



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: March 7, 2011

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

From: Rachel Buerkle, ENV
David Curto, HSA
Donna Marion, LIB
Sean McFadden, REC
Parveen Boparai, MTA

Subject: Personal Services Contracts Approval Request

This report contains ten (10) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on July 1, 1996.

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

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

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

Total of this Report	YTD Expedited Approvals FY 2010-2011	Total for FY 2010-2011
\$142,483,600	\$1,822,645	\$370,799,633

Rachel Buerkle
Department of Environment
11 Grove St.
San Francisco, CA 94102

David Curto
Human Services Agency
1650 Mission St., Ste. 300
San Francisco, CA 94103

Donna Marion
Public Library
100 Larkin St.
San Francisco, CA 94102

Sean McFadden
Recreation & Park Department
501 Stanyan
San Francisco, CA 94117

Parveen Boparai
Municipal Transportation Agency
1 South Van Ness, 7th Floor
San Francisco, CA 94103

POSTING FOR

3/7/2011

PROPOSED PERSONAL SERVICES CONTRACTS

Regular, Continuing, Annual

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Start Date- End Date
4077-10/11	22	Environment	Regular	\$700,000	Administer all aspects of pre-tax employee benefit program, including participant enrollment through web-based database interface, distribution of transit fare media, customer service, account management, payroll interface and reconciliation, and reporting.	3/1/2011 - 6/30/2015
4078-10/11	45	Social Services	Regular	\$5,336,700	Services include facilities and staffing to run various community-based adult day care centers and centers servicing seniors suffering from Alzheimer's disease.	7/1/2011 - 6/30/2016
4079-10/11	45	Social Services	Regular	\$8,489,075	Services include provision of legal counseling, and representation, including but not limited to naturalization application and processing, for seniors and younger disabled adults.	7/1/2011 - 6/30/2016
4080-10/11	45	Social Services	Regular	\$14,260,320	Services include staffing and assistance in the form of case management. The provisions of case management include access or care coordination - including arranging services, developing and monitoring care management plans and coordinating services among providers - serving functionally impaired seniors, adults with disabilities and their families.	7/1/2011 - 6/30/2016
4081-10/11	45	Social Services	Regular	\$50,019,360	Services include facilities and staffing to run various community based courses focused on physical health, socialization, financial advice, elderly abuse prevention, and emergency services. The target populations served by these programs are seniors and adults with disabilities. These services include the Community Living Fund established by the Board of Supervisors Resolution #10-0832.	7/1/2011 - 6/30/2016
4082-10/11	45	Social Services	Regular	\$57,500,000	Contractors will provide and distribute food to low income San Francisco residents. Food distribution services will include home delivered and congregate meals, emergency food bags, and food pantries, emergency home delivered meals, free meals, and senior grocery bags.	7/1/2011 - 6/30/2016
4083-10/11	35	Municipal Transportation Agency	Regular	\$388,145	Consulting services to conduct a three part Nexus study to support existing and proposed transportation-related development impact and mitigation fees: a) Part I: Transit Impact Development Fee (TIDF), b) Part II: Comprehensive Transportation Impact Development Fee (CTIDF), c) part III: Automobile Trip Mitigation Fee (ATMF).	1/2/2011 - 7/31/2011
4084-10/11	42	Recreation & Park Commission	Regular	\$300,000	The San Francisco Recreation and Park Department (RPD) is in need of a third party environmental consultant to complete environmental analyses for the Minnie-Lovie Playground Athletic Fields Renovation. The objective of the environmental analysis services is to satisfy the requirements of the California Environmental Quality (CEQA), the CEQA Guidelines, National Environmental Policy Act (NEPA), the San Francisco Administrative Code Chapter 31, and applicable local, State, and Federal regulatory requirements.	2/15/2011 - 2/15/2014

POSTING FOR

3/7/2011

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

PSC No	DeptNo	Dept Description	Approval Type	Modified Amount	Cumulative Total	Description of Work	Start Date	End Date
4114-07/08	35	Municipal Transportation Agency	Regular	\$5,000,000	\$5,000,000	Will provide transit service related to the San Francisco Municipal Transportation Agency's (SFMTA's) implementation phase of the Transit Effectiveness Project (TEP). Proposed work includes transit best practices, service implementation, and evaluation services including transit planning, operations, finance, communications, demand and programmatic analyses. In an effort to promote the SFMTA's long-term financial stability, SFTMA is seeking technical expertise in transit planning, service implementation, and evaluation services. Denial of the extension of the contract for these services may jeopardize the implementation of TEP.	3/1/2008	11/4/2011
4028-06/07	41	Public Library	Regular	\$940,000	\$1,690,000	The San Francisco Public Library (Library) seeks a Contractor to develop a program to interpret and coordinate data, design form format, and issue notices and forms for the Library in multiple languages. The services include transforming electronic data, via File Transfer Protocol (FTP) to generate around 1,000 library notices per day, printing text of notices onto designated forms, and mailing them to library patrons first class presorted on the same day. Initially, the Contractor and Library staff will meet to define the specifications for and design each of the required forms: reserves, overdue, billed items, holds expired, and holds cancelled. Subsequent changes and/or additions to the forms would be made as needed and, on occasion, the Library would provide additional inserts, or camera-ready copy of same, to be included in the mailings.	11/1/2006	6/30/2015

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: 12/15/10

DEPARTMENT NAME: Environment DEPARTMENT NUMBER 22

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

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

TYPE OF SERVICE: Third-Party Administration of Pre-Tax Commuter Benefit Program

FUNDING SOURCE: Payroll Tax Savings; Proposition B Transportation Sales Tax, as needed

PSC AMOUNT: \$700,000 PSC DURATION: 3/01/11 - 6/30/15

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Administer all aspects of pre-tax employee benefit program, including participant enrollment through web-based database interface, distribution of transit fare media, customer service, account management, payroll interface and reconciliation, and reporting.

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

The program is part of the employee benefits package available to all CCSF employees and provides a significant incentive to take transit, in keeping with the City's Transit First Policy. Currently over 3,300 CCSF employees are enrolled in the program and participation increases monthly. Through the program, employees can deduct up to \$230 per month, pre-tax, from their paychecks in order to pay for transit and vanpool expenses. Denial would mean elimination of an important employee benefit, which has no net cost to the City (costs are covered by departmental payroll tax savings).

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

This is an on-going service. Third-party administration has been provided by Fringe Benefits Management Co. since 2007, and prior to that by Wage Works, Inc. Previous PSC#: 4130-06/07.

D. Will the contract(s) be renewed:

Contract will be for 2 years; if performance of the contractor is satisfactory, the contract may be renewed for two additional one-year periods.

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

Local 21 Union Name Rachel C. Buerkh Signature of person mailing/faxing form 12/20/10 Date
Local 1021 Union Name Rachel C. Buerkh Signature of person mailing/faxing form 12/20/10 Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

DEC 20 2011

PSC# 4077-10/11

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Specify required skills and/or expertise:

Must be a third-party benefits administrator with specialized knowledge of Internal Revenue Service Regulations applicable to Pre-Tax Commuter Benefits and the systems and processes necessary to deliver such benefits. Must have web-based participant enrollment/interface and account management system, technological capabilities to interface with CCSF Payroll system, data tracking and security methods compliant with HIPAA standards, professional telephone customer service with knowledge of all local SF Bay area wide transit options, and ability to directly deliver transit media on-time every month to multiple locations.

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

Portions of the work may be similar to work performed by 1209 Benefits Technician, 1210 Benefits Analyst, 1813 Senior Benefits Analyst, and 1814 Benefits Supervisor.

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

Yes. Account vendor would possess management systems specific to commuter benefits administration, affiliate agreements with SF Bay Area transit providers, web-based interface tool, and customer service call center with extended hours and knowledge of local SF Bay Area transit options

WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The existing classes are specialized in other benefit programs and do not possess knowledge and expertise in Pre-Tax Commuter Benefits, including the systems and processes specific to such programs and legal knowledge of Internal Revenue Service Code section 132(f).

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

No, because of the numerous special systems and processes are needed to perform this work, it would not be cost-effective to operate such a program internally.

ADDITIONAL INFORMATION (if "yes," attach explanation)

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

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

B. Will the contractor train City and County employees?

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

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

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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E. Has a board or commission determined that contracting is the most effective way to provide this service?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

<input type="checkbox"/>	<input type="checkbox"/>
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Unknown – contract will be bid

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

Rachel C. Buerkle

Signature of Departmental Personal Services Contract Coordinator

Rachel Buerkle

Print or Type Name

355-3704

Telephone Number

Department of the Environment

11 Grove St. San Francisco, CA 94102



Fw: PSC for 3rd party Commuter Benefits Administration
Rachel Buerkle to: DHR-PSCCoordinator

12/20/2010 11:23 AM

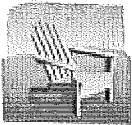
Attached below the union notification is the PSC form for this service. Also attached is a copy of the prior PSC form from 2007. Thanks very much.

Rachel C. Buerkle
SF Environment
(415)355-3704
rachel.buerkle@sfgov.org



PSC1 Commuter Benefits 207.doc

----- Forwarded by Rachel Buerkle/ENV/SFGOV on 12/20/2010 11:12 AM -----



Rachel Buerkle/ENV/SFGOV
12/20/2010 11:11 AM

To daz.lamparas@seiu1021.org, pattie.tamura@seiu1021.org,
jebrenner@ifpte21.org
cc Adeline Canez/ENV/SFGOV@SFGOV, Bob
Hayden/ENV/SFGOV@SFGOV
Subject PSC for 3rd party Commuter Benefits Administration

Attached is the PSC for our proposed contract for 3rd party administration for the commuter benefits program. This is an on-going service.

Please let me know if you need any further information. The staff at Environment who handle this program are:

Adeline Canez (355-3729) and Bob Hayden (355-3740).

Rachel C. Buerkle
SF Environment
(415)355-3704
rachel.buerkle@sfgov.org



1st-Floor-.PDF

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 3/02/07
DEPARTMENT NAME ENVIRONMENT DEPARTMENT NUMBER 22

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

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

TYPE OF SERVICE: Third-Party Administrator of Pre-Tax Commuter Benefit Program

FUNDING SOURCE: Payroll Tax Savings; Proposition B Transportation Sales Tax, as needed

PSC AMOUNT: \$900,000.00 PSC DURATION : May 1, 2007 - June 30, 2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Administer all aspects of pre-tax employee benefit program, including participant enrollment through web-based database interface, distribution of transit fare media, customer service, account management, payroll interface and reconciliation, and reporting.

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

The program is part of the employee benefits package available to all CCSF employees and provides a significant incentive to take transit, in keeping with the City's Transit First Policy. Currently over 3,500 CCSF employees are enrolled in the program and participation increases monthly. Through the program, employees can deduct up to \$110 per month, pre-tax, from their paychecks in order to pay for transit and vanpool expenses. Denial would mean elimination of an important employee benefit, which has no net cost to the City (costs are covered by departmental payroll tax savings).

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

This is an on-going service. Third-party administration has been provided by WageWorks, Inc. since 2003, and prior to that by Employee Benefits Specialists since 1999. Previous PSC#: 4123-02/03

D. Will the contract(s) be renewed: Contract will be for 2 years; if performance of the contractor is satisfactory, the contract may be renewed for two additional one-year periods.

