City and County of San Francisco

Edwin M. Lee Mayor



Department of Human Resources

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

				,	Saim, Crammans, man	
PSC No	Dept No.	t 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 webbased 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 varous 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 assistnace 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 fai.ities and staffing to run various vommunity based courses focused on physical health, socialization, financial advice, elderly abuse prevention, and emergency servics. 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 Reclution #10-0832.	7/1/2011 - 6/30/2016
4082-10/11	5	Social Services	Regular	\$57,500,000	Contractors will provide and distribute food to low income San Franicisco 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 (CTDIF), c) part III: Automobile Trip Mitigation Fee (ATMF).	1/2/2011 - 7/31/2011
4084-10/11	24	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 Chaper 31, and applicable local, State, and Federal regulatory requirements.	2/15/2011 - 2/15/2014

POSTING FOR 3/7/2011

MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION PROPOSED PERSONAL SERVICES CONTRACTS

PSC No I	DeptNo	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	85,000,000	\$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 coordiante 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 expirid, and holds cancelled. Subsequent 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

Posting Date: February 18, 2011

Table of Contents PSC Submissions

PSC#	Department	Page#
4077-10/11	Environment	1 – 5
4078-10/11	Human Services Agency	6 - 11
1079-10/11	Human Services Agency	12 - 17
4080-10/11	Human Services Agency	18 - 23
4081-10/11	Human Services Agency	24 - 31
4082-10/11	Human Services Agency	32 - 38
4083-10/11	Municipal Transportation Agency	39 - 43
4084-10/11	Recreation & Park Department	44 - 53
4114-07/08	Municipal Transportation Agency	54 - 57
4028-06/07	Library	58 - 60

DATE: <u>12/15/10</u>			
DEPARTMENT NAME	E: Environment		DEPARTMENT NUMBER 22
TYPE OF APPROVAL:	EXPEDITED CONTINUING	X REGULAR ANNUAL	(OMIT POSTING)
TYPE OF REQUEST: X INITIAL REQU	EST MODIFICATION	(PSC#)	
TYPE OF SERVICE:	Third-Party Administration of Pre-	Tax Commuter Benefit Pro	gram
FUNDING SOURCE:	Payroll Tax Savings; Proposition E	3 Transportation Sales Tax	a, as needed
PSC AMOUNT: \$70	00,000 PSC DU	RATION: 3/01/11 – 6/3	30/15
Administer all aspects of	iption of proposed work:		ollment through web-based database ayroll interface and reconciliation,
The program is part of the to take transit, in keeping program and participation from their paychecks in	g with the City's Transit First Polic	able to all CCSF employee y. Currently over 3,300 CC orogram, employees can de expenses. Denial would m	duct up to \$230 per month, pre-tax, nean elimination of an important
Service Com This is an on-going servi	this service has been provided in the mission, indicate most recent personice. Third-party administration has been works, Inc. Previous PSC#: 4130	nal services contract appro been provided by Fringe B	
Contract will be for additional one-year	ATION: Copy of this summary is to	•	•
Local 21 Union Name	Signature of person n	nailing/faxing form	13/50/10 Date
Local 1021	Kachel C.	Kneckh	12/20/10
Union Name	Signature of person n	nailing/faxing form	Date
RFP sent to	, on	-	
Un	nion Name D	Pate	Signature
PSC# 4017- STAFF ANALYSIS	**************************************		**************************************

MAGE 1

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 complaint 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:

 'es. Account vendor would possess management systems specific to commuter benefits administration, affiliate agreements
 /ith SF Bay Area transit providers, web-based interface tool, and customer service call center with extended hours and
 nowledge 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.

	<u>AD</u>	DITIONAL II	NFORMATIO	N (if "yes," attach	explanation)			Yes	No
	A.	Will the contr	ractor directly	supervise City and	County employees?				X
		Describe tIndicate o	the training and coupational ty		nate number of hours nty employees to rec		clerks,	and and desired to desired	Х
	C.	Are there leg	al mandates re	quiring the use of c	contractual services?				Х
	D.	Are there fed	eral or state gr	ant requirements re	egarding the use of co	ontractual service	s?		Х
·	E.	Has a board of to provide this		determined that co	ontracting is the most	effective way			, X
	F.		oosed work be your departm		ntractor that has a cui	rent personal serv	vices Unknown	ontract	will be bio
		BOVE INFO RTMENT HE	CAD:	achelc.	S COMPLETE AN Auch Personal Services (F OF TH	E
			Rad	hel Buerkle		355-3704			
		•	Print	or Type Name		Telephone Numb	er		44
				Denartm	ent of the Environm	nent			

agaz.

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

CIVIL SERVICE COMMISSION ACTION:

DATE: <u>3/02/07</u> DEPARTMENT NAME_	ENVIRONMENT		DEPARTMENT	NUMBER 22
TYPE OF APPROVAL: '[EXPEDITED	X REGULAR (OMIT POSTING	
	CONTINUING	☐ ANNUAL		
TYPE OF REQUEST:		LJANNUAL		
X INITIAL REQUEST	MODIFICATION	N (PSC#)	
TYPE OF SERVICE: Third	l-Party Administrator c	of Pre-Tax Comm	iter Benefit Program	
FUNDING SOURCE: Payı	oll Tax Savings; Propo	sition B Transpor	tation Sales Tax, as nee	<u>eded</u>
PSC AMOUNT: <u>\$900,000.</u> 0	<u>)0</u>	PSC DU	JRATION : <u>May 1, 200</u>	07 – June 30, 2011
1. DESCRIPTION OF WO			•	
A. Concise description Administer all aspects of pro	of proposed work: e-tax employee benefit	program includir	g narticinant enrollmer	at through web
based database interface, disinterface and reconciliation,	stribution of transit fare	media, customer	service, account manag	gement, payroll
B. Explain why this ser The program is part of the exignificant incentive to take employees are enrolled in the can deduct up to \$110 per m Denial would mean eliminate covered by departmental par C. Explain how this ser Civil Service Comm This is an on-going service.	mployee benefits packa transit, in keeping with the program and participa tonth, pre-tax, from the tion of an important em yroll tax savings). vice has been provided ission, indicate most re	age available to all a the City's Transi ation increases mo ir paychecks in or aployee benefit, w in the past (if this acent personal serv	t CCSF employees and t First Policy. Currently onthly. Through the pro- der to pay for transit and hich has no net cost to a service was previously rices contract approval	y over 3,500 CCSF ogram, employees and vanpool expenses. the City (costs are y approved by the number):
prior to that by Employee B	enefits Specialists since	e 1999. Previous F	SC#: 4123-02/03	iio. Siiioo 2005, taita
D. Will the contract(s) to satisfactory, the contract ma	oe renewed: Contract w y be renewed for two a	rill be for 2 years; dditional one-year	if performance of the c	ontractor is
2. <u>UNION NOTIFICATIO</u>	N: Copy of this summa	ary is to be sent to	employee organization	is as appropriate
(refer to instructions for	specific procedures).			an appropriate
Local 21	_ Knd	410.16v		
Union Name	Signature	of person mailing	; / faxing form	Date
Local 790	<u> Kic</u>	hel Kn		
Union Name	Signature	of person mailing	/ faxing form	Date
RFP sent to	, on	T	,	3
Union 1		Date *******	\$ <u>1</u> 2 ********	gnature *******
PSC#	FOR DEPARTMENT	OF HUMAN RI	ESOURCES USE	
STAFF ANALYSIS/REC	OMMENDATION:			

3. DESCRIPTION OF RE(IRED 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 complaint 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.

		room, a to operate busin a program intomany.			
5.		DITIONAL INFORMATION (if "yes", attach explanation)		Yes	No
	A.	Will the contractor directly supervise City and County employees?			X
	В.	 Will the contractor train City and County employees? Describe training and indicate approximate number of hours. Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained. 			X
	C.	Are there legal mandates requiring the use of contractual services?			X
	D.	Are there federal or state grant requirements regarding the use of contractual services?			X
	E.	Has a board or commission determined that contracting is the most effective way to provide this service?			X
	F.	Will the proposed work be completed by a contractor that has a current personal services contract with your department?	Unknow	n: RFP	in proces
		BOVE INFORMATION IS SUBMITTED AS COMPLETE AND A DEPARTMENT HEAD: Signature of Departmental Personal Services Contra			ALF OF
		Rachel C. Buerkle	115-355-3704		

