdph.org](mailto:jacquie.hale@sfdph.org)  
**To:** [Hale, Jacquie \(DPH\); L21PSCReview@fppte21.org](mailto:Hale, Jacquie (DPH); L21PSCReview@fppte21.org); [Hale, Jacquie \(DPH\); Isen, Richard \(TIS\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Hale, Jacquie (DPH); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD))  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 40995 - 14/15  
**Date:** Saturday, May 23, 2015 6:41:02 PM

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RECEIPT for Union Notification for PSC 40995 - 14/15 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 40995 - 14/15 for \$600,000 for Initial Request services for the period 10/01/2014 – 09/30/2018. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/5025> For union notification, please see the

TO: field of the email to verify receipt. If you do not see all the unions you

intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

# **Additional Attachment(s)**

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Attachment to  
40995-14/15 Bay Area Trauma Informed System of Care External Evaluator

**5. Additional Information (if "yes", attach explanation) YES NO**

**B. Will the contractor train City and County employee?**

**Describe Training including number of hours. Indicate occupational type of employees.**

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**If no training, please explain:**

(cont.)

The Department expects the results of the evaluation provided under this contract to assist in the development of civil service staff significantly in order to positively transform San Francisco's System Of Care.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH – DPH Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: Professional Compliance, Evaluation, Assessment, and Technical Assistance Services

Funding Source: General Fund, Grants PSC Duration: 5 years 1 day  
PSC Amount: \$750,000 PSC Est. Start Date: 07/01/2015 PSC Est. End Date: 06/30/2020

**1. Description of Work**

**A. Scope of Work:**

Professional compliance, evaluation, assessment, and technical assistance services that support the evaluation needs of the Department's primary care and prevention programs. Services include independent contractor/professional consulting services to address local, State and federal compliance requirements on an as-needed project basis. Contractor(s) will evaluate findings, assess and evaluate identified findings, provide technical reports and technical assistance as required to the Department. These services will provide the Department the ability to meet required compliance directives.

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

In the event that the Department is audited by local, State and/or federal agencies, the use of an independent contractor and/or professional consultation firm to provide evaluation services are highly beneficial and for some audits, may be a requirement in some cases. If this request is denied, critical public health services and programs could be ordered by regulators to stop services and significant financial penalties might be imposed.

**C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC. These are new services.**

**D. Will the contract(s) be renewed? Yes, if needed and funding is available.**

**2. Union Notification:** On 05/23/2015, the Department notified the following employee organizations of this PSC/RFP request: Municipal Executive Association,

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42659 - 14/15

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 07/20/2015

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise:

Contractor must be an independent, professional consulting firm with specialty in public health planning, Affordable Care Act evaluation, behavioral health and substance abuse services, HIV services, primary care, MediCal planning, and other critical public health programs and issues.

B. Which, if any, civil service class(es) normally perform(s) this work?

0943,

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

Physical facilities and equipment are expected to be provided only to the extent they are required for the consultant's normal business operations. Specific expertise, objectivity and independent perspective not available from civil service staff are expected to be provided.

**4. Why Classified Civil Service Cannot Perform**

A. Explain why civil service classes are not applicable:

Services are intermittent and intended to provide short-term, expert consultation in order to assist DPH in assessing, achieving, and maintaining ongoing compliance with regulatory requirements as a support to upper level senior and executive staff in creating and implementing long term civil service programs. The consultant has both individual and team expertise not available through existing civil service staff, who generally have a similar level of expertise in only specific DPH programs. (continued on attachment)

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

No, DPH already has senior staff serving as ongoing compliance officers. This consulting firm will enhance the work of these staff and improve specific programs at DPH, reporting directly to the Director of Health and Deputy Directors on an intermittent, project-focused basis.

**5. Additional Information (if "yes", attach explanation)**

YES    NO

- |  |                                     |                                     |
|--|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee?<br>Please refer to attachment.                        | <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?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC 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 ON 06/22/2015 BY:

Name: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

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



# Receipt of Union Notification(s)

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**From:** [dhr-psscordinator@sfgov.org](mailto:dhr-psscordinator@sfgov.org) on behalf of [jacque.hale@sfdph.org](mailto:jacque.hale@sfdph.org)  
**To:** [Hale, Jacquie \(DPH\); camaguey@sfmea.com; staff@sfmea.com; Hale, Jacquie \(DPH\); Isen, Richard \(TIS\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Hale, Jacquie (DPH); camaguey@sfmea.com; staff@sfmea.com; Hale, Jacquie (DPH); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD))  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 42659 - 14/15  
**Date:** Saturday, May 23, 2015 3:30:43 PM

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RECEIPT for Union Notification for PSC 42659 - 14/15 more than \$100k

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The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 42659 - 14/15 for \$750,000 for Initial Request services for the period 07/01/2015 – 06/30/2020. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/5024> For union notification, please see the

TO: field of the email to verify receipt. If you do not see all the unions you

intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

## **Additional Attachment(s)**

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**4. Why Classified Civil Service Cannot Perform**

A. Explain why civil service classes are not applicable:

(cont.)

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The consultant also is able to provide independent analysis and recommendations to executive staff with a degree of objectivity and avoidance of potential conflict of interest not available from civil service staff.

**5. Additional Information (if "yes", attach explanation)**

B. Will the contractor train City and County employee?

Describe Training including number of hours. Indicate occupational type of employees. If no training, please explain:

(cont.)

Knowledge transfer will be accomplished during the course of the consultant's work as appropriate, as part of the consultant's services will be to provide information to executive and senior staff. The consultant will also provide training as needed to civil service staff to prepare for implementation of new ICD-10 billing codes. (ICD-10 refers to the tenth revision of the International Statistical Classification of Diseases and Related Health Problems, a medical classification list established by the World Health Organization of diseases, symptoms, findings, etc. for medical billing purposes.)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH – DPH Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: Bay Area Trauma Informed System of Care Collaboration

Funding Source: Federal Grant PSC Duration: 4 years 13 weeks

PSC Amount: \$2,400,000 PSC Est. Start Date: 06/29/2015 PSC Est. End Date: 09/30/2019

**1. Description of Work**

A. Scope of Work:

Contractor will provide an infrastructure to develop, promote and maintain a trauma-informed system of care across seven counties in the Bay Area. The contracted agency will develop a center to provide a clearinghouse of information on trauma-informed systems and structures; review and develop policy, evidence-based interventions and services across the San Francisco Bay region in order to make resources available for the provision of consistent and effective services for traumatized children and families. Specialty populations addressed across counties include children aged 0-5 years, children residing out of county, and transitional age youth.

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

Under the federal grant funding these services, San Francisco was selected as the lead agency to administer a contract with the contracting agency selected under the grant to provide the services described above. In order to lead this regional effort across seven (7) counties, the grant was made on the premise that the selected agency be a neutral party that is not part of any county structure. As lead administering agency, San Francisco will retain part of the grant monies to support funding of civil service staff to manage this (continued on attachment)

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

This is a new program. This critical new infrastructure development is being funded by the US Health and Human Services Substance Abuse and Mental Health Services Administration (SAMHSA). It is hoped that this four year pilot program will improve the way the entire Bay Area provides services to traumatized children and families, and will improve San Francisco's future service delivery structure in the future.

D. Will the contract(s) be renewed? This is a pilot program under a one-time grant.

**2. Union Notification:** On 05/23/2015, the Department notified the following employee organizations of this PSC/RFP request: Municipal Executive Association,

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47317 - 14/15

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 07/20/2015

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise:

The contractor must have the following expertise: (1) At least five years experience in system and practice change development and implementation; (2) five years experience in evidence-based interventions used in the treatment of trauma and the implementation of these practices in urban, diverse, and traumatized communities; (3) a positive track record of hiring and maintaining a diverse workforce; (4) expertise related to (continued on attachment)

B. Which, if any, civil service class(es) normally perform(s) this work?

0942,

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

The contracting agency will provide their own facility.

**4. Why Classified Civil Service Cannot Perform**

A. Explain why civil service classes are not applicable:

The contractor/agency will provide an infrastructure to develop, promote and maintain a trauma-informed system of care across seven different counties in the Bay Area. A center will be developed that provides a clearinghouse of information on trauma-informed systems and structures, reviews and develops policy, evidence-based interventions and services, and which works across different regions for consistent and effective services for traumatized families.

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

No, it is vitally important that the agency leading these efforts not be a part of the seven participating Bay Area counties, since the funding grant is predicated on having only a neutral agency with the credibility to review, evaluate and recommend the changes needed develop the center for this system-wide transformation effort.

**5. Additional Information (if "yes", attach explanation)**

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee? Please see attachment.	<input type="checkbox"/>	<input checked="" 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?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC 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  
ON 06/24/2015 BY:

Name: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

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

# Receipt of Union Notification(s)

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**From:** [dhr-pescoordinator@sfgov.org](mailto:dhr-pescoordinator@sfgov.org) on behalf of [jacquie.hale@sfdph.org](mailto:jacquie.hale@sfdph.org)  
**To:** [Hale, Jacquie \(DPH\); camaguey@sfmea.com; staff@sfmea.com; brenda\\_mendieta@sfdph.org; Isen, Richard \(TIS\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Hale, Jacquie (DPH); camaguey@sfmea.com; staff@sfmea.com; brenda_mendieta@sfdph.org; Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)@sfmea.com)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 47317 - 14/15  
**Date:** Saturday, May 23, 2015 5:25:02 PM

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RECEIPT for Union Notification for PSC 47317 - 14/15 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 47317 - 14/15 for \$2,400,000 for Initial Request services for the period 06/29/2015 -- 09/30/2019. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/4630> For union notification, please see the

TO: field of the email to verify receipt. If you do not see all the unions you

intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended



# **Additional Attachment(s)**

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**1. Description of Work**

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

(cont.)

four-year grant. Denial will preclude San Francisco's participation in this pilot program, depriving the City of the opportunity to improve its services to clients/consumers/patients who have experienced trauma based on this emerging perspective and knowledge in the delivery of such services across a broad System Of Care.

**3. Description of Required Skills/Expertise**

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

(cont.)

trauma informed service provision and policy across regions and/or systems, including the use of data-driven decision making; (5) experience with national grants; (6) specialization in at least one of the three target groups described in the grant (children aged 0-5 years, children residing out of county, and transitional aged youth).

**5. Additional Information (if "yes", attach explanation)**

**B. Will the contractor train City and County employee?**

**Describe Training including number of hours. Indicate occupational type of employees.  
If no training, please explain:**

(cont.)

Development and centralization of data and information in an information clearinghouse on trauma-informed systems and structures, policies, evidence-based interventions will be part of the infrastructure created under this contract/grant, and will be available for the development of civil service staff. Future formal training may be available in the future as an outgrowth of the creation of this clearinghouse and the development of consistent, evidence-based information for the Bay Area region.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC Dept. Code: PUC

Type of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: Corrosion Engineering Services for Water Supply and Treatment Division (PRO.0012.15)

Funding Source: Water Supply Operating Funds PSC Duration: 7 years 2 days  
PSC Amount: \$2,000,000 PSC Est. Start Date: 12/01/2015 PSC Est. End Date: 12/01/2022

**1. Description of Work**

**A. Scope of Work:**

Assist San Francisco Public Utilities Commission (SFPUC) personnel in providing corrosion control engineering support for projects pertaining to maintenance of Water Supply and Treatment Division (WSTD)-operated pipeline segments, tanks and storage vessels, and other WSTD facilities. Services to be provided include: corrosion condition assessment surveys of pipelines; cathodic protection interference mitigation; leak investigation; and other corrosion engineering tasks as identified in the WSTD's Corrosion Master Plan.

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

These tasks require expertise which is not available from City employees. If these services are denied, the SFPUC may not have the corrosion engineering assistance needed to maintain its pipelines and facilities.

**C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.**

These services have been provided using PSC #49500-13/14, CS-362 As-Needed Corrosion Control Engineering Services in the past. The work under that contract is as-needed and not for one particular project, whereas this contract is specifically to assist the WSTD in carrying out its Corrosion Master Plan, which includes bi-annual or annual survey of the condition of assets.

**D. Will the contract(s) be renewed? No.**

**2. Union Notification:** On 05/21/2015, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21, Prof & Tech Eng, Local 21, Architect & Engineers, Local 21,

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 48152 - 14/15

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 07/20/2015

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise:

Expertise in: performing close interval pipe-to-soil survey of pipelines and interpreting field investigation data to determine pipe condition; analysis of cathodic protection system failures; and troubleshooting, startup, and testing of cathodic protection systems.

B. Which, if any, civil service class(es) normally perform(s) this work?

5203,5207,5241,

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:

Engineers in current civil classifications perform some of the more routine engineering work. These corrosion control engineering consultants will be utilized when specialized corrosion engineering is required that is not normally performed by engineers in the current civil service classifications.

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

No. These specialized engineers are needed to perform engineering design for specific WSTD projects. The level of personnel resources required for this project work is not a steady, long-term need that would warrant the hiring of additional civil service personnel.

**5. Additional Information (if "yes", attach explanation)**

YES    NO

- |   |                          |                                     |
|---|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee?<br>Services are specialized, project-specific and require no long-term staffing. | <input type="checkbox"/> | <input checked="" 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?                             | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC 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

ON 06/23/2015 BY:

Name: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfwater.org

Address: 525 Goldent Gate Avenue, 8th Floor San Francisco, CA 94102

# Receipt of Union Notification(s)

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**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [SJackson@sfgwater.org](mailto:SJackson@sfgwater.org)  
**To:** [Jackson, Shamica; richardisen@gmail.com](mailto:Jackson,Shamica;richardisen@gmail.com); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [Jackson, Shamica](mailto:Jackson,Shamica); [Isen, Richard](mailto:Isen, Richard); [DHR-PSCCoordinator.DHR](mailto:DHR-PSCCoordinator.DHR)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 48152 - 14/15  
**Date:** Thursday, May 21, 2015 4:18:44 PM

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RECEIPT for Union Notification for PSC 48152 - 14/15 more than \$100k

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The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 48152 - 14/15 for \$2,000,000 for Initial Request services for the period 12/01/2015 – 12/01/2022. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/5007> For union notification, please see the

TO: field of the email to verify receipt. If you do not see all the unions you

intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

# **Additional Attachment(s)**

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**MEMORANDUM**

**DATE:** June 9, 2015

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**TO:** San Francisco Civil Service Commission

**FROM:** Alaric Degrafinried  
Manager, Contract Administration Bureau

**RE:** 5-Years Plus Justification  
PRO.0012, PSC No. 48152-14/15  
Corrosion Control Engineering Services for Water & Supply  
Treatment Division

The San Francisco Public Utilities Commission (SFPUC) is requesting Personal Service Contract authority in order to implement recommendations of the 2010 Water Supply Corrosion Control Master Plan extend the useful life of pipelines, tanks and other facilities including but not limited to performing pipe-to-soil surveys, interpreting field investigation information, recommending corrosion protection measures and other corrosion control engineering related tasks. These services extend beyond five (5) years, as indicated in the table below.

Original/Total Value/Term
\$2,000,000 7 years

Thank you for consideration and should you have any questions please do not hesitate contact me at 415-551-4788.

- Edwin M. Lee  
Mayor
- Ann Moller Caen  
President
- Francesca Vietor  
Vice President
- Vince Courtney  
Commissioner
- Anson Moran  
Commissioner
- Ike Kyon  
Commissioner
- Harlan L. Kelly, Jr.  
General Manager





PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION – PUC Dept. Code: PUC

Type of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: As-Needed Corrosion Control Engineering Services (CS-362)

Funding Source: from individual projects PSC Duration: 5 years 27 weeks  
PSC Amount: \$2,000,000 PSC Est. Start Date: 06/05/2014 PSC Est. End Date: 12/15/2019

1. **Description of Work**

A. Scope of Work:

Assist SFPUC personnel in support of its Corrosion Control Program, by performing corrosion investigation, design, and inspection work on an as-needed basis. Services the consultants have performed or may be asked to perform are: expert witness consultations, technical review, troubleshooting, startup and testing of the corrosion control systems, risk assessment, evaluation of new technology, data analysis, emergency field investigation, activation of cathodic protection systems, materials selection, internal/external pipeline and tank inspection, laboratory analysis, failure analysis, and other specialized services related to corrosion engineering. Contract work also consists of performing specialized Corrosion Control Engineering Services on an as-needed basis, including but not limited to corrosion investigation, design and inspection work.

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

Some of these projects require expertise which is not available from City employees. If these services are not available, design projects cannot be completed.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

These services have been previously approved under PSC #4073-07/08 (CS-904). As-Needed contracts are a total of 5 years and cannot be renewed. Thus, we are issuing a new Personal Services Contract.

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

2. **Union Notification:** On 03/20/2014, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21, Prof & Tech Eng, Local 21, Architect & Engineers, Local 21,

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49500 - 13/14

DHR Analysis/Recommendation:

05/19/2014

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 05/19/2014

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise:  
 Expert witness consultation, technical review, troubleshooting, startup and testing of corrosion control systems is needed. Areas of expertise include data analysis, material selection and failure analysis of cathodic protection systems.

B. Which, if any, civil service class(es) normally perform(s) this work?

5203,5207,5241,

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:

Engineers in current civil classifications perform some of the more routine engineering work. These As-needed Services will be utilized when specialized corrosion engineering will be required that is not normally performed by engineers in these current civil service classifications.

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

No. Engineers are needed to perform engineering design for projects, but this level of resources is not a steady long term need, warranting hiring of additional personnel.

**5. Additional Information (if "yes", attach explanation)**

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee?	<input type="checkbox"/>	<input checked="" 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?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC 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  
 ON 03/20/2014 BY:

Name: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfgwater.org

Address: 525 Golden Gate Ave. San Francisco, CA

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION – PUC Dept. Code: PUC

Type of Request: [X] Initial [ ] Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval: [ ] Expedited [X] Regular ( [ ] Omit Posting)

Type of Service: Engineering Design for Early Intake Dam Improvement Project (PRO.0014)

Funding Source: Hetchy System Improvement Prog. PSC Duration: 7 years 2 days
PSC Amount: \$4,500,000 PSC Est. Start Date: 10/01/2015 PSC Est. End Date: 10/01/2022

1. Description of Work

A. Scope of Work:

Specialized engineering analysis and retrofit design for the Early Intake Dam Improvement Project, including: dam analysis and design, geotechnical testing and engineering, structural and seismic engineering, hydraulic and hydrologic engineering, engineering planning, engineering design, and engineering support services during construction. The Early Intake Dam is part of the Hetch Hetchy regional water system, located on the Tuolumne River, approximately 10 miles downstream of Hetch Hetchy Reservoir.

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

If the contract is denied, improvements to Early Intake Dam may be delayed, causing increased risk that the dam will be out of regulatory compliance, suffer failure, and disrupt the diversion of water into the Mountain Tunnel and the Hetch Hetchy Aqueduct system, which supplies water to the Bay Area.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

Professional Engineering Service contracts were used for previous projects for the evaluation and design of dams, to augment SFPUC staff. For the Calaveras Dam Replacement Project for planning and design services, the personal services approval number was PSC # 4098-02/03 (CS-716) and for Pilarcitos Dam Improvements Project for planning and design services, the personal services approval number was PSC #43916-13/14(CS-396).

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

2. Union Notification: On 05/21/2015, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21, Prof & Tech Eng, Local 21, Architect & Engineers, Local 21,

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47035 - 14/15

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 07/20/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Specialized skills necessary to assist SFPUC staff with a dam improvement project: dam design and dam retrofit engineering, geologic testing, geotechnical engineering, hydraulic engineering, hydrologic engineering, structural/seismic engineering, geotechnical engineering, cost estimating and scheduling.