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

Table with 3 columns: Union Name, Signature of person mailing / faxing form, Date. Rows include Local 21 and Local 790 with handwritten signatures.

RFP sent to [Union Name], on [Date], [Signature]

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION: 0004

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Must be a third-party benefits administrator with specialized knowledge of Internal Revenue Service Regulations applicable to Pre-Tax Commuter Benefits and the systems and processes necessary to deliver such benefits. Must have web-based participant enrollment/interface and account management system, technological capabilities to interface with CCSF Payroll system, data tracking and security methods compliant with HIPAA standards, professional telephone customer service with knowledge of all local SF Bay area wide transit options, and ability to directly deliver transit media on-time every month to multiple locations.

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

Portions of the work may be similar to work performed by 1209 Benefits Technician, 1210 Benefits Analyst, 1813 Senior Benefits Analyst, and 1814 Benefits Supervisor.

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

Yes. Account vendor would possess management systems specific to commuter benefits administration, affiliate agreements with SF.Bay Area transit providers, web-based interface tool, and customer service call center with extended hours and knowledge of local SF Bay Area transit options.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The existing classes are specialized in other benefit programs and do not possess knowledge and expertise in Pre-Tax Commuter Benefits, including the systems and processes specific to such programs and legal knowledge of Internal Revenue Service Code section 132(f).

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

No, because of the numerous special systems and processes are needed to perform this work, it would not be cost-effective to operate such a program internally.

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

Yes No

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

X

B. Will the contractor train City and County employees?

X

- Describe training and indicate approximate number of hours.

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

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

X

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

X

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

X

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

Unknown: RFP in process

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

Signature of Departmental Personal Services Contract Coordinator

Rachel C. Buerkle

415-355-3704

Department of the Environment, 11 Grove St. San Francisco, CA 94102

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 7, 2011
DEPARTMENT NAME HUMAN SERVICES AGENCY DEPARTMENT
NUMBER 45

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

TYPE OF REQUEST:
INITIAL REQUEST DAAS Grant

TYPE OF SERVICE: Adult Day Care Services including Alzheimer's Services and Long-Term Care
Activities

FUNDING SOURCE: 90% State and 10% County general funds

PSC AMOUNT: \$1,067,340 (Annual Estimated Amount) PSC DURATION: 7/1/11-6/30/16
\$5,336,700 (PSC Duration Amount)

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Services include facilities and staffing to run various community-based adult day care centers and centers
servicing seniors suffering from Alzheimer's disease.

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

The services are necessary to allow seniors to remain in their homes and avoid institutionalization.
These services provide social, physical and mental activities that enhance the quality of life for
these seniors as well as offering respite to the care takers of these seniors.

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

PSC 2003-06/07

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

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate
(refer to instructions for specific procedures): SEE ATTACHED NOTICE SENT 1-7-11

Locals 1021, 21
Union Name Signature of person mailing / faxing form Date

Union Name Signature of person mailing / faxing form Date

RFP sent to N/A, on
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

FEB 08 2011

PSC# 4078 - 10/11
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Experience in working with seniors and senior suffering from Alzheimer's disease in a social day setting.

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

None.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: **Community based organizations provide the adult day care facilities that are monitored and approved by the State Community Care Licensing Division for this use.**

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The services are provided through non profit organizations and heavily rely upon community volunteers to help assist the senior clients.

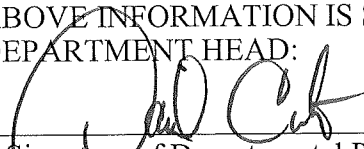
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. The services are provided through non profit organizations and heavily rely upon community volunteers to help assist the senior clients.

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

- | | <u>Yes</u> | <u>No</u> |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?
- Describe training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there legal/policy mandates requiring the use of contractual services?
State Licensed facilities and policy decision regarding community based services. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? Yes State requirements | <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? Aging and Adult Services Commission. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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


 Signature of Departmental Personal Services Contract Coordinator
 David Curto, Director of Contracts, Human Services Agency (415) 557-5581
 1650 Mission Street Suite 300
 San Francisco, CA 94103

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 7, 2011
DEPARTMENT NAME HUMAN SERVICES AGENCY DEPARTMENT
NUMBER 45

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

TYPE OF REQUEST:
INITIAL REQUEST DAAS Grant

TYPE OF SERVICE: Adult Day Care Services including Alzheimer's Services and Long-Term Care
Activities

FUNDING SOURCE: 90% State and 10% County general funds

PSC AMOUNT: \$1,067,340 (Annual Estimated Amount) PSC DURATION : 7/1/11-6/30/16

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Services include facilities and staffing to run various community based adult day care centers and centers
servicing seniors suffering from Alzheimer's disease

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

The services are necessary to allow seniors to remain in their homes and avoid institutionalization.
These services provide social, physical and mental activities that enhance the quality of life for
these seniors as well as offering respite to the care takers of these seniors.

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

PSC 2003-06/07

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

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

Locals 1021, 21 Union Name
Mangie Padella Signature of person mailing / faxing form
1/7/11 Date

Union Name Signature of person mailing / faxing form Date

RFP 337 sent to Locals 1021, 21, on 11/17/06
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:



David
Flores/DHS/CCSF@CCSF
02/08/2011 01:00 PM

To Maria Ryan/DHR/SFGOV@SFGOV
cc David Curto/DHS/CCSF@CCSF, Maiza
Padilla/DHS/CCSF@CCSF, Alicia
Broussard/DHS/CCSF@CCSF
bcc

Subject Fw: Personal Services Contract Summary

Maria:

I am forwarding the original e-mail sent by Alicia Broussard from our office notifying the unions of the proposed PSC renewals. As Dave Curto indicated, the notification was also faxed by Maiza Padilla. We will provide the fax transmittal cover upon Maiza's return to work.

David

----- Forwarded by David Flores/DHS/CCSF on 02/08/2011 12:53 PM -----

Alicia Broussard/DHS/CCSF
01/07/2011 03:08 PM

To Maki.Matsumura@seiu1021.org, Maria
Guillen/DHS/CCSF@CCSF, George
Diaz/DHS/CCSF@CCSF, margot.reed@seiu1021.org,
arcelia.montoya@seiu1021.org, jebrenner@ifpte21.org
cc David Curto/DHS/CCSF@CCSF, David
Flores/DHS/CCSF@CCSF

Subject Personal Services Contract Summary

Please be advised that the attached actions will be submitted to the Civil Service Commission for approval.

You are hereby noticed pursuant to exiting policy. Fax copies will follow.

Thank You



PSC Case Management.pdf



PSC Adult Day Care.pdf



PSC Food Programs.pdf



PSC Legal and Naturalization.pdf



PSC Com Serv , CLF.pdf

Alicia Broussard
1650 Mission Street Suite 300
San Francisco
415-557-5140
alicia.broussard@sfgov.org

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 5, 2007

DEPARTMENT NAME HUMAN SERVICES DEPARTMENT NUMBER 45

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

TYPE OF REQUEST: INITIAL REQUEST DAAS Grant

TYPE OF SERVICE: Adult Day Care Services including Alzheimers Services

FUNDING SOURCE: 90% State and 10%County general funds

PSC AMOUNT: \$766,171 (Annual Estimated Amount) PSC DURATION : 7/1/07 - ongoing

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Services include facilities and staffing to run various community based adult day care centers and centers servicing seniors suffering from Alzheimer's disease

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

The services are necessary to allow seniors to remain in their homes and avoid institutionalization. These services provide social, physical and mental activities that enhance the quality of life for these seniors as well as offering respite to the care takers of these seniors.

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

It has been provided using a grant agreement and not Subject to Civil Service approval.

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

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

Locals 790, 535, 21
Union Name Signature of person mailing / faxing form Date

Union Name Signature of person mailing / faxing form Date

RFP sent to N/A, on
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Experience in working with seniors and senior suffering from Alzhiemers disease in a social day setting.

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

None.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: **Community based organizations provide the adult day care facilites that are monitored and approved by the State for this use.**

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The services are provided through non profit organizations and heavily rely upon community volunteers to help assist the senior clients

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

No. The services are provided through non profit organizations and heavily rely upon community volunteers to help assist the senior clients.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

<input checked="" type="checkbox"/>	<input type="checkbox"/>
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State license facilities and policy decision regarding community based services.

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

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

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

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

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

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

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

Signature of Departmental Personal Services Contract Coordinator
 David Curto, Director of Contracts, Human Services Agency (415) 557-5581
 1650 Mission Street Suite 300
 San Francisco, CA 94103

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 6, 2011
DEPARTMENT NAME HUMAN SERVICES AGENCY (Department of Aging and Adult Services)
DEPARTMENT NUMBER 45

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

TYPE OF REQUEST:
INITIAL REQUEST DAAS Grant

TYPE OF SERVICE: Legal and Naturalization Assistance

FUNDING SOURCE: 26% Federal and 74% County general funds

PSC AMOUNT: \$1,697,815 (Annual Estimated Amount) PSC DURATION : 7/1/11-6/30/16
\$8,489,075 (PSC Duration Amount)

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Services include provision of legal counseling, and representation, including but not limited to naturalization application and processing, for seniors and younger disabled adults.

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

The services are necessary to provide seniors and younger disabled adults with information and legal assistance that they may otherwise be unaware of or unable to afford. These programs service seniors and younger adults with disabilities so they can become informed of their legal rights and responsibilities and avoid actions that may result in legal implications.

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

PSC 2002-06/07

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

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures): SEE ATTACHED NOTICE SENT 1-7-11

Locals 1021, 21
Union Name Signature of person mailing / faxing form Date

Union Name Signature of person mailing / faxing form Date

RFP 467 sent to Local 1021, 21, on 10/29/10
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4079-10/11
STAFF ANALYSIS/RECOMMENDATION:

FEB 08 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Law Degree with Naturalization specialty, with language capacity.

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

None.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable for this type of service:

The workload is cyclical, and the services and language capacity are specialties in the legal field.

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

No. The workload is cyclical, and the services and language capacity are specialties in the legal field.

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

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

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

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

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

C. Are there legal/policy mandates requiring the use of contractual services?
Policy and consumer choice in legal/consultation and representation.

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

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

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

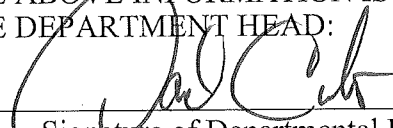
E. Has a board or commission determined that contracting is the most effective way to provide this service? **Aging and Adult Services Commission.**

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

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

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

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



Signature of Departmental Personal Services Contract Coordinator
 David Curto, Director of Contracts, Human Services Agency (415) 557-5581
 1650 Mission Street Suite 300
 San Francisco, CA 94103

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 6, 2011

DEPARTMENT NAME HUMAN SERVICES AGENCY (Department of Aging and Adult Services)

DEPARTMENT NUMBER 45

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

TYPE OF REQUEST:
INITIAL REQUEST DAAS Grant

TYPE OF SERVICE: Legal and Naturalization Assistance

FUNDING SOURCE: 26% Federal and 74% County general funds

PSC AMOUNT: \$1,697,815 (Annual Estimated Amount) PSC DURATION : 7/1/11-6/30/16

1. DESCRIPTION OF WORK:

A. Concise description of proposed work:

Services include provision of legal counseling, and representation, including but not limited to naturalization application and processing, for seniors and younger disabled adults.

