



Edwin M. Lee  
Mayor

Micki Callahan  
Human Resources Director

Date: May 16, 2011

To: The Honorable Civil Service Commission

Through: Micki Callahan  
Human Resources Director

From: Gordon Choy, DPW  
Jacquie Hale, DPH  
Kan Htun, ART

**Subject: Personal Services Contracts Approval Request**

This report contains five (5) 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
\$8,924,000	\$2,547,131	\$601,758,208

Gordon Choy  
Department of Public Works  
875 Stevenson Street, Room 420  
San Francisco, CA 94103

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

Kan Htun  
Arts Commission 25 Van Ness Ave., Suite 240  
San Francisco, CA 94102

**POSTING FOR**

5/16/2011

**PROPOSED PERSONAL SERVICES CONTRACTS - Regular**

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4104-10/11	28	Art Commission	Regular	\$2,624,000	Contracts for multiple artists to design, fabricate, transport and install artworks in a variety of media for the Public Safety Building as part of the capital projects for the new building.	5/1/2011 - 6/1/2015
4105-10/11	81	Public Health	Regular	\$6,200,000	Intermittent, as-needed pharmacist and pharmacy technician registry services for use during unusually high patient activity, workload peaks or low staffing levels of Civil Service employees due to unscheduled staff absences or shortages.	1/1/2011 - 12/31/2013
4106-10/11	90	Public Works	Regular	\$100,000	The Furniture Fixtures & Equipment (FF&E) Asset Management Consultant (AMC) shall participate with the Executive Architect and the Bureau of Architecture in the development and maintenance of the furniture program and create a base building database for the Public Safety Building (PSB) that accurately catalogs FF&E and related systems required for preparing a solicitation to the prospective vendor(s) of these systems. The AMC shall be responsible for ensuring that all furniture specified shall be completely installed by the manufacturers and/or vendors selected through a separate RFQ process.	3/1/2011 - 12/31/2013

**Total Amount - Regular: \$8,924,000**

**POSTING FOR**

5/16/2011

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

PSC No	DeptNo	Dept Description	Approval Type	Modified Amount	Cumulative Total	Description of Work	Start Date	End Date
2000-07/08	81	Public Health	Continuing	\$2,400,000	\$4,000,000	This PSC is to provide fiscal and programmatic services for a variety of intermitent and as-needed community health, planning, support and service projects. This modification extends the term of the request and adds additional funds to cover ongoing services including the renewal of the Department of Public Health LifeLines Program which provides support services for women with breast cancer. The LifeLines Program includes targeted case management, support groups, and support of the mobile mammography program at San Francisco General Hospital. These services will undergo an RFP in the spring of 2011. Additional areas of service will include the promotion and support of childhood immunization projects, environmental health, asthma prevention, lead exposure prevention, diabetes prevention, smoking cessation, dental health programs, primary care promotion, WIC issues, and specialized health-related training and research projects. Contractor(s) will also assist individuals and small organizations with the needed organizational and financial management skills essential to the effective delivery of these projects. The proposed PSC amount includes the value of the community planning, support and service projects, which may be funded through grants, work orders, or (limited) general funds.	2/1/2008	6/30/2022
4018-09/10	90	Public Works	Regular	\$5,000,000	\$9,500,000	Highly specialized engineering and design services, related to the Cruise Terminal including final programming and planning, maritime engineering, geotechnical engineering, specialized architecture related to Cruise Terminal design and special event requirements, lighting consultant, cost estimating, waterproofing, security, systems consultant, telecommunications equipment engineering, mechanical, electrical and historical consulting services. These services are needed to be able to meet the highly compressed delivery schedule now required of the project. The America's Cup was awarded to San Francisco on Dec 31, 2010. That agreement requires that the Terminal building be delivered to them by Jan. 1, 2013. This schedule cannot be met without a highly directed effort of a team comprised of specialty consultants with expertise in fast track projects of a specialized nature. Failure to deliver will result in breach of contract by the City of San Francisco.	9/1/2009	11/30/2014

**Sum of Modified Amounts: \$7,400,000**

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: 3-15-2011

DEPARTMENT NAME: Arts Commission DEPARTMENT NUMBER 28

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

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

TYPE OF SERVICE: Design, fabricate, transport and install artworks at the Public Safety Building.

FUNDING SOURCE: Art Enrichment

PSC AMOUNT: \$ 2,624,000 PSC DURATION: 5-1-2011 through 6-1-2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contracts for multiple artists to design, fabricate, transport and install artworks in a variety of media for the Public Safety Building as part of the capital projects for the new building.

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

City Administrative code section 3.19 requires that 2% of the construction budget of new capital improvement projects be spent on art enrichment. Denial would prohibit the Police and Fire Departments from complying with this ordinance. This work is being funded under art enrichment funds generated from the construction of the new Public Safety Building capital improvement projects.

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 most recent Civil Service approval was for design, fabrication and installation of artwork for the General Hospital Acute Care Unit projects under PSC# 4090-08/09 on FEBRUARY 2, 2009.

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

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

Local 1021 Union Name Signature of person mailing/faxing form Date 3-15-2011
Local 21 Union Name Signature of person mailing/faxing form Date 3-15-2011
RFP sent to Union Name, on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

MAR 15 2011

PSC# 4104-10/11
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractors must be the professional fine artists who are selected by independent selection panels and approved by the Arts Commission to enter into contracts to design, fabricate, transport and install artworks at the Public Safety Building. These artists must have their design approved by the Arts Commission as required by City Charter.

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

None. Artist is not a Civil Service classification.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There is no Civil Service classification for fine artists. Contractors must be the professional fine artists who have been selected by and independent selection panel and judged by the Arts Commission as being appropriate for the unique requirements of this site. Civil Service cannot perform transportation because transport classification 7355 is not insured for fine art transport and the city will not assume liability for damage to artworks sustained during transportation.

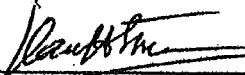
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. Each project is unique and requires different skills, as determined by an independent selection panel. It is in the City's interest to develop an art collection that is diverse in style, media, and artists represented.

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

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

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

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

\_\_\_\_\_  
Kan Htun  
Print or Type Name

\_\_\_\_\_  
252-4604  
Telephone Number

\_\_\_\_\_  
25 Van Ness Ave, Suite 240  
San Francisco, CA 941102  
Address

**PERSONAL SERVICES CONTRACT AWARD NOTICE**

DATE: March 15, 2011

DEPARTMENT: Arts Commission DEPARTMENT NUMBER 28

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

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

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

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

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

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

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

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

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Telephone Number

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



# Transmission Report

Date/Time	03-15-2011	04:37:20 p.m.	Transmit Header Text	
Local ID 1	415 252 2595		Local Name 1	SF Arts Commission
Local ID 2			Local Name 2	

**This document : Confirmed  
(reduced sample and details below)  
Document size : 8.5"x11"**

SAN FRANCISCO ARTS COMMISSION  
PHONE: (415) 252-2551  
FAX: (415) 252-2595

### FACSIMILE TRANSMITTAL SHEET

<b>Attn:</b> L.F.T.E., Local 21	<b>From:</b> SFAC / Zoe Teleporos
<b>Organization:</b> Arts Commission	<b>Date:</b> 3/15/11
<b>Fax number:</b> 415-864-2166	<b>Total no. of pages including cover:</b> 4
<b>Phone number:</b> 415-252-3215	<b>Sender's reference number:</b>
<b>Re:</b> Personal Services Contract Summary	<b>Your reference number:</b>

URGENT   
  FOR REVIEW   
  PLEASE COMMENT   
  PLEASE REPLY   
  PLEASE RECYCLE

25 VAN NESS AVENUE, SUITE 240  
SAN FRANCISCO, CA 94102

Total Pages Scanned : 4

Total Pages Confirmed : 4

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	662	415 864 2166	04:36:04 p.m. 03-15-2011	00:00:46	4/4	1	EC	HS	CP26400

**Abbreviations:**

HS: Host send	PL: Polled local	MP: Mailbox print	TU: Terminated by user
HR: Host receive	PR: Polled remote	CP: Completed	TS: Terminated by system
WS: Waiting send	MS: Mailbox save	FA: Fall	RP: Report
			G3: Group 3
			EC: Error Correct

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 21, 2011

DEPARTMENT NAME: Department of Public Health DEPARTMENT NUMBER 81

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

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

TYPE OF SERVICE: Pharmacist and Pharmacy Technician Registry Services

FUNDING SOURCE: General Fund

PSC AMOUNT: \$6,200,000 (for 3 yrs.) PSC DURATION: 01/01/11-12/31/13

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Intermittent, as-needed pharmacist and pharmacy technician registry services for use during unusually high patient activity, workload peaks or low staffing levels of Civil Service employees due to unscheduled staff absences or shortages.

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

These services are necessary to provide an adequate level of pharmacy staff for San Francisco General Hospital (SFGH), Laguna Honda Hospital (LHH), and Jail Health Services (JHS), in order to maintain quality levels of care and meet licensing and regulatory requirements. Failure to have access to these registry services when Civil Service staff are temporarily unavailable will compromise patient care and jeopardize facility licenses and related funding.

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 4060-03/04

D. Will the contract(s) be renewed: Yes, if funding is available and the need persists.

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

SEIU Local 1021 Union Name, Jacquie Hale Signature of person mailing/faxing form, August 20, 2010 April 21, 2011 Date, RFP sent to SEIU Local 1021 Union Name, on May 24, 2010 Date, Junko Craft Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4105-10/11 STAFF ANALYSIS/RECOMMENDATION:

APR 20 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractors must have valid, current California State Board of Pharmacy licenses, and a minimum of two years experience which includes the use of a current inpatient/outpatient pharmacy computer system(s).

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

2450 Pharmacist; 2409 Pharmacy Technician

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 requested services are supplemental, as-needed services only. The registry services are only utilized to maintain staffing levels during unusually high patient activity workload peaks or low staffing levels of Civil Service employees due to unscheduled staff absences or shortages.

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

No. Civil Service classifications already exist. It would be impractical to establish new classes, as the required services are on an as-needed, intermittent basis. These registry services are necessary because of workload peaks and/or unscheduled Civil Service absences which result in low staffing levels.

The Department has met with SEIU Local 1021 representatives, has provided information on the status of filling current position vacancies (please see attached), and has agreed to update this information and to meet with SEIU Local 1021 representatives annually, as well as to express its willingness to the Commission to provide similar reports to the Commission.

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

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

Yes No

B. Will the contractor train City and County employees?

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


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

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

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? DPH will utilize current vendors until a selection is made will utilize current vendors until a selection is made under an RFP (now in process).

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

  
Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale  
Print or Type Name

(415) 554-2609  
Telephone Number

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

**Attachment to Personal Services Contract Summary: Pharmacist and Pharmacy Technician Registry Services**

**2409 Pharmacist and 2450 Pharmacy Technician positions added**

SFGH has added 16 FTE pharmacists and 7 FTE pharmacy technicians in the past 4 years, despite a National shortage of pharmacist's shortage which has made it difficult to quickly fill positions and has required DPH to incorporate a variety of recruitment modalities to obtain qualified staff. Nonetheless, DPH Pharmacy has collaborated with HR to successfully hire qualified and talented Civil Service staff.

