



Edwin M. Lee  
Mayor

Micki Callahan  
Human Resources Director

Date: June 6, 2011

To: The Honorable Civil Service Commission

Through: Micki Callahan  
Human Resources Director

From: Sheila Arcelona, DAT  
Cynthia Avakian, AIR  
Gordon Choy, DPW  
Kahala Drain, CFC  
Kendall Gary, DT  
Lavena Holmes-Williams, PRT  
Shamica Jackson, PUC  
Diane Lim, ADP  
Joan Lubamersky, GSA  
Merrick Pascual, ECN  
Esther Reyes, CON

**Subject: Personal Services Contracts Approval Request**

This report contains thirteen (13) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on July 1, 1996.

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

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

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

Total of this Report	YTD Expedited Approvals FY 2010-2011	Total for FY 2010-2011
\$14,143,900	\$2,723,631	\$616,078,608

Sheila Arcelona  
District Attorney's Office  
850 Bryant Street, Rm 322  
San Francisco, CA 94110

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

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

Kahala Drain  
Children and Families Commission  
1390 Market Street, Ste. 318  
San Francisco, CA 94102

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

Lavena Holmes-Williams  
Port  
Pier 1 – The Embarcadero  
San Francisco, CA 94111

Shamica Jackson  
Public Utilities Commission  
1155 Market Street, 9<sup>th</sup> Floor  
San Francisco, CA 94103

Diane Lim  
Adult Probation Department  
880 Bryant Street, Room 200  
San Francisco, CA 94103

Joan Lubamersky  
General Services Agency  
City Administrator Animal Care & Control  
1 Dr. Carlton B. Goodlett Place, Room 362  
San Francisco, CA 94102

Merrick Pascual  
Mayor's Office of Economic Workforce  
Development  
1 Dr. Carlton B. Goodlett Place, Room 448  
San Francisco, CA 94102

Esther Reyes  
Controller's Office  
1 Dr. Carlton B. Goodlett Place, Room 388  
San Francisco, CA 94102

**POSTING FOR**

6/6/2011

**PROPOSED PERSONAL SERVICES CONTRACTS - Regular**

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4107-10/11	13	Adult Probation	Regular	\$80,000	The Court ordered conditions of probation require all probationers to not use any illegal drugs. Drug Testing will enable the Adult Probation Department to better protect public safety by monitoring and enforcing probationer compliance with Court orders.	7/1/2011 - 6/30/2012
4108-10/11	27	Airport Commission	Regular	\$500,000	Staffing / consulting services to the airport's noise reduction community forum, known as the Airport / Community Roundtable. The forum is a means for residents from the surrounding communities to voice their concerns about noise from the airport. San Mateo County, as the coordinating lead for the Roundtable, provides staffing and consultants to evaluate the impact of noise on affected communities created by aircraft flying into and out of the airport and the effectiveness of noise reduction programs at the airport to mitigate or abate aircraft noise.	6/6/2011 - 6/30/2014
4109-10/11	27	Airport Commission	Regular	\$500,000	The proposed work includes using Engineered Arresting Systems Corporation's (ESCO) proprietary, FAA-validated computer modeling to conduct performance modeling evaluations for four EMAS bed configurations at both ends of runways 1R-19L and 1L-19R; providing detailed product installation requirements and guidance to support Airport Engineers in preparation of detailed construction drawings; reviewing construction drawings specific to arrestor bed design, and providing comments and recommendations to ensure EMAS product specifications and requirements have been met.	6/6/2011 - 12/31/2015
4110-10/11	09	Controller	Regular	\$500,000	Identify and correct sales and use tax allocations errors, identify businesses from which the City has not been receiving sales/use tax revenue, conduct local sales and use tax audits of State Board of Equalization records and provide legislative impact analyses, identify and correct improperly registered permits, develop and maintain a database of sales tax information for use by City employees, and provide as-needed tax revenue enhancement services.	6/1/2011 - 6/30/2016
4111-10/11	04	District Attorney	Regular	\$72,500	This contract will provide services to women and transgender individuals who have experienced sexual exploitation and violence and professional services coordinating monthly FOPP classes as a diversion model for men arrested for their first prostitution offense. The proposed contract would include speakers, logistics, training and support of FOPP speakers. This program also acts as a diversion model for women, providing them an opportunity to receive counseling and education as an alternative to incarceration.	7/1/2011 - 6/30/2012
4112-10/11	70	General Services Agency	Regular	\$375,000	This is a request to contract for after-hours, weekend and holiday emergency veterinary services on an as-needed basis. Department will pay only for work actually performed. The department is initiating a RFP process for a 1-year contract with 4 possible 1-year extensions.	7/1/2011 - 6/30/2016

**POSTING FOR**  
6/6/2011

**PROPOSED PERSONAL SERVICES CONTRACTS - Regular**

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4113-10/11	39	Port Commission	Regular	\$600,000	Development of a comprehensive media and strategic marketing program targeting national, regional and local audiences. This proactive media campaign is necessary as a result of the Port/city undertaking the 34th America's Cup event and the Port's 150th Anniversary Celebration.	7/1/2011 - 6/30/2014
4114-10/11	40	Public Utilities Commission	Regular	\$2,000,000	The primary role of the selected Proposer will be to provide professional services to assist in engineering planning and alternative analysis for improvements to Auxiliary Water Supply System (AWSS) pipelines and associated facilities.	6/30/2011 - 6/30/2016
4115-10/11	90	Public Works	Regular	\$2,500,000	The Forensic Services Division (FSD) of the SF Police Department and the Office of Chief Medical Examiner (OCME) require specialized facilities that meet requirements of accreditation agencies for autopsy complexes and forensic science laboratories and that can ensure the chain-of-custody for evidence expectation of the courts of law. The original PSC #4065-07/08 was approved on 12/03/2007 for \$450,000, and modified on 10/20/2008 for \$950,000. In this regard, a consultant has been under contract and has thus far provided specialized architectural, engineering, and related professional services for programming the facilities and the development of essential design criteria. The services proposed within this PSC will enable the further development of both specialized facilities through the Schematic Design Phase and the work products of this effort will assist City staff in preparing for the Bond Measure scheduled for the November 2013 Ballot.	6/7/2011 - 12/31/2017

**Total Amount - Regular: \$7,227,500**

**POSTING FOR**

6/6/2011

**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
4066-08/09	25	Mayor	Regular	\$200,000	\$424,500	The consultant will continue to assist OEWD with design and implementation of a web based secure software tool to support client tracking and performance management for Workforce Investment Act (WIA), CityBuild, and other OEWD workforce programs. The system developed and utilized so far has proven to material in allowing OEWD to track and report to the California Employment Development Department (EDD), through required file export and upload, activities and outcomes as required for WIA and other special demonstration grants. EDD recently awarded a contract to a new vendor to develop a replacement file upload system to sync with the new State system. Additionally we anticipate additional reporting and some system development will be required by the department resulting from OEWD's grantee portfolio shifting and anticipated new funding streams. OEWD will need to be prepared to adjust tracking and reporting to ensure that WIA funding is properly accounted for, monitored, and ultimately not jeopardized.	1/1/2009	12/31/2013
4099-09/10	27	Airport Commission	Regular	\$6,700,000	\$9,200,000	Subsequent to our initial request, we determined that essential Airport wide BHS improvements were required to support operations (excluding Terminal 2); and we received federal grants to: 1) modernize the TSA's CBIS and associated BHS at the International Terminal and Terminal 3, Boarding Area F; and 2) provide baggage safety screening and optimization to existing systems in order to improve TSA maintenance activities. All of this requires additional BHS design, construction management, and construction activities. Terminal 3, Boarding Area E will be vacated by American Airlines in early 2011 when American Airlines moves to Terminal 2. The BHS has insufficient capacity and reliability for the three new airlines that will occupy the facility. The International Terminal BHS includes the first in-line EDS system in the USA, and the PLC and other systems are beyond their useful life, and must be replaced to maintain operations. The Boarding Area B and E PBB's were originally designed for aircraft that are now obsolete, equipment is beyond its useful life, and parts are unavailable. PBB's must be reconfigured in some cases to support airline relocations.	5/3/2010	6/30/2015
3154-07/08	64	Children & Families Commission	Regular	\$16,400	\$65,600	The audit will provide opinions as to whether the Commission's basic financial statements are fairly presented, in all material respects, in conformity with the accounting principles generally accepted in the United States of America (GAAP), and certain laws and regulations under the Children and Families Program, issued by the State Controllers Office. The audit will include testing of accounting records of the Commission and an evaluation of the Commission's compliance with the following requirements: contracting and procurement, administrative costs, conflicts of interest, County ordinance, long-range financial plans, financial conditions of the Commission, program evaluation, salaries and benefits policies. The auditor will also prepare the fiscal portion of the annual report.	7/1/2008	11/1/2012

**POSTING FOR**

6/6/2011

**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
4049-05/06	75	Dept.of Technology	Regular	Ø	\$7,150,000	Due to more delays in finalizing the agreement terms to the federally mandated requirement to complete reconfiguration of the radio frequencies used by the City and even further delays in securing approvals for re-design of the work, this contract requires an additional extension of time to complete work originally planned to be completed in June 2011. This frequency reconfiguration requires that all the frequency dependent devices must be retuned, reprogrammed or replaced. This will involve work on over 9,250 subscriber units, over 250 fixed stations, and associated frequency sensitive equipment. The radio systems affected are Citywide Emergency Radio System (CERS) and the Public Works Emergency System (PERS), as well as the backup system. This effort requires specialized skill to plan and implement the reconfiguration in these complex systems.	5/31/2007 - 8/31/2012

**Sum of Modified Amounts: \$6,916,400**

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 31, 2011

DEPARTMENT NAME: ADULT PROBATION DEPARTMENT DEPARTMENT NUMBER 13

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

TYPE OF REQUEST:  
 INITIAL REQUEST  MODIFICATION (PSC# \_\_\_\_\_ )

TYPE OF SERVICE: Drug Testing

FUNDING SOURCE: General Fund

PSC AMOUNT: \$80,000.00 PSC DURATION: July 1, 2011 to June 30, 2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Court ordered conditions of probation require all probationers to not use any illegal drugs. Drug Testing will enable the Adult Probation Department to better protect public safety by monitoring and enforcing probationer compliance with Court orders.