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

The services are necessary to provide seniors and younger disabled adults with information and legal assistance that they may otherwise be unaware of or unable to afford. These programs service seniors and younger adults with disabilities so they can become informed of their legal rights and responsibilities and avoid actions that may result in legal implications.

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

PSC 2002-06/07

D. Will the contract(s) be renewed: **YES**

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

Locals 1021, 21 Mangini Padella 1/7/11
Union Name Signature of person mailing / faxing form Date

Union Name Signature of person mailing / faxing form Date
RFP 467 sent to Local 1021, 21, on 10/29/10 Signature
Union Name Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# _____
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

David
Flores/DHS/CCSF@CCSF
02/08/2011 01:00 PM

To Maria Ryan/DHR/SFGOV@SFGOV
cc David Curto/DHS/CCSF@CCSF, Maiza
Padilla/DHS/CCSF@CCSF, Alicia
Broussard/DHS/CCSF@CCSF
bcc

Subject Fw: Personal Services Contract Summary

Maria:

I am forwarding the original e-mail sent by Alicia Broussard from our office notifying the unions of the proposed PSC renewals. As Dave Curto indicated, the notification was also faxed by Maiza Padilla. We will provide the fax transmittal cover upon Maiza's return to work.

David

----- Forwarded by David Flores/DHS/CCSF on 02/08/2011 12:53 PM -----

Alicia Broussard/DHS/CCSF
01/07/2011 03:08 PM

To Maki.Matsumura@seiu1021.org, Maria
Guillen/DHS/CCSF@CCSF, George
Diaz/DHS/CCSF@CCSF, margot.reed@seiu1021.org,
arcelia.montoya@seiu1021.org, jebrenner@ifpte21.org
cc David Curto/DHS/CCSF@CCSF, David
Flores/DHS/CCSF@CCSF

Subject Personal Services Contract Summary

Please be advised that the attached actions will be submitted to the Civil Service Commission for approval.

You are hereby noticed pursuant to exiting policy. Fax copies will follow.

Thank You



PSC Case Management.pdf , PSC Adult Day Care.pdf PSC Food Programs.pdf PSC Legal and Naturalization.pdf



PSC Com Serve , CLF.pdf

Alicia Broussard
1650 Mission Street Suite 300
San Francisco
415-557-5140
alicia.broussard@sfgov.org

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 5, 2007

DEPARTMENT NAME HUMAN SERVICES AGENCY (Department of Adult and Aging Services)

DEPARTMENT NUMBER 45

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

TYPE OF REQUEST: INITIAL REQUEST DAAS Grant

TYPE OF SERVICE: Legal and Naturalization Assistance

FUNDING SOURCE: 10% Federal and 90% County general funds

PSC AMOUNT: \$2,035,500 (Annual Estimated Amount) PSC DURATION: 7/1/07 - ongoing

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Services include provision of legal counseling, and representation, including but not limited to naturalization application and processing, for seniors and disabled adults.

B. Explain why this service is necessary and the consequences of denial: The services are necessary to provide seniors and disabled adults with information and legal assistance that they may otherwise be unaware of or unable to afford. These programs service seniors and adults with disabilities so they can become informed of their legal rights and responsibilities and avoid actions that may result in legal implications.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): It has been provided using a grant agreement and not Subject to Civil Service approval.

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

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

Locals 790, 535, 21
Union Name Signature of person mailing / faxing form Date

RFP sent to N/A, on
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Law Degree with Naturalization specialty, with language capacity

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

None.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable for this type of service:

The workload is cyclical, and the services and language capacity are specialties in the legal field.

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

No. The workload is cyclical, and the services and language capacity are specialties in the legal field.

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

Yes No

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

B. Will the contractor train City and County employees?

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

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

Policy and consumer choice in legal representation.

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

E. Has a board or commission determined that contracting is the most effective way to provide this service? **Adult and Aging Services Commission.**

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

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

Signature of Departmental Personal Services Contract Coordinator
David Curto, Director of Contracts, Human Services Agency (415) 557-5581
1650 Mission Street Suite 300
San Francisco, CA 94103

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 6, 2011

DEPARTMENT NAME HUMAN SERVICES AGENCY (Department of Aging and Adult Services)

DEPARTMENT NUMBER 45

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

TYPE OF REQUEST: INITIAL REQUEST DAAS Grant

TYPE OF SERVICE: Case Management

FUNDING SOURCE: 3% Federal, 10% State and 87% County general funds

PSC AMOUNT: \$2,852,064 (Annual Estimated Amount) PSC DURATION : 7/1/11-6/30/16
\$14,260,320 (PSC Duration Amount)

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Services include staffing and assistance in the form of case management. The provisions of case management include access or care coordination- including arranging services, developing and monitoring care management plans and coordinating services among providers- servicing functionally impaired seniors, adults with disabilities and their families.
B. Explain why this service is necessary and the consequences of denial: The services are necessary to assess and address the needs of impaired seniors and adults with disabilities to provide information and access to additional assistance based on individual needs. The services promote autonomy, community awareness and participation, and enable them to avoid institutionalization while promoting and maintaining the optimum level of function in the most independent setting.
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): PSC 2000-06/07
D. Will the contract(s) be renewed: YES

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures): SEE ATTACHED NOTICE SENT 1-7-11

Locals 1021, 21 Union Name Signature of person mailing / faxing form Date
Union Name Signature of person mailing / faxing form Date

RFP sent to N/A, on Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4080-10/11 STAFF ANALYSIS/RECOMMENDATION:

FEB 08 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. **Experience in case management with elderly and disabled adult specialty, with language capacity. Services are provided in the homes or at community centers serving this population.**

B. Which, if any, civil service class normally performs this work?
None.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:
The services are provided through non-profit organizations and heavily rely upon community volunteers to help assist the senior clients.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. The services are provided through non-profit organizations and heavily rely upon community volunteers to help assist the senior clients.

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

Yes No

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

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

C. Are there legal/policy mandates requiring the use of contractual services?
Policy and consumer choice/preference in case management. Older Americans Act title III and Title IV

D. Are there federal or state grant requirements regarding the use of contractual services? **No Policy decisions**

E. Has a board or commission determined that contracting is the most effective way to provide this service? **Adult and Aging Services Commission.**

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

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

Signature of Departmental Personal Services Contract Coordinator
David Curto, Director of Contracts, Human Services Agency (415) 557-5581
1650 Mission Street Suite 300
San Francisco, CA 94103

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 6, 2011
DEPARTMENT NAME HUMAN SERVICES AGENCY (Department of Aging and Adult Services)

DEPARTMENT NUMBER 45

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

TYPE OF REQUEST: INITIAL REQUEST DAAS Grant

TYPE OF SERVICE: Case Management

FUNDING SOURCE: 13% Federal, and 87% County general funds

PSC AMOUNT: \$2,852,064 (Annual Estimated Amount) PSC DURATION : 7/1/11-6/30/16

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Services include staffing and assistance in the form of case management. The provisions of case management include access or care coordination- including arranging services, developing and monitoring care management plans and coordinating services among providers- servicing functionally impaired seniors, adults with disabilities and their families.
B. Explain why this service is necessary and the consequences of denial: The services are necessary to assess and address the needs of impaired seniors and adults with disabilities to provide information and access to additional assistance based on individual needs. The services promote autonomy, community awareness and participation, and enable them to avoid institutionalization while promoting and maintaining the optimum level of function in the most independent setting.
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): PSC 2000-06/07
D. Will the contract(s) be renewed: YES

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

Locals 1021, 21 Union Name
Signature of person mailing / faxing form
Date 1/7/11

RFP 453 sent to Locals 1021, 21 Union Name, on 4/15/10 Date
Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

David
Flores/DHS/CCSF@CCSF
02/08/2011 01:00 PM

To: Maria Ryan/DHR/SFGOV@SFGOV
cc: David Curto/DHS/CCSF@CCSF, Maiza Padilla/DHS/CCSF@CCSF, Alicia Broussard/DHS/CCSF@CCSF
bcc:
Subject: Fw: Personal Services Contract Summary

Maria:

I am forwarding the original e-mail sent by Alicia Broussard from our office notifying the unions of the proposed PSC renewals. As Dave Curto indicated, the notification was also faxed by Maiza Padilla. We will provide the fax transmittal cover upon Maiza's return to work.

David

----- Forwarded by David Flores/DHS/CCSF on 02/08/2011 12:53 PM -----

Alicia Broussard/DHS/CCSF
01/07/2011 03:08 PM

To: Maki.Matsumura@seiu1021.org, Maria Guillen/DHS/CCSF@CCSF, George Diaz/DHS/CCSF@CCSF, margot.reed@seiu1021.org, arcelia.montoya@seiu1021.org, jebrenner@ifpte21.org
cc: David Curto/DHS/CCSF@CCSF, David Flores/DHS/CCSF@CCSF
Subject: Personal Services Contract Summary

Please be advised that the attached actions will be submitted to the Civil Service Commission for approval.

You are hereby noticed pursuant to exiting policy. Fax copies will follow.

Thank You



PSC Case Management.pdf



PSC Adult Day Care.pdf



PSC Food Programs.pdf



PSC Legal and Naturalization.pdf



PSC Com Serv, CLF.pdf

Alicia Broussard
1650 Mission Street Suite 300
San Francisco
415-557-5140
alicia.broussard@sfgov.org

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 5, 2007

DEPARTMENT NAME HUMAN SERVICES AGENCY (Department of Aging and Adult Services)

DEPARTMENT NUMBER 45

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

TYPE OF REQUEST:
INITIAL REQUEST DAAS Grant

TYPE OF SERVICE: Case Management and Senior Empowerment

FUNDING SOURCE: 3% Federal, 10% State and 87% County general funds

PSC AMOUNT: \$3,512,000 (Annual Estimated Amount) PSC DURATION : 7/1/07 - ongoing

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Services include staffing and assistance in the form of case management and senior empowerment. The provisions of case management include access or care coordination- including arranging services, developing and monitoring care management plans and coordinating services among providers- servicing functionally impaired seniors, adults with disabilities and their families.

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

The services are necessary to assess and address the needs of impaired seniors and adults with disabilities to provide information and access to additional assistance based on individual needs. The services promote autonomy, community awareness and participation, and enable them to avoid institutionalization while promoting and maintaining the optimum level of function in the most independent setting.

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

It has been provided using a grant agreement and not Subject to Civil Service approval.

D. Will the contract(s) be renewed: **YES**

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

Locals 790, 535, 21

Union Name

Signature of person mailing / faxing form

Date

Union Name

Signature of person mailing / faxing form

Date

RFP sent to N/A, on _____

Union Name

Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# _____

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. **Experience in case management with elderly and disabled adult specialty, with language capacity. Services are provided in the homes or at community centers serving these populations.**

B. Which, if any, civil service class normally performs this work?
None.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:
The services are provided through non-profit organizations and heavily rely upon community volunteers to help assist the senior clients.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. The services are provided through non-profit organizations and heavily rely upon community volunteers to help assist the senior clients.