**FTE Budget History (SFGH budgeted positions)**

Class Title	Class	FY0607	FY0708	FY0809	FY0910	FY1011	Total Incr	Notes
Pharmacy Tech	2409	33.25	35.50	38.25	39.00	40.54	7.29	Regulatory
Pharmacist	2450	22.75	24.25	25.75	26.50	28.81	6.06	Regulatory
Supervising Pharmacist	2453	5.00	5.00	5.00	5.00	5.77	0.77	Regulatory
Clinical Pharmacist	2454	<u>14.75</u>	<u>21.31</u>	<u>24.38</u>	<u>24.75</u>	<u>24.75</u>	<u>10.00</u>	Regulatory
		75.75	86.06	93.38	95.25	99.87	24.12	
	Increase from Prev Year		10.31	7.32	1.87	4.62		

**A reduction in registry use has not been possible for a variety of reasons:**

1. Patient care mandates and regulatory scrutiny has heightened since 2005. Registry staff have been used to provide services until new Civil Service positions could be approved and filled.
2. The Pharmacy Department seeks to replace registry staff with Civil Service staff as much as possible. It does not use registry services as a substitute for Civil Service staff. On-call and part-time Civil Service pharmacy staff are called upon first to complete unfilled shifts. Registry staff is used only when Civil Service staff are unable to fill available shifts. Without the use of these services, Hospital licensing would be jeopardized.

New pharmacy services include:

- a. Medication review and profiling in the Emergency Department;
  - b. Medication review of patients receiving contrast media in Radiology;
  - c. Pharmacy staff preparing all intravenous medications (including NICU and ICU's).
3. Mandate to reduce overtime by Mayor's Office has resulted in a reduction in overtime by Civil Service staff and a commensurate increase in the use of Civil Service on-call and part-time staff, as well as registry personnel.
  4. Continued need to back-fill sick, vacation, and other leaves. This need has increased as new Civil Service staff have been hired.

**The settlement agreement** called for minimum staffing in the Outpatient Pharmacy. We have done that:

**2001 Settlement Agreement**

**SFGH Outpatient Pharmacy staffing (#3)**

Class Title	Class	Desirable (agreement)	Min (agreement)	Current
Pharmacy Tech	2409	7	6	9.5
Pharmacist	2450	9	7	9

**Plans to reduce reliance on registry services to every extent possible:**

1. Complete hiring of all vacant positions.
2. Add additional Civil Service on-call positions at SFGH.

Open Requisitions for 2409, 2450, and 2454 positions. Please specify what assignment or location each is intended for, the schedule for each position (e.g., FT or PT), as well as when the Req was approved, when the job announcement was published, and when the Department expects to fill the position.

Location	Classification	Location	# Positions	Schedule	Date posted	Date to fill
LH	2450	IP	1	PT	10/8/2010, waiting for referral	Will fill as soon as recruitment closes.
SFGH	2409	IP	1	FT	10/15/2010	Selection made
SFGH	2409	OP	1	FT	10/15/2010	Selection made
SFGH	2409	IP	3	FT	12/17/2010	Posting closed 1/7/11. Interviewing. Will fill ASAP
SFGH	2409	OP	2	FT	12/17/2010	Posting closed 1/7/11. Interviewing. Will fill ASAP
SFGH	2450	IP	7	FT (6) PT (1)	Recruitment re-opened 1/7/11	ASAP, until qualified applicants identified and selected
SFGH	2454	IP	1	FT	tbd	Submitted request to hire on 1/7/11

For the past twelve months, the number of applicants and number of interviewees for each advertised position.

In the past twelve months, how many offers of employment have been made for positions in each of the above classifications and how many offers have been accepted (i.e., the position was filled).

Laguna Honda Hospital

2409 - One full time vacancy was filled via reassignment (from SFGH). There was one applicant and it was this individual who was selected.

2450 - One full time vacancy was filled this year. For this vacancy there were 19 applicants and 11 individuals were interviewed. One person was selected.

- There is currently one part time vacancy that is awaiting the referral process.

2454 - No recruitments this year at Laguna Honda Hospital

San Francisco General Hospital

2409 – There were two full time vacancies, first filled by reassignment and then the vacancies created from the reassignments were filled by new staff. There were three applicants and two were selected.

2450 - There were two vacancies which were filled by two reassignment employees. For these recruitments, only two people applied and two were interviewed.

Then there were four other vacancies where 46 applicants applied, 15 responded, and 4 were interviewed. The recruitment resulted in one person being offered a position and accepted and another employee was reinstated.

2454 - There were three vacancies. For these vacancies, there were 4 eligible's. One person declined to be interviewed and one person declined an offer of employment. Two people were selected.



City and County of San Francisco

Department of Public Health

Office of Contract Management & Compliance

Telephone (415) 255-3543

Fax (415) 252-3088

FAX

**Date** | August 20, 2010

**To:** | **Daz Lamparas, Local 1021**

| Fax # (415) 431-6241

**From:** | Junko Craft, Sr. Contract Analyst

| Fax # (415) 252-3088

**Subject** |

| Personal Services Contract Summary (Pharmacy Registry)

8 Page:

Including this page

**Sending you PSC which goes to Civil Service Commission Meeting  
scheduled for 9/20/10.**

**Also sending you previous PSC 4060-03/04.**

If you have any questions, please call me.

TRANSMISSION VERIFICATION REPORT

TIME : 08/20/2010 14:35

DATE, TIME	08/20 14:31
FAX NO./NAME	94316241
DURATION	00:04:22
PAGE(S)	09
RESULT	OK
MODE	STANDARD ECM



**City and County of San Francisco**  
Department of Public Health

**OFFICE OF CONTRACT MANAGEMENT  
AND COMPLIANCE**

101 Grove Street, Room 307  
San Francisco, CA 94102  
(415) 554-2609 FAX (415) 554-2555

**MEMORANDUM**

**TO:** Daz Lamparas, Staff Supervisor  
SEIU, Local 1021

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

**DATE:** August 20, 2010

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

Attached is the following personal services contract summary, which will be submitted to the Department of Human Resources for Civil Service Commission review and approval for the meeting of September 20, 2010:

- 1. Intermittent, as-needed pharmacist and pharmacy technician registry services for use during unusually high patient activity workload peaks or low staffing levels of Civil Service employees due to unscheduled staff absences or shortages.**

Attachments

cc: Gregg Sass



PERSONAL SERVICES CONTRACT SUMMARY

DATE: 8/20/2010

DEPARTMENT NAME: Department of Public Health DEPARTMENT NUMBER 81

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

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

TYPE OF SERVICE: Pharmacist and Pharmacy Technician Registry Services

FUNDING SOURCE: General Fund

PSC AMOUNT: \$6,200,000 (for 3 yrs.) PSC DURATION: 01/01/11-12/31/13

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Intermittent, as-needed pharmacist and pharmacy technician registry services for use during unusually high patient activity workload peaks or low staffing levels of Civil Service employees due to unscheduled staff absences or shortages.

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

These services are necessary to provide an adequate level of pharmacy staff for San Francisco General Hospital (SFGH), Laguna Honda Hospital (LHH) and Jail Health Services (JHS), in order to maintain quality levels of care and meet licensing requirements. Failure to have access to these registry services when Civil Service staff are temporarily unavailable will compromise patient care and jeopardize facility licenses and related funding.

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 4060-03/04

D. Will the contract(s) be renewed: Yes, if funding is available and the need persists.

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

SEIU Local 1021 Union Name, Signature of person mailing/faxing form: Jacquie Hale, Date: August 20, 2010. RFP sent to SEIU Local 1021 Union Name, on May 24, 2010 Date, Signature: [Handwritten Signature]

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractors must have valid, current California State Board of Pharmacy licenses, and a minimum of two years experience which includes the use of a current inpatient/outpatient pharmacy computer system(s).

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

2450 Pharmacist; 2409 Pharmacy Technician

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 requested services are supplemental, as-needed services only. The registry services are only utilized to maintain staffing levels during unusually high patient activity workload peaks or low staffing levels of Civil Service employees due to unscheduled staff absences or shortages.

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

No. Civil Service classifications already exist. It would be impractical to establish new classes, as the required services are on an as-needed, intermittent basis. These registry services are necessary because of workload peaks and/or unscheduled Civil Service absences which result in low staffing levels.

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

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

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

Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale

(415) 554-2609

Print or Type Name

Telephone Number

101 Grove Street, Room 307

San Francisco, CA 94102

Address



CIVIL SERVICE COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO

RECEIVED  
04 JAN 12 AM 8:33

SFDPH  
OFFICE OF CONTRACTS MGT.  
& COMPLIANCE

January 7, 2004

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED  
PERSONAL SERVICES CONTRACT NUMBERS 4055-03/04  
THROUGH 4061-03/04.

At its meeting of January 5, 2004 the Civil Service Commission had for its consideration the above matter.

It was the decision of the Commission to adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

If this matter is subject to the Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

CIVIL SERVICE COMMISSION

KATE FAVETTI  
Executive Officer

Attachment

- cc: Gordon Choy, Department of Public Works
- Nancy Gonchar, Arts Commission
- Gabe Karol, San Francisco International Airport
- Valerie LeBeaux, Department of Parking & Traffic
- Galen Leung, Department of Public Health
- Jonathan Nelly, Department of Human Resources
- Ted Yamasaki, Department of Human Resources
- Commission File
- Chron

MORGAN R. GORRONO  
PRESIDENT

LINDA RICHARDSON  
VICE PRESIDENT

ALICIA D. BECERRIL  
COMMISSIONER

DONALD A. CASPER  
COMMISSIONER

THOMAS T. NG  
COMMISSIONER

KATE FAVETTI  
EXECUTIVE OFFICER

POSTING FOR

December 19, 2003

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

Contract No.	Department	Amount	Description	Frequency	Start Date
4055-03/04	Airport Commission	\$65,000	Will study the feasibility to install a pedestrian bridge from the Terminal 1 Air Train Station to Terminal 1 and a mezzanine with elevators, escalators, and stairs to move passengers to/from this mezzanine to the Terminal 1 Departures and Arrivals Levels.	Regular	12/31/2004
4056-03/04	Airport Commission	\$438,000	Will cover the second phase studies and reports on wetlands and threatened endangered species that are required to assure the wetland sites and resources studies are in compliance with mitigation measures that the Airport agreed to for its Master Plan.	Regular	12/31/2009
4057-03/04	Public Works	\$1,000,000	Will provide historical preservation architectural and engineering design services for the San Francisco Landmark of the Palace of Fine Arts Buildings, Lagoon and Park Restoration Project.	Regular	12/31/2008
4058-03/04	Parking & Traffic Commission	\$252,000	Will provide professional parking garage management services at City garages.	Regular	2/1/2010
4059-03/04	Public Health	\$110,000	Will provide an on-site, comprehensive dental service program for the residents of Laguna Honda Hospital.	Regular	6/30/2009

POSTING FOR

December 19, 2003

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSG #	Department	Amount	Description of work	Term/Type	Expiration
4060-03/04	Public Health	\$6,000,000	Will provide intermittent, as-needed, on-call professional pharmacists and pharmacy technicians for use during unusually high patient activity or low staffing of civil service employees due to scheduled and unscheduled staff absences and unfilled vacancies.	Regular	6/30/2008
4061-03/04	Arts Commission	\$75,000	Will provide handling, transportation, installation, storage, pedestals design, and fabrication of display cases for works of art belonging to the City and County of San Francisco.	Regular	12/31/2006



PERSONAL SERVICES CONTRACT SUMMARY

DATE: 01/02/2004

DEPARTMENT NAME: DEPARTMENT OF PUBLIC HEALTH

DEPARTMENT NUMBER: 81

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

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

TYPE OF SERVICE: Intermittent, As-needed Professional Pharmacists and Technicians Registry Services

FUNDING SOURCE: DPH - Community Health Network Funds

PSC AMOUNT: \$6,000,000 or \$1,500,000 per year PSC DURATION: 07/01/2004 - 06/30/2008

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide intermittent, as-needed, on-call professional pharmacists and pharmacy technicians for use during unusually high patient activity or low staffing of civil service employees due to scheduled and unscheduled staff absences and unfilled vacancies.