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

Drug Testing will enable the Adult Probation Department to determine non compliance and seek modification or revocation of probation as appropriate. Drug Testing is an evidence based probation supervision practice that will improve public safety by giving the Department an additional means by which to monitor and influence probationer behavior to reduce recidivism.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):  
This service has not been provided in the past.

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

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

[Signature]  
Signature of person mailing/faxing form

3/31/11  
Date

SEIU1021  
Union Name

[Signature]  
Signature of person mailing/faxing form

3/31/11  
Date

RFP sent to Not Applicable, on Not Applicable Not Applicable  
Union Name Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4107-10/11  
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*The Contractor must have the ability to provide effective drug testing using high quality screening devices from a forensic testing lab within a short turnaround time.*

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

*None.*

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

*Yes. The Contractor will have access to state of the art drug testing products and equipment in a forensic lab environment.*

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

*There is no civil service class that requires the knowledge, skills and ability to provide drug testing in a forensic testing lab*

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

*No. This work would be performed by a forensic testing lab with drug testing solutions and screening devices for adult probationers.*

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?

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

Signature of Departmental Personal Services Contract Coordinator

Diane Lim

Print or Type Name

(415) 553-1058

Telephone Number

880 Bryant Street, Room 200,  
San Francisco, CA 94103

Address

Diane Lim/ADPROB/SFGOV  
03/31/2011 03:52 PM

To pattie.tamura@selu1021.org, margot.reed@selu1021.org  
cc Annalle Flores/ADPROB/SFGOV@SFGOV  
bcc  
Subject Adult Probation Department Drug Testing PSC Summary

Hi Pattie and Margot,

The Adult Probation Department is proposing to contract for Drug Testing of adult probationers. Attached is the PSC summary for your review as the representatives for SEIU 1021. Please let me know if you have questions or concerns.



PSCS.pdf

Thank you

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Diane Lim  
Chief Financial Officer/Business Manager  
Adult Probation Department  
415-553-1058  
415-575-8895 Fax

Diane Lim/ADPROB/SFGOV  
03/31/2011 03:54 PM

To jebrenner@lfp21.org  
cc Annalie Flores/ADPROB/SFGOV@SFGOV  
bcc

Subject Adult Probation Department Drug Testing PSC Summary

Hi Joe,

The Adult Probation Department is proposing to contract for Drug Testing of adult probationers. Attached is the PSC summary for your review as the representatives for L21. Please let me know if you have questions or concerns.



PSCS.pdf

Thank you

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Diane Lim  
Chief Financial Officer/Business Manager  
Adult Probation Department  
415-553-1058  
415-575-8895 Fax

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 14, 2011

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

TYPE OF REQUEST: [X] INITIAL REQUEST [ ] MODIFICATION

TYPE OF SERVICE: Staffing and consulting services for Airport's noise reduction community forum

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$500,000 PSC DURATION: June 1, 2011 to June 30, 2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Staffing / consulting services to the airport's noise reduction community forum, known as the Airport / Community Roundtable. The forum is a means for residents from the surrounding communities to voice their concerns about noise from the airport. San Mateo County, as the coordinating lead for the Roundtable, provides staffing and consultants to evaluate the impact of noise on affected communities created by aircraft flying into and out of the airport and the effectiveness of noise reduction programs at the airport to mitigate or abate aircraft noise.

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

This service is necessary under an agreement between the County of San Mateo and the Airport. Denial of these services will mean the Airport will not be able to pay San Mateo County for the cost of the operations of the Roundtable, and may result in a lawsuit over the lack of financial support for the community forum. The Airport is continuing its support of this activity to ensure a forum for community concerns as Airport flight activity continues to rise.

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

These services have been provided through a contract. The most recent PSC approval is # 1000-08/09.

D. Will the contract(s) be renewed?

Yes, this arrangement continues to fill a need in the communities that are affected by the aircraft at the Airport. As San Mateo County sponsors the Roundtable, we must pay them our share of the Roundtable expenses.

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

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

RFP sent to: Union Name on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4108-10/11
STAFF ANALYSIS/RECOMMENDATION:

APR 14 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Experience and expertise in evaluating aircraft noise reduction efforts, as well as local, state and federal aircraft noise policies and regulations; management of community forums; and familiarity with aircraft operating and noise reduction technology as well as acoustical metrics.

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

The following classifications can perform some of the work: 5264 Airport Noise Abatement Specialist, 5285 Noise Abatement Officer, and 9251 Public Relations Manager.

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

No, the contractor will not provide facilities or equipment that the City does not already possess; however, the contractor provides independent, third party guidance and staffing for an independent forum so that nearby communities can assess the effectiveness of noise abatement measures and contribute to the forum's operation.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classifications are applicable; however, the abovementioned Memorandum of Understanding (MOU) provides an independent process by which nearby communities can address the impact of aircraft noise. Central to this MOU is the leadership role of San Mateo County in providing staff and consultants as needed for the group, as well as the requirement that each member of the Roundtable financially support this effort.

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

No, civil service classifications already exist that can perform this work. Please see answer to 4a above.

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

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

Yes No

B. Will the contractor train City and County employees?

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

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

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

E. Has a board or commission determined that contracting is the most effective way to provide this service? Attached is Airport Commission Resolution 11-0104.

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? San Mateo County is the lead agency for this forum.

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

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

Print or Type Name

(650) 821-2014

Telephone Number

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

Address

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 11-0104

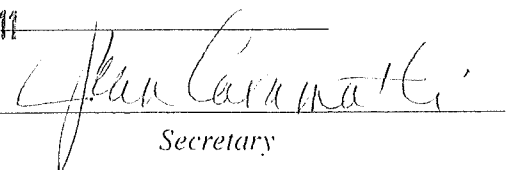
**APPROVE AGREEMENT WITH THE COUNTY OF SAN MATEO FOR PARTIAL REIMBURSEMENT OF COSTS AND SERVICES PROVIDED TO THE AIRPORT/COMMUNITY ROUNDTABLE IN AN AMOUNT NOT TO EXCEED \$125,000 PER FISCAL YEARS 2010-2011, 2011-2012, 2012-2013, AND 2013-2014**

- WHEREAS, the Airport Commission, along with the County of San Mateo and the communities located in the County of San Mateo established the Airport/Community Roundtable ("Roundtable") in 1981; and
- WHEREAS, by Resolution 92-0284, the Commission entered into an agreement with the County of San Mateo to support the Roundtable in its efforts to reduce aircraft noise impacts; and
- WHEREAS, the County of San Mateo is the coordinating lead for the Roundtable and has used its resources to provide advisory and technical services to the Roundtable, including development of possible noise mitigation measures; and
- WHEREAS, the Roundtable is funded by its membership and each member of the Roundtable reimburses the County of San Mateo for expenses for services rendered to the Roundtable;
- WHEREAS, the Roundtable has provided a valuable public forum for community members to work collaboratively with SFO, elected officials, Federal Aviation Administration representatives, and airlines operating at SFO to improve their quality of life by lessening aircraft noise; and
- WHEREAS, the Commission utilizes the services provided by the Roundtable to enhance its aircraft noise abatement program, and values the credibility and support the Roundtable has demonstrated in its relationship with SFO for more than twenty-five years; now, therefore be it
- RESOLVED, that the term for this Agreement is from July 1, 2010 through June 30, 2014; and be it further
- RESOLVED, that the Commission approve the Agreement with the County of San Mateo for partial reimbursement of costs and services provided to the Airport/Community Roundtable in an amount not to exceed \$125,000 per fiscal years 2010-2011, 2011-2012, 2012-2013 and 2013-2014.

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

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

APR 05 2011

  
Secretary

**From:** [Larry Wong](#)  
**To:** [Cynthia Avakian](#); [Steve Pitocchi](#)  
**Cc:** [Ging Louie](#); [Joe Brenner](#); [John Bergener](#); [Larry Wong](#)  
**Subject:** RE: SFO-PSC San Mateo County Roundtable  
**Date:** Tuesday, April 12, 2011 9:36:30 AM

---

Cynthia,  
Local #21 has no further questions nor objections to the PSC for San Mateo County Roundtable.