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

DATE: January 7, 2011 DEPARTMENT NAME_ NUMBER_45	HUMAN SERVICES	AGENCY		EPARTMENT	
TYPE OF APPROVAL:	EXPEDITED	REGULA	AR (OMIT POSTI	NG)	
	☑ CONTINUING	☐ ANNUA	L		
TYPE OF REQUEST: INITIAL REQUEST	DAAS Grant				
TYPE OF SERVICE: Activities	lult Day Care Services in	ncluding Alzhein	ner's Services and	Long-Term Car	<u>e</u>
FUNDING SOURCE:	90% State and 10% Co	ounty general fur	<u>nds</u>		
PSC AMOUNT: \$1,067,3 \$5,336,7	340 (Annual Estimated A 700 (PSC Duration Amo		PSC DURATIC	ON: <u>7/1/11-6/30</u>	<u>′16</u> _
DESCRIPTION OF V A. Concise description Services include facilities servicing seniors sufferiors.	on of proposed work: es and staffing to run va		ity-based adult d	ay care centers	and centers
The services are These services p	service is necessary and necessary to allow senion ovide social, physical awell as offering respite to	ors to remain in and mental activ	their homes and vities that enhand	ce the quality of	onalization. life for
C. Explain how this civil Service Con PSC 2003-06/07	service has been provide nmission, indicate most i	d in the past (if trecent personal s	his service was preervices contract a	reviously approve pproval number)	ed by the:
D. Will the contract(s) be renewed: YES				
2. <u>UNION NOTIFICAT</u> (refer to instructions	<u>TION</u> : Copy of this sumr for specific procedures):	nary is to be sen	t to employee org	anizations as app	ropriate
Locals 1021, 21	Ci constru	o of management in	ing / faxing form		Date
Union Name	Signatui	e of person man	ing / faxing form		Date
Union Name	Signature of person	on mailing / faxi	ng form	Date	
RFP sent to N/A Unic	on Name, on	Date	<u> </u>	Signature	•
*******	**************************************	*****		ISF	
PSC# <u>거이기용 - 10</u> STAFF ANALYSIS/RI)/ (\	I OI HOMEN	ZIZZ O ORIOZZO C	FEB 0 8	3 2011
CIVII SERVICE COM					

GGGG

3.	A. Ex	CRIPTION OF REQUIRED SKILLS/EXPERTISE Specify required skills and/or expertise: sperience in working with seniors and senior suffering from Alzheimer's disease ting.	e in a soc	cial day
	В.	Which, if any, civil service class normally performs this work? None.		
	C.	Will contractor provide facilities and/or equipment not currently possessed by the explain: Community based organizations provide the adult day care facilities that approved by the State Community Care Licensing Division for this use.	City? If y hat are	yes, monitored
4		HY CLASSIFIED CIVIL SERVICE CANNOT PERFORM Explain why civil service classes are not applicable: The services are provided through non profit organizations and heavily rely u volunteers to help assist the senior clients.	pon con	amunity
C		Would it be practical to adopt a new civil service class to perform this work? Exp. No. The services are provided through non profit organizations and heavily runity volunteers to help assist the senior clients.	ain. ' ely upo r	n
5		DDITIONAL INFORMATION (if "yes", attach explanation) Will the contractor directly supervise City and County employees?	(es	No X
	В.	 Will the contractor train City and County employees? Describe training and indicate approximate number of hours. Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained. 		X
		Are there legal/policy mandates requiring the use of contractual services? State Licensed facilities and policy decision regarding community based servi Are there federal or state grant requirements regarding the use of contractual services? Yes State requirements	ces.	
	E.	Has a board or commission determined that contracting is the most effective way to provide this service? Aging and Adult Services Commission.	X	
	F.	Will the proposed work be completed by a contractor that has a current personal services contract with your department?	X	
		ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE COMPLETE A	N BEHA	ALF OF

DATE: January 7, 2011 DEPARTMENT NAME_ NUMBER_45	HUMAN SERVICES A	GENCY	_DEPARTMENT
TYPE OF APPROVAL:	EXPEDITED	REGULAR (OMIT POS	TING)
	⊠ CONTINUING	ANNUAL	
TYPE OF REQUEST: INITIAL REQUEST	DAAS Grant		
TYPE OF SERVICE: <u>Ad</u> <u>Activities</u>	ult Day Care Services inc	luding Alzheimer's Services a	and Long-Term Care
FUNDING SOURCE:	90% State and 10%Cour	nty general funds	
PSC AMOUNT: \$ <u>1,067,3</u>	440 (Annual Estimated Ar	nount) PSC DURAT	TON: 7/1/11-6/30/16
	on of proposed work:		t day care centers and centers
The services are in These services pr	ovide social, physical an		
		in the past (if this service was cent personal services contrac	
D. Will the contract(s	s) be renewed: YES		
2. <u>UNION NOTIFICAT</u> (refer to instructions for <u>Locals 1021, 21</u> Union Name	ION: Copy of this summa or specific procedures): Manuelli Signature	ary is to be sent to employee of person mailing / faxing for	1/7/11
Union Name	Signature of person	mailing / faxing form	Date
RFP 337 sent toI	ocals 1021, 21	, on <u>11/17/06</u>	. Mandal
	n Name ********	Date **********	Signature \(\frac{\fir}{\frac{\fir}{\fir}}}}}}}}{\frac{\frac{\frac{\frac{\frac{\frac{\frac{\frac{\fir}}}}}}{\frac{\frac{\frac{\frac{\frac{\frac{\frac{\frac{\frac{\frac{\frac{\frac{\frac{\frac{\frac{\frac}}}}}}{\frac{\frac{\f{\frac{\frac{\frac{\frac{\frac{\frac{\frac}}}}}}{\frac{\f
PSC#STAFF ANALYSIS/RE		OF HUMAN RESOURCES	USE
CIVIL SERVICE COM	MISSION ACTION:		

gaes

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

DATE: March 5, 2007 DEPARTMENT NAME	HUMAN SERVICES	DEPARTMENT 1	NUMBER_45
TYPE OF APPROVAL:	EXPEDITED	REGULAR (OMIT POSTING _	
	⊠ CONTINUING	☐ ANNUAL	•
TYPE OF REQUEST: INITIAL REQUEST	DAAS Grant		
TYPE OF SERVICE: A	dult Day Care Services in	cluding Alzheimers Services	
FUNDING SOURCE: _	90% State and 10%Cou	unty general funds	
PSC AMOUNT: \$766,17	' <u>1</u> (Annual Estimated Am	nount) PSC DURATION: 7/1	/07 - ongoing
1. <u>DESCRIPTION OF V</u> A. Concise description Services include facilities servicing seniors sufferiors.	on of proposed work:	rious community based adult day can sease	re centers and centers
The services are These services processes these seniors as as a constant of the constant of th	necessary to allow senior rovide social, physical arwell as offering respite to service has been provided annission, indicate most re-	ne consequences of denial: rs to remain in their homes and avoiced mental activities that enhance the othe care takers of these seniors. I in the past (if this service was previous ecent personal services contract approvement and not Subject to Civil Services.	quality of life for sly approved by the al number):
D. Will the contract(s) be renewed: YES		
(refer to instructions : Locals 790, 535, 2	for specific procedures):	ary is to be sent to employee organizati)
Union Name	Signature	of person mailing / faxing form	Date
Union Name	Signature of person	n mailing / faxing form	Date
	on Name, on	Date S	Signature Signature
**************************************		**************************************	**************************************
STAFF ANALYSIS/RI	ECOMMENDATION:		
CIVIL SERVICE COM	IMISSION ACTION:		PSC FORM 1 (9/96)

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.				
	В.	Which, if any, civil service class normally performs this work? None.			•
	C.	Will contractor provide facilities and/or equipment not currently possessed by the explain: Community based organizations provide the adult day care facilities and approved by the State for this use.			red
4.		HY CLASSIFIED CIVIL SERVICE CANNOT PERFORM Explain why civil service classes are not applicable: The services are provided through non profit organizations and heavily rely volunteers to help assist the senior clients	upon co	i kette ett ett e	TY '
co:		Would it be practical to adopt a new civil service class to perform this work? Ex No. The services are provided through non profit organizations and heavily unity volunteers to help assist the senior clients.		on	
5.		DDITIONAL INFORMATION (if "yes", attach explanation) Will the contractor directly supervise City and County employees?	Yes	No X	
4	В.	 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. 			
		Are there legal/policy mandates requiring the use of contractual services? State license facilities and policy decision regarding community based service. Are there federal or state grant requirements regarding the use of	es.		
		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.	\boxtimes		
	F.	Will the proposed work be completed by a contractor that has a current personal services contract with your department?	X		
		ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE DEPARTMENT HEAD:	ON BEH	ALF OF	
,		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			