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

These registry services are necessary to provide an adequate level of pharmacy staff for San Francisco General Hospital (SFGH), Laguna Honda Hospital (LHH) and Jail Health Services, during periods of unusually high patient activity or low staffing of civil service employees due to unanticipated sick leaves and unfilled vacancies. Since February 2001 up to four (4) pharmacist positions have been vacant at the same time between SFGH and LHH. These positions have not been filled because of the current severe shortage of pharmacists nationwide. We expect this shortage to continue, as well as a shortage of pharmacy technicians. Denial of the utilization of these registry services will result in delays in the timely dispensing of drug products and services critical to the health and safety of patients and clients of SFGH and LHH.

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 4156-95/96

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

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

[X] Locals 250 and 790 Union Name, Galen W.M. Leung Signature of person mailing/faxing form, DEC 11 2003 Date, [ ] Locals 250 and 790 Union Name, Signature of person mailing/faxing form, Date, RFP notice sent to 790 Union Name, on 10/14/2003 Date, [Signature] Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4060-03/04

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION: Approved 1/5/2004

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:  
Contractors must have personnel that have valid, current California State Board of Pharmacy licenses, and a minimum two (2) years experience, which includes the use of a current inpatient/outpatient pharmacy computer system(s).

B. Which, if any, civil service class normally performs this work?  
Pharmacy Technician 2409 and Pharmacist 2450

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

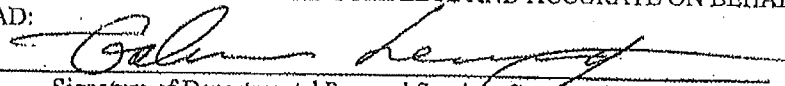
A. Explain why civil service classes are not applicable:  
The requested services are supplemental as-needed services only. The registry services are only utilized to back-up civil service employees' availability.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
No. Civil Service classifications already exist. These registry services are for intermittent, on-call work to back-up scheduled and unscheduled staff absences.

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

- |   | <u>Yes</u>               | <u>No</u>                           |
|---|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Describe the training and indicate approximate number of hours.   |                          |                                     |
| • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate numbers to be trained.  |                          |                                     |
| C. Are there legal mandates requiring the use of contractual services?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Unknown. Request For Proposal No. 18-2003 was published 10/14/2003, and contracts have not yet been awarded. | <input type="checkbox"/> | <input type="checkbox"/>            |

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

  
Signature of Departmental Personal Services Contract Coordinator

Galen W.M. Leung (415) 554-2609  
Print or Type Name Telephone Number

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 16, 2011

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: FF&E Asset Consultant for the Public Safety Building, a component of the Earthquake Safety & Emergency Response Bond Program

FUNDING SOURCE: General Obligation Bond Funds (ESER GOB 2010A)

PSC AMOUNT: \$100,000 PSC DURATION: 03/01/11 thru 12/31/13

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Furniture Fixtures & Equipment (FF&E) Asset Management Consultant (AMC) shall participate with the Executive Architect and the Bureau of Architecture in the development and maintenance of the furniture program and create a base building database for the Public Safety Building (PSB) that accurately catalogs FF&E and related systems required for preparing a solicitation to the prospective vendor(s) of these systems. The AMC shall be responsible for ensuring that all furniture specified shall be completely installed by the manufacturers and/or vendors selected through a separate RFQ process.

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

The PSB once completed, it will accommodate a police station, a police command center headquarters, a fire station, and adaptive reuse of Fire Station #30 to provide for multi-use by the fire and police departments and the community. The functionality of the entire police and fire department rely on the building being properly supplied with the necessary furniture, fixtures and equipment. A consultant with vast experience in interior design is needed to properly fulfill this need. If the service is denied, the facility will not be able to open and satisfy the voter-approved Earthquake Safety and Emergency Response (ESER) Bond Program, which passed on the June 8, 2010 ballot.

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):

Consultants have generally been contracted to provide this type of service, such as Laguna Honda Hospital Replacement Program (PSC#4085-06/07); San Francisco General Hospital Rebuild (PSC#4031-09/10); Public Utilities Commission Headquarters at 525 Golden Gate Avenue (PSC#4131-09/10).

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

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

Local 21 Union Name Corina Cordos Signature of person mailing/faxing form 3/17/11 Date
Union Name Signature of person mailing/faxing form Date
RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4106-10/11

MAR 17 2011

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:



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

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

*Ability to employ enterprise level Facilities Management (FM) Structure Query Language (SQL) FF&E database software to record and track new and existing FF&E items by site, building, floor and room locations. Ability to generate real-time FF&E reports including Probable Cost, Master List report, specification data sheets, location, quantity and cost report by department, product type, manufacturer and finish.*

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

*If available, 5265 Architectural Associate; 5266 Architectural Associate II; 5268 Architect at the Bureau of Architecture, they may perform the design specification service for office relocations, but not for a project of this magnitude and complexity, as well as procurement and installation oversight.*

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

*Yes, the consultant must provide Facilities Management (FM) Structure Query Language (SQL) FF&E database software.*

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

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

*Civil Service classifications 5265 Architectural Associate I, 5266 Architectural Associate II, 5268 Architect are applicable, however, a project of this size and complexity has not been undertaken by the City. Consequently, applicable classifications do not have the required expertise in managing the procurement and installation of equipment and furniture for a large project of this scope. It is critical these services are closely coordinated with the general contractor's schedule. The procurement itself (data entry into ADPICS, posting of advertisements, receipt of bids, award of bids, etc.) will be handled by City Purchasers. City staff will be responsible for directing the consultant. The consultant will provide specialized expertise to assist City Staff.*

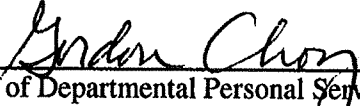
**B. Would it be practical to adopt a new civil service class to perform this work? Explain.**

*No. Civil Service classifications 5265 Architectural Associate I, 5266 Architectural Associate II, 5268 Architect already exist and may perform the design specification service for office relocations, but not for a project of this magnitude and complexity, as well as procurement and installation oversight.*

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

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

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

  
 \_\_\_\_\_  
 Signature of Departmental Personal Services Contract Coordinator  
**Gordon Choy**  
 \_\_\_\_\_  
 Print or Type Name    (415) 554-6230  
 \_\_\_\_\_  
 Telephone Number

875 Stevenson Street, Room 420  
 \_\_\_\_\_  
 San Francisco, CA 94103  
 \_\_\_\_\_  
 Address









**PSC Summary for an FF&E Asset Consultant for the Public Safety Building**

Carlos, Carina to: DHR-PSCCoordinator

03/17/2011 04:56 PM

Cc: "Wong, Tammy", "Fernandez, Marisa", "Chui, Samuel", "Choy, Gordon"

6 attachments

-   PSC Summary - FF& E Asset Consultant for PSB - 3-17-11.pdf CS-124 Signed PSC.pdf
-   Public Safety Building PSC Form for FFE Asset Mgmt 03-16-11 final.docx PSC Summary - 4031-0910.pdf
-   PSC 4085-0607.pdf PSC Summary - FF& E Asset Consultant for PSB - 3-17-11.pdf

Good afternoon,

Attached are the following documents related to the PSC Summary for an FF&E Asset Consultant for the Public Safety Building:

1. PSC Summary Form (PDF Format)
2. PSC Summary Form (Word Format)
3. Other PSC documents referenced:
  - a. Laguna Honda Hospital PSC#4085-06/07
  - b. San Francisco General Hospital PSC#4031-09/10
  - c. Public Utilities Commission PSC#4131-09/10
4. Email of PSC notification to Local 21

Carina

---

Carina C. Carlos  
 Department of Public Works  
 Contract Administration Division  
 875 Stevenson Street, Room 420  
 San Francisco, CA 94103  
 Tel: (415) 554-6416 | Fax: (415) 554-6232  
[Carina.Carlos@sfdpw.org](mailto:Carina.Carlos@sfdpw.org)

----- Message from "Carlos, Carina" <Carina.Carlos@sfdpw.org> on Thu, 17 Mar 2011 16:49:25 -0700 -----

**To:** "Ging Louie (glouie@ifpte21.org)" <glouie@ifpte21.org>, "Larry Wong (lwong@ifpte21.org)" <lwong@ifpte21.org>, "Fernandez, Marisa" <Marisa.Fernandez@sfdpw.org>, "Chui, Samuel" <Samuel.Chui@sfdpw.org>, "Choy, Gordon" <Gordon.Choy@sfdpw.org>

**Subject:** PSC for FF&E Asset Consultant for the Public Safety Building

Good afternoon,

Attached is a copy of the PSC Summary form for an FF&E Asset Consultant for the Public Safety Building.

Thank you,

Carina

---

Carina C. Carlos  
Department of Public Works  
Contract Administration Division  
875 Stevenson Street, Room 420  
San Francisco, CA 94103  
Tel: (415) 554-6416 | Fax: (415) 554-6232  
[Carina.Carlos@sfdpw.org](mailto:Carina.Carlos@sfdpw.org)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 9, 2009

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: Equipment Management Professional Services

FUNDING SOURCE: Proposition A, November 1999, \$299 million; Tobacco Settlement proceeds, Interest proceeds

Original Amount: \$800,000 PSC Duration: 2/1/2007 through 1/31/2012
Modification Amount \$1,200,000 PSC Duration: 2/1/2007 through 1/31/2012
Total Amount \$2,000,000 Total PSC Duration: 2/1/2007 through 1/31/2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Equipment Manager's professional services associated with Laguna Honda Hospital's Replacement Program. This contract is for a professional service to provide a turnkey management solution for the medical equipment, library millwork and furniture for the program...

The selected consultant will provide specialized expertise to assist Civil Service classifications.