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

---

**From:** Cynthia Avakian [Cynthia.Avakian@flysfo.com]  
**Sent:** Thursday, April 07, 2011 1:19 PM  
**To:** Larry Wong; Steve Pitocchi  
**Cc:** Ging Louie; Joe Brenner; John Bergener  
**Subject:** RE: San Francisco International Airport - Draft PSC Form 1 San Mateo County Roundtable

Larry,

The answers to your questions are listed below in bold. Let me know if you have further questions.

Thanks,

*Cynthia*  
Phone: (650) 821-2014

**From:** Larry Wong [mailto:lwong@ifpte21.org]  
**Sent:** Wednesday, April 06, 2011 10:04 AM  
**To:** Cynthia Avakian; Steve Pitocchi  
**Cc:** Ging Louie; Joe Brenner; John Bergener; Larry Wong  
**Subject:** RE: San Francisco International Airport - Draft PSC Form 1 San Mateo County Roundtable

Cynthia,

1. Will SFO be using San Mateo County staff to lead and coordinate the forum or outside consultant? **San Mateo County staff**
2. Under the most recent PSC approval is 1000-08/09, who is the contractor? **San Mateo County Roundtable**

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

---

**From:** Cynthia Avakian [Cynthia.Avakian@flysfo.com]  
**Sent:** Tuesday, April 05, 2011 5:21 PM  
**To:** Larry Wong; Steve Pitocchi  
**Cc:** Ging Louie; Joe Brenner; John Bergener  
**Subject:** San Francisco International Airport - Draft PSC Form 1 San Mateo County Roundtable

Larry/Steve,

Attached is the DRAFT PSC Form 1 for the San Mateo County Roundtable.

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

Cynthia Avakian  
Contracts Administration Unit  
San Francisco International Airport  
P. O. Box 8097, San Francisco, CA 94128  
E-mail: [cynthia.avakian@flysfo.com](mailto:cynthia.avakian@flysfo.com)  
Phone: (650) 821-2014, Fax: (650) 821-2011



PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 14, 2011

DEPARTMENT NAME: Airport Commission

DEPARTMENT NUMBER: 27

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

TYPE OF REQUEST: [X] INITIAL REQUEST [ ] MODIFICATION

TYPE OF SERVICE: Design and Support for Runway Safety Area (RSA) Engineered Material Arresting Systems (EMAS)

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$600,000 PSC DURATION: June 6, 2011 to December 31, 2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The proposed work includes using Engineered Arresting Systems Corporation's (ESCO) proprietary, FAA-validated computer modeling to conduct performance modeling evaluations for four EMAS bed configurations at both ends of runways 1R-19L and 1L-19R; providing detailed product installation requirements and guidance to support Airport Engineers in preparation of detailed construction drawings; reviewing construction drawings specific to arrestor bed design; and providing comments and recommendations to ensure EMAS product specifications and requirements have been met.

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

SFO is required to enhance the RSA under Congressional mandate by December 31, 2015 [Public Law 109-115 (November 30, 2005) (http://sforsaprogram.org/home.html)]. As part of the RSA program, four beds of EMAS for aircraft overruns will need to be installed per FAA Advisory Circular (AC) No. 150/5220-22A. FAA has determined that ESCO is the only enterprise that has demonstrated and validated a design method, material and manufacturing process meeting the Advisory Circular requirements (see attached letter). The consultant would provide proprietary designs and models, and would support Airport Staff in EMAS construction. If this service is denied, the Airport will lack the expertise, specialized services, and sole resource for design and inspection of the EMAS beds required to meet the FAA airport design standards. Additionally, a denial would delay the project in meeting the December 2015 deadline.

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 request.

D. Will the contract(s) be renewed? It is unlikely that there will be a need to renew the contract.

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

IFPTE, Local 21 April 14, 2011
Union Name Signature of person mailing/faxing form Date

RFP sent to: IFPTE, Local 21 on January 31, 2011
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4109-10/11
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

MAY 06 2011

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The consultant is expected to provide expertise in design modeling and support with specialty knowledge on FAA-approved EMAS for aircraft overruns.

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

Civil service engineering classes (5201-5211) exist, but their expertise is not applicable to the highly specialized field of EMAS. The job description of these civil service classes does not cover knowledge of this special case. City staff will supervise the contracted work.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

ESCO's computer model and related product design methods are exclusive proprietary property, and therefore cannot be designed by a non-ESCO engineer. Neither Airport Staff nor City engineers have all of the requisite expertise regarding the new FAA-approved EMAS to design and model these systems; therefore, the assistance of consultants familiar with and versed in EMAS design and construction requirements is necessary. We will use Airport Staff to manage the project, but specialized EMAS services are needed for unique and specific design and inspection of EMAS.

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

No. The uniqueness in design of EMAS at SFIA will be a one-time program. Therefore, these specialized project design and support services will be needed only once.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

ESCO is the only company certified by the FAA for this work.

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

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

E. Has a board or commission determined that contracting is the most effective way to provide this service? This item is scheduled for the May 17, 2011 Airport Commission meeting.

<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

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

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

Address

**From:** [Larry Wong](#)  
**To:** [Cynthia Avakian](#)  
**Cc:** [Ging Louie](#); [Joe Brenner](#); [Seng Nguy](#); [Jim Chiu](#); [Larry Wong](#)  
**Subject:** PSC-SFO Design and Support for Runway Safety Area (RSA) Engineered Material Arresting Systems (EMAS)  
**Date:** Thursday, May 05, 2011 9:03:14 AM

---

Cynthia,

After careful review, Local #21 has no objections to this PSC concerning RSA with EMAS.

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

---

**From:** Cynthia Avakian [[Cynthia.Avakian@flysfo.com](mailto:Cynthia.Avakian@flysfo.com)]  
**Sent:** Wednesday, May 04, 2011 6:38 PM  
**To:** Larry Wong  
**Cc:** [Ging Louie](#); [Joe Brenner](#); [Seng Nguy](#); [Jim Chiu](#)  
**Subject:** RE: San Francisco International Airport - Draft PSC Form 1 Design and Support for Runway Safety Area (RSA) Engineered Material Arresting Systems (EMAS)

Larry,

Yes, you are correct. Let me know if you have further questions.

Thanks,

*Cynthia*  
Phone: (650) 821-2014

---

**From:** Larry Wong [<mailto:lwong@ifpte21.org>]  
**Sent:** Wednesday, May 04, 2011 3:00 PM  
**To:** Cynthia Avakian  
**Cc:** [Ging Louie](#); [Joe Brenner](#); [Seng Nguy](#); [Jim Chiu](#)  
**Subject:** RE: San Francisco International Airport - Draft PSC Form 1 Design and Support for Runway Safety Area (RSA) Engineered Material Arresting Systems (EMAS)

Hi Cynthia,

In the followup answer to #2, you mentioned that runway/taxiway infrastructure will be designed by FOM. I am correct that this will be all done in-house **without outside sources** except for this PSC concerning the RSA with EMAS by consultant.

Larry Wong

---

**From:** Cynthia Avakian [[Cynthia.Avakian@flysfo.com](mailto:Cynthia.Avakian@flysfo.com)]  
**Sent:** Thursday, April 28, 2011 2:25 PM  
**To:** Larry Wong  
**Cc:** [Ging Louie](#); [Joe Brenner](#); [Seng Nguy](#); [Jim Chiu](#)  
**Subject:** RE: San Francisco International Airport - Draft PSC Form 1 Design and Support for Runway Safety Area (RSA) Engineered Material Arresting Systems (EMAS)

Larry,

Please see the answers to your questions in bold below. Let me know if Local 21 has further questions.

Thanks,

*Cynthia*

Phone: (650) 821-2014

**From:** Larry Wong [mailto:lwong@ifpte21.org]

**Sent:** Thursday, April 28, 2011 12:26 PM

**To:** Cynthia Avakian

**Cc:** Ging Louie; Joe Brenner; Seng Nguy; Jim Chiu

**Subject:** RE: San Francisco International Airport - Draft PSC Form 1 Design and Support for Runway Safety Area (RSA) Engineered Material Arresting Systems (EMAS)

Hi Cynthia,

One more follow-up questions.

#2. Does this mean that the project will go out for both runway (by FOM staff) and the arresting material at end of runway (by consultant) at the same time?

**The Airport's civil runway related projects to be designed by FOM staff and the EMAS system to be designed by consultant will be separate contract bid packages and will more likely be phased to be constructed around the same time.**

#5 (new). Will FOM engineering staff be train by the expert consultant in the engineered material arresting systems so that they can design using the EMAS in the future? If so, how many hours course or workshop? If not, why not?

**The FOM Engineering staff will learn from the Consultant as much as we are capable from ESCO. However, EMAS is a specialized design and material system by which ESCO is currently the only company that is certified by the FAA. Since this is a one time construction of EMAS for the Airport, after the Runway Safety Area Program, it is unlikely that this Airport will require any more of these EMAS system.**

Larry Wong

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**From:** Cynthia Avakian [Cynthia.Avakian@flysfso.com]

**Sent:** Wednesday, April 27, 2011 2:42 PM

**To:** Larry Wong

**Cc:** Ging Louie; Joe Brenner; Seng Nguy; Jim Chiu

**Subject:** San Francisco International Airport - Draft PSC Form 1 Design and Support for Runway Safety Area (RSA) Engineered Material Arresting Systems (EMAS)

Larry,

I apologize for the delay in getting our response to you. Our answers are in bold below.