B. Which, if any, civil service class(es) normally perform(s) this work?

5203,5207,5241,5211,5218,

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 do exist that perform engineering work for the City. However, the City does not routinely upgrade dams for the drinking water system. This is infrequent and highly specialized work that requires significant experience with dam engineering. No civil service class currently performs this specialized type of work.

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

No. The need for this type of work is quite rare. Therefore, it would not be practical to adopt a new civil service class to perform the work. This project will require engineering resources to provide support only during this project; after this project concludes, this level of resources will no longer be needed.

5. Additional Information (if "yes", attach explanation)

YES    NO

- A. Will the contractor directly supervise City and County employee?
- B. Will the contractor train City and County employee?          
     Technical training -30 hours for Engineers and Operators.
- 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 PSC contract with your department?

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 06/22/2015 BY:

Name: Shamica Jackson    Phone: 415-554-0727    Email: SJackson@sfgwater.org

Address: 525 Golden Gate Avenue, 8th Floor    San Francisco, CA 94102

# Receipt of Union Notification(s)

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**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [SJackson@sfwater.org](mailto:SJackson@sfwater.org)  
**To:** Jackson, Shamica; [richardisen@gmail.com](mailto:richardisen@gmail.com); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); Jackson, Shamica; Isen, Richard; DHR-PSCCoordinator, DHR  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 47035 - 14/15  
**Date:** Thursday, May 21, 2015 5:03:54 PM

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RECEIPT for Union Notification for PSC 47035 - 14/15 more than \$100k

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The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 47035 - 14/15 for \$4,500,000 for Initial Request services for the period 10/01/2015 – 10/01/2022. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/5008> For union notification, please see the

TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

## **Additional Attachment(s)**

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**MEMORANDUM**

**DATE:** June 9, 2015

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**TO:** San Francisco Civil Service Commission

**FROM:** Alaric Degrafinried  
 Manager, Contract Administration Bureau

**RE:** 5-Years Plus Justification  
 PRO.0014, PSC No. 47035-14/15  
 Engineering Design for Early Intake Dam Improvement Project

The San Francisco Public Utilities Commission (SFPUC) is requesting Personal Service Contract authority in order to provide specialized engineering analysis and retrofit design for the Early Intake Dam Improvement Project, including: dam analysis and design, geotechnical testing and engineering, structural and seismic engineering, hydraulic and hydrologic engineering, engineering planning, engineering design, and engineering support services during construction. The Early Intake Dam is part of the Hetch Hetchy regional water system, located on the Tuolumne River, approximately 10 miles downstream of Hetch Hetchy Reservoir. These services extend beyond five (5) years, as indicated in the table below.

Original/Total Value/Term
\$4,500,000 7 years

Thank you for consideration and should you have any questions please do not hesitate contact me at 415-551-4788.

- Edwin M. Lee  
Mayor
- Ann Moller Caen  
President
- Francesca Vietor  
Vice President
- Vince Courtney  
Commissioner
- Anson Moran  
Commissioner
- Ike Kwon  
Commissioner
- Harlan L. Kelly, Jr.  
General Manager





PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION Dept. Code: PUC

Type of Request:  Initial  Modification of an existing PSC (PSC # 4098-02/03)

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: Engineering Services for Calaveras Dam (CS-716)

Funding Source: Water System Improvement Program

PSC Original Approved Amount: \$4,000,000

PSC Original Approved Duration: 09/12/03 - 03/02/07 (3 years 24 weeks)

PSC Mod#1 Amount: \$8,000,000

PSC Mod#1 Duration: 03/03/07-09/11/12 (5 years 27 weeks)

PSC Mod#2 Amount: \$1,900,000

PSC Mod#2 Duration: no duration added

PSC Mod#3 Amount: \$10,100,000

PSC Mod#3 Duration: 09/12/12-09/11/16 (4 years 1 day)

PSC Mod#4 Amount: \$4,500,000

PSC Mod#4 Duration: 09/12/16-05/24/19 (2 years 36 weeks)

PSC Cumulative Amount Proposed: \$28,500,000

PSC Cumulative Duration Proposed: 15 years 36 weeks

**1. Description of Work**

**A. Scope of Work:**

Provide design, environmental and permitting services needed prior to construction of the Calaveras Dam Replacement Project (CDRP) to develop a comprehensive compliance plan for the occurrence of naturally occurring asbestos (NOA) at the project site, address the future restoration of steelhead in Alameda Creek into the project, provide designs to mitigate impacts associated with the CDRP, provide supplemental dam safety engineering analyses requested by the California Division of Safety of Dams (DSOD), and ongoing permitting support; and to provide engineering support during construction, start-up, and commissioning of the project.

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

In 2001, the DSOD determined Calaveras Dam to be seismically unsafe. Calaveras Dam is a critical component of the San Francisco Public Utilities Commission(SFPUC) water system, providing 40% of the system's local water storage. (see attachment)

**C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.**

This service is currently being provided via PSC No. 4098-02/03 (CS-716).

**D. Will the contract(s) be renewed? No.**

**2. Union Notification:** On 04/18/14, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4098-02/03

DHR Analysis/Recommendation:

06/16/2014

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 06/16/2014

06/16/2014

July 2013

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise:

Specialty experience and expertise in dam engineering, design & construction: geotechnical, earthquake, hydraulic and structural engineering including: civil, mechanical, electrical engineering as they relate to dam and reservoir facilities; engineering geology, soil mechanics, rock mechanics, grouting, and foundation treatment; environmental issues; cost estimating & construction scheduling related to dams; specialty expertise in permitting related to steelhead & other endangered species and other endangered species.

B. Which, if any, civil service class(es) normally perform(s) this work?

5203,5207,5241,5211,5218,5219,

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

Yes. A significant part of the work involves specialized computer modeling for geotechnical and earthquake engineering analysis, jar testing for portable treatment plant design, collection of air and water samples for NOA analysis, laboratory testing of air & water samples for NOA and metals (testing to be provided by specialty laboratories using methods and equipment that the SFPUC does not possess).

**4. Why Classified Civil Service Cannot Perform**

A. Explain why civil service classes are not applicable:

There are no specific civil service classes in the fields of geotechnical engineering, earthquake engineering of embankments, engineering geology, dam design, spillway design, and development of compliance plans for naturally occurring asbestos (NOA). Civil, mechanical, and electrical engineering disciplines, these tasks focus on dam, spillway, and intake tower design and does not have experience with design issues to replacement dam construction or associated facilities. Staff has no experience with dam foundation.

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

No. There are few projects of this type; the required expertise would not be utilized on a full-time, permanent basis.

**5. Additional Information (if "yes", attach explanation)**

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee? 24-hours: Civil, Mechanical, Electrical, & Structural Engineers.	<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?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? URS CORPORATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 04/18/14 BY:

Name: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfwater.org

Address: 525 Golden Gate Avenue, 8th Floor San Francisco, CA

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION – PUC Dept. Code: PUC

Type of Request: [X] Initial [ ] Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval: [ ] Expedited [X] Regular [ ] Omit Posting

Type of Service: As-Needed Engineering Services for the Pilarcitos Dam and Reservoir Improvements (CS-396)

Funding Source: SFPUC Water Revenue Funds PSC Duration: 7 years 2 days
PSC Amount: \$3,000,000 PSC Est. Start Date: 11/01/2014 PSC Est. End Date: 11/01/2021

1. Description of Work

A. Scope of Work:

Provide specialized project expertise for the Pilarcitos Dam and Reservoir Improvements project to assist in the areas of: dam upgrades, geotechnical investigation and engineering, structural and seismic engineering, hydraulic and hydrologic engineering, engineering planning, engineering design and engineering support during construction.

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

The San Francisco Public Utilities Commission (SFPUC) is seeking the services of an engineering consulting firm that has dam upgrade experience. The SFPUC needs these services to augment existing City staff. If the contract is denied, critical safety improvements to Pilarcitos Dam may be delayed causing increased risk that the dam will be out of regulatory compliance, suffer failure, disrupt water supplies, or flood downstream communities.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

As needed engineering service contracts were used for previous dam projects to augment SFPUC staff. For the Calaveras Dam Replacement Project for planning and design services, the personal services approval number was PSC # 4098-02/03 (CS-716).

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

2. Union Notification: On 05/23/2014, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21, Prof & Tech Eng, Local 21, Architect & Engineers, Local 21,

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43916 - 13/14

DHR Analysis/Recommendation:

07/07/2014

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 07/07/2014

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise:

Skills necessary to assist SFPUC staff with a dam capital improvement project: geotechnical investigation and engineering, hydraulic engineering, hydrologic engineering, structural/seismic engineering, scheduling and estimating support.

B. Which, if any, civil service class(es) normally perform(s) this work?

5241,5211,5218,5212,

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 applicable. However, the City does not routinely upgrade dams for the drinking water system. This work happens about every 50 years.

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

No. This project will only require resources to provide support during this project and after this project concludes, this staff will no longer be needed.

**5. Additional Information (if "yes", attach explanation)**

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee? 30 hours of technical training for five (5) engineers	<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?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC 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  
ON 06/11/2014 BY:

Name: Stacey Lo Phone: 415-554-1860 Email: SLo@sfwater.org

Address: 525 Golden Gate Avenue San Francisco, CA

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION – PUC Dept. Code: PUC

Type of Request: [X] Initial [ ] Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval: [ ] Expedited [X] Regular ([ ] Omit Posting)

Type of Service: Engineering Design Services for Mountain Tunnel Improvements (CS-249)

Funding Source: Joint Water/Power Revenue Bonds PSC Duration: 11 years 2 days
PSC Amount: \$21,000,000 PSC Est. Start Date: 02/01/2016 PSC Est. End Date: 01/31/2027

1. Description of Work

A. Scope of Work:

The San Francisco Public Utilities Commission (SFPUC) has initiated an extensive Capital Improvement Program for the Hetch Hetchy Water and Power(HHWP) Enterprise to improve reliability of its water, power, and joint water/power facilities. This work consists of engineering and design services for a new 12-mile water tunnel, as well as the interim rehabilitation of the existing Mountain Tunnel located in Moccasin, CA.

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

Expertise in tunnel engineering is not available within SFPUC or other City department. Denial would not provide the SFPUC the opportunity to upgrade the Hetch Hetchy system which will hinder improving reliability of water delivery to SFPUC customers.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

This service has been provided by engineering firms with expertise in design of hard rock tunnels. One of the projects involving selection of a tunnel design consultant is the New Irvington Tunnel PSC No. 4055-05/06 (CS-820).

D. Will the contract(s) be renewed? Yes if permitting or construction is significantly delayed.

2. Union Notification: On 05/21/2015, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41561 - 14/15

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 07/20/2015

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise:

Expertise is required for the preparation of engineering detail design package for tunnel facilities including tunnel, tunnel portal shafts, vent or intermediate structures, new control structures, and ancillary appurtenances along tunnel. Engineering expertise also requires experience to define and implement a geotechnical investigation and site characterization program to determine required design parameters and to assess ground and groundwater conditions along the alignment of the tunnel facilities and to prepare baseline reports for the contract documents.

B. Which, if any, civil service class(es) normally perform(s) 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 the majority of the work required is for specialized geotechnical investigations and tunnel engineering. The City does not have this expertise on staff required to complete the project design.

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

It will be impractical to adopt a new civil service class to perform this work as there is insufficient continuous, long term workload to support a staff of tunnel engineers.

**5. Additional Information (if "yes", attach explanation)**

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee? Tunnel lining repair - 20 hours - Civil Engineers.	<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?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC 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 ON 06/22/2015 BY:

Name: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfgwater.org

Address: 525 Golden Gate Avenue, 8th Floor San Francisco, CA 94102

# Receipt of Union Notification(s)

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**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [SJackson@sfgwater.org](mailto:SJackson@sfgwater.org)  
**To:** Jackson, Shamica; [jb@local16.org](mailto:jb@local16.org); Lopez, Ricardo; [Basconcillo, Kathy](mailto:Basconcillo,Kathy); [Sandeep.lal@seiu1021.me](mailto:Sandeep.lal@seiu1021.me); [pcamarillo\\_seiu@sbcglobal.net](mailto:pcamarillo_seiu@sbcglobal.net); [Carey.dall@seiu1021.org](mailto:Carey.dall@seiu1021.org); [richardisen@gmail.com](mailto:richardisen@gmail.com); [Wendy.Frigillana@seiu1021.org](mailto:Wendy.Frigillana@seiu1021.org); [pscreview@seiu1021.org](mailto:pscreview@seiu1021.org); [joe.brenner@seiu1021.org](mailto:joe.brenner@seiu1021.org); [agonzalez@iam1414.org](mailto:agonzalez@iam1414.org); [ted.zarzecki@seiu1021.net](mailto:ted.zarzecki@seiu1021.net); [leah.berlanga@seiu1021.org](mailto:leah.berlanga@seiu1021.org); [gail@sfdlocal798.org](mailto:gail@sfdlocal798.org); [cityworker@sfcwu.org](mailto:cityworker@sfcwu.org); [davidmkersten@gmail.com](mailto:davidmkersten@gmail.com); [djohnson@opcmialocal300.org](mailto:djohnson@opcmialocal300.org); [hodlocal@pacbell.net](mailto:hodlocal@pacbell.net); [ablood@cirseiu.org](mailto:ablood@cirseiu.org); [pkarinen@nccrc.org](mailto:pkarinen@nccrc.org); [tonv@dc16.us](mailto:tonv@dc16.us); [stevek@bac3-ca.org](mailto:stevek@bac3-ca.org); [xiumin.li@seiu1021.org](mailto:xiumin.li@seiu1021.org); [Sin.Yee.Poon@sfgov.org](mailto:Sin.Yee.Poon@sfgov.org); [smcgarry@nccrc.org](mailto:smcgarry@nccrc.org); [mitchell@twusf.org](mailto:mitchell@twusf.org); [grojo@local39.org](mailto:grojo@local39.org); [jduritz@uapd.com](mailto:jduritz@uapd.com); [staff@sfmea.com](mailto:staff@sfmea.com); [mike@dc16.us](mailto:mike@dc16.us); [khughes@ibew6.org](mailto:khughes@ibew6.org); [L2PSCReview@ifpte21.org](mailto:L2PSCReview@ifpte21.org); [sfmsa@gmail.com](mailto:sfmsa@gmail.com); [mshelley@dc16.us](mailto:mshelley@dc16.us); [david.canham@seiu1021.org](mailto:david.canham@seiu1021.org); [joe.tanner@seiu1021.net](mailto:joe.tanner@seiu1021.net); [Larry.Bradshaw@seiu1021.org](mailto:Larry.Bradshaw@seiu1021.org); [L2PSCReview@ifpte21.org](mailto:L2PSCReview@ifpte21.org); [LIUNA.local261@gmail.com](mailto:LIUNA.local261@gmail.com); [local200twu@sbcglobal.net](mailto:local200twu@sbcglobal.net); [speedy4864@aol.com](mailto:speedy4864@aol.com); [camaguey@sfmea.com](mailto:camaguey@sfmea.com); [ecdemvoter@aol.com](mailto:ecdemvoter@aol.com); [tiva.thiang@seiu1021.org](mailto:tiva.thiang@seiu1021.org); Jackson, Shamica; Isen, Richard; DHR-PSCCoordinator, DHR  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 41561 - 14/15  
**Date:** Thursday, May 21, 2015 5:34:35 PM

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RECEIPT for Union Notification for PSC 41561 - 14/15 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 41561 - 14/15 for \$21,000,000 for Initial Request services for the period 02/01/2016 – 01/31/2027. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/5009> For union notification, please see the

TO: field of the email to verify receipt. If you do not see all the unions you

intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended



# **Additional Attachment(s)**

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**MEMORANDUM**

**DATE:** June 9, 2015

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**TO:** San Francisco Civil Service Commission

**FROM:** Alaric Degrafinied, *AD*  
 Manager, Contract Administration Bureau

**RE:** 5-Years Plus Justification  
 CS-249, PSC No. 41561-14/15  
 Engineering Design Services-Mountain Tunnel Improvements

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The San Francisco Public Utilities Commission (SFPUC) is requesting Personal Service Contract authority in order provide engineering and design services for a new 12-mile water tunnel, as well as the interim rehabilitation of the existing Mountain Tunnel located in Moccasin, CA. These services extend beyond five (5) years, as indicated in the table below.

Original/Total Value/Term
\$21,000,000 11 years

Thank you for consideration and should you have any questions please do not hesitate contact me at 415-551-4788.

- Edwin M. Lee  
Mayor
- Ann Moller Caen  
President
- Francesca Vietor  
Vice President
- Vince Courtney  
Commissioner
- Anson Moran  
Commissioner
- Ike Kwon  
Commissioner
- Harlan L. Kelly, Jr.  
General Manager



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION Dept. Code: PUC

Type of Request: [ ] Initial [x] Modification of an existing PSC (PSC # 4055-05/06)
Type of Approval: [ ] Expedited [x] Regular ([ ] Omit Posting)

Type of Service: Engineering Services, New Irvington Tunnel (CS-820)

Funding Source: 2002 Bond Funds
PSC Original Approved Amount: \$12,000,000 PSC Original Approved Duration: 05/24/06 - 06/30/13 (7 years 5 weeks)
PSC Mod#1 Amount: \$3,900,000 PSC Mod#1 Duration: 08/17/09-06/30/14 (1 year)
PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 08/10/11-06/30/15 (1 year)
PSC Mod#3 Amount: \$500,000 PSC Mod#3 Duration: 07/01/15-06/30/16 (1 year 1 day)
PSC Mod#4 Amount: \$1,000,000 PSC Mod#4 Duration: no duration added
PSC Cumulative Amount Proposed: \$17,400,000 PSC Cumulative Duration Proposed: 10 years 5 weeks

1. Description of Work

A. Scope of Work:

Work consists of engineering and design services for a 3,000 ft 96" diameter pipeline, crossing the Calaveras Fault and a 18,200 ft. long 10 ft diameter tunnel.

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

Expertise in tunnel engineering is not available within San Francisco Public Utilities Commission (SFPU) or other City departments. Consequences of denial is prevention of improvements for improving reliability of water delivery to SFPU customers.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

This service is currently being provided via PSC No. 4055-05/06 (CS-820).

D. Will the contract(s) be renewed? Contract renewal is not anticipated. Extension of the contract is not likely

2. Union Notification: On 03/17/15, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4055-05/06

Civil Service Commission Action:

DHR Analysis/Recommendation: Commission Approval Not Required

Approved by DHR on 03/26/2015

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise:

Expertise is required in engineering and design of large diameter pipelines crossing earthquake faults and engineering and design of large diameter water tunnels to be constructed in rock.

B. Which, if any, civil service class(es) normally perform(s) this work?

none,

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

Yes. Drilling equipment for geotechnical investigation will be provided.

**4. Why Classified Civil Service Cannot Perform**

A. Explain why civil service classes are not applicable:

There is no continuous, long term workload for this service.

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

No. There isn't continuous, long-term workload to support a staff of tunnel engineers.