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

Yes No

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

B. Will the contractor train City and County employees?

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

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

Policy and consumer choice/preference in case management. Older Americans Act title III and Title IV

D. Are there federal or state grant requirements regarding the use of contractual services? **No Policy decisions**

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

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

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

Signature of Departmental Personal Services Contract Coordinator
 David Curto, Director of Contracts, Human Services Agency (415) 557-5581
 1650 Mission Street Suite 300
 San Francisco, CA 94103

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 6, 2011

DEPARTMENT NAME HUMAN SERVICES AGENCY (Department of Aging and Adult Services)

DEPARTMENT NUMBER 45

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

TYPE OF REQUEST:
INITIAL REQUEST DAAS Grant

TYPE OF SERVICE: Community Services, Elder Abuse Prevention and Emergency Services

FUNDING SOURCE: 5% Federal, 10 % State, and 85 % County general funds

PSC AMOUNT: \$10,003,872 (Annual Estimated Amount) PSC DURATION : 7/1/11-6/30/16
\$50,019,360 (PSC Duration Amount)

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Services include facilities and staffing to run various community based courses focused on physical health, socialization, financial advice, elderly abuse prevention, and emergency services. The target populations served by these programs are seniors and adults with disabilities. These services include the Community Living Fund established by the Board of Supervisors Resolution # 10-0832.

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

These services are intended to reduce unnecessary institutionalization by providing seniors and younger adults with disabilities with options for where and how they receive assistance, care and support, through case management and other services. No individual willing and able to live in the community should be institutionalized because of a lack of community-based long-term care and supportive services. The services are necessary to promote stability and self-sufficiency, socialization, wellness and enhanced quality of life, as well as prevent isolation, in addition to providing accessible information and assistance on abuse prevention and emergency services. These services also provide emergency assistance during times of distress to seniors and younger adults with disabilities.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):
PSC 2001-06/07

D. Will the contract(s) be renewed: **YES**

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures): *SEE ATTACHED NOTICES SEND 1-7-11*

Locals 1021, 21 _____
Union Name Signature of person mailing / faxing form Date

Union Name Signature of person mailing / faxing form Date

FEB 08 2011

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4081-10/11

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: **Expertise in activity coordination, recognition of elderly abuse, and establishing emergency services provisions, with language capacity in a community based center or activity center.**

B. Which, if any, civil service class normally performs this work?
None. Referrals come from APS and Community Living Fund staff classes

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: **Community based organizations provide the activities in facilities that support specific communities with recreational and central services.**

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. **Explain why civil service classes are not applicable:**
The services are provided through non profit organizations and heavily rely upon community volunteers to help assist the senior clients.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. The services are provided through non profit organizations and heavily rely upon community volunteers to help assist the senior clients.

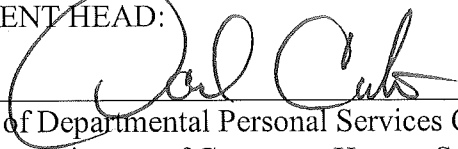
5. ADDITIONAL INFORMATION (if "yes", attach explanation)

- | | Yes | No |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?
- Describe training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there legal/policy mandates requiring the use of contractual services?
policy decisions regarding community based services. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? Yes State requirements | <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? Ageing and Adult Services Commission. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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



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



Signature of Departmental Personal Services Contract Coordinator
David Curto, Director of Contracts, Human Services Agency (415) 557-5581
1650 Mission Street Suite 300
San Francisco, CA 94103

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 6, 2011

DEPARTMENT NAME HUMAN SERVICES AGENCY (Department of Aging and Adult Services)

DEPARTMENT NUMBER 45

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

TYPE OF REQUEST:
INITIAL REQUEST DAAS Grant

TYPE OF SERVICE: Community Services, Elder Abuse Prevention and Emergency Services

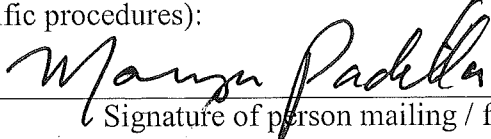
FUNDING SOURCE: 5% Federal, 10 % State, and 85 % County general funds

PSC AMOUNT: \$10,003,872 (Annual Estimated Amount) PSC DURATION : 7/1/11-6/30/16

1. DESCRIPTION OF WORK

- A. Concise description of proposed work:
Services include facilities and staffing to run various community based courses focused on physical health, socialization, financial advice, elderly abuse prevention, and emergency services. The target populations served by these programs are seniors and adults with disabilities. These services include the Community Living Fund established by the Board of Supervisors Resolution # 10-0832.
- B. Explain why this service is necessary and the consequences of denial:
These services are intended to reduce unnecessary institutionalization by providing seniors and younger adults with disabilities with options for where and how they receive assistance, care and support, through case management and other services. No individual willing and able to live in the community should be institutionalized because of a lack of community-based long-term care and supportive services. The services are necessary to promote stability and self-sufficiency, socialization, wellness and enhanced quality of life, as well as prevent isolation, in addition to providing accessible information and assistance on abuse prevention and emergency services. These services also provide emergency assistance during times of distress to seniors and younger adults with disabilities.
- C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):
PSC 2001-06/07
- D. Will the contract(s) be renewed: **YES**

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

<u>Locals 1021, 21</u>		<u>1/7/11</u>
Union Name	Signature of person mailing / faxing form	Date
Union Name	Signature of person mailing / faxing form	Date


Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# _____
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: **Expertise in activity coordination, recognition of elderly abuse, and establishing emergency services provisions, with language capacity in a community based center or activity center.**

- B. Which, if any, civil service class normally performs this work?
None. Referrals come from APS and Community Living Fund staff Classes

- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: **Community based organizations provide the activities in facilities that support specific communities with recreational and central services.**

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. **Explain why civil service classes are not applicable:**
The services are provided through non profit organizations and heavily rely upon community volunteers to help assist the senior clients.

- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. The services are provided through non profit organizations and heavily rely upon community volunteers to help assist the senior clients.

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

- | | Yes | No |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?
- Describe training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there legal/policy mandates requiring the use of contractual services?
policy decisions regarding community based services. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? Yes State requirements | <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? Aging and Adult Services Commission. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

David
Flores/DHS/CCSF@CCSF
02/08/2011 01:00 PM

To Maria Ryan/DHR/SFGOV@SFGOV
cc David Curto/DHS/CCSF@CCSF, Maiza
Padilla/DHS/CCSF@CCSF, Alicia
Broussard/DHS/CCSF@CCSF
bcc

Subject Fw: Personal Services Contract Summary

Maria:

I am forwarding the original e-mail sent by Alicia Broussard from our office notifying the unions of the proposed PSC renewals. As Dave Curto indicated, the notification was also faxed by Maiza Padilla. We will provide the fax transmittal cover upon Maiza's return to work.

David

----- Forwarded by David Flores/DHS/CCSF on 02/08/2011 12:53 PM -----

Alicia Broussard/DHS/CCSF

01/07/2011 03:08 PM

To Maki.Matsumura@seiu1021.org, Maria
Guillen/DHS/CCSF@CCSF, George
Diaz/DHS/CCSF@CCSF, margot.reed@seiu1021.org,
arcelia.montoya@seiu1021.org, jebrenner@ifpte21.org
cc David Curto/DHS/CCSF@CCSF, David
Flores/DHS/CCSF@CCSF
Subject Personal Services Contract Summary

Please be advised that the attached actions will be submitted to the Civil Service Commission for approval.

You are hereby noticed pursuant to exiting policy. Fax copies will follow.

Thank You



PSC Case Management.pdf



PSC Adult Day Care.pdf



PSC Food Programs.pdf



PSC Legal and Naturalization.pdf



PSC Com Servc , CLF.pdf

Alicia Broussard
1650 Mission Street Suite 300
San Francisco
415-557-5140
alicia.broussard@sfgov.org

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 5, 2007

DEPARTMENT NAME HUMAN SERVICES AGENCY (Department of Adult and Aging Services)

DEPARTMENT NUMBER 45

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

TYPE OF REQUEST: INITIAL REQUEST DAAS Grant

TYPE OF SERVICE: Community Services, Elder Abuse Prevention and Emergency Services

FUNDING SOURCE: 5% Federal, 10 % State, and 85 % County general funds

PSC AMOUNT: \$6,085,211 (Annual Estimated Amount) PSC DURATION : 7/1/07 - ongoing

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Services include facilities and staffing to run various community based courses focused on physical health, socialization, financial advice, elderly abuse prevention, and emergency services. The target populations served by these programs are seniors and adults with disabilities.
B. Explain why this service is necessary and the consequences of denial: The services are necessary to provide recreational activities that promote camaraderie and health awareness, in addition to accessible information and assistance on abuse prevention and emergency services. These services provide emergency assistance during times of distress to seniors and adults with disabilities, along with physical and mental activities that enhance their quality of life.
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): It has been provided using a grant agreement and not Subject to Civil Service approval.
D. Will the contract(s) be renewed: YES

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

Locals 790, 535, 21
Union Name Signature of person mailing / faxing form Date
Union Name Signature of person mailing / faxing form Date

RFP sent to N/A, on _____,
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: **Expertise in activity coordination, recognition of elderly abuse, and establishing emergency services provisions, with language capacity in a community based center or activity center.**

B. Which, if any, civil service class normally performs this work?
None.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: **Community based organizations provide the activities in facilities that support specific communities with recreational and central services.**

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. **Explain why civil service classes are not applicable:**
The services are provided through non profit organizations and heavily rely upon community volunteers to help assist the senior clients.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. The services are provided through non profit organizations and heavily rely upon community volunteers to help assist the senior clients.

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

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

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

Signature of Departmental Personal Services Contract Coordinator
David Curto, Director of Contracts, Human Services Agency (415) 557-5581
1650 Mission Street Suite 300
San Francisco, CA 94103

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: **food banking and delivery systems**
- B. Which, if, any, civil services class normally performs this work? **None**
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? **Yes**

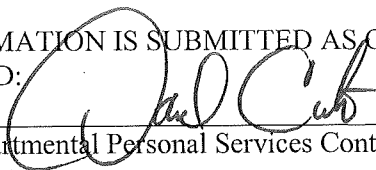
4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable: **Not practicable to develop, better served by Community based organizations/regional food banks**
- B. Would it be practical to adopt a new civil service class to perform this work? **NO, work is heavily reliant upon volunteer services**

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

- | | Yes | No |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?
- Describe training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there legal/Policy mandates requiring the use of contractual services?
Policy and State guidelines | X | |
| D. Are there federal and 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?
Human Services Commission, Aging and Adult Services Commission, San Francisco Food Bank designated by the Board of Supervisors | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| F. Will the proposed work be completed by a contractors that have current personal services contracts with your department? Yes | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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



Signature of Departmental Personal Services Contract Coordinator

David Curto, Director, Office of Contract Management
Department of Human Services, PO Box 7988, S.F. CA 94120

(415) 557-5581

PERSONAL SERVICES CONTRACT SUMMARY

DATE: JANUARY 7, 2011

DEPARTMENT NAME: HUMAN SERVICES

DEPARTMENT NUMBER: 45

TYPE OF APPROVAL: [] EXPEDITED

[] REGULAR (OMIT POSTING)

[x] CONTINUING

[] ANNUAL

TYPE OF REQUEST: INITIAL REQUEST

[] MODIFICATION (PSC#)

TYPE OF SERVICE: Human Services Agency meals and food distribution to low income San Francisco residents

FUNDING SOURCE: Federal 72% County 28%

PSC AMOUNT: \$11,500,000 estimated Annual PSC DURATION: From 7/1/11-6/30/16

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Contractors will provide and distribute food to low income San Francisco residents. Food distributions services will include home delivered and congregate meals, emergency food bags, and food pantries, emergency home delivered meals, free meals, and senior grocery bags.
B. Explain why this service is necessary and the consequences of denial: This service is required to provide and distribute food for low-income individuals, families and seniors who can afford nutritious meals. Denial would prevent the Department from performing the necessary functions under the welfare and institutions codes and providing the environment necessary to conduct daily business.
C. Explain how this service has been provided in the past (if this services was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number. PSC# 2002/07/08
D. Will the contracts be renewed: YES

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

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Rows for Local 1021 and Local 21.