DATE: January 6, 2011 DEPARTMENT NAME <u>HUMAN SERVICES AGENCY (Department of Aging and Adul</u> DEPARTMENT NUMBER <u>45</u>	t Services)
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 \$8,489,075 (PSC Duration Amount)	<u>/16</u>
 DESCRIPTION OF WORK A. Concise description of proposed work: Services include provision of legal counseling, and representation, including but naturalization application and processing, for seniors and younger disabled adu 	not limited to
B. Explain why this service is necessary and the consequences of denial: The services are necessary to provide seniors and younger disabled adults with it legal assistance that they may otherwise be unaware of or unable to afford. The service seniors and younger adults with disabilities so they can become informed rights and responsibilities and avoid actions that may result in legal implication	ese programs d of their legal
C. Explain how this service has been provided in the past (if this service was previously Civil Service Commission, indicate most recent personal services contract approval r PSC 2002-06/07	approved by the number):
D. Will the contract(s) be renewed: YES	
2. <u>UNION NOTIFICATION</u> : Copy of this summary is to be sent to employee organization (refer to instructions for specific procedures): SEE ATTACKED NOTICE SENT	s as appropriate
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 <u>Local 1021, 21</u> , on <u>10/29/10</u> Union Name Date	Signature
**************************************	**************************************
CIVIL SERVICE COMMISSION ACTION:	

ZM12

3.	Ā.	SCRIPTION OF REQUIRED SKILLS/EXPERTISE Specify required skills and/or expertise: Law Degree with Naturalization specialty, with language capacity.		
	В.	Which, if any, civil service class normally performs this work? None.		
	C.	Will contractor provide facilities and/or equipment not currently possessed by the explain: NO	City? I	f yes,
4.	$\frac{\mathbf{W}}{\mathbf{A}}$.	HY CLASSIFIED CIVIL SERVICE CANNOT PERFORM Explain why civil service classes are not applicable for this type of service: The workload is cyclical, and the services and language capacity are specialt field.	ies in th	e legal
	В.	Would it be practical to adopt a new civil service class to perform this work? Expose No. The workload is cyclical, and the services and language capacity are specifield.	plain. ecialties	in the legal
5.		DDITIONAL INFORMATION (if "yes", attach explanation)	Yes	No
	A.	Will the contractor directly supervise City and County employees?		
	В.	 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. 		\boxtimes
	C.	Are there legal/policy mandates requiring the use of contractual services?	\times	
		Policy and consumer choice in legal/consultation and representation. Are there federal or state grant requirements regarding the use of contractual services? Yes State requirements	X	
	E.	Has a board or commission determined that contracting is the most effective way to provide this service? Aging and Adult Services Commission.	X	
	F.	Will the proposed work be completed by a contractor that has a current personal services contract with your department?	X	
TI TI	HE .	ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE DEPARTMENT HEAD:	ON BEI	HALF OF
	(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		

DATE: January 6, 2011 DEPARTMENT NAME <u>HUMAN SERVICES AGENCY (Department of Aging and Adult Services)</u> DEPARTMENT NUMBER <u>45</u>
TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING)
ĭ 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
 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. <u>UNION NOTIFICATION</u> : 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
Union Name Signature of person mailing / faxing form Date
RFP 467 sent to Local 1021, 21 , on 10/29/10 . J WWW Union Name Date Signature

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 Serva , CLF.pdf

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

DATE: March 5, 2007 DEPARTMENT NAME <u>HUMAN SERVICES AGENCY (Department of Adult and Aging Services)</u> 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: 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. <u>UNION NOTIFICATION</u> : 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
Union Name Signature of person mailing / faxing form Date
RFP sent to N/A, on Date Signature ***********************************
FOR DEPARTMENT OF HUMAN RESOURCES USE PSC# STAFF ANALYSIS/RECOMMENDATION: ,
CIVIL SERVICE COMMISSION ACTION:

San Francisco, CA 94103

3.			
	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.	ŧ	
	C. Will contractor provide facilities and/or equipment not currently possessed by explain: NO	the City? I	f yes,
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 specifield.	alties in th	e legal
	B. Would it be practical to adopt a new civil service class to perform this work? No. The workload is cyclical, and the services and language capacity are safield.	Explain. specialties	in the legal
5.	ADDITIONAL INFORMATION (if "yes", attach explanation) A. Will the contractor directly supervise City and County employees?	Yes	No X
	 B. Will the contractor train City and County employees? - Describe training and indicate approximate number of hours. - Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained. 		X
	C. Are there legal/policy mandates requiring the use of contractual services? Policy and consumer choice in legal representation.	\boxtimes	
	D. Are there federal or state grant requirements regarding the use of contractual services? Yes State requirements	X	
	E. Has a board or commission determined that contracting is the most effective way to provide this service? Adult and Aging Services Commission	[<u>S</u>]	
	F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	X	
	HE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURAT HE DEPARTMENT HEAD:	E ON BEH	ALF OF
	Signature of Departmental Personal Services Contract Coordinator David Curto, Director of Contracts, Human Services Agency (415) 557-5581		

ee17

PSC FORM 1 (9/96)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 6, 2011 DEPARTMENT NAME <u>HUMAN SERVICES AGENCY (Department of Aging and Ac</u>	dult Services)
DEPARTMENT NUMBER 45	
TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING _ 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 \$14,260,320 (PSC Duration Amount)	1-6/30/16_
 DESCRIPTION OF WORK A. Concise description of proposed work: Services include staffing and assistance in the form of case management. The management include access or care coordination- including arranging service monitoring care management plans and coordinating services among provide functionally impaired seniors, adults with disabilities and their families. 	es, developing and
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 disabilities to provide information and access to additional assistance based of The services promote autonomy, community awareness and participation, and avoid institutionalization while promoting and maintaining the optimum lever most independent setting.	n individual needs. d enable them to
C. Explain how this service has been provided in the past (if this service was previou Civil Service Commission, indicate most recent personal services contract approve PSC 2000-06/07	sly approved by the al number):
D. Will the contract(s) be renewed: YES	
2. <u>UNION NOTIFICATION</u> : Copy of this summary is to be sent to employee organization (refer to instructions for specific procedures): SEE ATTACKED MOTICE SENT	ions as appropriate
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 Date	Signature
***************************************	51511ttt10
FOR DEPARTMENT OF HUMAN RESOURCES USE PSC#	FEB 0 8 2011
CIVIL SERVICE COMMISSION ACTION:	

ovis

B. <u>DESCRIPTION OF REQUIRED SKILLS/EXPERTISE</u> A. Experience in case management with elderly and disabled adult specialty, with languate capacity. Services are provided in the homes or at community centers serving this popular.			ge oulation.	
	В.	Which, if any, civil service class normally performs this work? None.		
	C.	Will contractor provide facilities and/or equipment not currently possessed by the explain: NO .	City? If	yes,
4.		HY CLASSIFIED CIVIL SERVICE CANNOT PERFORM Explain why civil service classes are not applicable: The services are provided through non-profit organizations and heavily rely volunteers to help assist the senior clients.	upon co	mmunity
col		Would it be practical to adopt a new civil service class to perform this work? Ex No. The services are provided through non-profit organizations and heavily unity volunteers to help assist the senior clients.	plain. rely upo	n
5.		DDITIONAL INFORMATION (if "yes", attach explanation) Will the contractor directly supervise City and County employees?	Yes	No X
	В.	 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. 		\boxtimes
Aı		Are there legal/policy mandates requiring the use of contractual services? Policy and consumer choice/preference in case management. Older icans Act title III and Title IV	X	
	D.	Are there federal or state grant requirements regarding the use of contractual services? No Policy decisions	X	
	E.	Has a board or commission determined that contracting is the most effective way to provide this service? Adult and Aging Services Commission.	X	
	F.	Will the proposed work be completed by a contractor that has a current personal services contract with your department?	\boxtimes	
TI TI	HE A	ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE DEPARTMENT HEAD:	ON BEH	ALF OF
		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		•

DATE: January 6, 2011 DEPARTMENT NAME <u>HUMAN SERVICES AGENCY (Department of Aging and Adult Services)</u>
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: _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. <u>UNION NOTIFICATION</u> : Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):
Union Name Signature of person mailing / faxing form Date
Union Name Signature of person mailing / faxing form Date
RFP 453 sent to <u>Locals 1021, 21</u> , on <u>4/15/10</u>
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 Servo , CLF.pdf

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

DATE: March 5, 2007 DEPARTMENT NAME <u>HUMAN SERVICES AGENCY (Department of Aging and Adult Services)</u>
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. <u>UNION NOTIFICATION</u> : 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

FOR DEPARTMENT OF HUMAN RESOURCES USE PSC#_ STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION A CTION.