**5. Additional Information (if "yes", attach explanation)**

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee? 100 hrs. in tunnel construction inspection-2 civil engineers	<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?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? URS Corporation (dba URS Corporation Americas)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
ON 03/17/15 BY:

Name: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfgwater.org

Address: 525 Golden Gate Avenue, 8th Floor San Francisco, CA 94102

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH – DPH Dept. Code: DPH

Type of Request: [X] Initial [ ] Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval: [ ] Expedited [X] Regular [ ] Omit Posting

Type of Service: Peer to Peer and Family to Family Training Services

Funding Source: MHSA and Work Order PSC Duration: 5 years 1 day
PSC Amount: \$1,000,000 PSC Est. Start Date: 07/01/2015 PSC Est. End Date: 06/30/2020

1. Description of Work

A. Scope of Work:

Contractor will implement a Peer-to-Peer and Family-to-Family Training Program based on Mental Health Services Act (MHSA) principles. This contract recruits peers to help fellow peers successfully navigate the mental health system and recover from mental illness. Families are also recruited to help other families develop coping skills and adapt to the stresses of living with a family member who has a mental illness. The contractor will develop a curriculum to be taught by peer and families that includes lectures, interactive exercises, structured groups, a library of community resources, continuing support after classes and follow-up evaluation procedures. The contractor will solicit participants for the contract from multiple civil service mental health and community based clinics. (Continued on attachment 1)

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

If these services are not provided, many people living with mental health challenges may not use the behavioral health system. Due to stigma associated with having a mental illness, due to a lack of trust in a behavioral health system administered by person different from oneself (culturally, linguistically, etc.), due to a lack of knowledge of where to locate resources, person will not seek help from the system. Families will lack an understanding of how mental illness affects them and may not be able to cope with its stress. Stigma may also alienate them from the system. (continued on attachment 1)

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC. These are new services.

D. Will the contract(s) be renewed? Yes, if funding is available.

2. Union Notification: On 04/27/2015, the Department notified the following employee organizations of this PSC/RFP request: SEIU Local 1021, SEIU 1021 Miscellaneous, Professional & Tech Engrs, Local 21,

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49384 - 14/15

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 07/20/2015

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise:

Contractors must have knowledge of Mental Health Services Act (MHSA) principles and programs. The contractor must be able to develop a teaching curriculum that can be offered in a group format by persons that previously used the behavioral health system (peers) and families that have experience living with someone with a mental illness (family-to-family). (Continued on attachment 1)

B. Which, if any, civil service class(es) normally perform(s) this work?

2585,2586,2587,2588,2589,2591,2593,2913,2915,2822,2574,

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

Yes, as needed to house and support the programs.

**4. Why Classified Civil Service Cannot Perform**

A. Explain why civil service classes are not applicable:

Community based behavioral health contractors provide cultural expertise and linkages otherwise unavailable through Civil Service classifications; have a proven history of initiating and sustaining successful partnerships with other community based mental health clinics; have an intimate, first-hand knowledge of the mental health needs in the community and the barriers (stigma, lack of trust, cultural alienation, linguistic barriers and others) that keep (continued on attachment 1)

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

No, although current civil service classifications might be able to perform some related work of providing training to consumers/clients, by the nature of the peer-to-peer and family-to-family service model, the services funded under this contract by State MHSA funds must be provided by. (please see attachment)

**5. Additional Information (if "yes", attach explanation)**

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee? Please see attachment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input checked="" type="checkbox"/>	<input 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 PSC 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 ON 05/21/2015 BY:

Name: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

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

# Receipt of Union Notification(s)

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**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [jacquie.hale@sfdph.org](mailto:jacquie.hale@sfdph.org)  
**To:** [Hale, Jacquie \(DPH\)](mailto:Hale_Jacquie@DPH); [Sandeep.lal@seiu1021.me](mailto:Sandeep.lal@seiu1021.me); [Wendy.Frigillana@seiu1021.org](mailto:Wendy.Frigillana@seiu1021.org); [leah.beriang@seiu1021.org](mailto:leah.beriang@seiu1021.org); [davidmkersten@gmail.com](mailto:davidmkersten@gmail.com); [tva.thlang@seiu1021.org](mailto:tva.thlang@seiu1021.org); [Lopez, Ricardo \(PDR\)](mailto:Lopez_Ricardo@PDR); [Basconcello, Katherine \(PUC\)](mailto:Basconcello_Katherine@PUC); [pcamarillo\\_seiu@sbcglobal.net](mailto:pcamarillo_seiu@sbcglobal.net); [Carey.dall@seiu1021.org](mailto:Carey.dall@seiu1021.org); [pscreview@seiu1021.org](mailto:pscreview@seiu1021.org); [joe.brenner@seiu1021.org](mailto:joe.brenner@seiu1021.org); [ted.zarzecki@seiu1021.net](mailto:ted.zarzecki@seiu1021.net); [ablood@cirseiu.org](mailto:ablood@cirseiu.org); [xiumin.ji@seiu1021.org](mailto:xiumin.ji@seiu1021.org); [Poon, SinYee \(HSA\) \(DSS\)](mailto:Poon_SinYee@HSA); [david.canham@seiu1021.org](mailto:david.canham@seiu1021.org); [joe.tanner@seiu1021.net](mailto:joe.tanner@seiu1021.net); [Larry.Bradshaw@seiu1021.org](mailto:Larry.Bradshaw@seiu1021.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [brenda\\_mendieta@sfdph.org](mailto:brenda_mendieta@sfdph.org); [Isen, Richard \(TIS\)](mailto:Isen_Richard@TIS); [DHR-PSCCoordinator](mailto:DHR-PSCCoordinator), [DHR \(HRD\)](mailto:DHR)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 49384 - 14/15  
**Date:** Monday, April 27, 2015 7:46:51 PM

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RECEIPT for Union Notification for PSC 49384 - 14/15 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 49384 - 14/15 for \$1,000,000 for Initial Request services for the period 07/01/2015 – 06/30/2020. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/4346> For union notification, please see the

TO: field of the email to verify receipt. If you do not see all the unions you

intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended



**From:** Hale, Jacquie (DPH)  
**To:** "Joe Brenner"  
**Cc:** Emma Gerould; David Canham; DHR-PSCCoordinator, DHR (HRD); Eng. Sandra (CSC)  
**Bcc:** Ruggels, Michelle (DPH); Bailey, Rhea (DPH)  
**Subject:** RE: PSC 49384-14/15  
**Date:** Thursday, May 21, 2015 3:52:00 PM

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Joe,

In response to your email below, this is to confirm that the individuals who will perform the work of peer to peer trainers under this PSC are, in fact, peers, that is, individuals with personal experience of mental illness, and that they are not performing the work of civil service employees who are health care professionals.

While we continue to be willing to meet and provide more information regarding this PSC, we need to move forward with the contract for these services, which begin July 1, 2015.

Your first correspondence to DPH related to this PSC was on February 5, 2015. Since that time, we have met with SEIU (on March 18, 2015) and provided the information requested related to these services. We also sent you a formal notification regarding this PSC through the DHR PSC Database, on April 27, 2015.

We would appreciate your response to this email to confirm that you have had sufficient notification regarding this PSC, so that we might request that it be calendared for the Civil Service Commission meeting of June 15, 2015, and that there be no delay the provision of services.

Thank you,

Jacquie Hale  
Director, Office of Contracts Management and Compliance  
San Francisco Department of Public Health  
101 Grove Street, Room 307/San Francisco, CA 94102  
Phone: (415) 554-2609/Fax: (415) 554-2555  
Jacquie.Hale@SFDPH.org

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**From:** Joe Brenner [mailto:Joe.Brenner@seiu1021.org]  
**Sent:** Tuesday, May 05, 2015 10:24 AM  
**To:** Hale, Jacquie (DPH)  
**Cc:** Emma Gerould; David Canham; DHR-PSCCoordinator, DHR (HRD); Eng. Sandra (CSC)

**Subject:** Re: PSC 49384-14/15

Jacquie,

We are requesting clarification and confirmation regarding who performs the work of "trainer" in the Peer to Peer and Family Training Services, PSC 49384-14/15.

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In your email, you have stated that:

"The nature of the services provided under this contract is that they must be provided by people with mental illness within the context of a recovery model which centers on the provision of training to people with mental illness by people with mental illness, who in this context are referred to as 'peers.'... It would not be feasible for the City to develop such a program, as it purposely relies on the provision of services by people who have personal experience of mental illness who are not professionals."

Please confirm that the individuals who will perform the work of Peer to Peer "trainers" are not health professionals who could be Civil Service employees, but rather are individuals who, themselves, have had personal experience of mental illness.

Thank you.

Joe Brenner  
[joe.brenner@seiu1021.org](mailto:joe.brenner@seiu1021.org)  
415-385-5148

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**From:** Hale, Jacquie (DPH) <[jacquie.hale@sfdph.org](mailto:jacquie.hale@sfdph.org)>  
**Sent:** Friday, April 24, 2015 2:56 PM  
**To:** Joe Brenner  
**Cc:** Emma Gerould; David Canham  
**Subject:** RE: PSC 46237-14/15, PSC 2000-03/04, and PSC 49384-14/15

Joe,

In response to your questions and comments related to PSC 49384 - 14/15 - Peer to Peer and Family to Family Training Services, at our informational meeting on March 18, 2015, Rhea Bailey represented DPH to provide the information pertaining to this PSC. We have attached our responses to SEIU's questions, which were provided prior to the meeting.

During the meeting, Ms. Bailey engaged in a dialogue with the panelists, responded to SEIU's questions, and was thanked for the information provided. We do not recall agreeing to any statement that civil service classifications could develop or deliver the training

outlined in the service description, nor was the Department requested to provide any type of follow-up.

The nature of the services provided under this contract is that they must be provided by people with mental illness within the context of a recovery model which centers on the provision of training to people with mental illness by people with mental illness, who in this context are referred to as "peers." The contractor under this PSC offers an innovative and nationally recognized model for these services for people with mental illness and their families. It would not be feasible for the City to develop such a program, as it purposely relies on the provision of services by people who have personal experience of mental illness who are not professionals.

We remain willing to meet and discuss this PSC, however, we intend to request that it be calendared for Civil Service Commission meeting review as soon as possible. If you would like more information or would like to schedule more meetings about this PSC, please let us know.

Thank you,

Jacquie  
(415) 554-2609

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**From:** Joe Brenner [<mailto:Joe.Brenner@seiu1021.org>]  
**Sent:** Tuesday, April 14, 2015 12:50 PM  
**To:** Hale, Jacquie (DPH)  
**Cc:** Emma Gerould; David Canham  
**Subject:** Re: PSC 46237-14/15, PSC 2000-03/04, and PSC 49384-14/15

Hi Jacquie,

If I understand the question, I think you are referring to the request for information re: PSC 46237-14/15. If so, we made that request verbally to you at the April 2 meeting, and the email below confirms that verbal request in writing. If you would like something more formal, for example, on letterhead, please let me know and we'll provide it.

Joe

Joe Brenner  
[joe.brenner@seiu1021.org](mailto:joe.brenner@seiu1021.org)  
415-385-5148

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**From:** Hale, Jacquie (DPH) <[jacquie.hale@sfdph.org](mailto:jacquie.hale@sfdph.org)>  
**Sent:** Monday, April 13, 2015 5:10 PM

To: Joe Brenner  
Cc: Emma Gerould; David Canham  
Subject: Re: PSC 46237-14/15, PSC 2000-03/04, and PSC 49384-14/15

Joe,

Could you please send me a copy of the April 2 request you mention in your email below?

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Thank you,

Jacquie Hale  
Director, DPH Office of Contracts Management and Compliance  
101 Grove Street, Room 307 / San Francisco, CA 94102  
(415) 554-2609 / [Jacquie.Hale@SFDPH.org](mailto:Jacquie.Hale@SFDPH.org) / fax: (415) 554-2555

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**From:** Joe Brenner <[Joe.Brenner@seiu1021.org](mailto:Joe.Brenner@seiu1021.org)>  
**Sent:** Monday, April 13, 2015 3:58 PM  
**To:** Hale, Jacquie (DPH)  
**Cc:** Emma Gerould; David Canham  
**Subject:** PSC 46237-14/15, PSC 2000-03/04, and PSC 49384-14/15

Hi Jacquie,

Following-up on our conversation from Friday, April 10.

**Re: PSC 46237-14/15 - Community Health Equity and Promotion, Community-based Primary Prevention services**

At the April 2, 2015 informational meeting with DPH about PSC PSC 46237-14/15 - Community Health Equity and Promotion, Community-based Primary Prevention services, SEIU Local 1021 expressed the concern that this work clearly could and should be performed by Civil Service workers. At that meeting SEIU Local 1021 requested the grant history of funding for the contract(s) funded under this PSC, including any previous PSCs on which the current PSC is base since 2009, including:

1. the grant source(s), including government and private sources, and names of the grantors
2. the dollar amounts of each grant
3. the duration of each grant

Please provide this information.

**Re: PSC 2000-03/04 – Modification – Supportive Housing & Property Management Services Residential**

At the March 18, 2015 information meeting with DPH about PSC 2000-03/04 – Modification – Supportive Housing & Property Management Services Residential, DPH informed Local 1021 that the City does run a number of residential services facilities, where SEIU Local 1021 Civil Service workers provide health and other services to residents. DPH expressed the interest and willingness in acquiring additional residential facilities. SEIU Local 1021 expressed interest in this prospective development as well, and on April 3, requested in writing the DPH meet with the Union regarding this PSC.

**Re: PSC 49384 - 14/15 - Peer to Peer and Family to Family Training Services**

At the March 18, 2015 information meeting with DPH about PSC 49384 - 14/15 - Peer to Peer and Family to Family Training Services, DPH representatives acknowledged that Civil Service classes could do this work, i.e., developing and conducting the training of peers to help fellow peers successfully navigate the mental health system and recover from mental illness. SEIU Local 1021 agreed, and requested in writing on April 3 that we meet with DPH to address how this may be accomplished.

Thank you.

Joe Brenner

Joe Brenner

[joe.brenner@seiu1021.org](mailto:joe.brenner@seiu1021.org)

415-385-5148

## **Additional Attachment(s)**

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City and County of San Francisco

## San Francisco Department of Public Health

Barbara A. Garcia, MPA  
Director of Health

DATE: June 24, 2015

TO: Michael Brown, Executive Officer, Civil Service Commission

FROM: Jacquie Hale, Director, Office of Contract Management and Compliance  
Department of Public Health Business Office

RE: PSC 49384-14/14 Peer to Peer and Family to Family Training Services

This is to request that the above-referenced PSC be considered for approval at the July 20, 2015 meeting of the Civil Service Commission, as the Department of Public Health needs to move forward with the contract certification process so that we will have a contract in place as soon as possible.

As indicated by the documentation we have uploaded into the PSC database, we have been in communication with SEIU Local 1021 since SEIU's first email to us regarding this PSC on February 5, 2015. (A brief timeline of our communications is included below.) We continue to be willing to continue to meet with any union(s) to provide information regarding this PSC, but we need to proceed with the contract certification process.

We have provided the "clarification and confirmation regarding who performs the work of 'trainer' under this PSC," and assurances that the trainers under this PSC "are not health professionals who could be Civil Service employees, but rather are individuals who, themselves, have had personal experience of mental illness" to SEIU, as requested, confirming "that the individuals who will perform the work of peer to peer trainers under this PSC are, in fact, peers, that is, individuals with personal experience of mental illness, and that they are not performing the work of civil service employees who are health care professionals."

The contractor under this PSC is the National Alliance for Mental Illness, selected under an Request For Proposals to provide these services under two related programs:

- 1) Peer-to-Peer Training Program, which recruits peers (people with lived experience of mental illness and of treatment within the mental health services system) to help fellow peers successfully navigate the mental health system and recover from mental illness.
- 2) Family-to-Family Training Program, which recruits families to help other families develop coping skills and adapt to the stresses of living with a family member who has a mental illness.

Both programs will be implemented based on Mental Health Services Act (MHSA) principles, the source of funding for this contract. Participants will be recruited from multiple civil service mental health and community based clinics.

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The mission of the San Francisco Department of Public Health is to protect and promote the health of all San Franciscans.

We shall ~ Assess and research the health of the community ~ Develop and enforce health policy ~ Prevent disease and injury ~

~ Educate the public and train health care providers ~ Provide quality, comprehensive, culturally-proficient health services ~ Ensure equal access to all ~

Jacquie.hale@sfdph.org - office 415-554-2509 fax 415 554-2555

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

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Many people living with mental health challenges may not use the behavioral health system without this type of peer support, and similar support for the families of people living with mental illness is needed, as families are often a key factor in helping clients meet the challenges of their illness, and of the mental health services system.

Due to stigma associated with having a mental illness, due to a lack of trust in a behavioral health system administered by person different from oneself (culturally, linguistically, etc.), due to a lack of knowledge of where to locate resources, many people living with mental illness simply will not seek help from the system. Families will lack an understanding of how mental illness affects them and may not be able to cope with its stress. Stigma may also alienate them from the system.

In short, without this program, many clients will not receive services, and not only overburden the system unnecessarily with more treatment needs, but will likely get no treatment at all, with all of the likely negative effects lack of treatment can have on a person with severe mental illness, including decompensation, relapse, and becoming a danger to themselves and/or to others, including their own families.

The City lacks the resources or infrastructure to create a system that would allow the level of cultural competency, experience and knowledge that is sufficiently representational of the unique experiences of a diverse population of consumer and family members for the provision of the training curriculum offered under this PSC, as dictated by the funding source, Mental Health Services Act (MHSA) monies.

- This PSC covers the delivery of a training curriculum to be offered in a group format, interactive exercises, lectures, follow-up classes and is presented by persons that previously used the behavioral health system (peers) and families that have experience living with someone with a mental illness (family to family).
- This PSC also covers the recruitment of the trainers (peers and family members), who are solicited across the entire delivery system, including both Community Based Organizations (CBOs) and civil service clinics.
- The individuals providing these trainings (meeting the peer/family criteria above) are required on an as-needed basis, which would not be conducive to full time civil service employment.
- All mental illness is not the same, and trainings would need to be given by individuals who represent the uniqueness of each to result in a comprehensive and meaningful training.
- Family members also experience issues differently depending on the symptoms and challenges of the mentally ill family member, and/or whether he or she is a child or an adult.
- Community-based behavioral health providers have cultural experience and linkages otherwise unavailable through civil service classifications.
- Civil service staff works in partnership with contractors, which are mostly non-profit organizations. Under this contract, contracted services staff are able to work with all clinics in the system--both contracted and civil service clinics--to identify and recruit family members and peers to participate in



the curriculum-based trainings offered through these services. The contracted staff are primarily, if not all, either peers themselves, or family members of peers.

Our communications with SEIU began in February, however, official notification of SEIU through the PSC database was not given until late April, and SEIU did not respond to DPH's request for a waiver of the official notification period. The following outlines a brief timeline of our communications to date:

- On February 5, 2015, SEIU emailed DPH requesting information regarding this PSC.
- On March 18, 2015, we met with SEIU, discussed this PSC, and also provided written information in response to their questions.
- On April 24, 2015, we responded to SEIU's emailed questions of April 14, 2015, and requested their waiver of the 60 day notification period so that we might request that this PSC be calendared for the next possible meeting of the Commission (which at that time would have been May 21, 2015).
- On April 27, 2015, in response to DHR's instruction that an official union notification would be needed despite communications initiated by SEIU on February 5, 2015, we officially notified SEIU of this PSC through the PSC database.
- On May 21, 2015, we responded to SEIU's email of May 5, 2015, confirming information provided earlier, on April 24, 2015.

Since we have not been informed by SEIU that it would waive the 60-day notification period begun on April 27, 2015, there apparently are remaining questions regarding this PSC, and we must go forward with the contract certification process, we respectfully request that this PSC be calendared for approval on the agenda of the meeting of July 6, 2015, a period of 12 weeks since official union notification through the PSC database, and of 23 weeks since SEIU's first inquiry to DPH regarding this PSC.