Let me know if you have further questions.

Thanks,

*Cynthia*

1. SFO has already submitted to the union PSC RSA realignment and navigation lights. Now, SFO is submitting PSC RSA arresting materials. Is there any more RSA related PSC? If there is, let's look at it ALL together. The union does not want piece meal submittals.

Currently, this is all we have and are aware of, program support services and EMAS design analysis.

2. What role will FOM engineers perform on this PSC, job class, and total man-hours per job class?

Facilities Engineers (classes range from 5201-5211) will design/manage all SFO taxiway and runway infrastructures in an effort to improve SFO-RSA. This is a 5-year RSA program that was mandated by the Congress; all design and construction must be completed by 2015.

3. Please send copy of FAA advisory circular AC 5022-20 for our review. If it is on e-file, it should be PDF, not docx format.

See attachment for AC 150-5220 22a.

4. This is a second request...do you have a summary (title only, no description) of PSC coming in the next three or four months.

Larry Wong

---

From: Cynthia Avakian [Cynthia.Avakian@flysfo.com]  
Sent: Thursday, April 14, 2011 3:26 PM  
To: Larry Wong  
Cc: Ging Louie; Joe Brenner; Seng Nguy  
Subject: San Francisco International Airport - Draft PSC Form 1 Design and Support for Runway Safety Area (RSA) Engineered Material Arresting Systems (EMAS)

Larry,

Attached is the DRAFT PSC Form 1 for Design and Support for Runway Safety Area (RSA) Engineered Material Arresting Systems (EMAS).

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

Cynthia Avakian  
Contracts Administration Unit



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

Office of Airport Safety  
and Standards

800 Independence Ave., SW.  
Washington, DC 20591

March 8, 2010

To Whom It May Concern:

The Federal Aviation Administration Circular 150/5220-22A, Engineered Materials Arresting Systems (EMAS) for Aircraft Overruns, contains standards for arresting systems installed on U.S. civil airports.

As of the date of this letter, Engineered Arresting Systems Company, Inc. (ESCO) is the only enterprise that has demonstrated and validated a design method, material and manufacturing process meeting the Advisory Circular requirements to the satisfaction of the FAA.

Sincerely,

A handwritten signature in cursive script that reads "Rick Marinelli".

Rick Marinelli, P.E.  
Manager, Airport Engineering  
Division

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 3/24/11

DEPARTMENT NAME: Controller's Office DEPARTMENT NUMBER 09

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

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

TYPE OF SERVICE: Sales and Use Tax Audit, Analysis and System Services

FUNDING SOURCE: Percentage of sales tax income contractor recovers on City's behalf

PSC AMOUNT: \$500,000 PSC DURATION: June 1, 2011 through June 30, 2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Identify and correct sales and use tax allocation errors, identify businesses from which the City has not been receiving sales/use tax revenue, conduct local sales and use tax audits of State Board of Equalization records and provide legislative impact analyses, identify and correct improperly registered permits, develop and maintain a database of sales tax information for use by City employees, and provide as-needed tax revenue enhancement services.

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

Misallocations of sales and use tax occur due to a variety of categorization and reporting errors. Without the expert sales and use tax audit, analysis and system services sought, the City/County would lose potential tax revenue to which it is entitled. The total number of undiscovered errors regarding sales and use tax allocations and improperly registered permits would increase each year, compounding the problem. Ultimately, it could cost the City millions of dollars in unrealized revenue.

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):

Services have been provided by contract since 1994 and most recently through PSC#4119-05/06 approved on May 15, 2006.

D. Will the contract(s) be renewed:

After contractor selection in the next few months through an open, competitive solicitation and selection process, the services will be put out for an open, competitive solicitation and selection process again in 2016.

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

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

RFP available on Controller's Office website at www.sfcontroller.org/solicitations

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4110-10/11

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Selected contractor is required to have experience conducting sales tax audit services for counties in California, including knowledge of State Board of Equalization regulations and requirements, as well as proof of successfully providing revenue to local governments as a direct outcome of its services. The Contractor must work closely with various City departments, businesses, taxpayers, as well as the State Board of Equalization, and to monitor changes in sales and use tax distribution practices and sales and use tax law.

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

No civil service class has performed this specific function for more than 17 years, as the City has received services through a contractor. Classes previously identified are: 1684 Auditor II, 4306 Collections Officer, 4308 Senior Collections Officer, 4366 Collection Supervisor and 1824 Principal Administrative 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:

City employees do not have the specialized expertise to audit sales tax distribution errors such as 'points of sale,' 'use tax,' allocation, or other errors successfully. Such expertise includes providing and maintaining a specialized database, keeping current on the latest State Board of Equalization sales and use tax distribution instructions, providing quarterly legislative impact analyses, and understanding and monitoring claims processes to maximize success in obtaining approval for increased revenue collection.

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

No. The work is highly specialized, time sensitive and intermittent in nature.

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

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

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

B. Will the contractor train City and County employees?

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

- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (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 checked="" type="checkbox"/>	<input type="checkbox"/>
-------------------------------------	--------------------------

It is possible, subject to the outcome of the department's competitive solicitation and selection process.

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



Signature of Departmental Personal Services Contract Coordinator

Esther Reyes

(415) 554-7819

Print or Type Name

Telephone Number

1 Dr. Carlton B. Goodlett Pl, #388

San Francisco, CA 94102

Address



# Transmission Report

Date/Time  
Local ID 1  
Local ID 2

03-24-2011  
14155547872


10:52:12 a.m.

Transmit Header Text  
Local Name 1  
Local Name 2

CITY AND COUNTY CON CSA.

This document : Confirmed  
(reduced sample and details below)

Document size : 8.5"x11"

<b>FAX Transmission</b>		 City and County of San Francisco <b>OFFICE OF THE CONTROLLER</b>
<b>TO:</b> MEA  <hr/> <hr/> <hr/> <hr/>	<b>FROM:</b> Richard Kurylo, Contracts and Operations Analyst <hr/> Office of the Controller   Room 388 City Hall – 1 Dr. Carlton B. Goodlett Place San Francisco, CA 94102-4694 <hr/> <b>Phone</b> 415-554- 7536 <b>Fax Number</b> 415-554- 7872	
<b>Phone</b> <b>Fax Number</b> 415-989-7077	<b>DATE</b> 3/24/11 <hr/> <input type="checkbox"/> Original to follow in mail	
<b>REMARKS:</b> <input type="checkbox"/> Urgent <input checked="" type="checkbox"/> For your review <input type="checkbox"/> Reply ASAP <input type="checkbox"/> Please comment		

Total Pages Scanned : 4

Total Pages Confirmed : 4

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	479	415 989 7077	10:46:39 a.m. 03-24-2011	00:01:02	4/4	1	EC	HS	CP33600

**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

# Transmission Report

Date/Time  
Local ID 1  
Local ID 2

03-24-2011  
14155547872


10:49:08 a.m.

Transmit Header Text  
Local Name 1  
Local Name 2

CITY AND COUNTY CON CSA.

This document : Confirmed  
(reduced sample and details below)

Document size : 8.5"x11"

<b>FAX Transmission</b>		 City and County of San Francisco <b>OFFICE OF THE CONTROLLER</b>
<b>TO:</b> IFPTE Local 21  <hr/> <hr/> <hr/> <hr/>	<b>FROM:</b> Richard Kurylo, Contracts and Operations Analyst <hr/> Office of the Controller   Room 388 City Hall - 1 Dr. Carlton B. Goodlett Place San Francisco, CA 94102-4894 <hr/> <b>Phone</b> 415-554- 7536 <b>Fax Number</b> 415-554- 7872	
<b>Phone</b> 415-864-2100 <b>Fax Number</b> 415-864-2166	<b>DATE</b> 3/24/11  <b>NUMBER OF PAGES</b> (including cover) 4	
<input type="checkbox"/> Original to follow in mail		
<b>REMARKS:</b> <input type="checkbox"/> Urgent <input checked="" type="checkbox"/> For your review <input type="checkbox"/> Reply ASAP <input type="checkbox"/> Please comment		

Total Pages Scanned : 4

Total Pages Confirmed : 4

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	477	415 864 2166	10:45:50 a.m. 03-24-2011	00:02:33	4/4	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

# Transmission Report

Date/Time  
Local ID 1  
Local ID 2

03-24-2011  
14155547872


10:50:37 a.m.

Transmit Header Text  
Local Name 1  
Local Name 2

CITY AND COUNTY CON CSA.