San Francisco, CA 94103

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 lexplain: NO.	by the City?	If yes,	
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 volunteers to help assist the senior clients.	rely upon c	ommunity	
co:	B. Would it be practical to adopt a new civil service class to perform this work No. The services are provided through non-profit organizations and he mmunity volunteers to help assist the senior clients.	-	oon	
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. 			
Aı	C. Are there legal/policy mandates requiring the use of contractual services? Policy and consumer choice/preference in case management. Older mericans Act title III and Title IV	X		
	D. Are there federal or state grant requirements regarding the use of contractual services? No Policy decisons	X		
•	E. Has a board or commission determined that contracting is the most effective way to provide this service? Adult and Aging Services commissi	on.		
	F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	\boxtimes		
	HE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURA HE DEPARTMENT HEAD:	ATE ON BEF	IALF OF	
	Signature of Departmental Personal Services Contract Coordinator David Curto, Director of Contracts, Human Services Agency (415) 557-558	1		

BUZS

DATE: January 6, 2011 DEPARTMENT NAME <u>HUMAN SERVICES AGENCY (Department of Aging and Adult Services)</u>	
DEPARTMENT NUMBER 45	
TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING)	
ĭ 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)	
1. <u>DESCRIPTION OF WORK</u> 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. The services include the Community Living Fund established by the Board of Supervisors Resolu 10-0832.	se
B. Explain why this service is necessary and the consequences of denial: These services are intended to reduce unnecessary institutionalization by providing seniors a younger adults with disabilities with options for where and how they receive assistance, care support, through case management and other services. No individual willing and able to live the community should be institutionalized because of a lack of community-based long-term c 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 youn adults with disabilities.	and in are
C. Explain how this service has been provided in the past (if this service was previously approved by Civil Service Commission, indicate most recent personal services contract approval number): PSC 2001-06/07	:he
D. Will the contract(s) be renewed: YES	
2. <u>UNION NOTIFICATION</u> : Copy of this summary is to be sent to employee organizations as appropria (refer to instructions for specific procedures): SEE ATTACKED NOTICES SEND 1-7-11	te
Locals 1021, 21 Union Name Signature of person mailing / faxing form Date	
Union Name Signature of person mailing / faxing form Date	

RF	P 452 sent to	Locals 1021, 21	, on <u>4/14/10</u>		
		Union Name	Date	S1	gnature
			F	EB 0 8 2011	
				-	
:	***	********	**********	*****	*****
		FOR DEPARTM	ENT OF HUMAN RESOURCES U		
	C# 4081-	· (O/ \\ SIS/RECOMMENDATION	1.		•
		COMMISSION ACTION:			
CI	VIL SERVICE	COMMISSION ACTION.	•		
3.	DESCRIPTION	ON OF REQUIRED SKILL	S/EXPERTISE		
			se: Expertise in activity coordination services provisions, with language		
	,	iter or activity center.	services provisions, with language	capacity in a co	minumity
		any, civil service class nor			
	None. Re	ferrals come from APS and	Community Living Fund staff classe	S	
	C. Will cont	ractor provide facilities and	or equipment not currently possessed	l by the City? If	f yes,
C		imunity based organization with recreational and centi-	ons provide the activities in facilities ral services.	tnat support s	pecific
				,	
4.	WHY CLAS	SIFIED CIVIL SERVICE C	CANNOT PERFORM		
		why civil service classes an	re not applicable: non profit organizations and heavi	ily roly upon oo	mmunity
		rs to help assist the senior		ly rely upon co	mmunicy
	B Would it	he practical to adopt a new	civil service class to perform this wor	rk? Explain.	
	No. The	services are provided thre	ough non profit organizations and l		on
co	mmunity volu	inteers to help assist the se	enior clients.		٠
5.		AL INFORMATION (if "ye		Yes	No I∇I
	A. Will the	contractor directly supervise	e City and County employees?		
	B. Will the	contractor train City and Co	ounty employees?		X
		e training and indicate appropriate type of City a	oximate number of hours. and County employees to receive		·
	training	(e.g., clerks, civil engineer	rs, etc.) and approximate number	•	
	to be tra	ained.			
	C. Are there	legal/policy mandates requ	iring the use of contractual services?	X	
	policy de	cisions regarding commu	nity based services.		
	D. Are there	federal or state grant requi	rements regarding the use of	X	
		al services? Yes State requ			
	Е Насава	ard or commission determin	ned that contracting is the most	\boxtimes	
			? Aging and Adult Services Commi		

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 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	ON BEH	IALF OF

DA DE	TE: PAI	January 6, 2011 RTMENT NAME_	HUMAN SERVICES A	AGENCY (Department of Aging	and Adult Services)
DE	PAI	RTMENT NUMBE	ER_ <u>45</u>	t	
TY	PE ·	OF APPROVAL:	EXPEDITED	REGULAR (OMIT POST	'ING)
			■ CONTINUING	ANNUAL	
		OF REQUEST: AL REQUEST	DAAS Grant		
TY	PE	OF SERVICE: <u>Co</u>	mmunity Services, Elder	Abuse Prevention and Emergen	cy Services
FU	ND:	ING SOURCE: _5	% Federal, 10 % State,	and 85 % County general funds	
PS	СΑ	MOUNT: \$ <u>10,003</u> .	,872 (Annual Estimated A	Amount) PSC DURATION :_1	7/1/11-6/30/16
1.		Services include to physical health, services include to the physical health, services to the target population of the target population in the physical health and the physical health are the physical health and the physical health are the physic	on of proposed work: facilities and staffing to ocialization, financial a ations served by these p	run various community based dvice, elderly abuse prevention programs are seniors and adult Fund established by the Board	n, and emergency services. s with disabilities. These
	В.	These services aryounger adults we support, through the community sland supportive so socialization, well providing accession.	e intended to reduce un with disabilities with opt case management and hould be institutionalized ervices. The services are lness and enhanced qualible information and ass so provide emergency a	the consequences of denial: Inecessary institutionalization ions for where and how they r other services. No individual r ed because of a lack of commune e necessary to promote stability ality of life, as well as prevent i sistance on abuse prevention a ssistance during times of distre	eceive assistance, care and willing and able to live in nity-based long-term care y and self-sufficiency, solation, in addition to nd emergency services.
	C.	Explain how this so Civil Service Con PSC 2001-06/07	service has been provided nmission, indicate most r	d in the past (if this service was pecent personal services contract	oreviously approved by the approval number):
	D.	Will the contract(s	s) be renewed: YES		
2.			ION: Copy of this summ for specific procedures):	nary is to be sent to employee or	ganizations as appropriate
		Locals 1021, 21 Union Name	Wang Signature	e of person mailing / faxing form	
		Union Name	Signature of perso	n mailing / faxing form	Date

RFP 45	2 sent to _	Locals 1021, 21 Union Name	, on <u>4/14/10</u> Date	— Ya	////// ignature
<					
*****	*****	*******	, ************	******	******
PSC#	,	FOR DEPARTMEN	NT OF HUMAN RESOURCES USE	,	
	ANALYS	IS/RECOMMENDATION:			
CIVIL	SERVICE	COMMISSION ACTION:		•	
			·		
		N OF REQUIRED SKILLS			
	abuse, and	quired skills and/or expertised establishing emergency so ter or activity center.	e: Expertise in activity coordination, ervices provisions, with language cap	, recognition pacity in a c	of elderly ommunity
		any, civil service class norma errals come from APS and C	ally performs this work? Community Living Fund staff Classes		
exp	lain: Com	munity based organization	or equipment not currently possessed by s provide the activities in facilities the		
comn	nunities w	ith recreational and centra	ii services.		
A.	Explain w The service		not applicable: on profit organizations and heavily	rely upon co	ommunity
		s to help assist the senior cl		•	
	No. The s		vil service class to perform this work? Igh non profit organizations and hea ior clients.		on
		L INFORMATION (if "yes' ontractor directly supervise (Yes	No X
В.		ontractor train City and Cour training and indicate approx			\boxtimes
	- Indicate	occupational type of City and (e.g., clerks, civil engineers,	d County employees to receive etc.) and approximate number		
C.		legal/policy mandates requir sisions regarding communi	ing the use of contractual services? ty based services.	\boxtimes	
D.		federal or state grant required l services? Yes State required		X	
E.			d that contracting is the most Aging and Adult Services Commission	on.	