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

It is necessary that a consultant specializing in medical equipment and the furniture industry to manage the procurement process, and coordinate the installation with the general contractor for the facility to operate and comply with the State's seismic requirements.

The move planning & logistics portion of the work is already behind schedule. Vendors will begin delivering equipment and furniture at the end of the week. Denial of the modification could put the hospitals relocation to the new facility in jeopardy.

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

This is a modification to PSC# 4085-06/07, approved January 2, 2007.

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

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

Local 21 Union Name Signature of person mailing/faxing form Date 9/09/09
Union Name Signature of person mailing/faxing form Date
RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4085-06/07

STAFF ANALYSIS/RECOMMENDATION:

COPY

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Required expertise includes, but is not limited to: coordinating the procurement process of \$16M worth of furniture and medical equipment for a large hospital construction project; managing the installation process (shipping, delivery, receiving, staging and installation); relocating and moving existing equipment; transition/move planning and logistics for both new and existing equipment; contract administration of the hospital's move contractors; 'Useful Life' addition to equipment list as per the American Hospital Association's 'Estimated Useful Lives of Depreciable Hospital Assets', as requested by the Controller's Office; assisting with the procurement process and reconciling cost estimates.

Experience in communicating with OSHPD is necessary to manage the equipment required to be anchored. Shop drawings are submitted and approved by OSHPD prior to installation; coordinating inspections are also required.

The selected consultant will have experience in: OSHPD permitted hospital projects, construction projects conducted around an operating hospital facility, and managing the relocation of hospital departmental moves.

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

Senior Purchaser Classification 1956; Principal Administrative Analyst Classification 1824; Principal Administrative Analyst II Classification 1825

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classifications are applicable. However, the City has not undertaken a hospital project of this size and complexity. Consequently, applicable classifications do not have the required expertise in managing the procurement and installation of equipment and furniture for a large hospital project of this scope. It is critical these services are closely coordinated with the general contractor's schedule.

Portions of this work could be performed by the above-mentioned classes, but the classes do not cover the entire breadth of scope. Services for which applicable classifications do have expertise have been specifically excluded from the Scope of Work in the RFQ.

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

No. The condition created by the required specialized skills combined with the large size of the project occurs only periodically and is project specific.

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

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

Yes No

B. Will the contractor train City and County employees?

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

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

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

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

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

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

Gordon Choy  
Signature of Departmental Personal Services Contract Coordinator

Gordon Choy  
Print or Type Name

(415) 554-6230  
Telephone Number

875 Stevenson St. #420  
SF, CA 94103  
Address

# Transmission Report

Date/Time  
Local ID 1  
Local ID 2

09-09-2009  
415 554 6232

01:42:59 p.m.

Transmit Header Text  
Local Name 1  
Local Name 2

DPW

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**Document size : 8.5"x11"**

City and County of San Francisco



Garvin Newsom, Mayor  
Edward D. Reiskin, Director



(415) 554-6228  
FAX (415) 554-6232  
<http://www.sfdpw.com>  
Department of Public Works  
Contract Administration Division  
Financial Management and Administration  
875 Stevenson Street, Room 420  
San Francisco, CA 94103-0903  
Gordon Choy, Division Manager

## FAX

Date September 9, 2009  
Number of pages including cover sheet 3  
To: \_\_\_\_\_  
Manager  
Local 21  
Phone \_\_\_\_\_  
Fax Phone (415) 864-2166  
CC: \_\_\_\_\_

From: \_\_\_\_\_  
Gordon Choy  
Division Manager  
Phone (415) 554-6230  
Fax Phone (415) 554-6232

REMARKS				
Urgent	For your review	Reply ASAP	Please comment	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Please see the attached PSC modification form.</p> <p>In Compliance with Local 21's MOU and the Civil Service Commission's Instructions for Processing Proposed Personal Services Contract Approval Requests, this is your advance notice of the proposed service modification.</p> <p>The Contract Manager is Nicolas Huff, and he may be reached at (415) 759-4637 for any additional questions.</p>				

Total Pages Scanned : 3

Total Pages Confirmed : 3

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	712	415 864 2166	01:40:40 p.m. 09-09-2009	00:01:49	3/3	1	EC	HS	CP14400

**Abbreviations:**

HS: Host send  
HR: Host receive  
WS: Waiting send

PL: Polled local  
PR: Polled remote  
MS: Mailbox save

MP: Mailbox print  
CP: Completed  
FA: Fail

TU: Terminated by user  
TS: Terminated by system  
RP: Report

G3: Group 3  
EC: Error Correct



Gavin Newsom, Mayor  
Edward D. Reiskin, Director



(415) 554-6229

FAX (415) 554-6232

<http://www.sfdpw.com>

Department of Public Works  
Contract Administration Division  
Financial Management and Administration  
875 Stevenson Street, Room 420  
San Francisco, CA 94103-0903

Gordon Choy, Division Manager

# FAX

Date September 9, 2009

Number of pages including cover sheet 3

To: \_\_\_\_\_

**Manager**

**Local 21**

Phone \_\_\_\_\_

Fax Phone **(415) 864-2166**

CC: \_\_\_\_\_

From: \_\_\_\_\_

**Gordon Choy**

**Division Manager**

Phone **(415) 554-6230**

Fax Phone **(415) 554-6232**

**REMARKS:**

	Urgent	<input checked="" type="checkbox"/>	For your review	Reply ASAP	Please comment
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Please see the attached PSC modification form.

In Compliance with Local 21's MOU and the Civil Service Commission's Instructions for Processing Proposed Personal Services Contract Approval Requests, this is your advance notice of the proposed service modification.

The Contract Manager is Nicolas Huff, and he may be reached at (415) 759-4637 for any additional questions.



American Hospital  
Association

## AHA Data and Directories

### Highlighted Resources

Questions about AHA data products? Contact the AHA Resource Center at 1-312-422-2050 or [rc@aha.org](mailto:rc@aha.org).

AHA Guide & AHA Guide on CD [hospital directory] - AHA Guide® is a directory of hospitals, health systems, networks, alliances, and other organizations. The book is available in print or on CD, and is published annually in September.

AHA Annual Survey Database - Since 1946 the American Hospital Association has conducted its Annual Survey of hospitals to assemble the most comprehensive and dependable health care provider database on the market. This powerful database contains hospital-specific data items on 6,000+ hospitals and 450+ health care systems, including more than 700 data fields covering Organizational Structure, Personnel, Hospital Facilities and Services, and Financial Performance. The Database is released annually in October.

AHA Healthcare QuickDisc CD-ROM [database] - AHA Healthcare QuickDisc is the flexible hospital database designed to support detailed analysis of and targeted marketing to all U.S. hospitals --a comprehensive yet easy to use resource that combines standardized report formats with data sorting and manipulation within customized reports. The QuickDisc is released annually in November.

AHA Hospital EHR Adoption Database: A Supplement to the AHA Annual Survey of Hospitals - This new database is based on a survey of U.S. hospital tracking the adoption of electronic health records (EHR), also known as electronic medical records (EMR). The data included are hospital specific.

AHA Hospital Statistics - AHA Hospital Statistics™ is a comprehensive resource for analysis and comparison of health care industry trends in U.S. community hospitals. With more than 60 years of hospital data, this extensive and reliable health care statistical resource includes five year trends in utilization, personnel, revenues and expenses across local, regional and national markets. AHA Hospital Statistics may be purchased as a book or a book/CD combination, with the tables from the book included on the CD in an Excel format. AHA Hospital Statistics is published annually in October.

AHAdata.com - Multiple data sets power this database, including the latest edition of the AHA Annual Survey of Hospitals, primary research into the organizational structures of Systems and Networks conducted by Health Forum, and information from Health Forum subscriber lists.

AHA NPI File - The AHA NPI File is a file to help organizations match and update their hospital databases with the new National Provider Identifiers (NPI). Key fields per reporting hospital include: AHA ID, hospital address fields, Medicare ID, NPI ID and sub-part NPIs.

Complementary and Alternative Medicine Survey - Your comprehensive source of information on complementary and alternative medicine (CAM) programs and services in hospitals. Learn about what hospitals are offering and why; how CAM programs are financed; reimbursement strategies used; staffing of clinics; business and strategic planning; evaluation criteria and methods for their programs. The Summary Report provides and analysis of what the data means to you and your hospital; consumer and hospital trends in this growing field. The Database provides details of each institution that offers CAM along with contact information, and other hospital demographics.

Estimated Useful Lives of Depreciable Hospital Assets - Designed to meet the specific needs of financial professionals responsible for ensuring the administration and documentation of their health care organization's capital investments. Estimated Useful Lives provides clear and concise estimates of the useful life span of hundreds of capital items commonly acquired for the delivery of health care services. It offers reference tables with data for nine primary categories of capital investments: Buildings, Building components, Fixed equipment, Building services equipment, Administrative departments, Nursing departments, Diagnostic equipment, Treatment equipment, Support departments.



For information about historical databases, contact the AHA Resource Center at 1-312-422-2050 or [rc@aha.org](mailto:rc@aha.org).

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 7, 2006

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: Equipment Management Professional Services

FUNDING SOURCE: Proposition A, November 1999, \$299 million; Tobacco Settlement proceeds, Interest proceeds

PSC AMOUNT: \$800,000 PSC DURATION: 2/1/2007 through 1/31/2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Equipment Manager's professional services associated with Laguna Honda Hospital's Replacement Program. This contract is for a professional service to provide a turnkey management solution for the medical equipment, library millwork and furniture for the program, which is not procured thru bond funds. The equipment varies from beds, medication packaging dispenser to medical apparatus; installation vary from Office of Statewide Health Planning Development (OSHPD) anchorage, data interface capability to mobile equipment/furniture. This professional service is scheduled to take up to 5 years to complete. Professional fees are estimated at \$800,000.

The selected consultant will provide specialized expertise to assist Civil Service classifications and will be managed by City staff.

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

It is necessary a consultant specialized in medical equipment and the furniture industry to manage the procurement process, and coordinate the installation with the general contractor for the facility to operate and comply with the State's seismic requirements. If the service is denied, the facility will not be able to open and satisfy the voter mandated Proposition A, approved in the November 1999 election, nor satisfy the Federal & State licensing 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):

This is a new service.

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

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

Local 21 Union Name Signature of person mailing/faxing form Date 12/7/2006

Union Name Signature of person mailing/faxing form Date

RFP sent to Local 21 Union Name on To be sent later Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

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

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Required expertise includes but is not limited to coordinating the procurement process of \$16M furniture and medical equipment for a large hospital construction project. Managing the installation process (shipping, delivery receiving, staging and installing), relocating and moving existing equipment. Assist with the procurement process and reconcile cost estimates.

Experience in communicating with OSHPD is necessary to manage the equipment required to be anchor. Shop drawings are submitted and approved by OSHPD prior to installation; coordinating inspections are also required.

The selected consultant will have experience in: OSHPD permitted hospital projects, construction projects conducted around an operating hospital facility, and managing the relocation of hospital departmental moves.