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

PERSONAL SERVICES CONTRACT SUMMARY

RFP 429 sent
to:

1021 and local 21

Oct 9, 2009

Stella Chu

Union Name

Date

Stella Chu

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# _____

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

David
Flores/DHS/CCSF@CCSF
02/08/2011 01:00 PM

To Maria Ryan/DHR/SFGOV@SFGOV
cc David Curto/DHS/CCSF@CCSF, Maiza Padilla/DHS/CCSF@CCSF, Alicia Broussard/DHS/CCSF@CCSF
bcc
Subject Fw: Personal Services Contract Summary

Maria:

I am forwarding the original e-mail sent by Alicia Broussard from our office notifying the unions of the proposed PSC renewals. As Dave Curto indicated, the notification was also faxed by Maiza Padilla. We will provide the fax transmittal cover upon Maiza's return to work.

David

----- Forwarded by David Flores/DHS/CCSF on 02/08/2011 12:53 PM -----

Alicia Broussard/DHS/CCSF
01/07/2011 03:08 PM

To Maki.Matsumura@seiu1021.org, Maria Guillen/DHS/CCSF@CCSF, George Diaz/DHS/CCSF@CCSF, margot.reed@seiu1021.org, arcelia.montoya@seiu1021.org, jebrenner@ifpte21.org
cc David Curto/DHS/CCSF@CCSF, David Flores/DHS/CCSF@CCSF
Subject Personal Services Contract Summary

Please be advised that the attached actions will be submitted to the Civil Service Commission for approval.

You are hereby noticed pursuant to exiting policy. Fax copies will follow.

Thank You



PSC Case Management.pdf



PSC Adult Day Care.pdf



PSC Food Programs.pdf



PSC Legal and Naturalization.pdf



PSC Com Servc , CLF.pdf

Alicia Broussard
1650 Mission Street Suite 300
San Francisco
415-557-5140
alicia.broussard@sfgov.org

PERSONAL SERVICES CONTRACT SUMMARY

DATE: FEBRUARY 26, 2008

DEPARTMENT NAME: HUMAN SERVICES DEPARTMENT NUMBER: 45

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

[x] CONTINUING [] ANNUAL

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

TYPE OF SERVICE: Human services agency food provision and distribution to low income San Francisco residents

FUNDING SOURCE: County

PSC AMOUNT: \$11,100,000 PSC DURATION: From 3/15/08-6/30/11

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractors will provide and distribute food to low income San Francisco residents. Food distribution services will include congregate meals, emergency food bags, brown bags, emergency home delivered meals, free meals, and senior grocery bags.

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

This service is required to provide and distribute food for low-income individuals and families who may not be able to afford nutritious meals. Denial would prevent the Department from performing the necessary functions under the welfare and institutions codes and providing the environment necessary to conduct daily business.

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

The service was provided in the past several years by several contracts and contractors under PSC# 4199-02/03.

D. Will the contract be renewed:

Contract may be renewed based upon funding availability and contract performance.

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

Local 1021 Union Name Signature of person mailing/faxing form Date 2/21/08

Local 21 Union Name Signature of person mailing/faxing form Date 2/21/08

RFP sent to: Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: **food banking and delivery systems**
- B. Which, if, any, civil services class normally performs this work? **None**
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? **Yes**

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable: **Not practicable to develop, better served by Community based organizations/regional food banks**
- B. Would it be practical to adopt a new civil service class to perform this work? **NO, work is volunteer based for the mostpart.**

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

- | | Yes | No |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?
- Describe training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained. | <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 and 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?
Human Services Commission, Board of Supervisors | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Glide Memorial, San Francisco Food Bank, On Lok, Grupo de la Comida, Episcopal Community Services, Western Addition Community Services, Chinatown Community Development Center, Project Open Hand, Kimochi, Centro Latino de San Francisco, Jewish Community Center of San Francisco, Korean Center, Meals on Wheels, Russian American Community Services, and Self Help for the Elderly. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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

Signature of Departmental Personal Services Contract Coordinator

David Curto, Director, Office of Contract Management
Department of Human Services, PO Box 7988, S.F. CA 94120

(415) 557-5581

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 6, 2011

DEPARTMENT NAME: SF Municipal Transportation Agency DEPARTMENT NUMBER: #35

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

TYPE OF REQUEST: (x) INITIAL REQUEST () MODIFICATION

TYPE OF SERVICE: Transportation Nexus Studies

FUNDING SOURCE: SFMTA Operating Funds

PSC AMOUNT: \$388,145.00

PSC DURATION: 1/2/11 - 7/31/11

1. **DESCRIPTION OF WORK**

A. **Concise description of proposed work:** Consulting services to conduct a three part Nexus study to support existing and proposed transportation-related development impact and mitigation fees: a) Part I: Transit Impact Development Fee (TIDF), b) Part II: Comprehensive Transportation Impact Development Fee (CTDIF), and C) Part III: Automobile Trip Mitigation Fee (ATMF).

B. **Explain why this service is necessary and the consequences of denial:** The consulting services are made necessary by the requirements of Sec. 326.8 of the SF Planning Code which directs SFMTA to "hire consultants as deemed appropriate to complete the technical analysis" and a "nexus study establishing the impact of new residential development and new parking facilities ... on the City's transportation infrastructure and parking facilities and, if justified, to impose impact fees" on such development and facilities. Sec. 411.5 of the SF Planning Code also provides that the SFMTA shall, in coordination and consultation with the Planning Department, Controller's Office, Office of Economic and Workforce Development, Mayor's Office of Housing, and other agencies assessing development impact fees, update every five years the information and estimates that were used in the TIDF Study performed by the consulting firm of Nelson/Nygaard Associates entitled "Transit Impact Development Fee Analysis - Final Report," dated May 2001, including all the Technical Memoranda supporting the Final Report and update materials in June 2004, to calculate the base service standard fee rates, trip generation rates by economic activity category, cost per gross square foot of development by economic activity category, net present value factor and estimated annual rate of return on the proceeds of the fee. Denial will result in non-compliance with Sec 326.8 and Sec 411.5 of the SF Planning code and inability to complete a major policy initiative by SF County Transportation Authority and planning department that has been underway for the past few years.

C. **Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):** This service has been provided in the past by consultants such as Nelson/Nygaard Associates in May 2001 and June 2004 and by a team of consultants including Cambridge Systematics, Inc., Seifel Consulting, Inc., Nelson/Nygaard Associates, and Envirotrans Solutions, Inc. in a personal service contract previously approved by the Civil Service Commission on March 2, 2009 (PSC 4099-08/09).

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

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

IFPTE L-21 Parveen Bopara 1-6-11
Union Name Signature of person mailing / faxing form Date

Union Name Signature of person mailing / faxing form Date

RFP sent to _____ on _____
Union Name Date Signature

PSC# 4083-10/11 FOR DEPARTMENT OF HUMAN RESOURCES USE SFMTA Approved
STAFF ANALYSIS/RECOMMENDATION: JAN 06 2011 1-6-11
CIVIL SERVICE COMMISSION ACTION: PSC FORM 1 (9/96)

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

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

Expertise in complex and comprehensive research, analysis and modeling of the transportation and transportation-related environmental impacts of large-scale real estate development over a long planning horizon of say 30 years under the California Environmental Quality Act (CEQA); experience in preparing nexus studies, including knowledge of all applicable legal requirements, including Arts. XIII A and XIII D of the California Constitution (Prop. 13 and Prop. 218) and relevant case law; expertise in economic and financial planning and analysis of development impact fees under the California Mitigation Fee Act; and experience in providing litigation support, including live testimony, in matters involving legal challenges to similar types of fees.

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

There is no civil service class that normally performs this highly specialized and technical work of limited duration every five years.

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:**

Work is highly specialized and technical work of limited duration every five years.

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

No it is not practical to adopt a new civil service class because the highly specialized and technical work is required only every five years and is of limited duration.

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

Yes No

- A. Will the contractor directly supervise City and County employees? () (x)
- B. Will the contractor train City and County employees? () (x)
 - Describe training and indicate approximate number of hours.
 - Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.
- C. Are there legal mandates requiring the use of contractual services? () (x)
- D. Are there federal or state grant requirements regarding the use of contractual services? () (x)
- E. Has a board or commission determined that contracting is the most effective way to provide this service? (x) ()

SFMTA Board Resolution No. 10-158 approved at it s meeting of December 7, 2010
- F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? (x) ()

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

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

415.701.5377
Telephone Number

San Francisco Municipal Transportation Agency

1 So. Van Ness Avenue, 7th Floor, S.F. CA 94103
Address

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

RESOLUTION No. 10-158

WHEREAS, The original Transit Impact Development Fee (TIDF) ordinance as enacted by the San Francisco Board of Supervisors in 1981 imposed an impact fee on new office development in Downtown San Francisco to mitigate the impact of such development on the City's public transit system; and

WHEREAS, Administrative Code Chapter 38 (now Chapter 411 of the SF Planning Code), implementing the TIDF was substantially revised and expanded in 2004 to increase the TIDF, expand its scope to include non-residential development throughout the City of San Francisco, require that the information and calculations used to determine the TIDF rates be updated every five years, and that the Executive Director prepare and submit a report to the SFMTA Board and Board of Supervisors with recommendations as to whether the TIDF should be increased, decreased, or remain the same; and

WHEREAS, Section 326.8 of the San Francisco Planning Code directs the formation of a Task Force, consisting of various City and County agencies and the San Francisco County Transportation Authority and coordinated by the SFMTA and Office of City Attorney, to conduct a nexus study establishing the impact of new residential development and parking facilities on the City's entire transportation infrastructure and make recommendations to the Board of Supervisors for funding new transportation infrastructure and services, including new residential development and parking impact fees; and