Funding for this program is scheduled to start July 1, 2015. If we are not able to put a contract in place by that date, we are not likely to be able to utilize the full funding provided by the State, will not be able to provide the needed services on time, and we may be out of our compliance with our agreement with the State under the MHSA.

We appreciate your consideration of our request and will be happy to provide more information, in addition to that already provided through the PSC Database.

Explanation regarding Duration

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~~For all PSCs if the duration requested is 5 years or more, an explanation is required- historical PSC required.~~

The Department anticipates a continued need for these services, provided under two programs, (1) Peer-to-Peer Training and (2) Family-to-Family Training, both based on Mental Health Services Act (MHSA) principles, as State MHSA funding is expected to continue and the need and benefit to consumers/clients (people with mental illness and their families) is expected to continue.

1. Description of Work

A. Concise description of proposed work: (cont.)

Persons who are trusted because of their similar background (cultural beliefs and practices, language, education, religion traditions, history, policies) and who have used the behavioral health system will teach others (their peers) how to do the same: how to navigate the system, where to locate its resources, how to prevent relapse, information on addiction, an understanding of cause and a self awareness of its effects on inter-personal relationships. Trusted families, because of similar background; because of their first-hand knowledge and experience coping with and adapting to living with someone with a mental illness – will train other families to do the same. The use of peers/families also has a transformative effect on peer educators and families themselves. Using peers and families to help fellow peers and families builds the capacity of the behavioral health system by breaking down a large barrier that prevents persons from using the system: stigma.

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

Harms that result from untreated mental illness – broken families, divorce, addiction, physical health problems, trauma, post trauma, anxiety, depression and others may increase in the community. Without these services, economic, social and physical harms may result. Lawsuits and related costs may also occur.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: (cont.)

The contractor must have experience recruiting, training, and supporting peers and families. Contractors must have knowledge of the needs of individuals living with mental illness, the needs of family members living with loved ones who are experiencing mental health challenges, and they must have an existing and tested training curriculum available in multiple languages. Finally, the contractor must have experience designing and conducting evaluation studies in partnership with another organization or consultant; proven history of initiating and sustaining successful partnerships with Department of Public Health mental clinics as well as other community based clinics.

4. Why Classified Civil Service Cannot Perform:

A. Explain why civil service classes are not applicable. (cont.)

people from using the behavioral health system; are better able to design and customize a training curriculum, recruit and train consumers and families to help similarly situated people and families because of their experience working with consumers and families, their knowledge, their close proximity to people in community.

Community based contractors - unlike civil service classifications – possess qualifications and community proximity necessary to the highest quality of care: an expertise specific to target populations, the trust of the community, credibility there as well as linkages and resources unavailable to the City. Civil service staff work in partnership with contractors, which are mostly non-profit organizations, and through this collaboration the City is able to offer higher quality, more accessible mental health and substance abuse treatment services or System of Care to adolescents and transitional age youth.

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

consumers/clients of mental health services who have personal experience with mental illness, and their families. Both programs are purposely designed to utilize peers and their families rather than professionals. In addition, the City does not have the capacity to operate efficient and effective programs for such services.

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5. Additional Information (if "yes", attach explanation)

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

No training to civil service staff will be provided. Training is for mental health "peers," consumers/clients of mental health services with personal experience of mental illness, and their families.

**MENTAL HEALTH SERVICES ACT**  
**As amended in 2012**

**SECTION 1. Title**

This Act shall be known and may be cited as the "Mental Health Services Act."

**SECTION 2. Findings and Declarations**

The people of the State of California hereby find and declare all of the following:

- (a) Mental illnesses are extremely common; they affect almost every family in California. They affect people from every background and occur at any age. In any year, between 5% and 7% of adults have a serious mental illness as do a similar percentage of children — between 5% and 9%. Therefore, more than two million children, adults and seniors in California are affected by a potentially disabling mental illness every year. People who become disabled by mental illness deserve the same guarantee of care already extended to those who face other kinds of disabilities.
- (b) Failure to provide timely treatment can destroy individuals and families. No parent should have to give up custody of a child and no adult or senior should have to become disabled or homeless to get mental health services as too often happens now. No individual or family should have to suffer inadequate or insufficient treatment due to language or cultural barriers to care. Lives can be devastated and families can be financially ruined by the costs of care. Yet, for too many Californians with mental illness, the mental health services and supports they need remain fragmented, disconnected and often inadequate, frustrating the opportunity for recovery.
- (c) Untreated mental illness is the leading cause of disability and suicide and imposes high costs on state and local government. Many people left untreated or with insufficient care see their mental illness worsen. Children left untreated often become unable to learn or participate in a normal school environment. Adults lose their ability to work and be independent; many become homeless and are subject to frequent hospitalizations or jail. State and county governments are forced to pay billions of dollars each year in emergency medical care, long-term nursing home care, unemployment, housing, and law enforcement, including juvenile justice, jail and prison costs.
- (d) In a cost cutting move 30 years ago, California drastically cut back its services in state hospitals for people with severe mental illness. Thousands ended up on the streets homeless and incapable of caring for themselves. Today thousands of suffering people remain on our streets because they are afflicted with untreated severe mental illness. We can and should offer these people the care they need to lead more productive lives.
- (e) With effective treatment and support, recovery from mental illness is feasible for most people. The State of California has developed effective models of providing services to children, adults and seniors with serious mental illness. A recent innovative approach, begun under Assembly Bill 34 in 1999, was recognized in 2003 as a model program by the President's Commission on Mental Health. This program combines prevention services with a full range of integrated services to treat the whole person, with the goal of self-sufficiency for those who may have otherwise faced homelessness or dependence on the state for years to come. Other innovations address services to other underserved populations such as traumatized youth and isolated seniors. These successful programs, including prevention, emphasize client-centered, family focused and community-based services that are culturally and linguistically competent and are provided in an integrated services system.

- (f) By expanding programs that have demonstrated their effectiveness, California can save lives and money. Early diagnosis and adequate treatment provided in an integrated service system is very effective; and by preventing disability, it also saves money. Cutting mental health services wastes lives and costs more. California can do a better job saving lives and saving money by making a firm commitment to providing timely, adequate mental health services.
- (g) To provide an equitable way to fund these expanded services while protecting other vital state services from being cut, very high-income individuals should pay an additional one percent of that portion of their annual income that exceeds one million dollars (\$1,000,000). About 1/10 of one percent of Californians have incomes in excess of one million dollars (\$1,000,000). They have an average pre-tax income of nearly five million dollars (\$5,000,000). The additional tax paid pursuant to this represents only a small fraction of the amount of tax reduction they are realizing through recent changes in the federal income tax law and only a small portion of what they save on property taxes by living in California as compared to the property taxes they would be paying on multi-million dollar homes in other states.

### SECTION 3. Purpose and Intent.

The people of the State of California hereby declare their purpose and intent in enacting this act to be as follows:

- (a) To define serious mental illness among children, adults and seniors as a condition deserving priority attention, including prevention and early intervention services and medical and supportive care.
- (b) To reduce the long-term adverse impact on individuals, families and state and local budgets resulting from untreated serious mental illness.
- (c) To expand the kinds of successful, innovative service programs for children, adults and seniors begun in California, including culturally and linguistically competent approaches for underserved populations. These programs have already demonstrated their effectiveness in providing outreach and integrated services, including medically necessary psychiatric services, and other services, to individuals most severely affected by or at risk of serious mental illness.
- (d) To provide state and local funds to adequately meet the needs of all children and adults who can be identified and enrolled in programs under this measure. State funds shall be available to provide services that are not already covered by federally sponsored programs or by individuals' or families' insurance programs.
- (e) To ensure that all funds are expended in the most cost effective manner and services are provided in accordance with recommended best practices subject to local and state oversight to ensure accountability to taxpayers and to the public.

**SECTION 4.** Part 3.6 (commencing with Section 5840) is added to Division 5 of the Welfare and Institutions Code, to read:

#### PART 3.6 PREVENTION AND EARLY INTERVENTION PROGRAMS

5840. (a) The State Department of Health Care Services, in coordination with counties, shall establish a program designed to prevent mental illnesses from becoming severe and disabling. The program shall emphasize improving timely access to services for underserved populations.

- (b) The program shall include the following components:
  - (1) Outreach to families, employers, primary care health care providers, and others to recognize the early signs of potentially severe and disabling mental illnesses.
  - (2) Access and linkage to medically necessary care provided by county mental health programs for children with severe mental illness, as defined in Section 5600.3, and for adults and seniors with severe mental illness, as defined in Section 5600.3, as early in the onset of these conditions as practicable.
  - (3) Reduction in stigma associated with either being diagnosed with a mental illness or seeking mental health services.
  - (4) Reduction in discrimination against people with mental illness.
- (c) The program shall include mental health services similar to those provided under other programs effective in preventing mental illnesses from becoming severe, and shall also include components similar to programs that have been successful in reducing the duration of untreated severe mental illnesses and assisting people in quickly regaining productive lives.
- (d) The program shall emphasize strategies to reduce the following negative outcomes that may result from untreated mental illness:
  - (1) Suicide.
  - (2) Incarcerations.
  - (3) School failure or dropout.
  - (4) Unemployment.
  - (5) Prolonged suffering.
  - (6) Homelessness.
  - (7) Removal of children from their homes.
- (e) Prevention and early intervention funds may be used to broaden the provision of community-based mental health services by adding prevention and early intervention services or activities to these services.
- (f) In consultation with mental health stakeholders, and consistent with guidelines from the Mental Health Services Oversight and Accountability Commission, pursuant to Section 5846, the department shall revise the program elements in Section 5840 applicable to all county mental health programs in future years to reflect what is learned about the most effective prevention and intervention programs for children, adults, and seniors.

5840.2 (a) The department shall contract for the provision of services pursuant to this part with each county mental health program in the manner set forth in Section 5897.

**SECTION 5.** Article 11 (commencing with Section 5878.1) is added to Chapter 1 of Part 4 of Division 5 of the Welfare and Institutions Code, to read:

Article 11. Services for Children with Severe Mental Illness.

- 5878.1 (a) It is the intent of this article to establish programs that ensure services will be provided to severely mentally ill children as defined in Section 5878.2 and that they be part of the children's system of care established pursuant to this part. It is the intent of this act that services provided under this chapter to severely mentally ill children are accountable, developed in partnership with youth and their families, culturally competent, and individualized to the strengths and needs of each child and his or her family.

- (b) Nothing in this act shall be construed to authorize any services to be provided to a minor without the consent of the child's parent or legal guardian beyond those already authorized by existing statute.

5878.2 For purposes of this article, severely mentally ill children means minors under the age of 18 who meet the criteria set forth in subdivision (a) of Section 5600.3.

- 
- 5878.3 (a) Subject to the availability of funds as determined pursuant to Part 4.5 (commencing with Section 5890), county mental health programs shall offer services to severely mentally ill children for whom services under any other public or private insurance or other mental health or entitlement program is inadequate or unavailable. Other entitlement programs include but are not limited to mental health services available pursuant to Medi-Cal, child welfare, and special education programs. The funding shall cover only those portions of care that cannot be paid for with public or private insurance, other mental health funds or other entitlement programs.
- (b) Funding shall be at sufficient levels to ensure that counties can provide each child served all of the necessary services set forth in the applicable treatment plan developed in accordance with this part, including services where appropriate and necessary to prevent an out of home placement, such as services pursuant to Chapter 4 (commencing with Section 18250) of Part 6 of Division 9.
  - (c) The State Department of Health Care Services shall contract with county mental health programs for the provision of services under this article in the manner set forth in Section 5897.

**SECTION 6.** Section 18257 is added to the Welfare and Institutions Code, to read:

18257. The State Department of Social Services shall seek applicable federal approval to make the maximum number of children being served through such programs eligible for federal financial participation and amend any applicable state regulations to the extent necessary to eliminate any limitations on the numbers of children who can participate in these programs.

**SECTION 7.** Section 5813.5 is added to Part 3 of Division 5 of the Welfare and Institutions Code, to read:

- 5813.5. Subject to the availability of funds from the Mental Health Services Fund, the state shall distribute funds for the provision of services under Sections 5801, 5802, and 5806 to county mental health programs. Services shall be available to adults and seniors with severe illnesses who meet the eligibility criteria in subdivisions (b) and (c) of Section 5600.3. For purposes of this act, seniors means older adult persons identified in Part 3 (commencing with Section 5800) of this division.
- (a) Funding shall be provided at sufficient levels to ensure that counties can provide each adult and senior served pursuant to this part with the medically necessary mental health services, medications, and supportive services set forth in the applicable treatment plan.
  - (b) The funding shall only cover the portions of those costs of services that cannot be paid for with other funds including other mental health funds, public and private insurance, and other local, state, and federal funds.



- (c) Each county mental health programs plan shall provide for services in accordance with the system of care for adults and seniors who meet the eligibility criteria in subdivisions (b) and (c) of Section 5600.3.
- (d) Planning for services shall be consistent with the philosophy, principles, and practices of the Recovery Vision for mental health consumers:
  - (1) To promote concepts key to the recovery for individuals who have mental illness: hope, personal empowerment, respect, social connections, self-responsibility, and self-determination.
  - (2) To promote consumer-operated services as a way to support recovery.
  - (3) To reflect the cultural, ethnic, and racial diversity of mental health consumers.
  - (4) To plan for each consumer's individual needs.
- (e) The plan for each county mental health program shall indicate, subject to the availability of funds as determined by Part 4.5 (commencing with Section 5890) of this division, and other funds available for mental health services, adults and seniors with a severe mental illness being served by this program are either receiving services from this program or have a mental illness that is not sufficiently severe to require the level of services required of this program.
- (f) Each county plan and annual update pursuant to Section 5847 shall consider ways to provide services similar to those established pursuant to the Mentally Ill Offender Crime Reduction Grant Program. Funds shall not be used to pay for persons incarcerated in state prison or parolees from state prisons.
- (g) The department shall contract for services with county mental health programs pursuant to Section 5897. After the effective date of this section the term grants referred to in Sections 5814 and 5814.5 shall refer to such contracts.

**SECTION 8.** Part 3.1 (commencing with Section 5820) is hereby added to Division 5 of the Welfare and Institutions Code, to read:

**PART 3.1 HUMAN RESOURCES, EDUCATION, AND TRAINING PROGRAM**

- 5820.
- (a) It is the intent of this part to establish a program with dedicated funding to remedy the shortage of qualified individuals to provide services to address severe mental illnesses.
  - (b) Each county mental health program shall submit to the Office of Statewide Health Planning and Development a needs assessment identifying its shortages in each professional and other occupational category in order to increase the supply of professional staff and other staff that county mental health programs anticipate they will require in order to provide the increase in services projected to serve additional individuals and families pursuant to Part 3 (commencing with section 5800), Part 3.2 (commencing with Section 5830), Part 3.6 (commencing with Section 5840), and Part 4 (commencing with Section 5850) of this division. For purposes of this part, employment in California's public mental health system includes employment in private organizations providing publicly funded mental health services.
  - (c) The Office of Statewide Health Planning and Development, in coordination with the California Mental Health Planning Council, shall identify the total statewide needs for each professional and other occupational category utilizing county needs assessment information and develop a five-year education and training development plan.

- (d) Development of the first five-year plan shall commence upon enactment of the initiative. Subsequent plans shall be adopted every five years, with the next five-year plan due as of April 1, 2014.
  - (e) Each five-year plan shall be reviewed and approved by the California Mental Health Planning Council.
5821. (a) The California Mental Health Planning Council shall advise the Office of Statewide Health Planning and Development on education and training policy development and provide oversight for education and training plan development.
- (b) The Office of Statewide Health Planning and Development shall work with the California Mental Health Planning Council and the State Department of Health Care Services so that council staff is increased appropriately to fulfill its duties required by Sections 5820 and 5821.
5822. The Office of Statewide Health Planning and Development shall include in the five-year plan:
- (a) Expansion plans for the capacity of postsecondary education to meet the needs of identified mental health occupational shortages.
  - (b) Expansion plans for the forgiveness and scholarship programs offered in return for a commitment to employment in California's public mental health system and make loan forgiveness programs available to current employees of the mental health system who want to obtain Associate of Arts, Bachelor of Arts, masters degrees, or doctoral degrees.
  - (c) Creation of a stipend program modeled after the federal Title IV-E program for persons enrolled in academic institutions who want to be employed in the mental health system.
  - (d) Establishment of regional partnerships between the mental health system and the educational system to expand outreach to multicultural communities, increase the diversity of the mental health workforce, to reduce the stigma associated with mental illness, and to promote the use of web-based technologies, and distance learning techniques.
  - (e) Strategies to recruit high school students for mental health occupations, increasing the prevalence of mental health occupations in high school career development programs such as health science academies, adult schools, and regional occupation centers and programs, and increasing the number of human service academies.
  - (f) Curriculum to train and retrain staff to provide services in accordance with the provisions and principles of Part 3 (commencing with Section 5800), Part 3.2 (commencing with Section 5830), Part 3.6 (commencing with 5840), and Part 4 (commencing with 5850) of this division.
  - (g) Promotion of the employment of mental health consumers and family members in the mental health system.
  - (h) Promotion of the meaningful inclusion of mental health consumers and family members and incorporating their viewpoint and experiences in the training and education programs in subdivisions (a) through (f).
  - (i) Promotion of meaningful inclusion of diverse, racial, and ethnic community members who are underrepresented in the mental health provider network.
  - (j) Promotion of the inclusion of cultural competency in the training and education programs in subdivisions (a) through (f).

**SECTION 9.** Part 3.2 (commencing with Section 5830) is added to Division 5 of the Welfare and Institutions Code, to read:

## Part 3.2 INNOVATIVE PROGRAMS

5830. County mental health programs shall develop plans for innovative programs to be funded pursuant to paragraph (6) of subdivision (a) of Section 5892.

- (a) The innovative programs shall have the following purposes:
- (1) To increase access to underserved groups.
  - (2) To increase the quality of services, including better outcomes.
  - (3) To promote interagency collaboration.
  - (4) To increase access to services.
- (b) All projects included in the innovative program portion of the county plan shall meet the following requirements:
- (1) Address one of the following purposes as its primary purpose:
    - (A) Increase access to underserved groups.
    - (B) Increase the quality of services, including measurable outcomes.
    - (C) Promote interagency and community collaboration.
    - (D) Increase access to services.
  - (2) Support innovative approaches by doing one of the following:
    - (A) Introducing new mental health practices or approaches, including, but not limited to, prevention and early intervention.
    - (B) Making a change to an existing mental health practice or approach, including, but not limited to, adaptation for a new setting or community.
    - (C) Introducing a new application to the mental health system of a promising community-driven practice or an approach that has been successful in nonmental health contexts or settings.
- (c) An innovative project may affect virtually any aspect of mental health practices or assess a new or changed application of a promising approach to solving persistent, seemingly intractable mental health challenges, including, but not limited to, any of the following:
- (1) Administrative, governance, and organizational practices, processes, or procedures.
  - (2) Advocacy.
  - (3) Education and training for service providers, including nontraditional mental health practitioners.
  - (4) Outreach, capacity building, and community development.
  - (5) System development.
  - (6) Public education efforts.
  - (7) Research.
  - (8) Services and interventions, including prevention, early intervention, and treatment.
- (d) If an innovative project has proven to be successful and a county chooses to continue it, the project work plan shall transition to another category of funding as appropriate.
- (e) County mental health programs shall expend funds for their innovation programs upon approval by the Mental Health Services Oversight and Accountability Commission.