This document : Confirmed  
(reduced sample and details below)

Document size : 8.5"x11"

<b>FAX Transmission</b>		 City and County of San Francisco <b>OFFICE OF THE CONTROLLER</b>
<b>TO:</b> SEIU Local 1021  <hr style="border: 0; border-top: 1px solid black; margin: 2px 0;"/> <div style="text-align: center; margin: 2px 0;">Daz Lamparas</div> <hr style="border: 0; border-top: 1px solid black; margin: 2px 0;"/> <div style="text-align: center; margin: 2px 0;">cc: Pattie Tamura</div> <hr style="border: 0; border-top: 1px solid black; margin: 2px 0;"/> <b>Phone</b> 510-350-4527 <b>Fax Number</b> 415-431-6241	<b>FROM:</b> Richard Kurylo, Contracts and Operations Analyst <hr style="border: 0; border-top: 1px solid black; margin: 2px 0;"/> Office of the Controller      Room 388 City Hall – 1 Dr. Carlton B. Goodlett Place San Francisco, CA 94102-4694  <b>Phone</b> 415-554-7536 <b>Fax Number</b> 415-554-7872	
<b>DATE</b> 3/24/11	<b>NUMBER OF PAGES</b> (including cover)    4	
<input type="checkbox"/> Original to follow in mail		
<b>REMARKS:</b> <input type="checkbox"/> Urgent <input checked="" type="checkbox"/> For your review <input type="checkbox"/> Reply ASAP <input type="checkbox"/> Please comment		

Total Pages Scanned : 4

Total Pages Confirmed : 4

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	478	4154316241	10:46:12 a.m. 03-24-2011	00:00:59	4/4	1	EC	HS	CP28800

**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

**M E M O R A N D U M**

**TO:** PSC Coordinator (DHR-PSCCoordinator@sfgov.org)

**FROM:** Esther Reyes, Operations and Contracts Manager (554-7819) 

**DATE:** 3/24/11

**SUBJECT:** Personal Services Contract Summary for Sales and Use Tax Audit, Analysis and System Services

---

Attached, please find a Personal Services Contract Summary for Sales and Use Tax Audit, Analysis and System Services.

The Controller's Office, Budget and Analysis Division, is requesting approval of a Personal Services Contract application for Sales and Use Tax Audit, Analysis and System Services. These services will be used to (1) identify and correct sales and use tax allocation errors; (2) identify businesses from which the City has not been receiving sales/use tax revenue; (3) conduct local sales and use tax audits of the State Board of Equalization records and provide legislative impact analyses; (4) identify and correct improperly registered permits; (5) develop and maintain a database of sales tax information for use by City employees; and (6) provide as-needed tax revenue enhancement services.

Should you need additional information, or if you have any questions, please contact Richard Kurylo at (415) 554-7536.

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 30, 2011

DEPARTMENT NAME: District Attorney DEPARTMENT NUMBER 04

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

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

TYPE OF SERVICE: First Offender Prostitution & Early Intervention Prostitution Program

FUNDING SOURCE: Special Fund

PSC AMOUNT: \$ 72,500 PSC DURATION: July 1, 2011-June 30, 2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

This contract will provide services to women and transgender individuals who have experienced sexual exploitation and violence and professional services coordinating monthly FOPP classes as a diversion model for men arrested for their first prostitution offense. The proposed contract would include speakers, logistics, training and support of FOPP speakers. This program also acts as a diversion model for women, providing them an opportunity to receive counseling and education as an alternative to incarceration.

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

By providing education, classes to the first offenders, there has been less than a one percent recidivism rate among men in the First Offender diversion class. Without this service, the first offenders will not change their attitude or behavior and continue to engage and solicit the services of prostitutes.

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

This service has been provided in the past through the services of this vendor through 4112-09/10 on April 5, 2010.

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

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 3-30-11

\*\*\*\*\* FOR DEPARTMENT OF HUMAN RESOURCES USE \*\*\*\*\*

PSC# 4111-10/11 STAFF ANALYSIS/RECOMMENDATION:

MAR 30 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Individuals performing this work should be members of the peer group and have skills and expertise to conduct prevention/education and support groups with individuals who have been sexually exploited, assaulted, abused or experienced violence which includes domestic violence and prostitution, and the ability to enlist peer educators to facilitate the educational groups for johns while providing a social support network for program participants.

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

None.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There are no existing civil service classifications that perform this work or meet the required qualifications. Individuals performing this work should be members of the peer group and have skills and experience in working with women victimized by sexual exploitation, violence and prostitution.

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

No. For this limited scope of work, it is more practical to use outside service provider(s) who already showed achievement, knowledge and expertise in providing these services, using peer educators from the community.

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? SAGE Project, Inc.

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

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

**Sheila Arcelona**

Print or Type Name

**415-734-3018**

Telephone Number

**850 Bryant St., Rm. 322  
San Francisco, CA 94110**

Address

Message Confirmation Report

MAR-30-2011 12:59 WED

Fax Number : 4155539700  
Name :

Name/Number : 94316241  
Page : 3  
Start Time : MAR-30-2011 12:58 WED  
Elapsed Time : 00' 30"  
Mode : STD ECM  
Results : [O.K]

CITY AND COUNTY OF SAN FRANCISCO

OFFICE OF THE DISTRICT ATTORNEY



George Gascón  
District Attorney

FACSIMILE COVER SHEET  
3/30/11

<b>TO:</b>		<b>PHONE:</b>	<b>FAX:</b>
Joyce Baird	Local 1021		(415) 431-6241

<b>FROM:</b>	<b>OF:</b>	<b>PHONE:</b>	<b>FAX:</b>
Sheila Arcelona	SFDA Finance & Admin	(415) 734-3018	(415) 553-9700

**MESSAGE**

PSC 30 Day Notice to Union

We are transmitting a total of 3 pages,  
including this cover sheet.  
If you did not receive all of the pages or there is another problem, please call  
(415) 734-3018.

CONFIDENTIALITY NOTE

THIS AND ANY ACCOMPANYING PAGES CONTAIN INFORMATION FROM THE SAN FRANCISCO DISTRICT ATTORNEY'S OFFICE WHICH IS CONFIDENTIAL AND PRIVILEGED. THE INFORMATION IS INTENDED FOR THE USE OF THE INDIVIDUAL OR ENTITY NAMED ABOVE. IF YOU ARE NOT THE INTENDED RECIPIENT, THEN BE AWARE THAT ANY DISCLOSURE, COPYING, DISTRIBUTION OR USE OF THE ACCOMPANYING DOCUMENT (OR THE INFORMATION CONTAINED IN IT) IS PROHIBITED. IF YOU HAVE RECEIVED THIS FACSIMILE TRANSMISSION IN ERROR, PLEASE NOTIFY OUR OFFICES IMMEDIATELY SO THAT WE CAN ARRANGE FOR RETRIEVAL AT NO COST TO YOU.

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 3.21.11

DEPARTMENT NAME GSA/City Administrator Animal Care & Control DEPARTMENT # 76

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

[ ] CONTINUING [ ] ANNUAL

TYPE OF REQUEST:

[X] INITIAL REQUEST MODIFICATION (X) PSC 4019-08/09

TYPE OF SERVICE: After-hour, weekend and holiday emergency veterinary services

FUNDING SOURCE: General Fund

PSC AMOUNT: \$375,000

PSC DURATION: 7.1.11 - 6.30.16

1. DESCRIPTION OF WORK

A. Concise description of proposed work: This is a request to contract for after-hours, weekend and holiday emergency veterinary services on an as-needed basis. Department will pay only for work actually performed. The department is initiating a RFP process for a 1-year contract with 4 possible 1-year extensions.

B. Explain why this service is necessary and the consequences of denial: The staff veterinarian is not available 24 hours per day, 7 days per week. Medical emergencies occur while the staff veterinarian is out of town or otherwise unable to perform the services needed. California State Penal Code 597 requires prompt veterinary care for injured and sick animals. Denial of this request might result in the death or unnecessary suffering of animals in our care.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): These services have been provided under contract, most recently under PSC 4019-08/09.

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

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

Local 1021, L856 Union Name Signature of person mailing / faxing form Date 3/22/11 3/29/11
Local 21, UAPD8-CC Union Name Signature of person mailing / faxing form Date 3/22/11 3/29/11

RFP sent to Union Name, on Date will be sent when available Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4112-10/11

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: Licensed Doctor of Veterinary Medicine and fully equipped animal hospital that is available to receive and treat animals 24 hours per day, seven days per week.
- B. Which, if any, civil service class normally performs this work? Shelter Veterinarian Class 2292
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Yes. Contractor provides a fully equipped animal hospital.

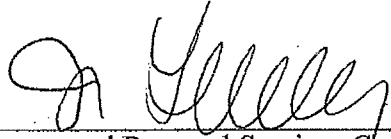
4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable: Services are on an emergency and as-needed basis. The need for the service varies and is not predictable.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain. The City shelter is staffed during normal working ours with PCS employees.

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"/> | X                        |
| B. Will the contractor train City and County employees?<br>- Describe training and indicate approximate number of hours.<br>- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained. | <input type="checkbox"/> | X                        |
| C. Are there legal mandates requiring the use of contractual services?                                                                                                                                                                                                                | <input type="checkbox"/> | X                        |
| D. Are there federal or state grant requirements regarding the use of contractual services?                                                                                                                                                                                           | <input type="checkbox"/> | X                        |
| E. Has a board or commission determined that contracting is the most effective way to provide this service?                                                                                                                                                                           |                          | X                        |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Unknown                                                                                                                                                    | <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

Joan Lubamersky

554-4859

Print or Type Name

Telephone Number

One Dr. Carlton B. Goodlett Place, Room 362

San Francisco, CA 94102

Address



**To:** pattie.tamura@seiu1021.org, Margot.Reed@seiu1021.org, uapd@uapd.com,  
teamsters@ibt856.org, Joe Brenner <jebrenner@ifpte21.org>,  
**Cc:**  
**Bcc:**  
**Subject:** Amended PSC Form 1 - Animal Care & Control emergency after hours vet services  
**From:** Joan Lubamersky/ADMSVC/SFGOV - Tuesday 03/29/2011 11:56 AM

---

This Form 1 was sent you last week. However, I inadvertently checked the "modification" box. That was an error. This is an initial request as we are doing a new competitive process for these services.