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

PSC FORM 1 (9/96)

DATE: March 5, 2007 DEPARTMENT NAME <u>HUMAN SERVICES AGENCY (Department of Adult and Aging Services)</u>
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
 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. <u>UNION NOTIFICATION</u> : 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 Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE PSC# STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

	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.					
В.	Which, if any, civil service class normally performs this work? None.					
ex	Will contractor provide facilities and/or equipment not currently possessed by plain: Community based organizations provide the activities in facilities the munities with recreational and central services.					
	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.					
	DDITIONAL INFORMATION (if "yes", attach explanation) Will the contractor directly supervise City and County employees?	Yes	No X			
В.	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 decision regarding community based services.	\boxtimes				
D.	Are there federal or state grant requirements regarding the use of contractual services? Yes State requirements	X				
E.	Has a board or commission determined that contracting is the most effective way to provide this service? Adult and Aging Services Commission	⊠ n.				
F.	Will the proposed work be completed by a contractor that has a current personal services contract with your department?	\boxtimes				
	ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATED AS COMPLETE AS COMPLETE AND ACCURATED AS COMPLETE AND ACCURATED AS COMPLETE AS COMPLE	TE ON BEF	HALF OF			

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

_	JANUARY 7, 201 MENT NAME:		 N SERVICES	DEPART	MENT NUMBER	k: 45
	APPROVAL:		EXPEDITED		REGULAR (O	
		\boxtimes	CONTINUING		ANNUAL	
TYPE OF	REQUEST:		INITIAL REQUEST		MODIFICATION	ON (PSC#
TYPE OF	F SERVICE:		Services Agency meals co residents	and food o	listribution to low	income San
FUNDIN	G SOURCE:	Federa	l 72% County 28%			· · · · · · · · · · · · · · · · · · ·
PSC AM	OUNT:	,	0,000 estimated Annual 0,000 (PSC Duration)	PSC I		From 7/1/11- /30/16
1. <u>DES</u> A.	distributions servi	on of pro provide a lees will	posed work: nd distribute food to low include home delivered a mergency home delivered	and congre	gate meals, emerg	ency food
В.	This service is recand seniors who coperforming the ne	quired to an affor ecessary	s necessary and the conservation provide and distribute for distribute for distribute for the meals. Denifunctions under the welfar to conduct daily busine	ood for low al would pr are and inst	income individuate event the Departr	nent from
C.	Explain how this approved by the Capproval number. PSC# 2002/07/0	Civil Serv	as been provided in the pvice Commission, indica	past (if this te most rec	services was prev ent personal servi	viously ces contract
. D.	Will the contracts YES	be renev	wed:			
2. <u>UN</u>	ION NOTIFICATI ropriate (refer to in	ON: Co struction	py of this summary is to as for specific procedures	be sent to 6	employee organiz 177ACLCL NO	ations as
	al 1021					1/7/11
*****	Union Name	W444	Signature of persor	n mailing/fa	xing form	Date 1/7/11
Loc	al 21 Union Name		Signature of persor	n mailing/fa	xing form	1/7/11 Date
PSC#	PARTMENT O 4082-10/1	ř.	AN RESOURCES UN	SE		FEB 08 2011
	ERVICE COMM					

3.	DES	SCRIPTION OF REQUIRED SKILLS/EXPERTISE		
	A.	Specify required skills and/or expertise: food banking and delivery systems	š	
	В.	Which, if, any, civil services class normally performs this work? None		
	C.	Will contractor provide facilities and/or equipment not currently possessed b	y the City? Yes	
4.	WH	Y CLASSIFIED CIVIL SERVICE CANNOT PERFORM		
•	A.	Explain why civil service classes are not applicable: Not practicable to deve Community based organizations/regional food banks	elop, better served	by
	В.	Would it be practical to adopt a new civil service class to perform this work? reliant upon volunteer services	NO, work is heav	vily
5.	<u>AD</u> A. B.	DITIONAL INFORMATION (if yes, attach explanation)= Will the contractor directly supervise City and County employees? Will the contractor train City and County employees? - Describe training and indicate approximate number of hours.	Yes	No
	C.	- Indicate occupational type of City and County employees to receive trainin (e.g., clerks, civil engineers, etc.) and approximate number to be trained. Are there legal/Policy mandates requiring the use of contractual services?	y X	
	D.	Policy and State guidelines Are there federal and state grant requirements regarding the use of		\boxtimes
	E.	contractual services? Has a board or commission determined that contracting is the most effective way to provide this service?	\boxtimes	
	F.	Human Services Commission, Aging and Adult Services Commission, San Francisco Food Bank designated by the Board of Supervisors Will the proposed work be completed by a contractors that have current personal services contracts with your department? Yes		
	PAR'	BOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURAT TMENT HEAD: mature of Departmental Personal Services Contract Coordinator	E ON BEHALF OF	THE
		vid Curto, Director, Office of Contract Management partment of Human Services, PO Box 7988, S.F. CA 94120	(415) 557-5581	

DATE:	JANUARY 7, 20				
	MENT NAME:	HUM	AN SERVICES	DEPARTMENT NUM	
ГҮРЕ ОН	F APPROVAL:		EXPEDITED	☐ REGULAF	R (OMIT POSTINC
		\boxtimes	CONTINUING	ANNUAL	
ГҮРЕ ОІ	FREQUEST:		INITIAL REQUEST	MODIFICA	ATION (PSC#
TYPE OI	F SERVICE:		n Services Agency meals sco residents	and food distribution to	low income San
FUNDIN	G SOURCE:	Federa	al 72% County 28%		
PSC AM	OUNT:	\$11,50	00,000 estimated Annual	PSC DURATION:	From 7/1/11- 6/30/16
1. <u>DES</u> A.	Contractors will p	on of provide a ices will	oposed work: and distribute food to lov I include home delivered	v income San Francisco r and congregate meals, er d meals, free meals, and	nergency food
В,	This service is recand seniors who operforming the ne	quired to can affo ccessary	ord nutritious meals. Den	ood for low-income indivial would prevent the Dep are and institutions codes	partment from
C.		Civil Se		past (if this services was ate most recent personal s	
D.	Will the contracts YES	s be rene	ewed:	• .	
			opy of this summary is to	be sent to employee org	anizations as
Loc	al 1021		Mlannell	Vadella	1/7/11
	Union Name al 21		7	n mailing/faxing form	Date 1/7/11
-	Union Name		Signature of person	n mailing/faxing form	Date
F OR DE PSC#	PARTMENT O	F HUN	1AN RESOURCES U	SE	
	NALYSIS/REC	OMME	ENDATION:		
-	· · · · - <u>-</u>	·			
CIVIL SI	ERVICE COMM	ISSIO	N ACTION:		

City and County of San Francisco

Department of Human Resources

	PERSONAL SERVIC	ES CONTRACT SU	MMAKY
RFP 429 sent	1021 and local 21	Oct 9, 2009	Stella Chu For S. Chu.
to:			MMMILE YOU S. ONC.
	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 Serve , CLF.pdf

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

DATE: FEBRUARY 26,	2008				
DEPARTMENT NAME:		SERVICES	DEPART	MENT NUMI	
TYPE OF APPROVAL:		EXPEDITED		REGULAR	(OMIT POSTING)
	\boxtimes	CONTINUING		ANNUAL	
TYPE OF REQUEST:		INITIAL REQUEST		MODIFICA	TION (PSC#)
TYPE OF SERVICE:		services agency food pooresidents	provision and	distribution t	o low income San
FUNDING SOURCE:	County				
PSC AMOUNT:	\$11,100	,000	PSC DUR	ATION:	From 3/15/08-6/30/11
1. DESCRIPTION OF A. Concise descripti Contractors will j services will included in the meals, free meals	on of prop provide an ude congre	d distribute food to lovegate meals, emergence	w income Sar y food bags,	n Francisco re brown bags, e	sidents. Food distribution emergency home delivered
This service is re may not be able t	quired to p to afford mons under t	utritious meals. Denial	food for low- l would preve	income indivient the Depart	iduals and families who ment from performing the he environment necessary
Civil Service Co	mmission,	indicate most recent p	ersonal servi	ces contract a	previously approved by the pproval number. contractors under PSC#
D. Will the contract Contract may be		ed: based upon funding ava	ailability and	contract perfe	ormance.
2. <u>UNION NOTIFICAT</u> (refer to instructions f			o be sent to e	mployee orga	nizations as appropriate
Local 1021					2/21/08
Union Name Local 21		Signature of perso	on mailing/fa	xing form	Date 2/21/08
Union Name		Signature of perso	on mailing/fa	xing form	Date
RFP sent to:					G.
	Union Na	ime I	Date		Signature
FOR DEPARTMENT O	F HUMA	AN RESOURCES I	JSE ,		
STAFF ANALYSIS/REC	OMMEN	DATION:			
CIVIL SERVICE COMM	IISSION .	ACTION:			