**SECTION 10.** Part 3.7 (commencing with Section 5845) is added to Division 5 of the Welfare and Institutions Code, to read:

## PART 3.7. OVERSIGHT AND ACCOUNTABILITY

5845. (a) The Mental Health Services Oversight and Accountability Commission is hereby established to oversee Part 3 (commencing with Section 5800), the Adult and Older Adult Mental Health System of Care Act; Part 3.1 (commencing with Section 5820), Human Resources, Education, and Training Programs; Part 3.2 (commencing with Section 5830), Innovative Programs; Part 3.6 (commencing with Section 5840), Prevention and Early Intervention Programs; and Part 4 (commencing with Section 5850), the Children's Mental Health Services Act. The commission shall replace the advisory committee established pursuant to Section 5814. The commission shall consist of 16 voting members as follows:
- (1) The Attorney General or his or her designee.
  - (2) The Superintendent of Public Instruction or his or her designee.
  - (3) The Chairperson of the Senate Health and Human Services Committee or another member of the Senate selected by the President pro Tempore of the Senate.
  - (4) The Chairperson of the Assembly Health Committee or another member of the Assembly selected by the Speaker of the Assembly.
  - (5) Two persons with a severe mental illness, a family member of an adult or senior with a severe mental illness, a family member of a child who has or has had a severe mental illness, a physician specializing in alcohol and drug treatment, a mental health professional, a county sheriff, a superintendent of a school district, a representative of a labor organization, a representative of an employer with less than 500 employees and a representative of an employer with more than 500 employees, and a representative of a health care services plan or insurer, all appointed by the Governor. In making appointments, the Governor shall seek individuals who have had personal or family experience with mental illness.
- (b) Members shall serve without compensation, but shall be reimbursed for all actual and necessary expenses incurred in the performance of their duties.
- (c) The term of each member shall be three years, to be staggered so that approximately one-third of the appointments expire in each year.
- (d) In carrying out its duties and responsibilities, the commission may do all of the following:
- (1) Meet at least once each quarter at any time and location convenient to the public as it may deem appropriate. All meetings of the commission shall be open to the public.
  - (2) Within the limit of funds allocated for these purposes, pursuant to the laws and regulations governing state civil service, employ staff, including any clerical, legal, and technical assistance as may appear necessary. The commission shall administer its operations separate and apart from the State Department of Health Care Services.
  - (3) Establish technical advisory committees such as a committee of consumers and family members.
  - (4) Employ all other appropriate strategies necessary or convenient to enable it to fully and adequately perform its duties and exercise the powers expressly granted, notwithstanding any authority expressly granted to any officer or employee of state government.
  - (5) Enter into contracts.
  - (6) Obtain data and information from the State Department of Health Care Services, the Office of Statewide Health Planning and Development, or

other state or local entities that receive Mental Health Services Act funds, for the commission to utilize in its oversight, review, training and technical assistance, accountability, and evaluation capacity regarding projects and programs supported with Mental Health Services Act funds.

- (7) Participate in the joint state-county decisionmaking process, as contained in Section 4061, for training, technical assistance, and regulatory resources to meet the mission and goals of the state's mental health system.
  - (8) ~~Develop strategies to overcome stigma and discrimination and accomplish all other objectives of Part 3.2 (commencing with Section 5830), 3.6 (commencing with Section 5840), and the other provisions of the act establishing this commission.~~
  - (9) At any time, advise the Governor or the Legislature regarding actions the state may take to improve care and services for people with mental illness.
  - (10) If the commission identifies a critical issue related to the performance of a county mental health program, it may refer the issue to the State Department of Health Care Services pursuant to Section 5655.
  - (11) Assist in providing technical assistance to accomplish the purposes of the Mental Health Services Act, Part 3 (commencing with Section 5800), and Part 4 (commencing with Section 5850) in collaboration with the State Department of Health Care Services and in consultation with the California Mental Health Directors Association.
  - (12) Work in collaboration with the State Department of Health Care Services and the California Mental Health Planning Council, and in consultation with the California Mental Health Directors Association, in designing a comprehensive joint plan for a coordinated evaluation of client outcomes in the community-based mental health system, including, but not limited to, parts listed in subdivision (a). The California Health and Human Services Agency shall lead this comprehensive joint plan effort.
5846. (a) The commission shall issue guidelines for expenditures pursuant to Part 3.2 (commencing with Section 5830), for innovative programs, and Part 3.6 (commencing with Section 5840), for prevention and early intervention, no later than 180 days before the fiscal year for which the funds will apply.
- (b) The commission may provide technical assistance to any county mental health plan as needed to address concerns or recommendations of the commission or when local programs could benefit from technical assistance for improvement of their plans.
- (c) The commission shall ensure that the perspective and participation of diverse community members reflective of California populations and others suffering from severe mental illness and their family members is a significant factor in all of its decisions and recommendations.

## 5847. Integrated Plans for Prevention, Innovation, and System of Care Services.

- (a) Each county mental health program shall prepare and submit a three-year program and expenditure plan, and annual updates, adopted by the county board of supervisors to the Mental Health Services Oversight and Accountability Commission within 30 days after adoption.
- (b) The three-year program and expenditure plan shall be based on available unspent funds and estimated revenue allocations provided by the state and in accordance with established stakeholder engagement and planning requirements as required in Section 5848. The three-year program and expenditure plan and annual updates shall include all of the following:
- (1) A program for prevention and early intervention in accordance with Part 3.6 (commencing with Section 5840).
  - (2) A program for services to children in accordance with Part 4 (commencing with Section 5850), to include a program pursuant to Chapter 4 (commencing with Section 18250) of Part 6 of Division 9 or provide substantial evidence that it is not feasible to establish a wraparound program in that county.
  - (3) A program for services to adults and seniors in accordance with Part 3 (commencing with Section 5800).
  - (4) A program for innovations in accordance with Part 3.2 (commencing with Section 5830).
  - (5) A program for technological needs and capital facilities needed to provide services pursuant to Part 3 (commencing with Section 5800), Part 3.6 (commencing with Section 5840), and Part 4 (commencing with Section 5850). All plans for proposed facilities with restrictive settings shall demonstrate that the needs of the people to be served cannot be met in a less restrictive or more integrated setting.
  - (6) Identification of shortages in personnel to provide services pursuant to the above programs and the additional assistance needed from the education and training programs established pursuant to Part 3.1 (commencing with Section 5820).
  - (7) Establishment and maintenance of a prudent reserve to ensure the county program will continue to be able to serve children, adults, and seniors that it is currently serving pursuant to Part 3 (commencing with Section 5800), the Adult and Older Adult Mental Health System of Care Act, Part 3.6 (commencing with Section 5840), Prevention and Early Intervention Programs, and Part 4 (commencing with Section 5850), the Children's Mental Health Services Act, during years in which revenues for the Mental Health Services Fund are below recent averages adjusted by changes in the state population and the California Consumer Price Index.
  - (8) Certification by the county mental health director, which ensures that the county has complied with all pertinent regulations, laws, and statutes of the Mental Health Services Act, including stakeholder participation and nonsupplantation requirements.
  - (9) Certification by the county mental health director and by the county auditor-controller that the county has complied with any fiscal accountability requirements as directed by the State Department of Health Care Services, and that all expenditures are consistent with the requirements of the Mental Health Services Act.
- (c) The programs established pursuant to paragraphs (2) and (3) of subdivision (b) shall include services to address the needs of transition age youth ages 16 to 25. In

implementing this subdivision, county mental health programs shall consider the needs of transition age foster youth.

- (d) Each year, the State Department of Health Care Services shall inform the California Mental Health Directors Association and the Mental Health Services Oversight and Accountability Commission of the methodology used for revenue allocation to the counties.
  - (e) Each county mental health program shall prepare expenditure plans pursuant to ~~Part 3 (commencing with Section 5800) for adults and seniors, Part 3.2~~ (commencing with Section 5830) for innovative programs, Part 3.6 (commencing with Section 5840) for prevention and early intervention programs, and Part 4 (commencing with Section 5850) for services for children, and Part 4 (commencing with Section 5850) for services for children, and updates to the plans developed pursuant to this section. Each expenditure update shall indicate the number of children, adults, and seniors to be served pursuant to Part 3 (commencing with Section 5800), and Part 4 (commencing with Section 5850), and the cost per person. The expenditure update shall include utilization of unspent funds allocated in the previous year and the proposed expenditure for the same purpose.
  - (f) A county mental health program shall include an allocation of funds from a reserve established pursuant to paragraph (6) of subdivision (b) for services pursuant to paragraphs (2) and (3) of subdivision (b) in years in which the allocation of funds for services pursuant to subdivision (d) are not adequate to continue to serve the same number of individuals as the county had been serving in the previous fiscal year.
5848. (a) Each three-year program and expenditure plan and update shall be developed with local stakeholders including adults and seniors with severe mental illness, families of children, adults and seniors with severe mental illness, providers of services, law enforcement agencies, education, social services agencies, veterans, representatives from veterans organizations, providers of alcohol and drug services, health care organizations, and other important interests. Counties shall demonstrate a partnership with constituents and stakeholders throughout the process that includes meaningful stakeholder involvement on mental health policy, program planning, and implementation, monitoring, quality improvement, evaluation, and budget allocations. A draft plan and update shall be prepared and circulated for review and comment for at least 30 days to representatives of stakeholder interests and any interested party who has requested a copy of the draft plans.
- (b) The mental health board established pursuant to Section 5604 shall conduct a public hearing on the draft three-year program and expenditure plan and annual updates at the close of the 30-day comment period required by subdivision (a). Each adopted three-year program and expenditure plan and update shall include any substantive written recommendations for revisions. The adopted three-year program and expenditure plan or update shall summarize and analyze the recommended revisions. The mental health board shall review the adopted plan or update and make recommendations to the county mental health department for revisions.
  - (c) The plans shall include reports on the achievement of performance outcomes for services pursuant to Part 3 (commencing with Section 5800), Part 3.6 (commencing with Section 5840, and Part 4 (commencing with Section 5850) of this division funded by the Mental Health Services Fund and established jointly by the State Department of Health Care Services and the Mental Health Services Oversight and Accountability Commission, in collaboration with the California Mental Health Directors Association.

- (d) Mental health services provided pursuant to Part 3 (commencing with Section 5800), and Part 4 (commencing with Section 5850) of this division, shall be included in the review of program performance by the California Mental Health Planning Council required by paragraph (2) of subdivision (c) of Section 5772 and in the local mental health board's review and comment on the performance outcome data required by paragraph (7) of subdivision (a) of Section 5604.2.

**SECTION 11.** Section 5771.1 is added to the Welfare and Institutions Code, to read:

5771.1 The members of the Mental Health Services Oversight and Accountability Commission established pursuant to Section 5845 are members of the California Mental Health Planning Council. They serve in an ex officio capacity when the council is performing its statutory duties pursuant to Section 5772. Such membership shall not affect the composition requirements for the council specified in Section 5771.

**SECTION 12.** Section 17043 is added to the Revenue and Taxation Code, to read:

17043. (a) For each taxable year beginning on or after January 1, 2005, in addition to any other taxes imposed by this part, an additional tax shall be imposed at the rate of 1% on that portion of a taxpayer's taxable income in excess of one million dollars (\$1,000,000).
- (b) For purposes of applying Part 10.2 (commencing with Section 18401) of Division 2, the tax imposed under this section shall be treated as if imposed under Section 17041.
- (c) The following shall not apply to the tax imposed by this section:
- (1) The provisions of Section 17039, relating to the allowance of credits.
  - (2) The provisions of Section 17041, relating to filing status and recomputation of the income tax brackets.
  - (3) The provisions of Section 17045, relating to joint returns.

**SECTION 13.** Section 19602 of the Revenue and Taxation Code is amended to read:

19602. Except for amounts collected or accrued under Sections 17935, 17941, 17948, 19532, and 19561, revenues deposited pursuant to Section 19602.5, and revenues collected pursuant to Section 17041.1, all moneys and remittances received by the Franchise Tax Board as amounts imposed under Part 10 (commencing with Section 17001), and related penalties, additions to tax, and interest imposed under this part, shall be deposited, after clearance of remittances, in the State Treasury and credited to the Personal Income Tax Fund.

**SECTION 14.** Section 19602.5 is added to the Revenue and Taxation Code to read:

- 19602.5 (a) There is in the State Treasury the Mental Health Services Fund (MHS Fund). The estimated revenue from the additional tax imposed under Section 17043 for the applicable fiscal year, as determined under subparagraph (B) of paragraph (3) of subdivision (c), shall be deposited to the MHS Fund on a monthly basis, subject to an annual adjustment as described in this section.
- (b) (1) Beginning with fiscal year 2004-2005 and for each fiscal year thereafter, the Controller shall deposit on a monthly basis in the MHS Fund an amount equal



to the applicable percentage of net personal income tax receipts as defined in paragraph (4).

- (2) (A) Except as provided in subparagraph (B), the applicable percentage referred to in paragraph (1) shall be 1.76 percent.
- (B) For fiscal year 2004-2005, the applicable percentage shall be 0.70 percent. (3) Beginning with fiscal year 2006-2007, monthly deposits to the MHS Fund pursuant to this subdivision are subject to suspension pursuant to subdivision (f).
- (4) For purposes of this subdivision, "net personal income tax receipts" refers to amounts received by the Franchise Tax Board and the Employment Development Department under the Personal Income Tax Law, as reported by the Franchise Tax Board to the Department of Finance pursuant to law, regulation, procedure, and practice (commonly referred to as the "102 Report") in effect on the effective date of the Act establishing this section.
- (c) No later than March 1, 2006, and each March 1 thereafter, the Department of Finance, in consultation with the Franchise Tax Board, shall determine the annual adjustment amount for the following fiscal year.
- (1) The "annual adjustment amount" for any fiscal year shall be an amount equal to the amount determined by subtracting the "revenue adjustment amount" for the applicable revenue adjustment fiscal year, as determined by the Franchise Tax Board under paragraph (3), from the "tax liability adjustment amount" for applicable tax liability adjustment tax year, as determined by the Franchise Tax Board under paragraph (2).
- (2) (A) (i) The "tax liability adjustment amount" for a tax year is equal to the amount determined by subtracting the estimated tax liability increase from the additional tax imposed under Section 17043 for the applicable year under subparagraph (B) from the amount of the actual tax liability increase from the additional tax imposed under Section 17043 for the applicable tax year, based on the returns filed for that tax year.
- (ii) For purposes of the determinations required under this paragraph, actual tax liability increase from the additional tax means the increase in tax liability resulting from the tax of 1% imposed under Section 17043, as reflected on the original returns filed by October 15 of the year after the close of the applicable tax year.
- (iii) The applicable tax year referred to in this paragraph means the 12-calendar month taxable year beginning on January 1 of the year that is two years before the beginning of the fiscal year for which an annual adjustment amount is calculated.
- (B) (i) The estimated tax liability increase from the additional tax for the following tax years is:

<u>Tax Year</u>	<u>Estimated Tax Liability Increase from the Additional Tax</u>
2005	\$ 634 million
2006	\$ 672 million
2007	\$ 713 million
2008	\$ 758 million

- (ii) The "estimated tax liability increase from the additional tax" for the tax year beginning in 2009 and each tax year thereafter shall be determined by applying an annual growth rate of 7 percent to the

“estimated tax liability increase from additional tax” of the immediately preceding tax year.

- (3) (A) The “revenue adjustment amount” is equal to the amount determined by subtracting the “estimated revenue from the additional tax” for the applicable fiscal year, as determined under subparagraph (B), from the actual amount transferred for the applicable fiscal year.
- (B) (i) The “estimated revenue from the additional tax” for the following applicable fiscal years is:

<u>Applicable Fiscal Year</u>	<u>Estimated Revenue from Additional Tax</u>
2004-05	\$ 254 million
2005-06	\$ 683 million
2006-07	\$ 690 million
2007-08	\$ 733 million

- (ii) The “estimated revenue from the additional tax” for applicable fiscal year 2007-08 and each applicable fiscal year thereafter shall be determined by applying an annual growth rate of 7 percent to the “estimated revenue from the additional tax” of the immediately preceding applicable fiscal year.
- (iii) The applicable fiscal year referred to in this paragraph means the fiscal year that is two years before the fiscal year for which an annual adjustment amount is calculated.
- (d) The Department of Finance shall notify the Legislature and the Controller of the results of the determinations required under subdivision (c) no later than 10 business days after the determinations are final.
- (e) If the annual adjustment amount for a fiscal year is a positive number, the Controller shall transfer that amount from the General Fund to the MHS Fund on July 1 of that fiscal year.
- (f) If the annual adjustment amount for a fiscal year is a negative number, the Controller shall suspend monthly transfers to the MHS Fund for that fiscal year, as otherwise required by paragraph (1) of subdivision (b), until the total amount of suspended deposits for that fiscal year equals the amount of the negative annual adjustment amount for that fiscal year.

**SECTION 15.** Part 4.5 (commencing with Section 5890) is added to Division 5 of the Welfare and Institutions Code, to read:

**PART 4.5. MENTAL HEALTH SERVICES FUND**

5890. (a) The Mental Health Services Fund is hereby created in the State Treasury. The fund shall be administered by the state. Notwithstanding Section 13340 of the Government Code, all moneys in the fund are, except as provided in subdivision (d) of Section 5892, continuously appropriated, without regard to fiscal years, for the purpose of funding the following programs and other related activities as designated by other provisions of this division:
- (1) Part 3 (commencing with Section 5800), the Adult and Older Adult System of Care Act.
  - (2) Part 3.2 (commencing with Section 5830), Innovative Programs.

- (3) Part 3.6 (commencing with Section 5840), Prevention and Early Intervention Programs.
- (4) Part 4 (commencing with Section 5850), the Children's Mental Health Services Act.
- (b) Nothing in the establishment of this fund, nor any other provisions of the act establishing it or the programs funded shall be construed to modify the obligation of health care service plans and disability insurance policies to provide coverage for mental health services, including those services required under Section 1374.72 of the Health and Safety Code and Section 10144.5 of the Insurance Code, related to mental health parity. Nothing in this act shall be construed to modify the oversight duties of the Department of Managed Health Care or the duties of the Department of Insurance with respect to enforcing these obligations of plans and insurance policies.
- (c) Nothing in this act shall be construed to modify or reduce the existing authority or responsibility of the State Department of Health Care Services.
- (d) The State Department of Health Care Services shall seek approval of all applicable federal Medicaid approvals to maximize the availability of federal funds and eligibility of participating children, adults, and seniors for medically necessary care.
- (e) Share of costs for services pursuant to Part 3 (commencing with Section 5800), and Part 4 (commencing with Section 5850) of this division, shall be determined in accordance with the Uniform Method for Determining Ability to Pay applicable to other publicly funded mental health services, unless this Uniform Method is replaced by another method of determining co-payments, in which case the new method applicable to other mental health services shall be applicable to services pursuant to Part 3 (commencing with Section 5800), and Part 4 (commencing with Section 5850) of this division.
5891. (a) The funding established pursuant to this act shall be utilized to expand mental health services. Except as provided in subdivision (j) of Section 5892 due to the state's fiscal crisis, these funds shall not be used to supplant existing state or county funds utilized to provide mental health services. The state shall continue to provide financial support for mental health programs with not less than the same entitlements, amounts of allocations from the General Fund or from the Local Revenue Fund 2011 in the State Treasury, and formula distributions of dedicated funds as provided in the last fiscal year which ended prior to the effective date of this act. The state shall not make any change to the structure of financing mental health services, which increases a county's share of costs or financial risk for mental health services unless the state includes adequate funding to fully compensate for such increased costs or financial risk. These funds shall only be used to pay for the programs authorized in Section 5892. These funds may not be used to pay for any other program. These funds may not be loaned to the state General Fund or any other fund of the state, or a county general fund or any other county fund for any purpose other than those authorized by Section 5892.
- (b) Notwithstanding subdivision (a), the Controller may use the funds created pursuant to this part for loans to the General Fund as provided in Sections 16310 and 16381 of the Government Code. Any such loan shall be repaid from the General Fund with interest computed at 110 percent of the Pooled Money Investment Account rate, with interest commencing to accrue on the date the loan is made from the fund. This subdivision does not authorize any transfer that

would interfere with the carrying out of the object for which these funds were created.