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

Senior Purchaser classification 1956.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classifications are applicable. However, the City has not undertaken a hospital project of this size and complexity. Consequently, applicable classifications do not have the required expertise in managing the procurement and installation of equipment and furniture for a large hospital project of this scope. It is critical these services are closely coordinated with the general contractor's schedule.

Services for which applicable classifications do have expertise have been specifically excluded from the Scope of Work in the RFQ. City staff will be responsible for directing the consultant.

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

No. The condition created by the required specialized skills combined with the large size of the project occurs only periodically and is project specific.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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?

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? A RFQ will be used to select the best-qualified consultant.

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

Signature of Departmental Personal Services Contract Coordinator

Gordon Choy

Print or Type Name

(415) 554-6230

Telephone Number

875 Stevenson Street, Room 420

San Francisco, CA 94103

PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 19, 2009

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: Furniture, Fixtures, & Equipment (FF&E) Management Professional Services

FUNDING SOURCE: S.F. General Hospital Rebuild - General Obligation Bonds (Proposition A, November 2008)

PSC AMOUNT: \$3,000,000.00 PSC DURATION: 7 years (January 1, 2010 - December 31, 2016)

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide all necessary services required for a turnkey management solution for the following: procurement process for furniture, fixtures, and equipment (FF&E) for the San Francisco General Hospital - Rebuild Program; coordination with hospital department heads on the FF&E data; coordination of receipts and temporary staging of such items, of departmental moves & equipment installation, and for relocation/disposal of existing equipment. The selected consultant will provide specialized expertise to assist Civil Service classifications. Examples of FF&E to be purchased: medical beds, specialty supply & instrument carts, blood analyzers, medical lights, and patient lift machines.

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

City Personnel with the specific expertise and experience to manage the large and complex quantities of FF&E (approximately 15,000 items, including medical equipment) are not available, especially in the context of the State's hospital jurisdiction. If this scope is disseminated between existing City Classifications with partial or limited knowledge, the SFGH Rebuild Program's schedule will be delayed by the ensuing confusion and re-work, resulting in monetary damages and schedule delays. It is essential that the consultant coordinate procurements and installations closely with the Contractor for the facility to operate and comply with the State's hospital construction requirements and to be open on-time.

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

These services were previously approved on January 2, 2007 under PSC #4085-06/07, for the Laguna Honda Hospital Replacement Program - to furnish a turnkey management solution, to manage the procurement process, and installation of the FF&E.

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

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

Professional & Technical Engineers, Local 21 Union Name Michelle [Signature] Signature of person mailing/faxing form August 26, 2008 Date

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4031-09/10

STAFF ANALYSIS/RECOMMENDATION:

COPY

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*Required expertise includes but is not limited to coordinating the procurement process of \$130 million of FF&E (including medical equipment) for a large hospital construction project. The departments to be housed in the hospital include emergency, trauma, intensive care, and surgery – and specialty FF&E need to be purchased for each. The consultant shall coordinate the installation process (shipping, delivery receiving, staging, and installing) and also the relocation of existing FF&E from the old hospital to the new. The consultant shall also reconcile cost estimates and must have experience with OSHPD (Office of State Health Planning and Development) procedures, communications, and construction approvals; and with working on construction projects conducted around an operating hospital facility.*

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

*A Purchaser from the 1950 classification series can perform some of these functions but he/she cannot provide such extensive management oversight and guidance, nor would that person be familiar with the types of FF&E that would be placed in a new hospital.*

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

*Civil service classifications are applicable, but only to a limited extent. The purchase of FF&E of this complexity and specialized applications has not been undertaken by the City. Consequently, applicable classifications do not have the required expertise in managing the procurement and installation of FF&E for this project. The smooth transition from the old hospital to the new is paramount to patient care, and it is critical that these services be closely coordinated with the Contractor's schedule. The procurement itself (data entry into ADPICS, posting of advertisements, receipt of bids, award of bids, etc.) will be handled by City Purchasers (1950 classification series) and not by the consultant. The consultant will provide specialized expertise to assist City staff.*

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

*No, the condition created by the required specialized skills combined with the large size of the project occurs only periodically and is project-specific.*

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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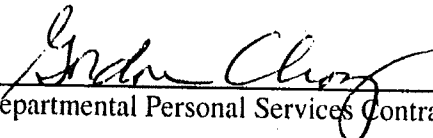
E. Has a board or commission determined that contracting is the most effective way to provide this service?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? (UNKNOWN. An RFQ will be processed to select the best-qualified consultant.)

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

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

  
Signature of Departmental Personal Services Contract Coordinator

Gordon Choy

(415) 554-6230

Print or Type Name

Telephone Number

875 Stevenson Street, Room 420

San Francisco, CA 94103

Address

**Partial List (Sample List) of FF&E to be Purchased for San Francisco General Hospital Rebuild Program**  
**FF&E - Furniture, Fixtures, and Equipment**

<b>Major Grouping</b>	<b>Sample FF&amp;E to be Purchased</b>
Audio/ Video/ Data	televisions, projectors, projection screens, DVD players, computers, copiers, printers, fax machines
Medical Furniture	patient beds, wheelchairs, cadaver tables, blood collecting chairs, stretchers, hampers, instrument tables, sharps cabinets, medical recliners, cribs, storage racks, medical carts, secure lockers, exam tables/chairs
Appliances	fume hoods, medical refrigeration units, medical freezers, patient lift machines, ice makers/dispensers, water filters
Office/Ancillary Furnishings	chairs/stools, tables, waste cans, carts, stools, microwave ovens, coffee makers, lamps, lobby furnishings, admissions furnishings
Medical Equipment	medical analyzers (such as pulmonary function, blood/gas), flowmeters, pacemakers, intravenous trolleys, defibrillators, treadmills, centrifuges, blood/fluid warmers, specimen incubators, microscopes, ventilators, pumps, otoscopes/ophthalmoscopes, thermometers, ultrasound machines, EKG machines, x-ray machines, physiological monitors, regulators, aspirators, electrosurgical units, anesthesia machines and accessories, dialysis machines, sterilizers
Room Fixtures	operating lights, sharps dispensers, shelves and drawers, glove dispensers, charting stations, chemical dispensing systems

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 04/01/2010

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

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

TYPE OF SERVICE: Interior Design (Furniture plan and specifications) (CS-124)

FUNDING SOURCE: 525 Golden Gate Project Fund

PSC AMOUNT: \$97,925 PSC DURATION: 05/05/2010 to 07/31/2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

This is for design development, documentation and installation of furnishings of the PUC's new offices at 525 Golden Gate. This involves development of a furniture plan for workstations, offices and conference rooms and furniture specifications to go out to bid for the furnishings, and overseeing the installations and completion of punch list items prior to the PUC's relocation to the new building.

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

This service is necessary for furnishing PUC's new office building at 525 Golden Gate Avenue and if it is not approved, there will be major delays to completion of the project and the PUC's relocation to the new offices will be delayed until the services are rendered.

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

This is a project-specific service for a one time project and has not been provided for in the past.

D. Will the contract(s) be renewed:

No.

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

L21 Union Name

Shamica Jackson Signature of person mailing/faxing form

04/07/2010 Date

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4131-09/10

STAFF ANALYSIS/RECOMMENDATION:

COPY

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

This requires a licensed architect with proven experience and expertise in the design, documentation and installation of furnishing, fixtures & equipment (FF&E) plans for significant projects exceeding \$100 million dollars. Experience must include track record of managing FF&E projects in excess of \$4 million, and furnishings for offices with greater than 500-1000 employees and oversight of the procurement and installation process on significant projects.

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

- 5265 Architectural Associate I
• 5266 Architectural Associate II
• 5268 Architect

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Although the aforementioned civil service classes 5265, 5266 & 5268 may perform this work and there is a Certified Interior Designer (Class 5265) at the Bureau of Architecture, they are not licensed and do not have the capacity or experience for a project of this magnitude, both in terms of magnitude and complexity, as well as procurement and installation oversight. In addition, this is a highly specialized expertise for a project of this size with project experience requiring execution on FF&E projects exceeding \$4 million, and it is not a service needed on an ongoing basis.

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

No, this is a highly specialized expertise for a service that will only be required for the completion of a one time project, the construction of new offices for the PUC.

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

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

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

Signature of Shamica Jackson
Signature of Departmental Personal Services Contract Coordinator
Shamica Jackson
Print or Type Name
415-554-0727
Telephone Number

1155 Market Street, 9th Floor
San Francisco, CA 94103
Address



**Jackson, Shamica**

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**From:** Jackson, Shamica  
**Sent:** Wednesday, April 07, 2010 5:48 PM  
**To:** Birrer, Joe; 'Byrne, Ed'; Chan, Norman; Divine, Peg; Elwin, Harvey; How, Kathryn; Isen, Carol; 'Jindal, Roop'; Koleini, Amir; Lee, Tedman C; Quan, Linda; Rivera, Patrick; Wang, Jane; Baker, Deborah; 'Bowman, Lora'; 'Brenner, Joe'; 'Delcampo, Frank'; Domingo, Kofo; Jackson, Prentiss; 'Jackson, Shamica'; Kyaun, Florence; 'Lamparas, Daz'; Lee, Tedman C; 'Louie, Ging'; 'McGee, Bonita'; 'Morrison, Emily'; Ng, Mary; Rockett, Briggette; Scott, David E; 'Seville, Michael'; 'Tamura, Pattie'; 'Wong, Larry'; Yun, Pauson  
**Cc:** Campbell, Shelby; 'Mebrahtu, Brook'  
**Subject:** CS-124, PSC Summary Form (Initial Request)  
**Importance:** High  
**Attachments:** CS-124 PSC Summary Form to DHR 04072010.DOC

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-124, Micro LBE Furnishings Fixtures and Equipment Consultant Services, initial request for \$97,925.**
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. For **May 3, 2010 Commission Meeting** at 2:00 PM, City Hall Room 400.

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Shamica L. Jackson  
San Francisco Public Utilities Commission  
Contract Administration Bureau  
1155 Market Street, 9th Floor  
San Francisco, CA 94103  
voice: 415-554-0727  
fax: 415-554-3225  
email: sjackson@sfwater.org

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 4, 2011

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [x] MODIFICATION (PSC# 4018-09/10 )

TYPE OF SERVICE: Engineering and Architectural Services

FUNDING SOURCE: Port Revenue Bonds

Original Amount: \$ 4,500,000 PSC Duration: 09/01/2009 to 03/31/2014
Modification Amount \$ 5,000,000 PSC Duration: 09/01/2009 to 11/30/2014
Total Amount \$ 9,500,000 Total PSC Duration: 09/01/2009 to 11/30/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Highly specialized engineering and design services, related to the Cruise Terminal including final programming and planning, maritime engineering, geotechnical engineering, specialized architecture related to Cruise Terminal design and special event requirements, lighting consultant, cost estimating, waterproofing, security, systems consultant, telecommunications equipment engineering, mechanical, electrical and historical consulting services.