WHEREAS, The interested agencies met and agreed on a comprehensive scope and timeline for the nexus studies, and further agreed that a consultant should be retained to assist with the TIDF update required by Administrative Code Section 38.7, the nexus study directed by Planning Code Section 326.8, and an additional nexus study to evaluate a development fee to mitigate significant transportation-related environmental effects of new development for purposes of environmental analysis under the California Environmental Quality Act ("CEQA"), as measured by new automobile trips generated; and

WHEREAS, On June 2, 2009, the SFMTA Board of Directors authorized the Executive Director/CEO to execute an agreement with Cambridge Systematics, Inc. for Transportation Nexus Studies for a term of nine months and an amount not to exceed \$434,992; and

WHEREAS, The First Amendment to the agreement, extending the term from February 28, 2010 to May 29, 2010 was approved by the Executive Director/CEO under his contract authority on February 9, 2010; and

WHEREAS, On June 1, 2010, the SFMTA Board of Directors approved the Second Amendment to the agreement extending the term to July 28, 2010 and increasing the contract amount by \$20,800 for a total contract amount not to exceed \$455,792; and

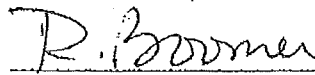
WHEREAS, On September 7, 2010 the San Francisco Municipal Transportation Agency Board of Directors authorized the Executive Director/CEO to execute the Third Amendment to SFMTA Contract #4009-08/09 with Cambridge Systematics, Inc. for Transportation Nexus Studies, to extend the term of the contract by 90 days to October 28, 2010, modify the scope of services with respect to trip generation data, reports and meetings, and increase the contract amount by \$16,731 for a total contract amount not to exceed \$472,523; and

WHEREAS, Completion of the ATMF nexus study, the final nexus study under the contract, requires additional time and resources in order to provide additional modeling, analysis of transportation system performance under CEQA, potential fee revenues, and the completion of documentation of this additional analysis; and

WHEREAS, Extension of the term of the contract requires approval from the Civil Service Commission, which is being sought by SFMTA staff; now, therefore, be it

RESOLVED, That the SFMTA Board authorize the Executive Director/CEO to execute the Fourth Amendment to SFMTA Contract #4009-08/09 with Cambridge Systematics, Inc. for Transportation Nexus Studies, to modify the scope of services for the ATMF Nexus Study, extend the term of the contract to July 31, 2011, and increase the contract amount by \$165,622 for a total contract amount not to exceed \$638,145.

I hereby certify that the foregoing resolution was adopted by the Municipal Transportation Agency Board of Directors at its meeting of DEC 07 2010



Secretary to the Board of Directors
San Francisco Municipal Transportation Agency

Date/Time: Jan. 6, 2011 4:55PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
2256 Memory TX	98642166	P. 5	OK	

Reason for error

- E. 1) Hang up or line fail
- E. 3) No answer
- E. 5) Exceeded max. E-mail size

- E. 2) Busy
- E. 4) No facsimile connection

MTA Municipal Transportation Agency

FAX

Gail Egan | Head
 Ian Hill | Chairman
 Jerrisa | Vice-Chair
 Constance | Director
 David | Director
 Melissa | Director
 Patricia | Director
 Kristin | Director

FROM:	Parveen Bopara	TO:	Ging Louie (Local 21)
PHONE:	415-701-5377	FAX:	415-884-2188
FAX:	415-701-5397	PHONE:	
SUBJECT: PSC		NO. OF PAGES (Excluding fax cover): 4	
COMMENTS: Should you have any questions, please contact Jay de los Reyes at 701-5410.			

San Francisco Municipal Transportation Agency
 One South Van Ness Avenue, Suite 600, San Francisco, CA 94103 | Tel: 415.731.4500 | Fax: 415.761.4420 | www.sfmta.com

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 12/22/10

DEPARTMENT NAME: Recreation and Park Department DEPARTMENT NUMBER 42

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

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

TYPE OF SERVICE: Minnie Lovie Playground Athletic Fields Renovation Project Environmental Analysis

FUNDING SOURCE: Capital

PSC AMOUNT: \$300,000 PSC DURATION: 2/15/11 - 2/15/14

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The San Francisco Recreation and Park Department (RPD) is in need of a third party environmental consultant to complete environmental analyses for the Minnie-Lovie Playground Athletic Fields Renovation. The objective of the environmental analysis services is to satisfy the requirements of the California Environmental Quality Act (CEQA), the CEQA Guidelines, National Environmental Policy Act (NEPA), the San Francisco Administrative Code Chapter 31, and applicable local, State, and Federal regulatory requirements.

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

This analysis is required by the California Environmental Quality Act (CEQA), the CEQA Guidelines, National Environmental Policy Act (NEPA), the San Francisco Administrative Code Chapter 31, and applicable local, State, and Federal regulatory requirements.

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

The Planning Department MEA Division manages environmental review process for the City and County of SF. Generally, MEA prepares exemptions, Negative Declarations, and Mitigated Negative Declarations, while EIRs and special studies are typically prepared by an environmental consulting firm. The MEA staff scopes, monitors, reviews, and approves all work completed by consultants. Most recent : #4048-10/11.

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

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

Local 21 Union Name Signature of person mailing/faxing form Date 12/22/10

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4084-10/11

JAN 26 2011

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Skills required include performing difficult environmental impact evaluations of projects including technical portions of Environmental Impact Reports involving mathematical modeling, surveys, analyses, and forecasts as applied to a range of environmental matters such as historic character, water quality, wildlife habitats, and migratory corridors. Knowledge of federal, state and local laws and regulations. Preparation of negative declarations and various categorical exemption reports.

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

5298, Planner III (Environmental Review) and 5299, Planner IV (Environmental Review). Planning Department MEA staff normally prepare exemptions, Negative Declarations, and Mitigated Negative Declarations, while EIRs and special studies are typically prepared by an environmental consulting firm. The Planning Department MEA staff scopes, monitors, reviews, and approves all work completed by consultants.

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:

Planner III and IV classes exist, however, they do not possess the specialized skills required to complete the various specialized studies required in an EIR. Planners in the MEA manage the EIR projects while third party consultants perform the work and all specialized studies.

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

No.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

Yes	No
<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?

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

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

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

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

Signature of Departmental Personal Services Contract Coordinator

Sean McFadden

415-831-2779

Print or Type Name

Telephone Number

501 Stanyan

San Francisco, CA 94117

Address



RE: PSC- RecPark Minnie Lovie Playground Athletic Fields Renovation
Project Environmental Analysis

Dan Mauer to: Larry Wong

01/06/2011 03:28 PM

Cc: Ging Louie, Kyra Byrne, "Melissa.Tucker@sfgov.org",
"Sean.McFadden@sfgov.org"

Larry-

Responses below.

Thx

Dan



Dan Mauer
Project Manager
Capital Improvement Division
30 Van Ness Avenue - 5th Floor
San Francisco, CA 94102
Tel: 415.581.2542
Fax: 415.581.2540

From: Larry Wong <lwrong@ifpte21.org>

To: "Dan.Mauer@sfgov.org" <Dan.Mauer@sfgov.org>

Cc: Ging Louie <glouie@ifpte21.org>, Kyra Byrne <kbyrne@ifpte21.org>, "Melissa.Tucker@sfgov.org"
<Melissa.Tucker@sfgov.org>, "Sean.McFadden@sfgov.org" <Sean.McFadden@sfgov.org>

Date: 01/06/2011 02:31 PM

Subject: RE: PSC- RecPark Minnie Lovie Playground Athletic Fields Renovation Project Environmental Analysis

Hi Dan,

Thank for the quick response. Here are some follow-up questions.

#2. Under natural turf, the storm water drainage would typically go into the ground. For the synthetic turf, would does the manufacturer's cut sheet and brochure said that the water goes...across the turf or through the turf?

On natural turf fields you have a combination of natural water infiltration as well as surface water capture and collection diverted into the storm drain system. That is the case at Minnie Lovie. With synthetic turf, storm drain water travels through the turf into a formal subsurface drainage collection system and is either allowed to percolate back into the ground, if feasible or transported into the storm drainage system using best management practices. Our proposed solution will be explored further once we understand site soil

conditions etc.

#3. Concerning migratory birds and playground lighting...doesn't the playground shutdown the lights after 10:00 pm similar to Sunset Playground and Moscone Playground. If the birds were flying, it would be a three-hour window, not all night long.

Yes, the lights would only be on until 10 PM. The project team agrees that there isn't an issue but concerned members of the public and various organizations have issues/concerns that require formal study and response.

#5. Do you have documentation that City Planning have gone on record to RecPark to retain outside consultant?

I don't think that I have formal documentation. We have been working with Planning staff (MEA) for over a year on various field projects and we have had verbal discussion regarding this project. I would like to clarify the Planning staff has not said the we should use consultants for all our projects. We examine each project with them independently and determine the best course of action based on the project needs and their advice.

#6. Concerning future projects, do you have a list of future Capital Projects for the next 18 months regardless of whether it needs a consultant or not.

Similar to my previous response, I don't have detailed information on each projects scope and the planning/CEQA requirements for each. If this is something that would be helpful, it might be best to schedule a time to site down together and review our 2008 bond program and give you an update on the projects. Let me know.

#7. Is the source of funding for City Fields Foundation from the City? Please provided more information concerning "Construction management services have been shared throughout this program". More specifically, when was construction management services performed by outside consultants in the last two years for curent or completed projects? Do you have a listing?

The program is comprised of both City funds and private funds. The private funds are not administered through the City. The Foundation contributions are provided to the city as a gift. As mentioned previously, our last field project (Kimbell PG) bid through the city and all CM services were provided by BCM. The majority of the project was paid for by city funds. The project prior to this was Crocker Amazon soccer fields. The primary contract for this work was bid and paid for by the Foundation. They had their own CM team manage the construction work with my oversight. Crocker was completed in the fall of 2008.

Larry Wong

Local #21

(415) 864-2100 X-225

Professional Advancement thru Collective Bargaining

From: Dan.Mauer@sfgov.org [Dan.Mauer@sfgov.org]
Sent: Thursday, January 06, 2011 1:45 PM
To: Larry Wong
Cc: Ging Louie; Kyra Byrne; Larry Wong; 'Melissa.Tucker@sfgov.org'; 'Sean.McFadden@sfgov.org'
Subject: Re: PSC- RecPark Minnie Lovie Playground Athletic Fields Renovation Project Environmental Analysis

Hello Larry:
Hope all is well. Below each of your questions is my response. Please give me a call if you have additional questions and need more detail.
Much thanks



Dan Mauer
Project Manager
Capital Improvement Division
30 Van Ness Avenue - 5th Floor
San Francisco, CA 94102
Tel: 415.581.2542
Fax: 415.581.2540

From: Larry Wong <lwong@ifpte21.org>
To: "Sean.McFadden@sfgov.org" <Sean.McFadden@sfgov.org>, "Dan.Mauer@sfgov.org" <Dan.Mauer@sfgov.org>
Cc: "Melissa.Tucker@sfgov.org" <Melissa.Tucker@sfgov.org>, Kyra Byrne <kbyrne@ifpte21.org>, Ging Louie <glouie@ifpte21.org>, Kyra Byrne <kbyrne@ifpte21.org>, Larry Wong <lwong@ifpte21.org>
Date: 01/06/2011 01:00 PM
Subject: PSC- RecPark Minnie Lovie Playground Athletic Fields Renovation Project Environmental Analysis

Hi Sean,

I am familiar with the project site of Minnie Lovie Playground. I have several questions concerning the PSC.