- (c) Commencing July 1, 2012, on or before the 15th day of each month, pursuant to a methodology provided by the State Department of Health Care Services, the Controller shall distribute to each Local Mental Health Service Fund established by counties pursuant to subdivision (f) of Section 5892, all unexpended and unreserved funds on deposit as of the last day of the prior month in the Mental Health Services Fund, established pursuant to Section 5890, for the provision of programs and other related activities set forth in Part 3 (commencing with Section 5800), Part 3.2 (commencing with Section 5830), Part 3.6 (commencing with Section 5840), and Part 4 (commencing with Section 5850).
- (d) Counties shall base their expenditures on the county mental health program's three-year program and expenditure plan or annual update, as required by Section 5847. Nothing in this subdivision shall affect subdivision (a) or (b).
5892. (a) In order to promote efficient implementation of this act the county shall use funds distributed from the Mental Health Services Fund as follows:
- (1) In 2005-06, 2006-07, and in 2007-08 10 percent shall be placed in a trust fund to be expended for education and training programs pursuant to Part 3.1.
  - (2) In 2005-06, 2006-07 and in 2007-08 10 percent for capital facilities and technological needs distributed to counties in accordance with a formula developed in consultation with the California Mental Health Directors Association to implement plans developed pursuant to Section 5847.
  - (3) Twenty percent of funds distributed to the counties pursuant to subdivision (c) of Section 5891 shall be used for prevention and early intervention programs in accordance with Part 3.6 (commencing with Section 5840) of this division.
  - (4) The expenditure for prevention and early intervention may be increased in any county in which the department determines that the increase will decrease the need and cost for additional services to severely mentally ill persons in that county by an amount at least commensurate with the proposed increase.
  - (5) The balance of funds shall be distributed to county mental health programs for services to persons with severe mental illnesses pursuant to Part 4 (commencing with Section 5850), for the children's system of care and Part 3 (commencing with Section 5800), for the adult and older adult system of care.
  - (6) Five percent of the total funding for each county mental health program for Part 3 (commencing with Section 5800), Part 3.6 (commencing with Section 5840), and Part 4 (commencing with Section 5850) of this division, shall be utilized for innovative programs in accordance with Sections 5830, 5847, and 5848.
- (b) In any year after 2007-08, programs for services pursuant to Part 3 (commencing with Section 5800), and Part 4 (commencing with Section 5850) of this division may include funds for technological needs and capital facilities, human resource needs, and a prudent reserve to ensure services do not have to be significantly reduced in years in which revenues are below the average of previous years. The total allocation for purposes authorized by this subdivision shall not exceed 20 percent of the average amount of funds allocated to that county for the previous five years pursuant to this section.

- (c) The allocations pursuant to subdivisions (a) and (b) shall include funding for annual planning costs pursuant to Section 5848. The total of these costs shall not exceed 5 percent of the total of annual revenues received for the fund. The planning costs shall include funds for county mental health programs to pay for the costs of consumers, family members, and other stakeholders to participate in the planning process and for the planning and implementation required for private provider contracts to be significantly expanded to provide additional services pursuant to Part 3 (commencing with Section 5800), and Part 4 (commencing with Section 5850) of this division.
- (d) Prior to making the allocations pursuant to subdivisions (a), (b) and (c), funds shall be reserved for the costs for the State Department of Health Care Services, the California Mental Health Planning Council, the Office of Statewide Health Planning and Development, the Mental Health Services Oversight and Accountability Commission, the State Department of Public Health, and any other state agency to implement all duties pursuant to the programs set forth in this section. These costs shall not exceed 3.5 percent of the total of annual revenues received for the fund. The administrative costs shall include funds to assist consumers and family members to ensure the appropriate state and county agencies give full consideration to concerns about quality, structure of service delivery, or access to services. The amounts allocated for administration shall include amounts sufficient to ensure adequate research and evaluation regarding the effectiveness of services being provided and achievement of the outcome measures set forth in Part 3 (commencing with Section 5800), Part 3.6 (commencing with Section 5840), and Part 4 (commencing with Section 5850) of this division. The amount of funds available for the purposes of this subdivision in any fiscal year shall be subject to appropriation in the annual Budget Act.
- (e) In 2004-05 funds shall be allocated as follows:
- (1) Forty-five percent for education and training pursuant to Part 3.1 (commencing with Section 5820) of this division.
  - (2) Forty-five percent for capital facilities and technology needs in the manner specified by paragraph (2) of subdivision (a).
  - (3) Five percent for local planning in the manner specified in subdivision (c).
  - (4) Five percent for state implementation in the manner specified in subdivision (d).
- (f) Each county shall place all funds received from the State Mental Health Services Fund in a local Mental Health Services Fund. The Local Mental Health Services Fund balance shall be invested consistent with other county funds and the interest earned on the investments shall be transferred into the fund. The earnings on investment of these funds shall be available for distribution from the fund in future years.
- (g) All expenditures for county mental health programs shall be consistent with a currently approved plan or update pursuant to Section 5847.
- (h) Other than funds placed in a reserve in accordance with an approved plan, any funds allocated to a county which have not been spent for their authorized purpose within three years shall revert to the state to be deposited into the fund and available for other counties in future years, provided however, that funds for capital facilities, technological needs, or education and training may be retained for up to 10 years before reverting to the fund.
- (i) If there are still additional revenues available in the fund after the Mental Health Services Oversight and Accountability Commission has determined there are prudent reserves and no unmet needs for any of the programs funded pursuant to

this section, including all purposes of the Prevention and Early Intervention Program, the commission shall develop a plan for expenditures of these revenues to further the purposes of this act and the Legislature may appropriate these funds for any purpose consistent with the commission's adopted plan which furthers the purposes of this act.

- (j) For the 2011-12 fiscal year, General Fund revenues will be insufficient to fully fund many existing mental health programs, including Early and Periodic Screening, Diagnosis, and Treatment (EPSDT), Medi-Cal Specialty Mental Health Managed Care, and mental health services provided for special education pupils. In order to adequately fund those programs for the 2011-12 fiscal year and avoid deeper reductions in programs that serve individuals with severe mental illness and the most vulnerable, medically needy citizens of the state, prior to distribution of funds under paragraphs (1) to (6), inclusive, of subdivision (a), effective July 1, 2011, moneys shall be allocated from the Mental Health Services Fund to the counties as follows:
- (1) Commencing July 1, 2011, one hundred eighty-three million six hundred thousand dollars (\$183,600,000) of the funds available as of July 1, 2011, in the Mental Health Services Fund, shall be allocated in a manner consistent with subdivision (c) of Section 5778 and based on a formula determined by the state in consultation with the California Mental Health Directors Association to meet the fiscal year 2011-12 General Fund obligation for Medi-Cal Specialty Mental Health Managed Care.
  - (2) Upon completion of the allocation in paragraph (1), the Controller shall distribute to counties ninety-eight million five hundred eighty-six thousand dollars (\$98,586,000) from the Mental Health Services Fund for mental health services for special education pupils based on a formula determined by the state in consultation with the California Mental Health Directors Association.
  - (3) Upon completion of the allocation in paragraph (2), the Controller shall distribute to counties 50 percent of their 2011-12 Mental Health Services Act component allocations consistent with Sections 5847 and 5891, not to exceed four hundred eighty-eight million dollars (\$488,000,000). This allocation shall commence beginning August 1, 2011.
  - (4) Upon completion of the allocation in paragraph (3), and as revenues are deposited into the Mental Health Services Fund, the Controller shall distribute five hundred seventy-nine million dollars (\$579,000,000) from the Mental Health Services Fund to counties to meet the General Fund obligation for EPSDT for fiscal year 2011-12. These revenues shall be distributed to counties on a quarterly basis and based on a formula determined by the state in consultation with the California Mental Health Directors Association. These funds shall not be subject to reconciliation or cost settlement.
  - (5) The Controller shall distribute to counties the remaining 2011-12 Mental Health Services Act component allocations consistent with Sections 5847 and 5891, beginning no later than April 30, 2012. These remaining allocations shall be made on a monthly basis.
  - (6) The total one-time allocation from the Mental Health Services Fund for EPSDT, Medi-Cal Specialty Mental Health Managed Care, and mental health services provided to special education pupils as referenced shall not exceed eight hundred sixty-two million dollars (\$862,000,000). Any revenues deposited in the Mental Health Services Fund in fiscal year 2011-12 that exceed this obligation shall be distributed to counties for remaining fiscal

year 2011-12 Mental Health Services Act component allocations, consistent with Sections 5847 and 5891.

- (k) Subdivision (j) shall not be subject to repayment.
  - (l) Subdivision (j) shall become inoperative on July 1, 2012.
5893. (a) In any year in which the funds available exceed the amount allocated to counties, such funds shall be carried forward to the next fiscal year to be available for distribution to counties in accordance with Section 5892 in that fiscal year.
- (b) ~~All funds deposited into the Mental Health Services Fund shall be invested in the same manner in which other state funds are invested. The fund shall be increased by its share of the amount earned on investments.~~
5894. In the event that Part 3 (commencing with Section 5800) or Part 4 (commencing with Section 5850) of this division, are restructured by legislation signed into law before the adoption of this measure, the funding provided by this measure shall be distributed in accordance with such legislation; provided, however, that nothing herein shall be construed to reduce the categories of persons entitled to receive services.
5895. In the event any provisions of Part 3 (commencing with Section 5800), or Part 4 (commencing with Section 5850) of this division, are repealed or modified so the purposes of this act cannot be accomplished, the funds in the Mental Health Services Fund shall be administered in accordance with those sections as they read on January 1, 2004.
5897. (a) Notwithstanding any other provision of state law, the State Department of Health Care Services shall implement the mental health services provided by Part 3 (commencing with Section 5800), Part 3.6 (commencing with Section 5840), and Part 4 (commencing with Section 5850) of this division through contracts with county mental health programs or counties acting jointly. A contract may be exclusive and may be awarded on a geographic basis. As used herein a county mental health program includes a city receiving funds pursuant to Section 5701.5
- (b) Two or more counties acting jointly may agree to deliver or subcontract for the delivery of such mental health services. The agreement may encompass all or any part of the mental health services provided pursuant to these parts. Any agreement between counties shall delineate each county's responsibilities and fiscal liability.
- (c) The department shall implement the provisions of Part 3 (commencing with Section 5800), Part 3.2 (commencing with Section 5830), Part 3.6 (commencing with Section 5840), and Part 4 (commencing with Section 5850) of this division through the annual county mental health services performance contract, as specified in Chapter 2 (commencing with Section 5650) of Part 2 of Division 5.
- (d) When a county mental health program is not in compliance with its performance contract, the department may request a plan of correction with a specific time-line to achieve improvements.
- (e) Contracts awarded by the State Department of Health Care Services, the California Mental Health Planning Council, the Office of Statewide Health Planning and Development, and the Mental Health Services Oversight and Accountability Commission pursuant to Part 3 (commencing with 5800), Part 3.1 (commencing with 5820), Part 3.2 (commencing with Section 5830), Part 3.6 (commencing with Section 5840), Part 3.7 (commencing with Section 5845), Part 4 (commencing with Section 5850), and Part 4.5 (commencing with Section 5890) of this division, may be awarded in the same manner in which contracts are awarded pursuant to Section 5814 and the provisions of subdivisions (g) and (h) of Section 5814 shall apply to such contracts.

- (f) For purposes of Section 5775, the allocation of funds pursuant to Section 5892 which are used to provide services to Medi-Cal beneficiaries shall be included in calculating anticipated county matching funds and the transfer to the State Department of Health Care Services of the anticipated county matching funds needed for community mental health programs.
5898. The State Department of Health Care Services, in consultation with the Mental Health Services Oversight and Accountability Commission, shall develop regulations, as necessary, for the State Department of Health Care Services, the Mental Health Services Oversight and Accountability Commission, or designated state and local agencies to implement this act. Regulations adopted pursuant to this section shall be developed with the maximum feasible opportunity for public participation and comments.
5899. (a) The State Department of Health Care Services, in consultation with the Mental Health Services Oversight and Accountability Commission and the California Mental Health Directors Association, shall develop and administer instructions for the Annual Mental Health Services Act Revenue and Expenditure Report. This report shall be submitted electronically to the department and to the Mental Health Services Oversight and Accountability Commission.
- (b) The purpose of the Annual Mental Health Services Act Revenue and Expenditure Report is as follows:
- (1) Identify the expenditures of the Mental Health Services Act (MHSA) funds that were distributed to each county.
  - (2) Quantify the amount of additional funds generated for the mental health system as a result of the MHSA.
  - (3) Identify unexpended funds, and interest earned on MHSA funds.
  - (4) Determine reversion amounts, if applicable, from prior fiscal year distributions.
- (c) This report is intended to provide information that allows for the evaluation of the following:
- (1) Children's systems of care.
  - (2) Prevention and early intervention strategies.
  - (3) Innovative projects.
  - (4) Workforce education and training.
  - (5) Adults and older adults systems of care.
  - (6) Capital facilities and technology needs.

## **SECTION 16**

The provisions of this act shall become effective January 1 of the year following passage of the act, and its provisions shall be applied prospectively.

The provisions of this act are written with the expectation that it will be enacted in November of 2004. In the event that it is approved by the voters at an election other than one which occurs during the 2004-05 fiscal year, the provisions of this act which refer to fiscal year 2005-06 shall be deemed to refer to the first fiscal year which begins after the effective date of this act and the provisions of this act which refer to other fiscal years shall refer to the year that is the same number of years after the first fiscal year as that year is in relationship to 2005-06.

## **SECTION 17**



Notwithstanding any other provision of law to the contrary, the department shall begin implementing the provisions of this act immediately upon its effective date and shall have the authority to immediately make any necessary expenditures and to hire staff for that purpose.

#### **SECTION 18**

~~This act shall be broadly construed to accomplish its purposes. All of the provisions of this Act may be amended by a 2/3 vote of the Legislature so long as such amendments are consistent with and further the intent of this act. The Legislature may by majority vote add provisions to clarify procedures and terms including the procedures for the collection of the tax surcharge imposed by Section 12 of this act.~~

#### **SECTION 19**

If any provision of this act is held to be unconstitutional or invalid for any reason, such unconstitutionality or invalidity shall not affect the validity of any other provision.

#### **SECTION 1 ( of AB 100)**

- (a) The Legislature hereby finds and declares that the statutory changes in this act are consistent with, and further the intent of, the Mental Health Services Act. These specified changes are necessary to adequately fund essential mental health services that would otherwise be significantly and substantially reduced or eliminated absent this temporary funding support.
- (b) Further, it is the intent of the Legislature to ensure continued state oversight and accountability of the Mental Health Services Act. In eliminating state approval of county mental health programs, the Legislature expects the state, in consultation with the Mental Health Services Oversight and Accountability Commission, to establish a more effective means of ensuring that county performance complies with the Mental Health Services Act.

**Modification**  
**Personal Services Contracts**

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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION Dept. Code: AIR

Type of Request: [ ] Initial [x] Modification of an existing PSC (PSC # 4019 12/13)

Type of Approval: [ ] Expedited [x] Regular ([ ] Omit Posting)

Type of Service: Design-Build Services for Terminal 3 Improvement Projects

Funding Source: Airport Capital Funds

PSC Original Approved Amount: \$150,000,000

PSC Original Approved Duration: 10/01/12 - 10/01/16 (4 years 1 day)

PSC Mod#1 Amount: \$75,000,000

PSC Mod#1 Duration: 10/02/16-12/31/17 (1 year 13 weeks)

PSC Mod#2 Amount: \$25,000,000

PSC Mod#2 Duration: no duration added

PSC Cumulative Amount Proposed: \$250,000,000

PSC Cumulative Duration Proposed: 5 years 13 weeks

1. Description of Work

A. Scope of Work:

Design/construction svcs necessary for the Design-Build (DB) Terminal 3 (T3) Improvement Projects. DB T3 Project will provide a building expansion to expand the Tran. Sec. Admin. (TSA) security screening checkpoint, improve circulation, meet the latest security requirements & improve passenger throughput per forecast demand. The Project will remodel existing Hold Rooms, restrooms, passenger amenities, & airline/concessions shell space, all with new finishes, furniture, fixtures & equipment. Scope of work will include new Art Enrichment; Concessions; terminal seismic upgrade; utilities, Visual/Audible Paging System; Static/Dynamic Signage; Hydrant Fuel System; Passenger Boarding Bridges (PBB) upgrades; Aircraft Apron Paving; Special Systems rooms, Tenant Wiring Closets, WIFI infrastructure; new Access Control & close circuit television (CCTV) systems. The project will reconfigure the TSA security checkpoint and departures lobby to improve security and operational efficiency. This project will be LEED certified.

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

Along with the aging infrastructure, the Airport continues to experience strong passenger growth, both of which require the Airport to upgrade many facilities and renovate passenger terminals, boarding areas, TSA security checkpoints to improve operational efficiency, improve safety/security, and meet forecast demand. SFO has determined that for the most benefit, this project is to employ the design-build project delivery method. Denial will cause project delays, which will affect customer service, delay the implementation of security measures, and result in lost revenues.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

Yes, PSC 4019-12-13

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

2. Union Notification: On 05/27/15, the Department notified the following employee organizations of this PSC/RFP request: Building Inspectors - 6331, 6333; Architect & Engineers, Local 21;

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4019 12/13

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/20/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

DB experience on airport terminals, boarding areas, PBBs, Baggage Handling Systems (BHS), airport security, Concessions Program Dev. and Information Technology (IT) is essential. A DB contractor must provide architectural, engineering & construction skills with specific expertise in airport terminal & boarding area renovation & cost and schedule control expertise. Specialized expertise includes skills, knowledge & experience in Airport operations, special systems, terminal testing & commissioning experience.

B. Which, if any, civil service class(es) normally perform(s) this work?

1052,1054,5207,5211,6318,6331,6333,5268,

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

No.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

The existing architectural (5268) and engineering (5201-5241) classifications exist but do not have the project required expertise and specialized skills related to airport terminal and boarding area design and construction.

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 of airport terminal and boarding areas as these do not occur frequently enough to justify permanent staffing.

5. Additional Information (if "yes", attach explanation)

YES NO

A. Will the contractor directly supervise City and County employee?  YES  NO

B. Will the contractor train City and County employee?  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?  YES  NO

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?  YES  NO  
Hensel Phelps Const. Co. will continue work on this contract.