The attached document corrects this error in handwriting as well as reflecting my sending it to Teamsters 856, which was emailed on March 24.

Please let me know if you have any questions.

Joan



Amended PSC Form 1 Emergency Vet Care 2011-2016.pdf

Joan Lubamersky  
General Services Agency/City Administrator  
City Hall, Room 362  
One Carlton Goodlett Place  
San Francisco, CA 94102  
Phone: 415-554-4859  
Fax: 415-554-4849  
e mail address: Joan.Lubamersky@sfgov.org



pattie.tamura@seiu1021.org, Margot.Reed@seiu1021.org, Joe Brenner  
<jebrenner@ifpte21.org>, uapd@uapd.com,

PSCs for Animal Care & Control

Joan Lubamersky/ADMSVC/SFGOV - Tuesday 03/22/2011 01:37 PM

Attached are PSC Form 1s for 24/7 Emergency Vet Care and for Spay-Neuter services for shelter animals.

PSC Form 1 Emergency Vet Care 03/22/2011 01:37 PM  
PSC Form 1 Spay-Neuter 03/22/2011 01:37 PM

Joan Lubamersky  
General Services Agency/City Administrator  
City Hall, Room 362  
One Carlton Goodlett Place  
San Francisco, CA 94102  
Phone: 415-554-4859  
Fax: 415-554-4849  
e mail address: Joan.Lubamersky@sfgov.org



To: teamsters@ibt856.org,  
Cc:  
Bcc:  
Subject: Animal Care & Control personal services contracts  
From: Joan Lubamersky/ADMSVC/SFGOV - Thursday 03/24/2011 02:08 PM

---

These are Form 1s for 24/7 emergency vet care and for spay/neuter services for Animal Care & Control.



PSC Form 1 Emergency Vet Care to IBT 2011-2016.pdf PSC Form 1 spay neuter to IBT 7.1.11 - 6.30.16.pdf.pdf

Joan Lubamersky  
General Services Agency/City Administrator  
City Hall, Room 362  
One Carlton Goodlett Place  
San Francisco, CA 94102  
Phone: 415-554-4859  
Fax: 415-554-4849  
e mail address: Joan.Lubamersky@sfgov.org

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 6, 2011

DEPARTMENT NAME: Port of San Francisco DEPARTMENT NUMBER 39

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

TYPE OF REQUEST:  
 INITIAL REQUEST  MODIFICATION (PSC# \_\_\_\_\_ )

TYPE OF SERVICE: Special Events Public Relations and Media Consulting Services

FUNDING SOURCE: 34<sup>th</sup> America's Cup Event Authority and Other Sources

PSC AMOUNT: \$600,000 PSC DURATION: July 1, 2011 – June 30, 2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Development of a comprehensive media and strategic marketing program targeting national, regional and local audiences. This proactive media campaign is necessary as a result of the Port/city undertaking the 34<sup>th</sup> America's Cup event and the Port's 150<sup>th</sup> Anniversary Celebration.

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

Existing staff resources are insufficient to support the above proposed work. If additional professional resources are not made available, the Port as an enterprise agency will not be positioned to market itself for current and future revenue generating opportunities.

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 Port has not previously required the level of consulting services as described in this request due to the unique nature of highly visible upcoming events such as the 34<sup>th</sup> America's Cup and 150<sup>th</sup> Anniversary.

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):

<u>IFPTE, Local 21</u> Union Name	<u>[Signature]</u> Signature of person mailing/faxing form	<u>April 5, 05/06/11</u> Date
<u>Municipal Exec. Assoc.</u> Union Name	<u>[Signature]</u> Signature of person mailing/faxing form	<u>April 5, 05/06/11</u> Date
RFP sent to _____, on _____ Union Name Date	_____	Signature
RFP sent to _____, on _____ Union Name Date	_____	Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

MAY 06 2011

PSC# 4113-10/11

STAFF ANALYSIS/RECOMMENDATION:  
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Personnel that render services on secure areas of District facilities must obtain and present a TWIC for entry to secure District areas. Additional information pertaining to the TWICs requirement is also available in the Transportation Security Administration website, [www.tsa.gov/twic](http://www.tsa.gov/twic). Skilled and access to current mass media resources required to facilitate a national, regional and local marketing campaign and ability to secure appropriate revenue generating event sponsors.

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

- 0923 - Manager II (MEA)
- 1312 - Public Information Officer (L21)
- 1314 - Public Relations Officer (L21)

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

No. Contractor will provide services only.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Typically, the civil service classes listed above does not perform these services on comprehensive and strategic basis because these are one time events that do not require on-going access to media resources and a higher level of expertise.

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

No, it would be impractical to adopt a new civil service class because these are one-time events that do not require permanent job placement.

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"/>

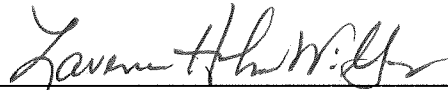
D. Are there federal or state grant requirements regarding the use of contractual services?

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

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

Lavena Holmes-Williams

Print or Type Name

(415) 274-0305

Telephone Number

Pier 1 - The Embarcadero

San Francisco, CA 94111

Address

# Transmission Report

Date/Time  
Local ID 1  
Local ID 2

05-06-2011  
4152740583

09:34:20 a.m.

Transmit Header Text  
Local Name 1 no\_name  
Local Name 2

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

HUMAN RESOURCES  
PIER 1  
SAN FRANCISCO, CA 94111

Phone: (415) 274-0424  
Fax: (415) 274-0583  
Email: lorceli.braganza@sport.com

PORT OF  
SAN FRANCISCO

Fax

To: Ging Louie From: Lorceli Braganza  
IFPTE, Local 21 Date: May 6, 2011  
Fax: 415-864-2166 Pages: 2 excluding cover  
Phone: 415-864-2100  
Re: REGULAR Personal Services Contract - Special Events Public Relations and  
Media Consulting Services

Urgent     For Review     Please Comment     Please Reply

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Pages Scanned : 3

Total Pages Confirmed : 3

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	112	415 864 2166	09:33:18 a.m. 05-06-2011	00:00:38	3/3	1	EC	HS	CP28800

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

# Transmission Report

Date/Time  
Local ID 1  
Local ID 2

05-06-2011  
4152740583

09:37:31 a.m.

Transmit Header Text  
Local Name 1 no\_name  
Local Name 2

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

HUMAN RESOURCES  
PIER 1  
SAN FRANCISCO, CA 94111

Phone: (415) 274-0424  
Fax: (415) 274-0583  
Email: lorcell.braganza@sfpport.com

PORT OF  
SAN FRANCISCO

# Fox

To: Raquel Silva  
Municipal Exec Assoc (MEA)  
From: Lorcell Braganza  
Date: May 6, 2011  
Fax: 415-989-7077  
Pages: 2 excluding cover  
Phone: 415-989-7244  
Re: REGULAR Personal Services Contract - Special Events Public Relations and Media Consulting Services

Urgent       For Review      Please Comment      Please Reply

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Pages Scanned : 3

Total Pages Confirmed : 3

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	114	415 989 7077	09:36:17 a.m. 05-06-2011	00:00:41	3/3	1	EC	HS	CP31200

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



Regular PSC Summary - Special Events PR & Medial Consulting Svcs

Lorceli Braganza

to:

DHR-PSCCoordinator

05/10/2011 09:12 AM

Cc:

Lavena Holmes-Williams

Hide Details

From: Lorceli Braganza/SFPORT/SFGOV

To: DHR-PSCCoordinator/DHR/SFGOV@SFGOV

Cc: Lavena Holmes-Williams/SFPORT/SFGOV@SFGOV

Hi Maria,

Please see below e-mail in regards to Notice to Union/s for:

Type of Service: **Special Events Public Relations and Media Consulting Services**

Thank you,

**lbraganza**

Human Resources

Port of San Francisco

Work: 415-274-0424

Fax: 415-274-0583

-----Forwarded by Lorceli Braganza/SFPORT/SFGOV on 05/10/2011 09:09AM -----

----- Forwarded by Lavena Holmes-Williams/SFPORT/SFGOV on 04/28/2011 12:24 PM -----

**Norma  
Nelson/SFPORT/SFGOV**

Tosjenkins@ifpte21.org,  
staff@sfmea.com

ccRenee

Martin/SFPORT/SFGOV@SFGOV,

Lavena Holmes-

Williams/SFPORT/SFGOV@SFGOV

SubjectProposed Media Relations PSC

04/05/2011 05:57 PM

Hello Sharon and Racquel,

Attached is a rough draft PSC for Media Relations Services. I would like to schedule a meeting with the two of you and the Port as soon as possible. We are proposing to have this go before the Civil Service Commission for its June 6th meeting - May 24th, if possible.

Please let me know of dates that you are available to meet next week.

*(See attached file: PSC form 1 (revised).doc)*

Norma Nelson,MBA, CAPPO Director-North

Contract Administrator/Manager  
Port of San Francisco  
Pier 1  
San Francisco, Ca 94111  
Telephone: (415) 274-0442  
Fax: (415) 732-0442

"To be creditable, we must be truthful."