1. Wasn't an environmental analysis performed several years ago prior to the construction of the new Minnie Lovie Recreation Center?

When the recreation center and playground were renovated, the Planning Department conducted their review and approval of the project under CEQA requirements. That project did not contemplate the field renovation work that we are proposing. We will require a new review and approval process from Planning.

2. On the PSC Summary Paragraph #3, it mentions environmental matter of water quality. In a recent site visit, I did not observe any water body or water course. Do you need need this skill set?

The water quality item deals with the review of storm water drainage (leachate) as it moving through the proposed synthetic turf product. This item is an issue of concern by the public and will require expert review and comment during the CEQA review process. We do not have this skill set in house. I have been working directly with PUC waster water staff on this issue

3. On the PSC Summary Paragraph #3, it mentions environmental matter of wildlife habitats. Again, in a recent site visit, I did not observe any any wildlife habitat since the park is fully developed. Do you really need expertise in wildlife habitat when there is one on site?

The wildlife habitats that we are concerned with are the trees and turf. The specific animals of concern are birds. There is also a need to study the effects of field lights on migratory bird travel and habitat.

4. On the PSC Summary Paragraph #3, it mentions mathematical modeling, surveys, analysis, and forecast. Could you be more specific as to what it really needed for a Athletic Field Renovation with new irrigation and turf reseeding/resodding.

This item addresses the need to examine, evaluate and model the impact of synthetic turf and lights in this setting. There will need to be detailed and accurate computer models of lighting effects on the site and adjacent neighborhood.

5. Since this playground athletic field is a renovation and not new installation or construction, why can City Planning Dept perform the Negative Declaration.

This is a complete renovation of the field from "natural" turf to synthetic turf. City Planning does not have the expertise to address many of the items needed in this project. Also, City Planning recommended that we use a consultant to perform this work.

6. Will RecPark be seeking Environmental Analysis for everyone of its Park renovation projects? If not, then which parks (in the future) will you need this PSC?

Recreation and Park requests General Plan and CEQA review for everyone of our major capital projects. We rely on Planning to determine the extent of review necessary based on the project scope. Many of our projects receive exemptions which are processed in house. For more complete projects that might have impacts, we might need to look to outside help to assist in mitigated negative declaration and full EIR service. Again this is predicated on Planning staff guidance. At this time, I don't know which future projects will require outside consultation or expertise. This will need to be determined on a project by project basis as they develop.

I will be available for meeting if you prefer. Otherwise, an answer to the above questions will sufficient. Q&A via email may generate more Qs by L21.

7. (One last question) In the future, who will be performing the design and construction management of this Athletic Field Renovation Project.

This project is part of a larger program which includes a partnership with the City Fields Foundation. At this time, the City Fields Foundation will be completing the primary design work for the project, We are currently working with DPW staff on initial investigation work such as survey, geotechnical evaluation and hydraulics. Construction management services have been shared throughout this program. At the moment, we do not know who will be conducting these services. DPW conducted the CM services for our last field project at Kimbell PG

Thank you for your attention.

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

From: Ging Louie
Sent: Thursday, December 23, 2010 12:38 PM
To: 'Sean.McFadden@sfgov.org'; Joe Brenner
Cc: 'Dan.Mauer@sfgov.org'; 'Melissa.Tucker@sfgov.org'; Kyra Byrne; Larry Wong
Subject: RE: PSC Notification

Thanks, Sean,

I am cc'g this to Kyra Byrne, who is the rep who oversees our Planners Chapter. She (or possibly Larry Wong) will pursue any further relevant inquiry concerning this PSC.

Incidentally, could you also please add Larry (lwong@ifpte21.org) to future RPD PSC-related emails? Thanks.

Have a fun and safe remainder of 2010! Here's to the Year of the Hare!

Ging

Ging M. Louie
Representative/Organizer
IFPTE Local 21
1182 Market Street, #425
San Francisco, CA 94102
415.864.2100, x132 (phone)
415.864.2166 (fax)

Help Maintain public services and jobs. Invest in your future. Be part of the TJ Anthony Fund -- <http://www.ifpte21.org/political/tjfund/CopeCard.PDF>

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From: Sean.McFadden@sfgov.org [<mailto:Sean.McFadden@sfgov.org>]
Sent: Thursday, December 23, 2010 11:32 AM
To: Ging Louie; Joe Brenner
Cc: Dan.Mauer@sfgov.org; Melissa.Tucker@sfgov.org
Subject: PSC Notification

Pursuant to negotiated provisions in the City's memoranda of understanding ("MOUs") with its labor unions, the Recreation and Park Department is notifying Local 21 of our intent to bring the following contract to the Civil Service Commission. Please find attached **PSC Summary** form for following

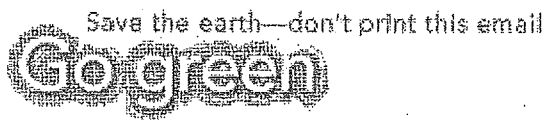
upcoming project for the Recreation and Park Department:

- Minnie Lovie Playground Athletic Field Renovation Environmental Analysis
Project Contact: Dan Mauer, 415.581.2542

Please contact the above-listed project contact if you have questions about the project. This PSC will be sent to DHR/CSC for review no earlier than January 24, 2011.

Thank you.

Sean



Sean McFadden
Recreation and Park Department
Purchasing/Contract Administration
501 Stanyan Street
San Francisco, CA 94117
(415) 831-2779; Facsimile (415) 668-3330
Sean.McFadden@sfgov.org

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 9/28/10

DEPARTMENT NAME: Recreation and Park Department DEPARTMENT NUMBER 42

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

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

TYPE OF SERVICE: Beach Chalet Athletic Fields Renovation EIR

FUNDING SOURCE: General Fund

PSC AMOUNT: \$500,000 PSC DURATION: 11/15/10 - 11/15/13

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The San Francisco Recreation and Park Department (RPD) is in need of a third party environmental consultant to complete environmental analyses for the Beach Chalet Athletic Fields Renovation. The objective of the environmental analysis services is to satisfy the requirements of the California Environmental Quality Act (CEQA), the CEQA Guidelines, National Environmental Policy Act (NEPA), the San Francisco Administrative Code Chapter 31, and applicable local, State, and Federal regulatory requirements.

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

This analysis is required by the California Environmental Quality Act (CEQA), the CEQA Guidelines, National Environmental Policy Act (NEPA), the San Francisco Administrative Code Chapter 31, and applicable local, State, and Federal regulatory requirements.

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

The Planning Department MEA Division manages environmental review process for the City and County of SF. Generally, MEA prepares exemptions, Negative Declarations, and Mitigated Negative Declarations, while EIRs and special studies are typically prepared by an environmental consulting firm. The MEA staff scopes, monitors, reviews, and approves all work completed by consultants.

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

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

Local 21 Union Name Signature of person mailing/faxing form Date 9/28/10

RFP sent to Union Name, on Date Signature

PSC# 4048-10/11 FOR DEPARTMENT OF HUMAN RESOURCES USE

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

SEP 29 2010 CWK



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Skills required include performing difficult environmental impact evaluations of projects including technical portions of Environmental Impact Reports involving mathematical modeling, surveys, analyses, and forecasts as applied to a range of environmental matters such as historic character, water quality, wildlife habitats, and migratory corridors. Knowledge of federal, state and local laws and regulations. Preparation of negative declarations and various categorical exemption reports.

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

5298, Planner III (Environmental Review) and 5299, Planner IV (Environmental Review). Planning Department MEA staff normally prepare exemptions, Negative Declarations, and Mitigated Negative Declarations, while EIRs and special studies are typically prepared by an environmental consulting firm. The Planning Department MEA staff scopes, monitors, reviews, and approves all work completed by consultants.

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:

Planner III and IV classes exist, however, they do not possess the specialized skills required to complete the various specialized studies required in an EIR. Planners in the MEA manage the EIR projects while third party consultants perform the work and all specialized studies.

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

No.

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

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

Yes No

B. Will the contractor train City and County employees?

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

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

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

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

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

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

Signature of Departmental Personal Services Contract Coordinator

Sean McFadden

415-831-2779

Print or Type Name

Telephone Number

501 Stanyan

San Francisco, CA 94117

Address



PERSONAL SERVICES CONTRACT SUMMARY

DATE: 02/09/2011

DEPARTMENT NAME: San Francisco Municipal Transportation Agency (SFMTA)

DEPARTMENT NUMBER: #68

TYPE OF APPROVAL: EXPEDITED

REGULAR (OMIT POSTING _____)

CONTINUING

ANNUAL

TYPE OF REQUEST: INITIAL REQUEST

MODIFICATION (PSC#4114-07/08)

TYPE OF SERVICE: Transit Service Planning and Implementation Consulting Services

FUNDING SOURCE: State and Local Funding

PSC AMOUNT: \$5,000,000.00

PSC DURATION: March 1, 2008 – March 1, 2010

Mod. 1 0

March 2, 2010 – February 28, 2011

Mod. 2 0

March 1, 2011 – November 4, 2011

TOTAL \$5,000,000.00

March 1, 2008 – November 4, 2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide transit service related to the San Francisco Municipal Transportation Agency's (SFMTA's) implementation phase of the Transit Effectiveness Project (TEP). Proposed work includes transit service best practices, service implementation, and evaluation services including transit planning, operations, finance, communications, demand and programmatic analyses.

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

The SFMTA is comprised of two departments – the Municipal Railway (Muni) and the Department of Parking and Traffic (DPT). The SFMTA's FY 2007-08 budget totals \$680 million and is staffed with 4,865 individuals. The agency has experienced a structural budget imbalance with operating deficits ranging from \$11 to \$60 million in the last five years alone. The imbalance is the result of revenue sources that are either flat or decreasing and rising costs in health care, retirement benefits, wages, fuel, and the initiation of new services. The SFMTA has closed these deficits with a combination of increases to fares, parking fees and fines, staff reductions, service adjustments and the use of one-time funding sources. While the SFMTA has made some progress in increasing efficiency, the SFMTA's 20-year operating budget will continue to project a shortfall unless new sources of revenue are identified.

There are several efforts underway to enhance SFMTA's operations and available resources, including the Transit Effectiveness Project (TEP), scheduled to be completed in early 2008. TEP is a project to review, evaluate, and recommend improvements to the existing Muni transit system which would result in making service more attractive to the public and lower operating costs.

In an effort to promote the SFMTA's long-term financial stability, SFMTA is seeking technical expertise in transit planning, service implementation, and evaluation services. Denial of the extension to the contract for these services may jeopardize the implementation of the TEP.

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

Similar service was provided in the past for the Controller's Office.

D. Will the contract(s) be renewed:

No.