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

ON 05/27/15 BY:

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysf.com

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

# Receipt of Union Notification(s)

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## Cynthia Avakian (AIR)

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**From:** dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com  
**Sent:** Wednesday, May 27, 2015 12:59 PM  
**To:** Cynthia Avakian (AIR); L21PSCReview@ifpte21.org; Cynthia Avakian (AIR); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)  
**Subject:** Receipt of Modification Request to PSC # 4019 12/13 - MODIFICATIONS

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PSC RECEIPT of Modification notification sent to Unions and DHR

The AIRPORT COMMISSION – AIR has submitted a modification request for a Personal Services Contract (PSC) for \$25,000,000 for services for the period May 27, 2015 – December 31, 2017. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/2045>

Email sent to the following addresses: [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)

## **Cynthia Avakian (AIR)**

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**From:** Cynthia Avakian (AIR)  
**Sent:** Monday, June 15, 2015 12:07 PM  
**To:** 'sfbia14@gmail.com'; Donnelly, Edward (DBI)  
**Cc:** DHR-PSCCoordinator, DHR (HRD)  
**Subject:** FW: PSC 4019-12/13  
**Attachments:** PSC 4019-12\_13 DB T3 Imp Form 1 Mod 2.pdf

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**Importance:** High

Edward,

I was told by DHR that the SF Building Inspector union has not completed their union profile in the PSC Database so I have created a pdf of the information we have in the database.

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

Cynthia Avakian  
Director, Contracts  
San Francisco International Airport  
P. O. Box 8097, San Francisco, CA 94128  
E-mail: [cynthia.avakian@flysf.com](mailto:cynthia.avakian@flysf.com)  
Phone: (650) 821-2014

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**From:** DHR-PSCCoordinator, DHR (HRD)  
**Sent:** Monday, June 01, 2015 11:41 AM  
**To:** Cynthia Avakian (AIR)  
**Cc:** DHR-PSCCoordinator, DHR (HRD)  
**Subject:** RE: PSC 4019-12/13  
**Importance:** High

Hi Cynthia,

I cannot see the San Francisco Building Inspectors' Association (PDF) union notification. Please notify them and upload the union notification to the PSC database. Thank you.

Thank you,  
*Suzanne Choi*  
Citywide PSC Coordinator  
415-557-4886

Note: For all inquiries/correspondences regarding Personal Services Contracts (PSCs) please send requests directly to [DHR-PSCCoordinator@sfgov.org](mailto:DHR-PSCCoordinator@sfgov.org) for record keeping and review processing. Please do not send them to my email address because it may be overlooked. Thank you

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**From:** Choi, Suzanne (HRD)  
**Sent:** Monday, June 01, 2015 10:10 AM  
**To:** Cynthia Avakian (AIR)

**Cc:** DHR-PSCCoordinator, DHR (HRD)  
**Subject:** PSC 4019-12/13  
**Importance:** High

PSC 4019-12/13 is tentatively scheduled for 7/6/2015 CSC Meeting.

Please check to make sure that Building Inspector's union has been notified. Thank you.

Thank you,  
*Suzanne Choi*

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Citywide PSC Coordinator  
415-557-4886

Note: For all inquiries/correspondences regarding Personal Services Contracts (PSCs) please send requests directly to [DHR-PSCCoordinator@sfgov.org](mailto:DHR-PSCCoordinator@sfgov.org) for record keeping and review processing. Please do not send them to my email address because it may be overlooked. Thank you



# Additional Attachment(s)

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During Modification #1, the term was extended beyond five (5) years to address some delays in the project.

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AIRPORT COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO  
RESOLUTION NO. 12 0118


**AUTHORIZATION TO ISSUE A REQUEST FOR QUALIFICATIONS (RFQ) AND A REQUEST FOR PROPOSAL (RFP) FOR CONTRACT 9048.A, DESIGN-BUILD SERVICES FOR TERMINAL 3 CHECKPOINT AND BUILDING EXPANSION PROJECT**

- WHEREAS, the Terminal 3 Program was established to ensure the proper design and construction coordination between the Terminal 3 Checkpoint and Building Expansion Project and Boarding Area E (BAE) Improvements Project; and
- WHEREAS, the BAE scope of work is currently in progress, through Contract 8974.B, with Hensel Phelps Construction Company, with a current schedule to return the Boarding Area E gates to service by November of 2013; and
- WHEREAS, the T3 Checkpoint scope of work has now been developed to the extent that design-build services are necessary to continue to design the proposed improvements and assist with the evaluation of proposed additional scope; and
- WHEREAS, Staff recommends a design-build approach and that contractor's qualifications be considered as part of the selection process as allowed under Section 6.61 (F) of the Administrative Code as the project is of a highly complex nature, as it involves work within an operating Terminal and integration of Airport and airlines' systems; and
- WHEREAS, it is in the public's best interest that qualifications be considered in the procurement process and that the contract not be awarded solely on a low bid basis; and
- WHEREAS, Staff will prequalify firms based on a minimum qualifications application established in the RFQ, and convene a Selection Panel to review and score the technical proposals to develop a shortlist of up to 5 of the highest scoring firms based on objective criteria contained in the RFP; and
- WHEREAS, the Selection Panel will conduct interviews with the shortlisted firms, and score the firms based on the RFP criteria; and
- WHEREAS, based on the results of the technical proposals, interviews and cost evaluation, Staff will rank the firms, negotiate with the highest-ranked proposer, and, upon successfully negotiating a contract, return to the Commission with a recommendation to award a contract to the highest ranked design-build firm; and
- WHEREAS, the total estimated cost of Contract 9048.A is in the amount of \$38M for the base scope of work, with an additional order-of-magnitude amount of \$30M for anticipated improvements to the BAF "Plaza," the BAF tunnel, and infrastructure and systems refurbishment, which will be further developed and refined with the assistance with the 9048.A Design-Build contractor; and
- WHEREAS, the contract will be funded through the Airport's Capital Improvement Program; and
- WHEREAS, the duration of the proposed contract is 30 months; now, therefore be it
- RESOLVED, that the Commission hereby authorizes the Director to issue a Request for Qualifications and Request for Proposals for Contract No. 9048.A, Design-Build Services for Terminal 3 Checkpoint and Building Expansion Project and further authorizes staff to negotiate a contract with the highest-ranked proposer.

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

JUN 05 2012

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

  
Secretary

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION Dept. Code: AIR

Type of Request: [ ] Initial [x] Modification of an existing PSC (PSC # 4021-12/13)

Type of Approval: [ ] Expedited [x] Regular ([ ] Omit Posting)

Type of Service: Enterprise-wide Contract Monitoring and Compliance System

Funding Source: Airport Operating Funds
PSC Original Approved Amount: \$500,000 PSC Original Approved Duration: 10/01/12 - 09/30/18 (6 years)
PSC Mod#1 Amount: \$800,000 PSC Mod#1 Duration: 06/09/15-12/31/19 (1 year 13 weeks)
PSC Mod#2 Amount: PSC Mod#2 Duration:
PSC Cumulative Amount Proposed: \$1,300,000 PSC Cumulative Duration Proposed: 7 years 13 weeks

1. Description of Work

A. Scope of Work:

The Airport has determined that it is necessary to acquire an enterprise-wide system where contract information is effectively maintained in one repository for timely consumption, decision making and reporting; thereby, streamlining communications and productivity throughout the contract management life cycle. [See attachment for the rest of Question 1A.]

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

The Airport relies on staff collaborating across divisions to ensure that all contract management processes are completed effectively and efficiently. Currently, absent an enterprise-wide contract system and central repository, each division is required to independently track core contract information. [See attachment for the rest of Question 1B.]

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

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: On 06/09/15, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; ;

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4021-12/13

Civil Service Commission Action:

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 07/20/2015

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise:

Contractor to have extensive knowledge of contract management systems (software and business processes), as applied to an airport environment where different contract types are managed.

~~B. Which, if any, civil service class(es) normally perform(s) this work?~~

1031,1032,1033,

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 specialized skills and level of the system knowledge are only available through the software provider. Implementation of the system is expected to occur during a specified timeframe; subsequently, software maintenance and support of the proposed system is to be provided by the solution owner.

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

No, the proposed implementation work is of a limited duration involving specialized knowledge. Likewise, subsequent support and maintenance will require specialize-knowledge and skills and will be provided by the vendor.

**5. Additional Information (if "yes", attach explanation)**

**YES NO**

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

YES  NO

B. Will the contractor train City and County employee?

YES  NO

[See attachment for Question 5B.]

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

YES  NO

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

YES  NO

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

YES  NO

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Unknown at this time.

YES  NO

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

ON 06/09/15 BY:

Name: Cynthia Avakian

Phone: 650-821-2014

Email: cynthia.avakian@flysfo.com

Address: P.O. Box 8097

San Francisco, CA 94128

# Receipt of Union Notification(s)

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## Cynthia Avakian (AIR)

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**From:** dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com  
**Sent:** Tuesday, June 09, 2015 6:56 PM  
**To:** Cynthia Avakian (AIR); L21PSCReview@ifpte21.org; Cynthia Avakian (AIR); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)  
**Subject:** Receipt of Modification Request to PSC # 4021-12/13 - MODIFICATIONS

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PSC RECEIPT of Modification notification sent to Unions and DHR

The AIRPORT COMMISSION – AIR has submitted a modification request for a Personal Services Contract (PSC) for \$800,000 for services for the period June 9, 2015 – December 31, 2019. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/5087>

Email sent to the following addresses: [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)

# Additional Attachment(s)

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PSC 4021-12/13 Mod 1

#### Duration

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For all PSCs if the duration requested is 5 years or more, an explanation is required- historical PSC required:

The 6 year duration was linked to the RPF term.

PSC 4021-12/13 Original:

Question 1A.

The system to be provided by the successful proposer shall address all business requirements, including capability to: (1) Enable input, maintenance and tracking of contract information for Airport contracts across the contract management life-cycle, (2) Accommodate concurrent usage by different user groups with appropriate access levels to allow for Contract/Project Managers, senior level management, Contracts staff, Accounting and other stakeholders to utilize the system, (3) Create and manage alerts and notifications to streamline communications, (4) Search, filter and query on specified contract data, (5) Develop outputs and reports that can optimize management, certification and compliance of contracts, (6) Develop workflows/checklists that can aid in the review and approvals of contract processes, and (7) Integrate with other defined systems including data imports and outputs in specified formats to avoid data duplication and redundant processes.

PSC 4021-12/13 Original:

Question 1B.

Duplication of such information can introduce delays in the exchange of quality contract data. Staff and other Airport stakeholders would benefit from an enterprise-wide system where contract information is effectively maintained in one repository for timely consumption, decision making and reporting; thereby, streamlining communications and productivity throughout the contract management life-cycle. The system will further allow the Airport to report on key contract metrics for improved monitoring and compliance. Denial of these services will jeopardize the Airport's ability to effectively manage contract management lifecycle and timely delivery of information for decision making and in response to inquiries.

PSC 4021-12/13 Original:

Question 5B.

Systems Administration training, ~ 50-100 hours for IS Operators & Administrators (~5)

User training, ~ 200-250 hours for various project managers, analysts, and other Airport staff (~ 50).

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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: JUVENILE PROBATION Dept. Code: JUV

Type of Request: [ ] Initial [x] Modification of an existing PSC (PSC # 31308 - 13/14)
Type of Approval: [ ] Expedited [x] Regular ([ ] Omit Posting)

Type of Service: Recreation Services

Funding Source: General Funds
PSC Original Approved Amount: \$150,000 PSC Original Approved Duration: 11/01/14 - 10/31/17 (3 years)
PSC Mod#1 Amount: \$140,000 PSC Mod#1 Duration: 05/01/15-04/30/17 (0 sec)
PSC Mod#2 Amount: PSC Mod#2 Duration:
PSC Cumulative Amount Proposed: \$290,000 PSC Cumulative Duration Proposed: 2 years 25 weeks

1. Description of Work

A. Scope of Work:

The Juvenile Probation Department (JPD) seeks vendors to provide recreational services to youth at JPD facilities. The Contractor shall provide recreational services on site at Juvenile Hall and/or Log Cabin Ranch. The vendor will play an integral role in creating a recreational setting that is in a safe and secure therapeutic environment. JPD seeks recreational activities, that offer diversity to youth and contributes to the total education of the youth while in detention, these services will provide youth the opportunity to engage in productive and artistic behavior. The vendor will play an important role and will assist JPD in a multifaceted approach to rehabilitate youth.

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

The service is necessary to ensure the City is in compliance with State statute. The statute requires the City provides recreation services to youth that are in custody. If the service is not approved the City will have trouble meeting State regulations.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

No

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

2. Union Notification: On 04/13/15, the Department notified the following employee organizations of this PSC/RFP request: SEIU Local 1021; SEIU 1021 Miscellaneous; Management & Superv Local 21;

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 31308 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/20/2015

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise:

Experience with providing recreational services to youth ages 9 to 19 years of age.  
 Ability to provide services in a Juvenile Detention Center. Familiarity with the juvenile justice system in San Francisco. Ability to have all staff who engages with youth takes an on-line PREA (Prison Rape Elimination Act) Training. Experience in compiling data and writing reports summarizing work performed. Written and oral communication skills.

B. Which, if any, civil service class(es) normally perform(s) this work?

3279,3280,3283,3284,3286,3287,3289,3291,3292,

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

There is a possibility vendors may bring their own supplies, however the Department is uncertain if that will be necessary at this time.

**4. Why Classified Civil Service Cannot Perform**

A. Explain why civil service classes are not applicable:

These services are typically provided by smaller for profit and not for organizations, not civil service classes.

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

The Juvenile Probation Department seeks to provide a variety of Recreation Services to youth, it might not be feasible for the City to create classifications in order to feel this need.

**5. Additional Information (if "yes", attach explanation)**

YES    NO

- |  |                          |                                     |
|--|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee?   | <input type="checkbox"/> | <input checked="" 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?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC 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

ON 04/13/15 BY:

Name: Sheila Layton

Phone: 415-753-7562 Email: Sheila.Layton@sfgov.org

Address: 375 Woodside Ave room 206

San Francisco, CA 94127

# Receipt of Union Notification(s)

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**Layton, Sheila (JUV)**

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**From:** dhr-psccordinator@sfgov.org on behalf of Sheila.Layton@sfgov.org  
**Sent:** Monday, April 13, 2015 4:45 PM  
**To:** Layton, Sheila (JUV); leah.berlanga@seiu1021.org; davidmkersten@gmail.com; xiumin.li@seiu1021.org; tiya.thiang@seiu1021.org; ablood@cirseiu.org; Poon, SinYee (HSA) (DSS); david.canham@seiu1021.org; joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; L21PSCReview@ifpte21.org; Layton, Sheila (JUV); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)  
**Subject:** Receipt of Modification Request to PSC # 31308 - 13/14 - MODIFICATIONS

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PSC RECEIPT of Modification notification sent to Unions and DHR

The JUVENILE PROBATION – JUV has submitted a modification request for a Personal Services Contract (PSC) for \$140,000 for services for the period May 1, 2015 – April 30, 2017. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/4827>

Email sent to the following addresses: L21PSCReview@ifpte21.org Larry.Bradshaw@seiu1021.org joe.tanner@seiu1021.net david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org ablood@cirseiu.org tiya.thiang@seiu1021.org xiumin.li@seiu1021.org davidmkersten@gmail.com leah.berlanga@seiu1021.org



## **Additional Attachment(s)**

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# TITLE 15 MINIMUM STANDARDS FOR JUVENILE FACILITIES

.....

Strike out and Underline Version Highlighting Revisions

Regulations Effective April 1, 2014



## BOARD OF STATE AND COMMUNITY CORRECTIONS

600 Bercut Drive, Sacramento, CA 95811  
916.445.5073 PHONE  
916.327.3317 FAX  
[bscc.ca.gov](http://bscc.ca.gov)



- (1) The complete facility educational record of the ~~minor~~youth shall be forwarded to the next educational placement in accordance with the State Education Code.
- (2) The County Superintendent of Schools shall provide appropriate credit (full or partial) for course work completed while in juvenile court school.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code, ~~and Assembly Bill 1397, Chapter 12, Statutes of 1996.~~ Reference: Section 209, Welfare and Institutions Code, ~~1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; Assembly Bill 1397, Chapter 12, Statutes of 1996.~~

### Section 1371. Recreation, Programs and Exercise.

- (a) ~~(a)~~—The facility administrator shall develop and implement written policies and procedures for recreation, programs and exercise of for all youth minors. The intent is to maximize the amount of time youth are out of their rooms and not confined to their bed in a dormitory setting.
- (b) Juvenile facilities shall provide the opportunity for recreation, programs and exercise a minimum of three hours a day during the week and five hours a day each Saturday, Sunday or other non-school days, of which one hour shall be an outdoor activity, weather permitting. Such recreation, program and exercise schedule shall be posted in the living units.
- (c) Recreation shall include the opportunity for at least one hour of daily access to unscheduled activities such as reading, television, radio, music, video and games. Activities shall be supervised and include orientation and may include coaching of youth.
- (d) Programs shall include social awareness programs as outlined in Section 1378.
- (e) Exercise. All youth shall be provided with the ~~shall include the opportunity~~ for at least one hour of large muscle activity each day. That one hour of exercise may be suspended only upon a written finding by the administrator/manager that the youth represents a threat to the safety and security of the facility.
- ~~(b) Equivalent programming for both female and male minors shall exist for all recreation programs.~~
- ~~(c) The recreation program shall include: a written daily schedule; access to approved reading materials; other programs such as television, radio, ping pong, video and games. Activities shall be supervised and include orientation and coaching of minors.~~
- ~~(d) The exercise program shall include the opportunity for at least one hour of outdoor physical activity each day, weather permitting. In the event weather does not permit outdoor physical activity, at least one hour each day of exercise involving large muscle activities shall be provided.~~
- ~~(e) Juvenile facilities shall provide the opportunity for recreation and exercise a minimum of three hours a day during the week and five hours a day each Saturday, Sunday or other non-school days, of which one hour shall be large muscle exercise, as noted in item (d) above. Such recreation and exercise schedule shall be posted in the living units.~~
- ~~(f) The administrator/manager may suspend, for a period not to exceed 24 hours, access to recreation and programs. However, minors on disciplinary status shall continue to have an opportunity for a minimum of one hour of large muscle exercise. That one hour of exercise may be suspended only upon a written finding by the administrator/manager that the minor represents a threat to the safety and security of the facility.~~

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY Dept. Code: MTA

Type of Request: [ ] Initial [x] Modification of an existing PSC (PSC # 4058-13/14)

Type of Approval: [ ] Expedited [x] Regular [ ] Omit Posting

Type of Service: Executive Search and Recruitment

Funding Source: Operating Funds
PSC Original Approved Amount: \$200,000 PSC Original Approved Duration: 12/17/13 - 12/31/14 (1 year 2 week)
PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 01/27/14-01/20/15 (2 weeks 6 days)
PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 01/21/15-07/01/15 (23 weeks 23 hours)
PSC Mod#3 Amount: no amount added PSC Mod#3 Duration: 07/02/15-12/31/15 (26 weeks 1 day)
PSC Mod#4 Amount: PSC Mod#4 Duration:
PSC Cumulative Amount Proposed: \$200,000 PSC Cumulative Duration Proposed: 2 years 2 weeks

1. Description of Work

A. Scope of Work:

The contractor will conduct executive searches to identify, assess and recruit candidates for five or more high-level specialized management positions at the San Francisco Municipal Transportation Agency (SFMTA). Services will include: developing search strategies; identifying and recruiting potential candidates; evaluating interested candidates; presenting final candidates; and performing follow-up duties as required. See attached document(s).

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

Executive search is necessary to provide a greater degree of exposure in order to recruit and attract the most viable potential candidates. Denial of this service may result in restricting the ability to hire the best candidates for these positions that are mission critical for the SFMTA's Sustainable Streets, Taxi and Accessible Services, Transit and Capital Projects and Controls Divisions.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

Yes.

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

2. Union Notification: On 06/05/15, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21;

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4058-13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/20/2015

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise:

These services require a high level of expertise unique to executive level recruitment, including the ability to provide analytical assessments of potential candidates in order to determine the appropriateness for the positions, and use of media and other external resources not normally available to the City. The contractor will be selected through a mini-Request-For-Proposal process using the Department of Human Resources' list of pre-qualified consultants.