3.	DES	SCRIPTION OF REQUIRED SKILLS/EXPERTISE		
	A.	Specify required skills and/or expertise: food banking and delivery system	s	
	В.	Which, if, any, civil services class normally performs this work? None		
	C.	Will contractor provide facilities and/or equipment not currently possessed by	by the City? Yes	
4.	<u>WH</u>	IY CLASSIFIED CIVIL SERVICE CANNOT PERFORM		
	Α.	Explain why civil service classes are not applicable: Not practicable to dev Community based organizations/regional food banks	elop, better served	by
	В.	Would it be practical to adopt a new civil service class to perform this work? based for the mostpart.	? NO, work is volu	inteer
5.	<u>AD</u> A. B.	DITIONAL INFORMATION (if yes, attach explanation)= Will the contractor directly supervise City and County employees? Will the contractor train City and County employees? - Describe training and indicate approximate number of hours.	Yes	No
	C. D.	- Indicate occupational type of City and County employees to receive trainin (e.g., clerks, civil engineers, etc.) and approximate number to be trained. Are there legal mandates requiring the use of contractual services? Are there federal and state grant requirements regarding the use of	lg	
-	E.	contractual services? Has a board or commission determined that contracting is the most effective way to provide this service?		
	F.	Human Services Commission, Board of Supervisors 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, Mea	⊠. uls	
	ì	on Wheels, Russian American Community Services, and Self Help for the Elderly.		
		OVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATION HEAD:	E ON BEHALF OF	THE
	Sign	nature of Departmental Personal Services Contract Coordinator		
	Day	vid Curto, Director, Office of Contract Management	(415) 557-5581	

Department of Human Services, PO Box 7988, S.F. CA 94120

Ci	ty and County of San Franc			Department of Hun	nan Resources
D/	ATE: <u>January 6, 2011</u>	PERSONAL SER	VICES CONTRACT	SUMMARY	
DE	EPARTMENT NAME: <u>SF M</u>	unicipal Transportatio	on Agency DE	PARTMENT NUMBER:	#35
ΤÝ	PE OF APPROVAL: () EX	(PEDITED	(x) REGULAR (OMIT POSTING)	
	() CC	ONTINUING	() ANNUAL		
ΤY	PE OF REQUEST: (x) IN	ITIAL REQUEST	() MODIFICATIO	ON .	
ΤY	PE OF SERVICE: <u>Transpor</u>	tation Nexus Studies	<u>1</u>		
FL	INDING SOURCE: SFMTA	Operating Funds	•		
Pε	SC AMOUNT: <u>\$388,145.00</u>		PSC DURAT	ION: <u>1/2/11 – 7/31/11</u>	
	DESCRIPTION OF WORK Concise description of support existing and prop Transit Impact Developm Fee (CTDIF), and C) Par	proposed work: Co cosed transportation- nent Fee (TIDF), b) P	related developme art II: Comprehens	nt impact and mitigation t sive Transportation Impa	fees: a) Part I:
	Explain why this service made necessary by their consultants as deemed a impact of new residential infrastructure and parking facilities. Sec. 411.5 of the consultation with the Plan Development, Mayor's O every five years the informaterials in June 2004, the activity category, cost per value factor and estimate compliance with Sec 326 initiative by SF County Trapast few years.	requirements of Sec. appropriate to complete development and near facilities and, if just the SF Planning Code noting Department, Confice of Housing, and mation and estimates /Nygaard Associates including all the Tector calculate the base of gross square foot or gross square foot or gross square foot or gross and Sec 411.5 of gransportation Authority	326.8 of the SF Plate the technical and we parking facilities ified, to impose impalso provides that ontroller's Office, Cother agencies as that were used in entitled "Transit Inchnical Memoranda service standard fed development by earn on the proceeds the SF Planning coty and planning departs of the service standard ferm on the proceeds the SF Planning coty and planning departs.	anning Code which direct alysis" and a "nexus stud a on the City's transport the SFMTA shall, in coor office of Economic and W sessing development impact Development Fee A supporting the Final Researches, trip generation reconomic activity category of the fee. Denial will rede and inability to complepartment that has been uportined that has been upon the control of the fee.	s SFMTA to "hire by establishing the station velopment and dination and orkforce pact fees, update and update ates by economic y, net present sult in non-sete a major policy nderway for the
C.	Explain how this service by the Civil Service Cor number): This service h in May 2001 and June 20 Consulting, Inc., Nelson/I previously approved by the	mmission, indicate as been provided in 004 and by a team of Nygaard Associates,	most recent perso the past by consult consultants includi and Envirotrans So	onal services contract a ants such as Nelson/Nyg ing Cambridge Systemati olutions, Inc. in a persona	pproval aard Associates cs, Inc., Seifel al service contract
	D. Will the contract(s)	be renewed: No			
2.	UNION NOTIFICATION: Constructions for specific productions for specific productions for specific productions are union Name			vee organizations as approp	
F	Union Name RFP sent to	Signature of person	mailing / faxing form	Date	·
•	Union Na	me Dat	е .	Signature	
S	*************************************	FOR DEPARTMEN MMENDATION:	T OF HUMAN RESC		MTA Approved

Department of Human Resources

3. <u>DESCRIPTION OF REQUIRED SKILLS/EXPERTISE</u>

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. XIIIA and XIIID 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. <u>/</u>	ADDITIONAL INFORMATION (if "yes", attach explanation)	<u>Yes</u>	<u>No</u>	
A.	Will the contractor directly supervise City and County employees?	()	(x)	,
В.	Will the contractor train City and County employees? - Describe training and indicate approximate number of hours. - Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.	()	(x)	
C.	Are there legal mandates requiring the use of contractual services?	. ()	(x)	,
D.	Are there federal or state grant requirements regarding the use of contractual services?	()	(x)	
E.	Has a board or commission determined that contracting is the most effective way to provide this service? SFMTA Board Resolution No. 10-158 approved at it s meeting of December 7, 20	(x)	().	
F.	Will the proposed work be completed by a contractor that has a current personal services contract with your department?	(x)	()	
TH HE	E ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALI AD: Signature of Departmental Personal Services Contract Coordinator	·	EPARTM	IENT
	Parveen Boparai 415.701.5377 Print or Type Name Telephone Nun	nber		
	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

WHERBAS, 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 0 7 2010

Secretary to the Board of Directors

San Francisco Municipal Transportation Agency

* * * Communication Result Report (Jan. 6. 2011 4:56PM) * * *

1) 2)

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

File No. Mode	Destination	Pg (s)	Result	Page Not Sent
2256 Memory TX	98642166	ρ', <u>5</u>	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

			ka Kita (Chimea Jury Lan Van Chimea Consologodh (Chicke Consologodh (Chicke Ushab Shirts United Kan (Land) (Chicke Kan (La) (Chicke
		. FAX	Vitale Edito Marie Pers (ii Civil) Historist fants: francis (ii
FRÓM:	Perveen Boparal	70;	Ging Louis (Local 21)
PHONE;	415-701-5377	FAX:	415-864-2186
FAX:	415-701-5397	PHONE	
SUBJECT:	PSC	NO, OF P	AGES (Excluding fax pover): 4
ļ			<u> </u>
COMMENT Should you	•	ease contact Jay d	e los Royes at 701-5418.
ŀ	•	ease contact Jay d	e los Royes al 701-5418.
ŀ	•	lease contact Jay d	e los Royes at 701-5418.
ŀ	•	lease contact Jay d	e los Royes al 701-5418,
ŀ	•	lease contact Jay d	e las Royes al 701-5418.
ŀ	•	lease contact Jay d	o las Royos ut 701-5418,