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

Local 21	<i>Parveen Boparai</i>	2-9-11
Union Name	Signature of person mailing / faxing form	Date
N/A		
Union Name	Signature of person mailing / faxing form	Date

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

PSC# 4114-07/08
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

FOR DEPARTMENT OF HUMAN RESOURCES USE

FEB 09 2011

SFMTA approved
2-9-11

PSC FORM 1 (9/96)

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Expertise in providing transit consulting services to governmental organizations, and must have successfully implemented at least two (2) projects within the past five (5) years in comprehensive transit service planning, evaluation, environmental and/or financial analysis, and/or communications and public outreach for a jurisdictions comparable San Francisco, (over 250,000 in population). The lead staff assigned to the proposed project(s) must individually have had a similar lead role in two (2) comparable projects within the past five (5) years.

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

There is no one specific classification that can perform the full range of duties for this type of work.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The SFMTA does not have the staff that possesses the special knowledge and extensive expertise to perform the full range of this type of work.

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

No. This is a short term project, therefore it is not practical to adopt a new civil service class to perform this work. It is more cost effective and efficient financially to use a contractor who has the expertise and experience to perform this work.

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

Yes

No

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

B. Will the contractor train City and County employees?

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?
SFMTA Board approved on October 31, 2008 by Resolution No. 08-177

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

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

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

(415) 701-5377
Telephone Number

San Francisco Municipal Transportation Agency

One So. Van Ness Avenue, 7th floor, San Francisco, CA 94103
Address

SAN FRANCISCO MUNICIPAL TRANSPORTATION AGENCY
BOARD OF DIRECTORS

RESOLUTION No. 08-177

WHEREAS, The recent completion of the Transit Effectiveness Project's (TEP) staff recommendations marks a critical milestone in the project's history, and over the next five years the TEP will be working to implement the staff recommendations endorsed by the San Francisco Municipal Transportation Agency (SFMTA) Board of Directors, which will transform Muni so people can get where they want to go, when they want to get there, reliably and safely; and,

WHEREAS, The implementation consulting services are essential to the creation of the comprehensive work plan that will guide the successful implementation of the TEP over the next five years; and,

WHEREAS, PB Americas, Inc., a consulting firm on the Office of the Controller's list of pre-qualified firms established by a competitive Request for Qualifications, was selected as the highest scoring proposer in the subsequent Request for Proposals process; and,

WHEREAS, SFMTA and PB Americas, Inc have reached an agreement under which the contractor will work collaboratively with the SFMTA management team, the TEP Program Manager, and other relevant entities to develop a comprehensive five-year work plan with a master schedule and capital and operating cost estimates, and provide as-needed implementation support for the TEP; and,

WHEREAS, The total contract amount shall not exceed \$1,200,000 and the contract term shall be two years with an option of a one-year extension at the discretion of the Executive Director/CEO; and,

WHEREAS, The operating funds required for the implementation consulting services for the TEP are provided jointly by the Controller's City Services Auditor (Proposition C) in the amount of \$600,000 and the SFMTA's current year operating budget for professional services in the amount of \$600,000; now, therefore, be it

RESOLVED, That the San Francisco Municipal Transportation Agency Board of Directors authorizes the Executive Director/CEO or his Designee to execute an agreement with PB Americas, Inc. to conduct implementation consulting services for the Transit Effectiveness Project for an amount not to exceed \$1,200,000 and a contract term of two years from November 5, 2008, through November 4, 2010, with an option of a one-year extension, said option to be exercised by and at the discretion of the Executive Director/CEO.

I certify that the foregoing resolution was adopted by the San Francisco Municipal Transportation Agency Board of Directors at its meeting of 01 21 2009

R. Boomer

Secretary to the Board of Directors
San Francisco Municipal Transportation Agency

* * * Communication Result Report (Feb. 9. 2011 3:48PM) * * *

13

Date/Time: Feb. 9. 2011 3:47PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
2601 Memory TX	98642166	P. 4	OK	

Reason for error

- E. 1) Hang up or line fail
- E. 3) No answer
- E. 5) Exceeded max. E-mail size

- E. 2) Busy
- E. 4) No facsimile connection

MTA Municipal Transportation Agency

Edin Kozicki | Mayor
 Tom Maly | Chairman
 Jerry Lee | Vice Chairman
 Gabriel Fazio | Treasurer
 Gregy Alvarez | Director
 Marjorie Rodriguez | Director
 Scott Gabe | Director
 800 412 6100 St. | Department 311

FAX

FROM:	Parveen Bopara	TO:	Ging Louie (Local 21)
PHONE:	415-701-5377	FAX:	415-884-2160
FAX:	415-701-5397	PHONE:	
SUBJECT: PSC		NO. OF PAGES (Excluding fax cover): 3	
COMMENTS:			
Should you have any questions, please contact Trinh Nguyen at 701-4802.			

San Francisco Municipal Transportation Agency
 One South Van Ness Avenue, San Francisco, CA 94102 | Tel: 415 701 6000 | Fax: 415 701 4433 | www.sfmta.com

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 9, 2011

DEPARTMENT NAME: San Francisco Public Library DEPARTMENT NUMBER 41

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

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC# 4028-06/07)

TYPE OF SERVICE: Programming, developing and mailing library forms and notices.

FUNDING SOURCE: Public Library's Information Technology Division Operating Budget

Original Amount: \$750,000.00 PSC Duration: 11/1/06 through 6/30/2012
Modification Amount \$940,000.00 PSC Duration: 7/1/2012 through 6/30/2015
Total Amount \$1,690,000.00 Total PSC Duration: 11/1/06 through 6/30/2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The San Francisco Public Library (Library) seeks a Contractor to develop a program to interpret and coordinate data, design form format, and issue notices and forms for the Library in multiple languages.

B. Explain why this service is necessary and the consequences of denial: The original contract was estimated at 150,000 library notices issued annually for five years. After implement the contract, there was a steady increase in demand for patron notification via U.S. mail.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): The service has been provided via a professional services agreement. PSC number 4028-06/07, which is the PSC Library is proposing to modify.

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

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

21 Union Name Signature of person mailing/faxing form 2/9/11 Date
SEIU Union Name Signature of person mailing/faxing form 2/9/11 Date
RFP sent to NA Union Name , on Date Signature

PSC# 4028-06/07 FOR DEPARTMENT OF HUMAN RESOURCES USE

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:
PSC FORM 3 REV 10/02

FEB 09 2011

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

1. Develop program to receive and transform the electronic files and data from the Library Integrated Library System into applicable notices and forms in multiple languages (approximately 1,000 notices per day, totaling 7,000 per week to include weekends) via secure File Transfer Protocol with the same-day turn-around time on weekdays.
2. Work with Library staff to define specifications for and design each of the forms: notification of items on reserve, overdue, billed items, holds expired and holds cancelled.
3. Generate reports of notices mailed and reports of notices not successfully processed.
4. Perform these services in a secure facility to eliminate potential for identity theft with backup or redundant facilities to accommodate disaster protection requirements..

B. Which, if any, civil service class normally performs this work?
1052, 1053 and 1054 IS Business Analysts; and 5322 Graphic Artists (partial work only)

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Yes
Contractor will perform its fulfillment services in a dedicated facility. Equipment should include a high-production digital printing system such as a Xerox DP 180, high-volume inserter, and other mailing and postage equipment.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The City is not structured to produce and manage the large volume of forms, notices and related work. The Library has sought help from OCA and the Reproduction and Mail Services Department to provide the services, but the department indicated that it cannot perform the service to the Library's specifications, and OCA advised the Library to contract the services. The Library does not have the equipment, space, nor variety of classifications required to perform the work.

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

No. The City may already have the variety of classifications, but not a department that encompasses them to provide the required services.

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

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

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

Donna Marion
Signature of Departmental Personal Services Contract Coordinator

Donna Marion
Print or Type Name

557-4585
Telephone Number

HP LaserJet 3050

Fax Activity Log



SFPL FINANCE
4154374830
Feb-9-2011 3:07PM

Job	Date	Time	Type	Identification	Duration	Pages	Result
2513	1/10/2011	10:49:45AM	Send	93862580	1:36	2	OK
2514	1/11/2011	4:20:47PM	Receive	415 252 2595	5:39	37	OK
2515	1/13/2011	8:27:13AM	Send	95547578	0:00	0	Busy
2516	1/13/2011	8:28:43AM	Send	95547578	1:03	3	OK
2517	1/13/2011	9:03:23AM	Send	94315764	0:53	3	OK
2518	1/13/2011	9:15:37AM	Send	918773539256	15:22	18	OK
2519	1/13/2011	10:08:43AM	Receive	Maltby Electric	1:28	2	OK
2520	1/13/2011	1:30:26PM	Receive	BankofAmericaRCH07b	0:54	3	OK
2521	1/14/2011	11:33:35AM	Send	95547578	0:48	1	OK
2522	1/14/2011	12:04:02PM	Receive		0:20	1	OK
2523	1/18/2011	8:53:04AM	Send	95547578	0:47	1	OK
2524	1/19/2011	10:41:53AM	Send	95542562	0:59	2	OK
2525	1/20/2011	8:15:54AM	Send	919738825801	0:55	2	OK
2526	1/20/2011	3:18:49PM	Receive	7146855801	0:26	1	OK
2527	1/21/2011	10:00:17AM	Send	18664407145	0:00	0	No answer
2528	1/25/2011	8:52:28AM	Send	95546261	1:22	2	OK
2529	1/25/2011	9:17:33AM	Send	95546261	1:11	2	OK
2530	1/26/2011	8:51:11AM	Receive		0:28	1	OK
2531	1/26/2011	10:45:40AM	Receive		0:44	1	OK
2532	1/27/2011	12:03:59PM	Receive		0:20	1	OK
2533	1/27/2011	4:27:51PM	Send	93862580	1:47	2	OK
2534	1/27/2011	4:39:06PM	Receive	415-557-4276	0:51	3	OK
2535	1/28/2011	11:00:21AM	Send	93831377	0:55	1	OK
2536	1/31/2011	9:02:28AM	Send	94315764	0:34	1	OK
2537	1/31/2011	9:03:31AM	Send	94315764	0:29	1	OK
2538	1/31/2011	9:58:20AM	Receive	Corp Travel Dept	0:26	1	OK
2539	2/ 1/2011	10:55:43AM	Send	94315764	0:42	2	OK
2540	2/ 1/2011	2:00:36PM	Receive	MMC	1:05	4	OK
2541	2/ 1/2011	2:12:24PM	Send	94315764	0:34	1	OK
2542	2/ 1/2011	2:13:16PM	Send	94315764	0:29	1	OK
2543	2/ 2/2011	8:40:09AM	Receive		0:25	1	OK
2544	2/ 2/2011	3:19:49PM	Send	918664407145	1:14	1	OK
2545	2/ 2/2011	3:21:52PM	Send	918664407145	4:39	5	OK
2546	2/ 3/2011	2:52:34PM	Send	95547578	1:07	3	OK
2547	2/ 4/2011	10:58:27AM	Receive		0:23	1	OK
2548	2/ 7/2011	12:05:52PM	Receive		0:29	1	OK
2549	2/ 7/2011	11:19:29PM	Receive		0:37	1	OK
2550	2/ 8/2011	4:11:34PM	Send	94315764	0:46	2	OK
2551	2/ 9/2011	3:02:06PM	Send	98642166 → Z1	1:09	3	OK
2552	2/ 9/2011	3:05:47PM	Send	94316241 → SEM	1:11	3	OK