B. Which, if any, civil service class(es) normally perform(s) this work?

1244, 1246,

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

No.

**4. Why Classified Civil Service Cannot Perform**

A. Explain why civil service classes are not applicable:

The list of executive search consultants possess the unique skills and resources required to research, identify, and recruit at the executive level. Such services are used on a very intermittent, as-needed basis.

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

No. Classifications already exist.

**5. Additional Information (if "yes", attach explanation)**

YES    NO

- |  |                                     |                                     |
|--|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee?   | <input type="checkbox"/>            | <input checked="" 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?                                  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Cooperative Personnel Services. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
ON 06/05/15 BY:

Name: Cynthia Hamada Phone: 415.701.5381 Email: cynthia.hamada@sfmta.com

Address: 1 South Van Ness Avenue, 6th Floor San Francisco, CA 94103

# Receipt of Union Notification(s)

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**Hamada, Cynthia**

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**From:** dhr-psccordinator@sfgov.org on behalf of cynthia.hamada@sfmta.com  
**Sent:** Friday, June 05, 2015 1:03 PM  
**To:** Hamada, Cynthia; jebrenner@ifpte21.org; L21PSCReview@ifpte21.org; Hamada, Cynthia; DHR-PSCCoordinator, DHR; Isen, Richard  
**Subject:** Receipt of Modification Request to PSC # 4058-13/14 - MODIFICATIONS

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**Categories:** Green Category

PSC RECEIPT of Modification notification sent to Unions and DHR

The MUNICIPAL TRANSPORTATION AGENCY – MTA has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period July 2, 2015 – December 31, 2015. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU.

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/1289>

Email sent to the following addresses: [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org) [jebrenner@ifpte21.org](mailto:jebrenner@ifpte21.org)

# **Additional Attachment(s)**

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### Scope of Work

#### Current Scope of Work:

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Scope Change (please leave blank if there is no change in the initial entry):

The contractor will conduct executive searches to identify, assess and recruit candidates for five **or more** high-level specialized management positions at the San Francisco Municipal Transportation Agency (SFMTA). Services will include: developing search strategies; identifying and recruiting potential candidates; evaluating interested candidates; presenting final candidates; and performing follow-up duties as required.

#### Previous Scope of Work:

Concise Description of Proposed Work:

The contractor will conduct executive searches to identify, assess and recruit candidates for five high-level specialized management positions at the San Francisco Municipal Transportation Agency (SFMTA). Services will include: developing search strategies; identifying and recruiting potential candidates; evaluating interested candidates; presenting final candidates; and performing follow-up duties as required.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY Dept. Code: MTA

Type of Request: [ ] Initial [x] Modification of an existing PSC (PSC # 49011 - 13/14)

Type of Approval: [ ] Expedited [x] Regular ([ ] Omit Posting)

Type of Service: Drug and Alcohol Testing for Taxi Drivers

Funding Source: Operating Budget
PSC Original Approved Amount: \$2,700,000 PSC Original Approved Duration: 03/01/14 - 02/28/17 (3 years)
PSC Mod#1 Amount: \$1,800,000 PSC Mod#1 Duration: 03/01/17-05/31/20 (3 years 13 weeks)
PSC Mod#2 Amount: PSC Mod#2 Duration:
PSC Cumulative Amount Proposed: \$4,500,000 PSC Cumulative Duration Proposed: 6 years 13 weeks

1. Description of Work

A. Scope of Work:

The contractor will provide comprehensive drug and alcohol testing services for taxicab drivers in compliance with the Department of Transportation (DOT) and non-DOT Drug and Alcohol Testing Regulations. The contractor will provide an off-site facility to collect urine and breath samples to conduct pre-employment, post-accident, reasonable suspicion, and random testing for taxicab drivers in accordance with Federal and State regulations. California's Government Code section 53075.5 requires a drug and alcohol testing program for taxicab drivers to be substantially consistent with testing requirements of the Federal Code of Regulations, Title 49, Part 40 and Part 382.

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

The objective of the program is to ensure driver fitness for duty and to protect taxicab drivers, passengers and the public from risks posed by the use of prohibited drugs and abuse of alcohol. Denial would result in non-compliance with State regulations for taxi operations.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

No.

D. Will the contract(s) be renewed? Yes. The SFMTA will evaluate whether to exercise three addi

2. Union Notification: On 04/21/15, the Department notified the following employee organizations of this PSC/RFP request: SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Physicians and Dentists - 8CC; Phy

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49011 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/20/2015

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise:

The contractor must be a U.S. Department of Health and Human Services (DHHS) certified laboratory with qualified Medical Review Officer (MRO) and referral Substance Abuse Professional (SAP). The contractor is required to comply with all applicable medical standards and federal, state and local government safety codes, laws, and regulations related to drug and alcohol testing, for taxicab drivers. This includes the services of Substance Abuse Professionals and Medical Review Officers as determined by federal law.

B. Which, if any, civil service class(es) normally perform(s) this work?

2416,2220,2230,

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

Yes. The contractor will provide a DHHS-certified laboratory facilities and/or equipment for the collection and testing of specimens and collection sites must comply with all requirements specified in 49 CFR Part 40, subparts D and K.

**4. Why Classified Civil Service Cannot Perform**

A. Explain why civil service classes are not applicable:

Civil service classes are not applicable because the knowledge and experience required for this type of work requires knowledge, experience and training specified by 49 CFR Part 40, Subpart D and K, L.

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

No. There are legal mandates 49 CFR Part 40, requiring the contractor to meet specific standards and adhere to specific procedures.

**5. Additional Information (if "yes", attach explanation)**

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee? See Attachment.	<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? See Attachment.	<input checked="" type="checkbox"/>	<input 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 PSC 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

ON 04/21/15 BY:

Name: Cynthia Hamada Phone: 415.701.5381 Email: cynthia.hamada@sfmta.com

Address: One South Van Ness Avenue, 6th Fl. San Francisco, CA 94103

# Receipt of Union Notification(s)

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## Hamada, Cynthia

---

**From:** dhr-psccordinator@sfgov.org on behalf of cynthia.hamada@sfmta.com  
**Sent:** Tuesday, April 21, 2015 3:41 PM  
**To:** Hamada, Cynthia; david.canham@seiu1021.org; joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; jebrenner@ifpte21.org; L21PSCReview@ifpte21.org; jduritz@uapd.com; camaguey@sfmea.com; staff@sfmea.com; david.canham@seiu1021.org; joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; jebrenner@ifpte21.org; L21PSCReview@ifpte21.org; jduritz@uapd.com; camaguey@sfmea.com; staff@sfmea.com; david.canham@seiu1021.org; joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; jebrenner@ifpte21.org; L21PSCReview@ifpte21.org; jduritz@uapd.com; camaguey@sfmea.com; staff@sfmea.com; joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; jebrenner@ifpte21.org; L21PSCReview@ifpte21.org; jduritz@uapd.com; camaguey@sfmea.com; staff@sfmea.com; Hamada, Cynthia; DHR-PSCCoordinator, DHR; Isen, Richard  
**Subject:** Receipt of Modification Request to PSC # 49011 - 13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a modification request for a Personal Services Contract (PSC) for \$1,800,000 for services for the period March 1, 2017 – May 31, 2020. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/4870>

Email sent to the following addresses: [staff@sfmea.com](mailto:staff@sfmea.com) [camaguey@sfmea.com](mailto:camaguey@sfmea.com) [jduritz@uapd.com](mailto:jduritz@uapd.com)

[L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org) Please check the record to see if you selected a union where a corresponding email in the TO: field isn't present.

Either you selected none or there is no email entered in the system by that particular union [jebrenner@ifpte21.org](mailto:jebrenner@ifpte21.org) [Larry.Bradshaw@seiu1021.org](mailto:Larry.Bradshaw@seiu1021.org) [joe.tanner@seiu1021.net](mailto:joe.tanner@seiu1021.net) [staff@sfmea.com](mailto:staff@sfmea.com) [camaguey@sfmea.com](mailto:camaguey@sfmea.com) [jduritz@uapd.com](mailto:jduritz@uapd.com) [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org) [jebrenner@ifpte21.org](mailto:jebrenner@ifpte21.org) [Larry.Bradshaw@seiu1021.org](mailto:Larry.Bradshaw@seiu1021.org) [joe.tanner@seiu1021.net](mailto:joe.tanner@seiu1021.net) [david.canham@seiu1021.org](mailto:david.canham@seiu1021.org) [staff@sfmea.com](mailto:staff@sfmea.com) [camaguey@sfmea.com](mailto:camaguey@sfmea.com) [jduritz@uapd.com](mailto:jduritz@uapd.com) [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org) [jebrenner@ifpte21.org](mailto:jebrenner@ifpte21.org) [Larry.Bradshaw@seiu1021.org](mailto:Larry.Bradshaw@seiu1021.org) [joe.tanner@seiu1021.net](mailto:joe.tanner@seiu1021.net) [david.canham@seiu1021.org](mailto:david.canham@seiu1021.org)

# **Additional Attachment(s)**

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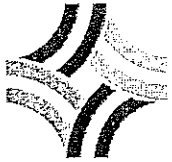
49011-13/14 Mod 1

### Explanation for Duration

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For all PSCs if the duration requested is 5 years or more, an explanation is required- historical PSC required:

This PSC is requiring a longer duration on implementation than anticipated.



**SFMTA**  
Municipal  
Transportation  
Agency

Edwin M. Lee, *Mayor*

Tom Nolan, *Chairman*

Malcolm Heinicke, *Director*

Joél Ramos, *Director*

Edward D. Reiskin, *Director of Transportation*

Cheryl Brinkman, *Vice-Chairman*

Jerry Lee, *Director*

Cristina Rubke, *Director*

Attachment to PSC #49011-13/14

**5. ADDITIONAL INFORMATION**

**B. Will the contractor train City and County employees?**

*Yes. Two (2) hours of classroom training using PowerPoint slides for: (8) 9144 Investigator, Taxi & Accessible Services; (1) 9179 Manager V, MTA; and, 9183 Deputy Director I, MTA, on how to Conduct "reasonable suspicion" testing of taxi drivers.*

**D. Are there federal or state grant requirements regarding the use of contractual services? 49 CFR Part 40**

*See in entirety at the following link.*

<http://www.ecfr.gov/cgi-bin/text->

[x?c=ecfr;sid=7be618c5eb56986bf8b5bd134450b9f3;rgn=div5;view=text;node=49%3A5.1.1.2.25;idno=49;cc=ecfr](http://www.ecfr.gov/cgi-bin/text-?c=ecfr;sid=7be618c5eb56986bf8b5bd134450b9f3;rgn=div5;view=text;node=49%3A5.1.1.2.25;idno=49;cc=ecfr)



## California Government Code Section 53075.5

(a) Notwithstanding Chapter 8 (commencing with Section 5351) of Division 2 of the Public Utilities Code, every city or county shall protect the public health, safety, and welfare by adopting an ordinance or resolution in regard to taxicab transportation service rendered in vehicles designed for carrying not more than eight persons, excluding the driver, which is operated within the jurisdiction of the city or county.

(b) Each city or county shall provide for, but is not limited to providing for, the following:

(1) A policy for entry into the business of providing taxicab transportation service. The policy shall include, but need not be limited to, all of the following provisions:

(A) Employment, or an offer of employment, as a taxicab driver in the jurisdiction, including compliance with all of the requirements of the program adopted pursuant to paragraph (3), shall be a condition of issuance of a driver's permit.

(B) The driver's permit shall become void upon termination of employment.

(C) The driver's permit shall state the name of the employer.

(D) The employer shall notify the city or county upon termination of employment.

(E) The driver shall return the permit to the city or county upon termination of employment.

(2) The establishment or registration of rates for the provision of taxicab transportation service.

(3) (A) A mandatory controlled substance and alcohol testing certification program. The program shall include, but need not be limited to, all of the following requirements:

(i) Drivers shall test negative for each of the controlled substances specified in Part 40 (commencing with Section 40.1) of Title 49 of the Code of Federal Regulations, before employment. Drivers shall test negative for these controlled substances and for alcohol as a condition of permit renewal or, if no periodic permit renewals are required, at such other times as the city or county shall designate. As used in this section, a negative test for alcohol means an alcohol screening test showing a breath alcohol concentration of less than 0.02 percent.

(ii) Procedures shall be substantially as in Part 40 (commencing with Section 40.1) of Title 49 of the Code of Federal Regulations, except that the driver shall show a valid California driver's license at the time and place of testing, and except as provided otherwise in this section. Requirements for rehabilitation and for return-to-duty and followup testing and other requirements, except as provided otherwise in this section, shall be substantially as in Part 382 (commencing with Section 382.101) of Title 49 of the Code of Federal Regulations.

(iii) A test in one jurisdiction shall be accepted as meeting the same requirement in any other jurisdiction. Any negative test result shall be accepted for one year as meeting a requirement for periodic permit renewal testing or any other periodic testing in that jurisdiction or any other jurisdiction, if the driver has not tested positive subsequent to a negative result. However, an earlier negative result shall not be accepted as meeting the pre-employment testing requirement for any subsequent employment, or any testing

requirements under the program other than periodic testing.

(iv) In the case of a self-employed independent driver, the test results shall be reported directly to the city or county, which shall notify the taxicab leasing company of record, if any, of positive results. In all other cases, the results shall be reported directly to the employing transportation operator, who may be required to notify the city or county of positive results.

(v) All test results are confidential and shall not be released without the consent of the driver, except as authorized or required by law.

(vi) Self-employed independent drivers shall be responsible for compliance with, and shall pay all costs of, this program with regard to themselves. Employing transportation operators shall be responsible for compliance with, and shall pay all costs of, this program with respect to their employees and potential employees, except that an operator may require employees who test positive to pay the costs of rehabilitation and of return-to-duty and followup testing.

(vii) Upon the request of a driver applying for a permit, the city or county shall give the driver a list of the consortia certified pursuant to Part 382 (commencing with Section 382.101) of Title 49 of the Code of Federal Regulations that the city or county knows offer tests in or near the jurisdiction.

(B) No evidence derived from a positive test result pursuant to the program shall be admissible in a criminal prosecution concerning unlawful possession, sale or distribution of controlled substances.

(c) Each city or county may levy service charges, fees, or assessments in an amount sufficient to pay for the costs of carrying out an ordinance or resolution adopted in regard to taxicab transportation services pursuant to this section.

(d) Nothing in this section prohibits a city or county from adopting additional requirements for a taxicab to operate in its jurisdiction.

(e) For purposes of this section, "employment" includes self-employment as an independent driver.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION Dept. Code: PUC

Type of Request: [ ] Initial [x] Modification of an existing PSC (PSC # 4124-09/10)
Type of Approval: [ ] Expedited [x] Regular [ ] Omit Posting

Type of Service: Specialized and Technical Services for the Recycled Water Program (CS-109)

Funding Source: WSIP Project Funds
PSC Original Approved Amount: \$3,700,000 PSC Original Approved Duration: 07/01/10 - 06/30/15 (5 years)
PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 07/01/15-11/30/16 (1 year 22 weeks)
PSC Mod#2 Amount: \$2,500,000 PSC Mod#2 Duration: 12/01/16-12/01/19 (3 years 1 day)
PSC Cumulative Amount Proposed: \$6,200,000 PSC Cumulative Duration Proposed: 9 years 22 weeks

1. Description of Work

A. Scope of Work:

Specialized and technical services in the areas of recycled water treatment, storage, distribution, operations, water quality, regulatory permitting, and other additional services related to the overall development and implementation of San Francisco Public Utilities Commission(SFPUC) recycled water projects.

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

As part of the Water System Improvement Program (WSIP), the SFPUC is developing a recycled water program to produce a new water supply that can be used for non-potable purposes. The successful completion of these projects requires specialized expertise related to recycled water facility, construction, and operation as well as expertise in securing regulatory permits to operate new facilities, and addressing public perception issues. Without this expertise, the projects cannot be completed, and the SFPUC will not be able to meet the WSIP objective of developing a new, sustainable water supply.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

This service is currently being provided via PSC No. 4124-09/10 (CS-109).

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

2. Union Notification: On 06/16/15, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4124-09/10

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/20/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Specialized engineering expertise related to the planning, design and construction of recycled water treatment systems such as microfiltration, reverse osmosis, ultraviolet disinfection; expertise in water quality assessments, and treatment process operation and optimization; expertise in irrigation system assessments; expertise in recycled water regulations and permitting; hydraulic modeling.

B. Which, if any, civil service class(es) normally perform(s) this work?

5211,5241,

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:

No. The technical services that will be provided for this project are highly specialized and not normally performed by engineers in these civil services classifications. Also, it should be noted that the overall engineering effort for these projects will include other routine engineering work (general civil, structural, etc.) that will be conducted by civil service classifications.

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

No. The specialized resources required for these projects are only needed for a short-term basis.

5. Additional Information (if "yes", attach explanation)

YES    NO

- A. Will the contractor directly supervise City and County employee?
- B. Will the contractor train City and County employee?
- 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 PSC contract with your department? Kennedy Jenks/Bahman Sheikh/WRE,JV

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 06/16/15 BY:

Name: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfwater.org

Address: 525 Golden Gate Avenue, 8th Floor San Francisco, CA 94102

# Receipt of Union Notification(s)

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**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [SJackson@sfwater.org](mailto:SJackson@sfwater.org)  
**To:** [Jackson, Shamica](mailto:Jackson,Shamica); [richardisen@gmail.com](mailto:richardisen@gmail.com); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [Jackson, Shamica](mailto:Jackson,Shamica); [DHR-PSCCoordinator, DHR](mailto:DHR-PSCCoordinator,DHR); [Isen, Richard](mailto:Isen,Richard)  
**Subject:** Receipt of Modification Request to PSC # 4124-09/10 - MODIFICATIONS  
**Date:** Tuesday, June 16, 2015 4:39:51 PM

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PSC RECEIPT of Modification notification sent to Unions and DHR

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The PUBLIC UTILITIES COMMISSION -- PUC has submitted a modification request for a Personal Services Contract (PSC) for \$2,500,000 for services for the period December 1, 2016 -- December 1, 2019. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/5245>  
Email sent to the following addresses: [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)  
[richardisen@gmail.com](mailto:richardisen@gmail.com)

# **Additional Attachment(s)**

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**MEMORANDUM**

**DATE:** June 19, 2015

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**TO:** San Francisco Civil Service Commission

**FROM:** Alaric Degrafinried  
 Manager, Contract Administration Bureau

**RE:** 5-Years plus Justification  
 CS-109, PSC No. 4124-09/10  
 Specialized & Technical Services for Recycled Water Program

The San Francisco Public Utilities Commission (SFPUC) is requesting Personal Service Contract authority in order to provide continued specialized engineering support through bid and award, construction, and system start-up for the recycled water program. These services extend beyond five (5) years, as indicated in the table below.

Original Value/Term	Amendment No. 1 Value/Term	Amendment No. 2 Value/Term	Total Value/Term
\$3,700,000 5 years	1 year, 5 months	\$2,500,000 3 years	\$6,200,000 9 years, 5 months

Thank you for consideration and should you have any questions please do not hesitate contact me at 415-551-4788.

Edwin M. Lee  
 Mayor

Ann Moller Caen  
 President

Francesca Viator  
 Vice President

Vince Courtney  
 Commissioner

Angon Moran  
 Commissioner

Ika Kwon  
 Commissioner

Harlan L. Kelly, Jr.  
 General Manager