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

These services are needed to be able to meet the highly compressed delivery schedule now required of the project. The America's Cup was awarded to San Francisco on Dec 31, 2010. That agreement requires that the Terminal building be delivered to them by Jan. 1, 2013. This schedule cannot be met without a highly directed effort of a team comprised of specialty consultants with expertise in fast track projects of a specialized nature. Failure to deliver will result in breach of contract by the City of San Francisco.

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

This is a modification to PSC #4018-09/10 but the services were previously approved for the planning and concept phases. This is the next step to completion of the project, but the project was substantially changed by the award of the America's Cup. The schedule was compressed and a substantial portion of the design has to be reconfigured to accommodate site requirements of the America's Cup.

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

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

Local 21 Union Name Signature of person mailing/faxing form Date 4/20/11
Union Name Signature of person mailing/faxing form Date
RFP sent to Union Name, on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4018-09/10 STAFF ANALYSIS/RECOMMENDATION:

APR 20 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Requires specialized services and expertise in major Cruise Terminals including planning, technical services, maritime studies, special event planning and operations, experience in performing as Architect of Record and Engineer of Record for Cruise Terminal design. Ability to meet a compressed schedule for design and respond to value engineering requirements.

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

City staff employed in Architectural and Engineering classifications (5268 Architect; 5270 Senior Architect; 5241 Engineer and 5211 Senior Engineer) perform similar work on smaller projects with a lower degree of complexity. Due to the highly compressed schedule, DPW will now have a different role in the project. The site civil and landscape design will be lead by DPW Engineering and there will be one Architect from DPW included with the consultant team. In addition BOE and BOA have done peer review of the project and will continue in that role.

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:

City staff employed in Architectural and Engineering classification series do not have the highly specialized expertise needed for the delivery of this specialized Cruise Terminal project.

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

No, the services are highly specialized and related only to the design of Cruise Terminals; this is a one-time special project.

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

- |   | <u>Yes</u>                          | <u>No</u>                           |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| • Describe the training and indicate approximate number of hours. <b>Building Information Modeling, 40 hours</b>  |                                     |                                     |
| • Indicate occupational type of City and County employees to receive training (i.e., clerks, Civil engineers, etc.) and approximate number to be trained. <b>5 Architects and Engineers</b> |                                     |                                     |
| C. Are there legal mandates requiring the use of contractual services?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

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

*Gordon Choy*  
 Signature of Departmental Personal Services Contract Coordinator

Gordon Choy                      (415) 554-6230  
 Print or Type Name                      Telephone Number

875 Stevenson Street, Room 420  
San Francisco, CA 94103  
 Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: June 10, 2009 (revised June 26, 2009)

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: Engineering and Architectural Services

FUNDING SOURCE: Port Revenue Bonds

PSC AMOUNT: \$4,500,000 PSC DURATION: September 1, 2009 - March 31, 2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Highly specialized Architectural and Structural, Mechanical, Electrical and Plumbing Engineering services related to Cruise Terminal design, programming, planning and operations, maritime engineering, geotechnical engineering, traffic engineering, economic feasibility analysis, special event planning and operations. Additional engineering services related to food service design, lighting consulting, cost estimating, waterproofing, security systems engineering, and information telecommunications systems engineering. The project team is envisioned to be composed of staff from DPW and the Consultant. In certain areas of the project, the Consultant team will take the lead for Planning, Conceptual Design and Schematic Design, with DPW staff continuing with preparation of Design Development and Construction Documents. DPW staff will lead the effort in those areas of the project that do not require specialized expertise in the technical and operational aspects of cruise terminals. In summary, the project team will form a public-private partnership consisting of DPW and Cruise Terminal Design Consultants, working in collaboration to achieve goals for a complete, efficient, functional, and operational facility within the targeted quality, cost, and schedule goals of the Project.

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

The services are needed to complement Architectural and Engineering services being provided by DPW to renovate the existing Cruise Terminal structure and provide enhanced Cruise Terminal operations for the Port of San Francisco. Denial of this request will hamper DPW's effort to design a highly specialized building type and will delay the delivery of this major capital project.

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

This is a new service requiring specialized expertise that is needed for the new Cruise Terminal.

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

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

Local 21 Union Name Signature of person mailing/faxing form Date 6/26/09

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Specialized services and expertise in major cruise terminals including planning, economic feasibility study, technical services, maritime studies, special event planning and operations, experience in performing as Architect of Record and Engineer of Record for cruise terminal design.

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

City staff employed in Architectural classifications (5260 Architectural Assistant I, 5261 Architectural Assistant II, 5265 Architectural Associate I, 5266 Architectural Associate II, 5268 Architect, 5211 Engineer/Architect/Landscape Architect Senior, 5212 Engineer/Architect Principal), Engineering classifications (5201 Junior Engineer, 5203 Assistant Engineer, 5207 Associate Engineer, 5241 Engineer, 5344 Mechanical Engineering Assistant, 5346 Mechanical Engineering Associate I, 5352 Electrical Engineering Assistant, 5354 Electrical Engineering Associate I, 5362 Engineering Assistant, 5364 Engineering Associate I, 5366 Engineering Associate II), Information Systems Engineering classifications (1041 IS Engineer-Assistant, 1042 IS Engineer-Journey, 1043 IS Engineer-Senior, 1044 IS Engineer-Principal) perform similar work on smaller projects with a lower degree of complexity. DPW architects will be leading this project with the support of specialized consulting services.

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:

City staff employed in Architectural, Engineering, and Information Systems Engineering classifications series do not have the highly specialized expertise needed for the delivery of this specialized Cruise Terminal project.

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

No, the services are highly specialized and related only to the design of cruise terminals; this is a one-time special project.

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

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

Yes  No

B. Will the contractor train City and County employees?

Yes  No

- Describe the training and indicate approximate number of hours. *Building information modeling, 40 hours*
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. *5-10 architects and engineers*

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

Yes  No

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

Yes  No

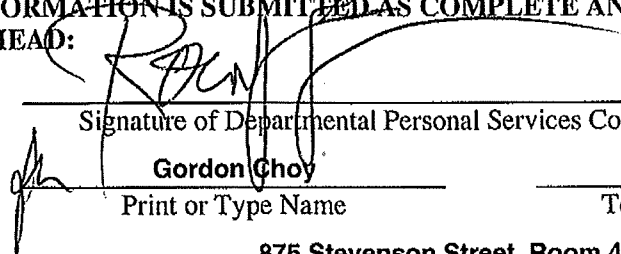
E. Has a board or commission determined that contracting is the most effective way to provide this service?

Yes  No

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

Yes  No

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

  
\_\_\_\_\_  
Signature of Departmental Personal Services Contract Coordinator  
**Gordon Choy**  
\_\_\_\_\_  
Print or Type Name  
**(415) 554-6230**  
\_\_\_\_\_  
Telephone Number

875 Stevenson Street, Room 420  
San Francisco, CA 94103

# Transmission Report

Date/Time 06-26-2009 12:42:17 p.m.  
 Local ID 1 41555469444  
 Local ID 2

Transmit Header Text  
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 Local Name 2

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 Document size : 8.5"x11"

City and County of San Francisco



Gavin Newsom, Mayor  
 Edward D. Relekin, Director



(415) 554-6220  
 FAX (415) 554-6232  
<http://www.sfdpw.com>  
 Department of Public Works  
 Contract Administration Division  
 Financial Management and Administration  
 875 Stevenson Street, Room 420  
 San Francisco, CA 94103-0903  
 Gordon Choy, Division Manager

## FAX

Date June 26, 2009  
 Number of pages including cover sheet 3  
 To: \_\_\_\_\_  
           Manager  
           Local 21  
 Phone \_\_\_\_\_  
 Fax Phone (415) 864-2166  
 CC: \_\_\_\_\_

From: \_\_\_\_\_  
           Gordon Choy  
           Division Manager  
 Phone (415) 554-6230  
 Fax Phone (415) 554-6232

REMARKS:				
	Urgent	<input checked="" type="checkbox"/>	For your review	Reply ASAP
Please see the attached PSC form. This replaces and supersedes the PSC Summary Form faxed to you on June 10, 2009.  In Compliance with Local 21's MOU and the Civil Service Commission's Instructions for Processing Proposed Personal Services Contract Approval Requests, this is your advance notice of the proposed services. An RFP will be sent to you at a later date when this office has received a copy from the Project Manager.  The Contract Manager is Edgar Lopez, and he may be reached at (415) 554-4881 for any additional questions.				

Total Pages Scanned : 3

Total Pages Confirmed : 3

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	870	415 864 2166	12:39:51 p.m. 06-26-2009	00:01:44	3/3	1	EC	HS	CP14400

**Abbreviations:**

HS: Host send  
 HR: Host receive  
 WS: Waiting send

PL: Polled local  
 PR: Polled remote  
 MS: Mailbox save

MP: Mailbox print  
 CP: Completed  
 FA: Fail

TU: Terminated by user  
 TS: Terminated by system  
 RP: Report

G3: Group 3  
 EC: Error Correct

City and County of San Francisco



Gavin Newsom, Mayor  
Edward D. Reiskin, Director



(415) 554-6229

FAX (415) 554-6232

<http://www.sfdpw.com>

Department of Public Works  
Contract Administration Division  
Financial Management and Administration  
875 Stevenson Street, Room 420  
San Francisco, CA 94103-0903

Gordon Choy, Division Manager

# FAX

Date June 26, 2009

Number of pages including cover sheet 3

To: \_\_\_\_\_

**Manager**

**Local 21**

Phone \_\_\_\_\_

Fax Phone (415) 864-2166

CC: \_\_\_\_\_

From: \_\_\_\_\_

**Gordon Choy**

**Division Manager**

Phone (415) 554-6230

Fax Phone (415) 554-6232

REMARKS:					
	Urgent	<input checked="" type="checkbox"/>	For your review	Reply ASAP	Please comment
<p>Please see the attached PSC form. This replaces and supersedes the PSC Summary Form faxed to you on June 10, 2009.</p> <p>In Compliance with Local 21's MOU and the Civil Service Commission's Instructions for Processing Proposed Personal Services Contract Approval Requests, this is your advance notice of the proposed services. An RFP will be sent to you at a later date when this office has received a copy from the Project Manager.</p> <p>The Contract Manager is Edgar Lopez, and he may be reached at (415) 554-4881 for any additional questions.</p>					



PSC Modification: PSC# 4018-09/10

Carlos, Carina

to:

DHR-PSCCoordinator

04/20/2011 05:03 PM

Cc:

'Larry Wong', Ging Louie, "Magill, Cindy", "Lopez, Edgar", "Bouhamama, Youcef", "Choy, Gordon"

Hide Details

From: "Carlos, Carina" <Carina.Carlos@sfdpw.org> Sort List...