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: V INITIAL REQUEST
FUNDING SOURCE: Capital
PSC AMOUNT: \$300,000 PSC DURATION: 2/15/11 - 2/15/14
1. <u>DESCRIPTION OF WORK</u> 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. <u>UNION NOTIFICATION</u> : Copy of this summary is to be sent to employee organizations as appropriate (refer to
instructions for specific procedures):
10/00/40
Local 21 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# 4084-10/\\ STAFF ANALYSIS/RECOMMENDATION: FOR DEPARTMENT OF HUMAN RESOURCES USE JAN 26 2011
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:
	Diamond III and Dialogue with formula the rade and managed the constalling desired to a small to the constalling of
	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.
	The state of the s
	No.
5. ·	ADDITIONAL INFORMATION (if "yes," attach explanation) Yes No
	A. Will the contractor directly supervise City and County employees?
	B. Will the contractor train City and County employees?
	Describe the training and indicate approximate number of hours.
	 Indicate occupational type of City and County employees to receive training (i.e., clerks,
	civil engineers, etc.) and approximate number to be trained.
	C. Are there legal mandates requiring the use of contractual services?
	D. Are there federal or state grant requirements regarding the use of contractual services?
	E. Has a board or commission determined that contracting is the most effective way
	to provide this service?
	F. Will the proposed work be completed by a contractor that has a current personal services X contract with your department?
T	TE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE
	EPARTMENT HEAD:
	Signature of Departmental Personal Services Contract Coordinator
	•
	Sean McFadden 415-831-2779

501 Stanyan San Francisco, CA 94117 Address Telephone Number

Print or Type Name



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 lwong@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,

Thansk 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 syntheic 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 migatory 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 current 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 <u>Environmenta</u>

Analysis

Hello Larry:

Hope all is well. Below each or 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 Larry Wong lworig@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 renvoation 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 negitive 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 no 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 (https://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

***** This e-mail message and any attachments contain confidential information that is legally privileged and intended solely for the use of the addressee(s) named above. If you are not the intended recipient(s), or person responsible for delivering it to the intended recipient(s), you are hereby notified that any review, disclosure, copying, distribution or use of any of the information contained herein is strictly prohibited. If you have received this confidential communication in error, please contact the sender by reply e-mail and permanently delete the original transmission and any attachments without reading or saving in any manner.

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

CACHE

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

Save the earth—don't print this email

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

DATE: 9/28/10				70000	'	
DEPARTMENT NAME	: Recreation and F	Park Department		DEPARTME	NT NUMB	ER <u>42</u>
1 xPE OF APPROVAL:	EXPEDITED CONTINUING	X	REGULAR ANNUAL	(OMIT POST	ING)
TYPE OF REQUEST: INITIAL REQUI	EST MODE	FICATION (PSC#)			
TYPE OF SERVICE:	Beach Chalet Athletic Fig.	elds Renovation EIR	***************************************	· · · · · · · · · · · · · · · · · · ·	,	
FUNDING SOURCE:	General Fund					•
PSC AMOUNT: \$50	00,000	PSC DURATION:	11/15/10 1	11/15/13		
The San Francisco Recenvironmental analyses satisfy the requirement Act (NEPA), the San Francisco Recent B. Explain why the	iption of proposed work creation and Park Department of the Beach Chalet Athes of the California Environ rancisco Administrative Cohis service is necessary by the California Environed by the California Environed by the California	nent (RPD) is in need of a netic Fields Renovation. T mental Quality Act (CEQA ode Chapter 31, and applic and the consequences o	he objective of t), the CEQA Gui cable local, State f denial;	the environmental idelines, National e, and Federal reg	l analysis se Environmen gulatory requ	rvices is to ntal Policy uirements.
Act (NEPA), the San Fr	rancisco Administrative Co	ode Chapter 31, and applic	able local, State	∍, and Federal re્	julatory requ	irements,
	this service has been promission, indicate most r				oved by the	: Civil
prepares exemptions, N	ent MEA Division manage Negative Declarations, and Imental consulting firm. Ti	d Mitigated Negative Decla	rations, while El	IRs and special st	tudies are tvi	nically
D. Will the c	contract(s) be renewed:	No				
2. <u>UNION NOTIFICA</u> instructions for spec	ATION: Copy of this su cific procedures):	mmary is to be sent to e	mployee organ	nizations as app	ropriate (re 9/28/10	fer to
Union Name	Signature	of person mailing/faxin	g form		Date	
						;
Union Name	Signature	of person mailing/faxin	g form		Date	
RFP sent to	, on	•		,		
Uni	ion Name	Date		Sig	gnature	
**************************************	FOR DEPAR	**************************************			****	:** *
STAFF ANALYSIS/REC	•		•		-	~ . .
CIVIL SERVICE COMM	AISSION ACTION:				SEP 2	9 2010 Chir

~		*		
4	DESCRIPTION OF RE	TTTT TO		
	TOOTHE LIGHT OF KE	CHERRIA	CKILLOW	Valence
		2 Outur	つかれつじつし	APEK LISE

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 INFORMATIO A. Will the contractor directly	N (if "yes," attach explan supervise City and Count	ation) y employees?	Yes	<u>No</u>
	mulcale occupational type	l indicate approximate pur	nber of hours.	s,	X
	C. Are there legal mandates rec	uiring the use of contract	ual services?		Х
	D. Are there federal or state gra	int requirements regarding	the use of contractual services?		Х
	E. Has a board or commission of to provide this service?	letermined that contracting	g is the most effective way		X
	F. Will the proposed work be contract with your department	ompleted by a contractor to	hat has a current personal services		Х
TH E		XL	PLETE AND ACCURATE ON BE	HALF OF	THE
			Services Contract Coordinator		
		McFadden '	415-831-2779		
	Print or	Type Name	Telephone Number		
ز).	501 Stanya		•	
	· .	San Francisco, C.	A 94117		

Address

DATE: <u>02/09/2011</u>	•		
DEPARTMENT NAME:	San Francisco Municipal Transportati	on Agency (SFMTA)	DEPARTMENT NUMBER: #68
TYPE OF APPROVAL:	☐ EXPEDITED	口 REGULAR (OMIT POSTING	G)
	CI CONTINUING	* IJ ANNUAL	·
TYPE OF REQUEST:	II INITIAL REQUEST	図 MODIFICATION (PSC#411	4-07/08)
TYPE OF SERVICE: I	ransit Service Planning and Implemen	tation Consulting Services	
FUNDING SOURCE: 5	State and Local Funding		
PSC AMOUNT: <u>\$5,000</u> Mod. 1 Mod. 2	0	March 1, 2	010 – February 28, 2011 011 – November 4, 2011
707AL \$5,000	,000,00	March 1, 2	2008 – November 4, 2011
1. <u>DESCRIPTION OF</u>	<u>WORK</u>	•	
the Transit Effective	on of proposed work: rice related to the San Francisco Munic eness Project (TEP). Proposed work it including transit planning, operations,	ncludes transit service best bractio	ces, service implementation, and
The SFMTA is com (DPT). The SFMTA experienced a structure in the imbalance is the benefits, wages, furto fares, parking feactions of the shortfall unless new	service is necessary and the consequentied of two departments – the Munical Services of two departments – the Munical Services of two departments – the Munical Services imbalance with operating the result of revenue sources that are elemented in the initiation of new services. The sand fines, staff reductions, service as some progress in increasing efficiency we sources of revenue are identified.	lipal Railway (Muni) and the Depa on and is staffed with 4,865 indivi- deficits ranging from \$11 to \$60 in ther flat or decreasing and rising of the SFMTA has closed these defice adjustments and the use of one-ting the SFMTA's 20-year operating	duals. The agency has million in the last five years alone. costs in health care, retirement sits with a combination of increases me funding sources. While the budget will continue to project a
Effectiveness Projetimprovements to the operating costs.	efforts underway to enhance SFMTA's ect (TEP), scheduled to be completed in existing Muni transit system which w	n early 2008. TEP is a project to r rould result in making service mor	eview, evaluate, and recommend e attractive to the public and lower
In an effort to prom service implementa implementation of t	ote the SFMTA's long-term financial station, and evaluation services. Denial the TEP.	ability, SFMTA is seeking technic of the extension to the contract fo	al expertise in transit planning, r these services may jeopardize the
Civil Service (his service has been provided in the Commission, indicate most recent p s provided in the past for the Controller	ersonal services contract appro	ously approved by the oval number):
D. Will the contra	act(s) be renewed:		•
2. UNION NOTIFICA (refer to instruction Local 21 Union Name	TION: Copy of this summary is to be so so specific procedures):	sent to employee organizations as Bopwai n mailing / faxing form	
Union Nam N/A	e Signature of persor	n mailing / taxing torm	Date
Union Nam	e Signature of person	mailing / faxing form	Date
RFP sent to	Union Name Date	Signature	re.
PSC#_4114-C	FOR DEPARTMENT TO TOS RECOMMENDATION: MMISSION ACTION:	of Human resources use FEB 0 9 20	SFMTA approved, 11 2-9-11 PSC FORM 1 (9/96)

5

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

Α.	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.