[attachment "PSC form 1 (revised).doc" removed by Lorceli Braganza/SFPORT/SFGOV] (See attached file: PSC PR & Media Consulting 042811.doc)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 03/30/2011 (30-day Union Notice)
04/20/2011 (to DHR)

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

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

TYPE OF SERVICE: Engineering Planning Support (CS-199)

FUNDING SOURCE: Funding will be available from Earthquake Safety and Emergency Response (ESER) Bond

PSC AMOUNT: \$2,000,000 PSC DURATION: 06/30/2011 to 06/30/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The primary role of the selected Proposer will be to provide professional services to assist in engineering planning and alternatives analysis for improvements to the Auxiliary Water Supply System (AWSS) pipelines and associated facilities.

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

Planning for the repair and upgrades to the City's AWSS needs specialized Engineering Planning expertise which is not available from the City workforce. Denial may result in the delay of a plan for prioritizing repair and upgrade of AWSS pipelines and associated facilities necessary for firefighting purposes.

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

These services have not previously been provided.

D. Will the contract(s) be renewed: It is not anticipated that the contract will need to be renewed.

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

L21 Shamica Jackson 03/30/2011 (30-day Union Notice)
Union Name Signature of person mailing/faxing form Date
04/20/2011 (to DHR)

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4114-10/11

APR 21 2011

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Expertise and extensive experience in high pressure water distribution systems for firefighting purposes; hydraulics hydraulic systems modeling; operational strategy for an auxiliary high pressure water distribution system similar to the City's AWSS system; and geotechnical recommendations for design of pipelines and facilities in areas of high seismicity in California. Expertise in cost benefit analyses and risk management is also required.

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

5211: Senior Engineer

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Engineers in current civil classifications perform planning (needs assessment, (alternatives analyses, etc.) and design for well defined scopes of work, and for elements of the water, wastewater and/or AWSS system, but do not providing planning at a program level, to establish program goals and objectives without consultant expertise. City Engineers will perform planning and design of the repair and upgrades to finite components of the AWSS system, such as the Twin Peaks Reservoir, tanks, and pumps stations.

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

No. Engineers and financial staff are sometimes needed to perform these specialized engineering planning services and cost benefit analyses, but this level of resources is not a long term need that warrants hiring personnel. Current civil service classes will still perform the design work for the AWSS facilities.

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

Yes No

- 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.
  - Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.
- C. Are there legal mandates requiring the use of contractual services?  Yes  No
- 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:

*Shamica Jackson*

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

415-554-0727

Print or Type Name

Telephone Number

1155 Market Street, 9<sup>th</sup> Floor  
San Francisco, CA 94103

Address



CS-199, PSC Summary Form (Initial Request)

Jackson, Shamica

to:

Baker, Deborah, Bowman, Lora, Brenner, Joe, DHR-PSCCoordinator, Domingo, Kofo, Jackson, Prentiss, Jackson, Shamica, Kyaun, Florence, Lee, Tedman C, Louie, Ging, McGee, Bonita, Morrison, Emily M., Reed, Margot, Scott, David E, Tamura, Pattie, Tanner, Joe, Wong, Larry, Yun, Pauson, Birrer, Joe, Byrne, Ed, Chan, Norman, Divine, Peg, Elwin, Harvey, How, Kathryn, Isen, Carol, Koleini, Amir, Lee, Tedman C, Rivera, Patrick, Wang, Jane

04/21/2011 11:07 AM

Hide Details

From: "Jackson, Shamica" <SJackson@sflower.org> Sort List...

To: "Baker, Deborah" <Deborah.Baker@sfgov.org>, "Bowman, Lora" <lbowman@sflower.org>, "Brenner, Joe" <jbrenner@ifpte21.org>, "DHR-PSCCoordinator" <DHR-PSCCoordinator@sfgov.org>, "Domingo, Kofo" <KDomingo@sflower.org>, "Jackson, Prentiss" <PJackson@sflower.org>, "Jackson, Shamica" <SJackson@sflower.org>, "Kyaun, Florence" <FKyaun@sflower.org>, "Lee, Tedman C" <tclee@sflower.org>, "Louie, Ging" <glouie@ifpte21.org>, "McGee, Bonita" <BMcGee@sflower.org>, "Morrison, Emily M." <Emily.M.Morrison@sfgov.org>, "Reed, Margot" <Margot.Reed@seiu1021.org>, "Scott, David E" <DEScott@sflower.org>, "Tamura, Pattie" <pattie.tamura@seiu1021.org>, "Tanner, Joe" <pattie.tamura@seiu1021.org>, "Wong, Larry" <lwong@ifpte21.org>, "Yun, Pauson" <PYun@sflower.org>, "Birrer, Joe" <Joe.Birrer@flysfo.com>, "Byrne, Ed" <Ed.Byrne@sflower.org>, "Chan, Norman" <Norman.Chan@sfdpw.org>, "Divine, Peg" <Peg.Divine@sfdpw.org>, "Elwin, Harvey" <HElwin@sflower.org>, "How, Kathryn" <KHow@sflower.org>, "Isen, Carol" <CIsen@sflower.org>, "Koleini, Amir" <Amir.Koleini@flysfo.com>, "Lee, Tedman C" <tclee@sflower.org>, "Rivera, Patrick" <Patrick.Rivera@sfdpw.org>, "Wang, Jane" <Jane.Wang@sfmta.com>

1 Attachment



CS-199 PSC Summary Form to DHR 042111.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-199, Engineering Planning Support, initial request for \$2,000,000.**
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. Thirty-day Union notification required? If no, please explain. **Yes. This was approved by Local 21 to go forward before the 30 day time period.**
4. For **June 6, 2011** Commission Meeting at 2:00 PM, City Hall Room 400.

---

Shamica L. Jackson  
Commission Agenda Item & Task Order Manager  
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](mailto:sjackson@sfwater.org)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 30, 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: Forensic Facilities Programming and Specialized Peer Review

FUNDING SOURCE: General Fund

PSC AMOUNT: \$2,500,000 PSC DURATION: 06/07/11 to 12/31/2017

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Forensic Services Division (FSD) of the SF Police Department and the Office of Chief Medical Examiner (OCME) require specialized facilities that meet requirements of accreditation agencies for autopsy complexes and forensic science laboratories and that can ensure the chain-of-custody for evidence expectation of the courts of law. The original PSC #4065-07/08 was approved on 12/03/2007 for \$450,000, and modified on 10/20/2008 for \$950,000. In this regard, a consultant has been under contract and has thus far provided specialized architectural, engineering, and related professional services for programming the facilities and the development of essential design criteria.. The services proposed within this PSC will enable the further development of both specialized facilities through the Schematic Design Phase and the work products of this effort will assist City staff in preparing for the Bond Measure scheduled for the November 2013 Ballot.

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

FSD and OCME must be accredited by their respective accrediting bodies to carry out their missions. Specialized expertise is required to render the design of such facilities. Denial will not allow for the development of the projects consistent with the City's requirements for establishing project description and cost certainty as a prerequisite for advancing a major capital project to the ballot within a general obligation bond measure. Further, the work is 46% complete and denial of this request would jeopardize the completion schedule and potentially increase costs if delays are encountered.

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 type of service was provided under PSC No. 4065-07/08, which expired 02/15/11.

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

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

Local 21 Union Name Carina Carlos Signature of person mailing/faxing form 4/06/11 Date

Union Name Signature of person mailing/faxing form Date

RFP sent to Local 21 Union Name, on When available Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

APR 06 2011

PSC# 4115-10/11 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*Specialized architectural and engineering expertise in programming, design, and construction of forensic facilities, including laboratories, autopsy complexes, associated lab support, and administrative spaces. Experience in meeting accreditation requirements for forensic facilities including biohazard isolation and security features to control the chain-of-custody for evidence to be presented in court.*

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

*Civil Service Classifications 5268 Architect; 5270 Sr. Architect; 5241 Engineer; 5211 Sr. Engineer would normally perform this work.*

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

*No.*

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

*Permanent civil service employees do not possess the specialized expertise in programming, design, and construction of forensic facilities. Staff in the above listed civil service classes will provide related non-specialized project management services. The consultant will provide peer review services for City staff from the design development through construction administration.*

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

*No. These highly specialized services are needed intermittently.*

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

- |                                                                                                                                                                                                                                                                                        | <u>Yes</u>                          | <u>No</u>                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| A: Will the contractor directly supervise City and County employees?                                                                                                                                                                                                                   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?                                                                                                                                                                                                                                | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• Describe the training and indicate approximate number of hours.</li> <li>• Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.</li> </ul> |                                     |                                     |
| 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

Print or Type Name

(415) 554-6230

Telephone Number

875 Stevenson Street, Room 420

San Francisco, CA 94103

Address



PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 17, 2008 (revised)

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# 4065-07/08 )

TYPE OF SERVICE: RFQ - Forensic Facilities Programming and Specialized Peer Review

FUNDING SOURCE: General Fund

Original Amount: \$450,000 PSC Duration: 02/15/2008 to 02/15/2011
Mod Amount: \$950,000 Mod Duration: 09/17/2008 to 02/15/2011
Total Amount: \$1,400,000 Total Duration: 02/15/2008 to 02/15/2011 (no change)

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Forensic Services Division (FSD) of SFPD and the Office of Chief Medical Examiner (OCME) require new specialized facilities. To meet the schedule, the City plans to lease a turnkey facility. The original contract consists of specialized architectural and related professional services to define the program for the facilities and perform specialized peer review services in support of City staff that are negotiating the turnkey agreement. The department has to delete some tasks and add a new task to produce "Bridging Documents" to communicate the City's requirements for specialized forensic science facilities to the developer.