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

Cc: 'Larry Wong' <lwong@ifpte21.org>, Ging Louie <glouie@ifpte21.org>, "Magill, Cindy" <Cindy.Magill@sfdpw.org>, "Lopez, Edgar" <Edgar.Lopez@sfdpw.org>, "Bouhamama, Youcef" <Youcef.Bouhamama@sfdpw.org>, "Choy, Gordon" <Gordon.Choy@sfdpw.org>

### 3 Attachments



Original PSC #4018-0910.PDF PSC Summary (MOD) AE FINAL 4-20-11.docx



PSC Summary (MOD) AE FINAL 4-20-11.pdf

Good afternoon Maria,

Attached are documents related to the Modification to PSC# 4018-09/10 for Engineering and Architectural Services for the Cruise Ship Terminal and America's Cup. Per our telephone discussion on April 11, 2011, PSC Modifications do not follow the 30-day advance union notification.

1. PDF of PSC Form (Modification) dated 4/04/2011
2. PDF of PSC Form dated 6/10/2009 (revised 6/26/2009)
3. Word version of PSC Form 1

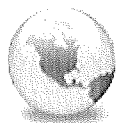
Thank you,



Carina

---

Carina C. Carlos  
Department of Public Works  
Contract Administration Division  
875 Stevenson Street, Room 420  
San Francisco, CA 94103  
Tel: (415) 554-6416 | Fax: (415) 554-6232  
[Carina.Carlos@sfdpw.org](mailto:Carina.Carlos@sfdpw.org)



RE: PSC Mod #4018-09/10 Engineering/Architectural Services

Larry Wong

to:

DHR-PSCCoordinator, maria.ryan@sfgov.org

04/22/2011 11:11 AM

Cc:

Ging Louie, "Magill, Cindy", "Lopez, Edgar", "Bouhamama, Youcef", "Choy, Gordon", "Carlos, Carina", Larry Wong, Joe Brenner

Hide Details

From: Larry Wong <lwong@ifpte21.org> Sort List...

To: DHR-PSCCoordinator <DHR-PSCCoordinator@sfgov.org>, "maria.ryan@sfgov.org" <maria.ryan@sfgov.org>

Cc: Ging Louie <glouie@ifpte21.org>, "Magill, Cindy" <Cindy.Magill@sfdpw.org>, "Lopez, Edgar" <Edgar.Lopez@sfdpw.org>, "Bouhamama, Youcef" <Youcef.Bouhamama@sfdpw.org>, "Choy, Gordon" <Gordon.Choy@sfdpw.org>, "Carlos, Carina" <Carina.Carlos@sfdpw.org>, Larry Wong <lwong@ifpte21.org>, Joe Brenner <jebrenner@ifpte21.org>

1 Attachment



DPW Pier 27 Work Plan.pdf

Hi Maria,

Attached is a copy of the letter from DPW concerning the work plan for using City staff for the PSC Mod 4018-09/10 Engineering/Architectural Services for the Pier 27 Cruise Ship Terminal.

Local #21 has met with DPW representatives and is satisfied with the City staff work arrangement.

**Local #21 waives the 30-day notice.**

Due to the urgency of this project and its impact to the City, Local #21 urges DHR to schedule this PSC at the next available CSC meeting.

I also left a voice mail on your telephone. If you have any questions, please call me.

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

---

**From:** Carlos, Carina [Carina.Carlos@sfdpw.org]  
**Sent:** Wednesday, April 20, 2011 5:04 PM  
**To:** DHR-PSCCoordinator  
**Cc:** Larry Wong; Ging Louie; Magill, Cindy; Lopez, Edgar; Bouhamama, Youcef; Choy, Gordon  
**Subject:** PSC Modification: PSC# 4018-09/10

Good afternoon Maria,

Attached are documents related to the Modification to PSC# 4018-09/10 for Engineering and Architectural Services for the Cruise Ship Terminal and America's Cup. Per our telephone discussion on April 11, 2011, PSC Modifications do not follow the 30-day advance union notification.

1. PDF of PSC Form (Modification) dated 4/04/2011
2. PDF of PSC Form dated 6/10/2009 (revised 6/26/2009)
3. Word version of PSC Form 1

Thank you,

Carina

---

Carina C. Carlos  
Department of Public Works  
Contract Administration Division  
875 Stevenson Street, Room 420  
San Francisco, CA 94103  
Tel: (415) 554-6416 | Fax: (415) 554-6232  
[Carina.Carlos@sfdpw.org](mailto:Carina.Carlos@sfdpw.org)



Edwin M. Lee, Mayor  
Edward D. Reiskin, Director



Cindy Magill, Project Manager

April 22, 2011

Dear Larry,

I am writing to confirm our discussion of the work that will be performed by DPW on the new Cruise Ship Terminal for the Port of San Francisco.

BOA has designated Malinda Yu as the architect who will be incorporated into the KMD/Pfau Long architecture team at the start of Design Development.

The BOE landscape division will continue as an integral part of the Project Team responsible for the NE Wharf Plaza through completion of the project.

In addition, BOE will now provide mechanical, plumbing and fire sprinkler engineering services for the project team beginning with Design Development through completion of the project.

Prior to the start of Design Development we also had BOA, BOE mechanical, electrical and landscape provide peer review of the architect's schematic drawing package.

Project management services are being provided for the entire project by DPW and include myself and one assistant.

I look forward to the success of the combined teams from DPW and KMD/Phau Long.

Sincerely

Cindy Magill  
Project Management  
Department of Public Works  
City and County of San Francisco  
30 Van Ness Ave, suite 4100  
San Francisco, Ca

CC: Edgar Lopez, Bureau Manager, BPM; Gary Hoy City Architect & Bureau Manager, BOA; Patrick Rivera, Bureau Manager BOE



PERSONAL SERVICES CONTRACT SUMMARY

DATE: MAR 17 2011

DEPARTMENT NAME: PUBLIC HEALTH and CHN

DEPARTMENT NUMBER: 81 & 82

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

[X] CONTINUING [ ] ANNUAL

TYPE OF REQUEST:

[ ] INITIAL REQUEST [X] MODIFICATION (PSC 2000 -07/08)

TYPE OF SERVICE: Intermittent as-needed fiscal management, community health, planning, support and service projects

FUNDING SOURCE: Public and Private Grant funds, Work Order and limited General Funds

PSC AMOUNT: \$900,000 PSC DURATION: 2/1/08 - 6/30/13

MODIFICATION AMOUNT #1 \$700,000 DURATION MODIFICATION #1: No Change

MODIFICATION AMOUNT #2 \$2,400,000 DURATION MODIFICATION #2: 7/1/11 - 6/30/22

NEW PSC AMOUNT \$4,000,000 (\$285,715/yr est.) NEW PSC DURATION: 2/1/08 - 6/30/22

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

This PSC is to provide fiscal and programmatic services for a variety of intermittent and as-needed community health, planning, support and service projects. This modification extends the term of the request and adds additional funds to cover ongoing services including the renewal of the Department of Public Health LifeLines Program which provides support services for women with breast cancer. The LifeLines Program includes targeted case management, support groups, and support of the mobile mammography program at San Francisco General Hospital. These services will undergo an RFP in the spring of 2011. Additional areas of service will include the promotion and support of childhood immunization projects, environmental health, asthma prevention, lead exposure prevention, diabetes prevention, smoking cessation, dental health programs, primary care promotion, WIC issues, and specialized health-related training and research projects. Contractor(s) will also assist individuals and small organizations with the needed organizational and financial management skills essential to the effective delivery of these projects. The proposed PSC amount includes the value of the community planning, support and service projects, which may be funded through grants, work orders, or (limited) general funds.

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

This service is necessary in order to facilitate the implementation of community planning, support and service projects. Organizations or individuals close to the community or with project-specific knowledge typically and best perform these services. In addition, the funder will often request that a fiscal intermediary be used since many community organizations do not have the necessary fiscal or administrative expertise. In some instances in order for the City to receive funds for innovative programs, a community-based organization must be a co-applicant for a grant or has been designated as the only provider that can provide the resources for a specific project. Denial will result in the inability of the Department to accomplish vital community health projects and in some instances the Department will not be in compliance with the terms of the award established by the funding entity.

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

This service has been provided under contracts. Most recently PSC 2000 - 07/08.

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

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

[X] Local 1021 Union Name Signature of person mailing/faxing form: Jacquie Hale Date: MAR 17 2011

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

RFP sent to Union Name, on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2000 - 07/08

APR 20 2011

STAFF ANALYSIS/RECOMMENDATION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The ability to work with diverse community-based individuals and organizations. Expertise in fiscal management and the ability to manage several entities performing different services.

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

2913 Program Specialist, 2915 Program Supervisor, 2917 Program Support Analyst.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classes are not applicable because the projects are intermittent and as needed. Due to the as-needed and intermittent nature of these services, multiple service classes spanning multiple specialties would be required only for short periods of time. In addition, the funding for these services often has not been allocated on a fixed or secured basis, therefore funding is not stable.

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

Not at this time. See answer to question 4.

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

Yes No

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

B. Will the contractor train City and County employees?

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


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

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

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? *Work may be completed by current vendors, or depending on the project scope, through future solicitations.*

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

  
Signature of Departmental Personal Services Contract Coordinator

RL

Jacquie Hale

(415) 554-2609

Print or Type Name

Telephone Number

101 Grove Street, Room 307

San Francisco, CA 94102

Address

Destination	Start Time	Time	Prints	Result	Note
Local1021 431-6241	03-17 16:08	00:02:51	010/010	OK	L1

Note L1: Main Circuit, L2: Sub Circuit, TMR: Timer, POL: Poll, ORG: Original,  
FME: Frame Erase TX, MIX: Mixed Original, CALL: Manual Communication,  
CSRC: CSRC, FWD: Forward, PC: PC-FAX, BND: Bind, SP: Special Original,  
FCODE: F-Code, RTX: Re-Tx, RLY: Relay, MBX: Secure, BUL: Bulletin

Result OK: TX OK, S-OK: Stop Communication, PW-OFF: Power Switch OFF, TEL: RX from TEL,  
NG: Other Error, Cont: Continue, No Ans: No Answer, Refuse: Receipt Refused,  
Busy: Busy, M-Full:Memory Full.

OFFICE OF CONTRACT MANAGEMENT AND COMPLIANCE  
101 Grove Street, Room 307  
San Francisco, CA 94102  
Telephone: (415) 554-2607  
FAX: (415) 554-2655

## TRANSMITTAL PAGE

DATE: March 17, 2011

TO: Sin-Yee Poon, SEIU, Local 1021 FAX NO. (650) 635-1632  
Ed Warshauer, SEIU, Local 1021 FAX NO. (415) 431-6241  
Robert Hester, SEIU, Local 1021 FAX NO. (415) 431-6241  
Pattie Tamura, SEIU, Local 1021 FAX NO. (415) 431-6241  
FAX NO. (415) 431-6241

FROM: Jacquie Hale -- Director, Office of Contract Management FAX NO. (415) 554-2655

RE: Professional Service Contract Summary for the  
5/16/2011 Civil Service Commission meeting.