,	AD	DITIONAL INFORMATION (if "yes", attach explanation)	<u>Yes</u>	<u>No</u>
	A.	Will the contractor directly supervise City and County employees?		凶
	В.	Will the contractor train City and County employees?	· 🗖	团
	C.	Are there legal mandates requiring the use of contractual services?		区
	D.	Are there federal or state grant requirements regarding the use of contractual services?		团
	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	☑	. U
	F.	Will the proposed work be completed by a contractor that has a current personal services contract with your department? PB Americas, Inc.	Q	
3 5	A ****	DOVE INFORMATION IS SUBMITTED AS COMBLETE AND ACCURATE	ON BEHALE	JE THE DEI

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

Tarveen	(
Signature of Departmental F	Personal Services Contract Coordinator
Parveen Boparai Print or Type Name	(415) 701-5377 Telephone Number
San Francisco Mu	nicipal Transportation Agency
One So. Van Ness Aver	nue, 7 th floor, San Francisco, CA 94103
	Address

10

SAN FRANCISCO MUNICIPAL TRANSPORTATION AGENCY BOARD OF DIRECTORS

RESOLUTION No.	20-177
TOTO CONTROL TION	

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,

WHERBAS, 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 reso Agency Board of Directors at i	Intion was adopted ts meeting of	by the San Franc OUT 2 1 200	isco Municipa 	d Transportatio
	12.1700	mu.		

Secretary to the Board of Directors
San Francisco Municipal Transportation Agency

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

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

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

Reason for error

E. 1) Hang up or line fail

E. 2) Busy

E. 3) No answer

E. 5) Exceeded max. E-mail size

		FAX:	Dah Bersel Prys For Kin Opini Prysle Recharge Davin fra Opini Davin fra Opini Pryslevin Opini Recharge Domini Recharge Domini
FROM:	Perveen Boparal	TOI	Ging Louis (Local 21)
PHONE	415-701-5377	FAX:	415-884-2166
FAX:	4(5-701-5397	PHONE:	
SUBJECT	ne#	10.021	PAGES (Excluding fax cover):
COMMEN	*		
COMMEN	· (S: ,		

CIVIL SERVICE COMMISSION ACTION:

DEC FORM O DEV 10/02

BEBCONLL CERTIFICATION OF THE PROPERTY OF THE	
DATE: February 9, 2011 PERSONAL SERVICES CONTRACT SUMMAR	RY
DEPARTMENT NAME: San Francisco Public Library D	EPARTMENT NUMBER 41
TYPE OF APPROVAL: EXPEDITED X REGULAR (C	OMIT POSTING)
CONTINUING ANNUAL	MACOPH Manufal Anna (general version or advanta accion)
TYPE OF REQUEST: INITIAL REQUEST MODIFICATION (PSC# 4028-06/07)	
TYPE OF SERVICE: Programming, developing and mailing library forms and notices.	· Ala
FUNDING SOURCE: Public Library's Information Technology Division Operating Budgets	get
Original Amount: \$750,000.00 PSC Duration: 11/1/06 through Modification Amount \$940,000.00 PSC Duration: 7/1/2012 through	
Total Amount \$940,000.00 PSC Duration: 7/1/2012 through Total PSC Duration: 11/1/06 through	
 DESCRIPTION OF WORK A. Concise description of proposed work: The San Francisco Public Library (Library) seeks a Contractor to develop a program to interpreformat, and issue notices and forms for the Library in multiple languages. The services include File Transfer Protocol (FTP) to generate around 1,000 library notices per day, printing text of mailing them to library patrons first class presorted on the same day. Initially, the Contractor at the specifications for and design each of the required forms: reserves, overdue, billed items, ho Subsequent changes and/or additions to the forms would be made as needed and, on occasion, inserts, or camera-ready copy of same, to be included in the mailings. B. Explain why this service is necessary and the consequences of denial:	e transforming electronic data, via notices onto designated forms, and and Library staff will meet to define elds expired, and holds cancelled, the Library would provide additional ment the contract, there was a steady \$0,000 has nearly exhausted and an ontract maturity date of 2/28/12 will \$012. The Library is seeking for an iously approved by the Civil number):
2. <u>UNION NOTIFICATION</u> : Copy of this summary is to be sent to employee organizations for specific procedures):	tions as appropriate (refer to
21 Acstone	2/9/11
Union Name Signature of person mailing/faxing form	Date
SEIU A-estore	2/9/11
Union Name Signature of person mailing/Caxing form	Date
RFP sent to , on	
Union Name Date	Signature
WIND AND ADDRESS OF THE STATE O	
PSC# 4028 - 06/07 FOR INTERNITOR HOWAN RESOURCES USE STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:	" FEB 0 9 2011

ъ.	ጀርሚ የመካያ ያለው የሚያስ የሚያስያቸውን የሚያስ ተ	AT THE THEORY STATES	AND RESERVE AND PARTY AND ADDRESS OF THE PARTY	-
٠.	1 3 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1 14 U 14 H H H H L I V	CRITTONGY OCUPINS	
	DEDUCTE HUN	OF ABOURED.	SKILLS/EXPERTIST	٦.

- A. Specify required skills and/or expertise:
 - 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.
 - 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.				N (if "yes," attach explanuervise City and Count	•	es?		Yes	No x
	В.	Describe tIndicate o	the training and ecupational typ	y and County employees? indicate approximate nu e of City and County em approximate number to b	mber of ho ployees to		., clerks,	and the second second	
	C.	Are there leg	al mandates rec	juiring the use of contract	tual servic	es?			х
	D.	Are there fed	eral or state gra	nt requirements regardin	g the use c	of contractual service	s?		X
	E.	Has a board of to provide this		determined that contraction	ng is the m	ost effective way			the soft failer ball company polymer.
	F.		osed work be c your departme	ompleted by a contractor	that has a	current personal ser	vices		
TH	E A	ABOVE INFO RTMENT HE	A CONTR	SUBMITTED AS COM	0-			HALF OI	THE
			Donna Mario	The second secon	- Bassan sanasan branche	557-4585	-		
				Type Name 100 Lavlein St	5 San	Telephone Number		9410	2
PS	CFO	ORM 2 REV	(9/96)		· Sovn	I rances -u,	CM	1.4-10	<u></u>

HP LaserJet 3050

Fax Activity Log



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

Job	Date	Time	Туре	Identification	Duration	Pages	Result
2513	1/10/2011	10:49:45AM		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 18	OK
2518	1/13/2011	9:15:37AM	Send	918773539256	15:22	18	OK ;
2519	1/13/2011	10:08:43AM		Maltby Electric	1:28	2	UK
2520	1/13/2011	1:30:26PM	Receive	BankofAmericaRCH07b	0:54	3	OK
2521	1/14/2011	11:33:35AM		95547578	0:48	1	OK
2522	1/14/2011	12;04:02PM	Receive	e de la companya de l	0:20	1	OK
2523	1/18/2011	8:53:04AM	Send	95547578	0:47	1	OK
2524	1/19/2011	10:41:53AM		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		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	0K
2530	1/26/2011	8:51:11AM	Receive		0:28	1	0K
2531	1/26/2011	10:45:40AM	Receive		0:44	1	0K
2532	1/27/2011	12:03:59PM	Receive		0:20	1	OK
2533	1/27/2011	4:27:51PM	Send '	93862580	1:47	2 3	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	ÖK
2539	2/ 1/2011	10:55:43AM	Send	94315764	0:42	2	0K
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	1 5 3	OK
2546	2/ 3/2011	2:52:34PM	Send	95547578	1:07	3	OK
2547	2/ 4/2011	10:58:27AM	Receive		0:23	The same of the sa	0K
2548	2/ 7/2011	12:05:52PM	Receive		0:29	1	OK
2549	2/ 7/2011	11:19:29PM	Receive		0:37	ferral forms	OK
2550	2/ 8/2011	4:11:34PM	Send	94315764	0:46	2	OK
2551	2/ 9/2011	3:02:05PM	Send	98642166 -> 2/	1:09	2 3	:OK
2552	2/ 9/2011	3:05:47PM	Send	94316241 → SEIU	1:11	3	0K