Number of Pages (including this transmittal page)

10

**OFFICE OF CONTRACT MANAGEMENT AND COMPLIANCE  
101 Grove Street, Room 307  
San Francisco, California 94102  
Telephone: 554-2607**

**MEMORANDUM**

**TO:** Sin-Yee Poon, SEIU, Local 1021  
Ed Warshauer, SEIU, Local 1021  
Robert Hester, SEIU, Local 1021  
Pattie Tamura, SEIU, Local 1021

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

**DATE:** March 17, 2011

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

Attached is the following personal services contract summary, which will be submitted to the Department of Human Resources for Civil Service Commission review and approval for the meeting of May 16, 2011:

- 1. Intermittent as-needed fiscal management, community health, planning, support and service projects.**

cc: Gregg Sass  
Mark Morewitz, Health Commission  
File, w/a





# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

June 4, 2008

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

DONALD A. CASPER  
PRESIDENT

MORGAN R. GORRONO  
VICE PRESIDENT

ALICIA D. BECERRIL  
COMMISSIONER

MARY Y. JUNG  
COMMISSIONER

YU-YEE WU  
COMMISSIONER

ANITA SANCHEZ  
EXECUTIVE OFFICER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4160-07/08 THROUGH 4172-07/08; 4141-06/07; 4095-03/04; 4101-07/08; 4062-04/05; 4046-04/05; 4097-05/06; 2000-07/08; AND 2000-03/04.

At its meeting of June 2, 2008 the Civil Service Commission had for its consideration the above matter.

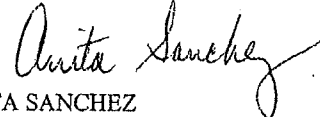
**PLEASE NOTE:** *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval.*

It was the decision of the Commission to:

- (1) Postpone PSC #4160-07/08 to the meeting of June 16, 2008 by mutual agreement of the Department of Children, Youth and Their Families and SEIU Local 1021.
- (2) Postpone PSC #4162-07/08 to the meeting of June 16, 2008 at the request of the Municipal Transportation Agency.
- (3) Postpone PSC #4101-07/08, PSC #4172-07/08 and PSC #2000-03/04 to the meeting of June 16, 2008.
- (4) Adopt the Human Resources Director's report on PSC #4165-07/08 and PSC #4166-07/08 as amended. Notify the offices of the Controller and the Purchaser.
- (5) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

CIVIL SERVICE COMMISSION

  
ANITA SANCHEZ  
Executive Officer

### Attachment

c: Parveen Boparai, Municipal Transportation Agency  
Rachel Buerkle, Department of the Environment  
Micki Callahan, Human Resources Director  
Connie Chang, Public Utilities Commission  
Gordon Choy, Department of Public Works  
Jacquie Hale, Department of Public Health  
Sharnica Jackson, Public Utilities Commission  
Jennifer Johnston, Department of Human Resources  
Galen Leung, San Francisco International Airport  
Artina Lim, Department of Children, Youth & Their Families  
Joan Lubamersky, Administrative Services  
Sheila Maxwell, Department of Telecommunications and Information Services  
Jonathan Nelly, Department of Human Resources  
Mary Ng, Department of Human Resources  
Commission File

POSTING FOR  
June 02, 2008

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
4160-07/08	23	Department of Children, Youth & Their Families	Regular	\$260,000.00	Will provide assistants to 100 licensed family childcare workers in San Francisco to open Medical Spending Accounts (MSA's) and to manage health care subsidies of up to \$155-190 per month per provider depending on eligibility and age.	30-Jun-10
4161-07/08	33	Human Resources	Regular	\$200,000.00	Will provide a pre-qualified pool of two or more personnel agencies that can provide, on short notice, qualified Claims Adjusters and Claims Assistants on a temporary basis.	31-Jul-10
4162-07/08	35	S.F. Municipal Transportation Agency	Regular	\$6,935,000.00	Will provide design and construction of a canopy system over 6 working tracks in SFMTA's Geneva Yard. This canopy will provide weather protection for the most vulnerable cars in SFMTA's Historic rail fleet and minimize deterioration.	31-May-11
4163-07/08	40	San Francisco Public Utilities Commission	Regular	\$600,000.00	Will provide a High Efficiency Toilet (HET) Direct Install Program for Low Income Customers in the retail services area.	30-Jun-11
4164-07/08	40	San Francisco Public Utilities Commission	Regular	\$370,000.00	Will provide specialized civil engineering and laboratory services to support the Bay Division Pipeline (BDPL) 3 and 4 Upgrades design upgrades at the Hayward Fault.	31-May-09
4165-07/08	70	GSA/City Administrator/Office of Labor Standards Enforcement	Regular	\$344,000.00	Will provide a software license for their proprietary web based electronic certified payroll reporting system hosted on their secure server.	30-Jun-10
4166-07/08	70	Office of Public Finance	Regular	\$83,000.00	Will provide financial advisory services for Port of San Francisco. This service will include financial and legal analyses to size, price, and market bonds effectively to achieve the lowest borrowing cost to the City.	01-May-09
4167-07/08	81	Public Health and CHN	Regular	\$8,268,640.00	Will provide pick-up and processing of soiled hospital laundry seven days per week, including holidays, for Laguna Honda Hospital (LHH) and San Francisco General Hospital (SFGH).	30-Jun-10
4168-07/08	81	Department of Public Health	Regular	\$26,000,000.00	Will provide third party administration of the new Health Access Program recently renamed Healthy San Francisco.	30-Jun-10
4169-07/08	81	Department of Public Health	Regular	\$225,000.00	Will provide technical review and interpretation of soil and ground water assessment reports, determine adequacy of plans for corrective action; evaluate geologic and hydrogeologic data from aquifer tests and soil vapor pilot tests.	30-Jun-17

POSTING FOR  
June 02, 2008

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
4170-07/08	90	Public Works	Regular	\$104,725.00	Will provide set-up of the CMMS database and share the system with the Department of Real Estate (DRE) to manage maintenance services.	30-Jun-11
4171-07/08	90	Public Works	Regular	\$4,000,000.00	Will provide professional services to assist DPW in administering job order contracting (JOC) system as provided for in San Francisco Administrative Code Section 6.82 for use in expediting the design and construction of small and/or urgent projects.	21-May-11
4172-07/08	90	Public Works	Regular	\$8,000,000.00	Will provide construction management services associated with Laguna Honda Hospital Replacement Program. Contract includes pre-construction and construction phase services for the Program.	31-Dec-10

41000

POSTING FOR  
June 02, 2008

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS  
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION

PSC No.	DeptNo	DeptName	Approval Type	Increase Amount	New Amount	Description of work	Duration
4141-06/07	22	Environment	Modification	\$0.00	\$0.00	Will provide conversions of hybrid electric vehicle to plug-in hybrid electric vehicle with advanced lithium batteries. This is highly specialized work done by only a few companies that are developing the technology.	31-Mar-10
4095-03/04	27	Airport Commission	Modification	\$3,300,000.00	\$8,800,000.00	Will implement various security systems and facilities for which integration and operational support are required.	30-Jun-10
4101-07/08	75	Telecom & Information Services	Modification	\$2,109,912.00	\$4,709,912.00	Will provide system software and special technical support services for the City's mainframe.	30-Nov-10
4052-04/05	81	Department of Public Health	Modification	\$1,000,000.00	\$5,100,000.00	Will provide programmatic and information systems support to various programs and related consulting/training.	30-Jun-15
4046-04/05	82	Department of Public Health	Modification	\$2,700,000.00	\$5,400,000.00	Will provide labor, materials, and equipment necessary to package and remove hazardous wastes on an intermittent and as-needed basis from City work sites, and to transport those wastes to permitted disposal facilities.	30-Dec-14
4097-05/06	82	Department of Public Health	Modification	\$10,000,000.00	\$20,000,000.00	Will provide health insurance to children, the families they come from, and young adults ineligible for other publicly funded health insurance programs and enroll them in the San Francisco Healthy Kids insurance program.	30-Jun-09
2000-07/08	82	Public Health and CHN	Modification	\$700,000.00	\$1,600,000.00	Will provide fiscal and programmatic services for a variety of intermittent and as-needed community health, planning, support and service projects.	30-Jun-13
2000-03/04	82	Department of Public Health	Modification	\$75,125,000.00	\$127,000,000.00	Will provide supportive housing services, including property management services for chronically homeless adults in San Francisco.	30-Jun-12

TO 6/16/08 also Mtg

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 2, 2008

DEPARTMENT NAME: PUBLIC HEALTH and CHN

DEPARTMENT NUMBER: 81 & 82

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [X] MODIFICATION (PSC 2000 -07/08)

TYPE OF SERVICE: Intermittent as-needed fiscal management, community health, planning, support and service projects

FUNDING SOURCE: Public and Private Grant funds, Work Order and limited General Funds

PSC AMOUNT: \$900,000 PSC DURATION: 2/1/08 - 6/30/13
MODIFICATION AMOUNT #1: \$700,000 DURATION MODIFICATION #1: No Change
NEW PSC AMOUNT: \$1,600,000 (\$880,000/yr) NEW PSC DURATION: 2/1/08 - 6/30/13

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor(s) will provide fiscal and programmatic services for a variety of intermittent and as-needed community health, planning, support and service projects. Areas of service will include the promotion and support of childhood immunization projects, environmental health, asthma prevention, lead exposure prevention, diabetes prevention, smoking cessation, dental health programs, primary care promotion, breast cancer support and case management services, and specialized health-related training and research projects.

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

This service is necessary in order to facilitate the implementation of community planning, support and service projects. Organizations or individuals close to the community or with project-specific knowledge typically and best perform these services. In addition, the funder will often request that a fiscal Intermediary be used since many community organizations do not have the necessary fiscal or administrative expertise.

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

This service has been provided under contracts. Most recently PSC 2000 - 07/08. This modification increases the amount of the approval to cover support services for women with breast cancer. Support services include targeted case management, support groups, and support of the mobile mammography program at San Francisco General Hospital.

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

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

[X] Local 1021 Union Name Signature of person mailing/faxing form Date MAY 05 2008

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

RFP sent to Union Name, on Date Signature

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2000-07/08

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION: APPROVED 6/2/08

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The ability to work with diverse community-based individuals and organizations. Expertise in fiscal management and the ability to manage several entities performing different services.

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

2913 Program Specialist, 2915 Program Supervisor, 2917 Program Support Analyst.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classes are not applicable because the projects are intermittent and as needed. Due to the as-needed and intermittent nature of these services, multiple service classes spanning multiple specialties would be required only for short periods of time. In addition, the funding for these services often has not been allocated on a fixed or secured basis, therefore funding is not stable.

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

Not at this time. See answer to question 4.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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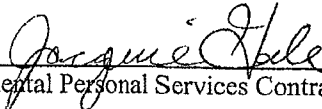
E. Has a board or commission determined that contracting is the most effective way to provide this service?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? *Work may be completed by current vendors, or depending on the project scope, through future solicitations.*

<input checked="" type="checkbox"/>	<input type="checkbox"/>
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THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

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

\_\_\_\_\_  
**Jacquie Hale** (415) 554-2609  
 \_\_\_\_\_  
 Print or Type Name Telephone Number

\_\_\_\_\_  
**101 Grove Street, Room 307**  
**San Francisco, CA 94102**  
 \_\_\_\_\_  
 Address