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

FSD and OCME must be accredited to carry out their missions. Specialized expertise is required to program and design facilities that can be accredited on an expedited schedule. Denial will delay relocation of FSD Crime Lab, thereby delaying development of new housing at Hunters Point Shipyard, and delay accreditation of OCME Labs, which will increase operating costs over \$1 million/year until accreditation is achieved.

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 only intermittently.

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 9/17/08

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 architectural and engineering expertise in programming, design, and construction of forensic facilities, including laboratories, autopsy complexes, associated lab support, and administrative spaces. Experience in meeting accreditation requirements for forensic facilities including biohazard isolation and security features to control the chain-of-custody for evidence to be presented in court.*

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

*5268 Architect; 5270 Sr. Architect; 5241 Engineer; 5211 Sr. Engineer, however City staff do not have the required specialized expertise.*

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:

*Permanent civil service employees do not possess the specialized expertise in programming, design, and construction of forensic facilities. Staff in the above listed civil service classes will provide related, non-specialized, project management services.*

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

*No. These highly specialized services are needed intermittently.*

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

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

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

B. Will the contractor train City and County employees?

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

- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (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? **This is modification of an existing contract**

<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

Print or Type Name

(415) 554-6230

Telephone Number

875 Stevenson Street, Room 420

San Francisco, CA 94103

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: November 7, 2007

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: Forensic Facilities Programming and Specialized Peer Review

FUNDING SOURCE: General Fund

PSC AMOUNT: \$450,000 PSC DURATION: 02/15/2008 to 02/15/2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Forensic Services Division (FSD) of the SF Police Department and the Office of Chief Medical Examiner (OCME) require specialized facilities that can uphold the chain-of-custody for evidence in courts of law and meet requirements of accreditation agencies for autopsy complexes and forensic laboratories. To meet the expedited schedule, the City plans to contract with a private developer to produce a turn-key facility. This contract consists of specialized architectural, engineering, and related professional services for programming the facilities and specialized peer review services in support of City staff in negotiating and implementing the turn-key agreement.

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

FSD and OCME must be accredited to carry out their missions. Specialized expertise is required to program facilities that can be accredited on an expedited schedule. Denial will delay relocation of FSD Crime Lab, thereby delaying development of new housing at Hunters Point Shipyard. Denial will prevent or delay accreditation of OCME Forensic Labs, which will increase operating costs over \$1 million/year until accreditation is achieved.

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):

Union Name Signature of person mailing/faxing form Date 11-7-2007

Union Name Signature of person mailing/faxing form Date

RFP sent to Local 21 on When available Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Specialized architectural and engineering expertise in programming, design, and construction of forensic facilities, including laboratories, autopsy complexes, associated lab support, and administrative spaces. Experience in meeting accreditation requirements for forensic facilities including biohazard isolation and security features to control the chain-of-custody for evidence to be presented in court.

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

Civil Service Classifications 5268 Architect; 5270 Sr. Architect; 5241 Engineer; 5211 Sr. Engineer would normally perform this work.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Permanent civil service employees do not possess the specialized expertise in programming, design, and construction of forensic facilities. Staff in the above listed civil service classes will provide related non-specialized project management services.

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

No. These highly specialized services are needed intermittently.

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? An RFQ will be issued to select the consultant. | <input type="checkbox"/> | <input checked="" 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  
Print or Type Name

(415) 554-6230  
Telephone Number

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



**PSC for Forensic Facilities Programming Services and Specialized Peer Review**

Carlos, Carina to: DHR-PSCCoordinator

04/06/2011 11:15 AM

Cc: "Fernandez, Marisa", "Higuera, Charles", "Buker, Jim",  
"Choy, Gordon", "Wong, Tammy"

5 attachments

-   PSC Forensic Facilities Programming Services and Specialized Peer Review.pdf Original PSC 4065-0708.pdf
-   PSC Mod 1 4065-0708.pdf psc Forensic Facilities - Programming Services 4-05-11 final.doc
-  PSC Forensic Facilities Programming Services and Specialized Peer Review.pdf

Good morning,

Attached are the following documents related to the PSC for Forensic Facilities Programming Services and Specialized Peer Review:

1. PDF of PSC Form 1 dated 3/30/2011
2. Word version of PSC Form 1 dated 3/30/2011
3. PDF of PSC Form 1 dated 11/07/2007
4. PDF of PSC Form 1 Modification dated 9/17/2008
5. Email notification sent to Union

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)

----- Message from "Carlos, Carina" <Carina.Carlos@sfdpw.org> on Wed, 6 Apr 2011 10:59:58 -0700 -----

**To:** 'Larry Wong' <lwong@ifpte21.org>, 'Ging Louie' <glouie@ifpte21.org>

**cc:** "Fernandez, Marisa" <Marisa.Fernandez@sfdpw.org>, "Higuera, Charles" <Charles.Higuera@sfdpw.org>, "Jim Buker" <Jim.Buker@sfdpw.org>, "Choy, Gordon" <Gordon.Choy@sfdpw.org>

**Subject:** PSC for Forensic Facilities Programming Services and Specialized Peer Review

Good morning,

Attached is the PSC for Forensic Facilities Programming Services and Specialized Peer Review. The Contract Manager is Marisa Fernandez, and she can be reached at (415) 557-4653.

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: 4/11/11

DEPARTMENT NAME: Office of Economic and Workforce Development DEPARTMENT NUMBER 21

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [X] MODIFICATION (PSC# 4066-08/09 )

TYPE OF SERVICE: Web based software development, maintenance, and reporting consultant

FUNDING SOURCE: Workforce Investment Act supplemented by General Funds

Table with 2 columns: Amount and PSC Duration. Rows include Original Amount (\$224,500), Modification #2 (\$200,000), Total Amount (\$424,500), PSC Duration (1/1/09-5/30/11), PSC Duration (1/1/09-12/31/13), and Total PSC Duration (1/1/09-12/31/13).

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The consultant will continue to assist OEWD with design and implementation of a web based secure software tool to support client tracking and performance management for Workforce Investment Act (WIA), CityBuild, and other OEWD workforce programs.

B. Explain why this service is necessary and the consequences of denial: OEWD implemented stronger accountability measures with grantees over the last year and a half associated with WIA measures. The department requires strong cross-grantee collaboration in order to meet the service needs of clients and reporting outcomes with EDD.

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 department went through an extensive procurement process prior to contracting with the vendor in question (PSC 4066- 08/09) and they have been providing the database development and maintenance services since Jan 2009.

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

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

Local 21 Union Name, [Signature] Signature of person mailing/faxing form, 4/11/11 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# 4066-08/09 STAFF ANALYSIS/RECOMMENDATION:

MAY 10 2011

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Software development, query building, project management, maintenance of software specific to grant and performance management for workforce development programs. Requires familiarity with social service programs and web-based applications in an extra-net environment as well as EDD reporting/file format requirements.

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

- 1052 IS Business Analyst
- 1053 IS Business Analyst Senior
- 1054 IS Business Analyst Principal

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

Contractor will host the application on a customized server at their facilities, however, we are not contracting for the hardware; only the professional services.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

OEWD does not have any personnel in this series or with similar expertise. DT was approached prior about assisting the department, however, they did not have the resources to dedicate to the project. DT was approached recently concerning another project and confirmed again that they do not have resources to assist with developing any web-based software that would involve a database structure.

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

No. It appears that sufficient classes exist but because of limited resources at this time, the development and adjustment phases of the database will be time limited in nature. The department does not anticipate needing to continue the relationship with the vendor beyond maintenance after the EDD system is replaced and OEWD's system is tailored to the new reporting requirements.

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 checked="" type="checkbox"/> | <input type="checkbox"/>            |
| • Describe the training and indicate approximate number of hours.                                                                                         |                                     |                                     |
| • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. |                                     |                                     |
| Training of 2-1823s, 1-9775, 1-0922 on system upgrades, reporting updates, and any new export developments                                                |                                     |                                     |
| C. Are there legal mandates requiring the use of contractual services?                                                                                    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services?                                                               | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service?                                               | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?                                | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

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



Signature of Departmental Personal Services Contract Coordinator

MERRICK PASCUAL

701-5511

Print or Type Name

Telephone Number

1 Dr. Carlton B. Goodlett Pl, #448

SF CA 94102

Address

**MEMORANDUM**

DATE: July 12, 2010  
TO: PSC Coordinator  
Department of Human Resources (Dept. 33)  
FROM: Julian Low, PSC Coordinator  
Department of Economic and Workforce Development (Dept. 21)  
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: #4066-08/09 Approval Date: 12/15/08  
Description of Service(s): Software development, maintenance, and reporting consulting  
Original Approved Amount: \$150,000 Original Approved Duration: 1/1/09-8/17/10 (19.75 months)  
Modification Amount: \$74,500 Modification of Duration: Extend through 5/30/11 (29 months)  
Total Amount as Modified: \$224,500 Total Duration as Modified: 1/1/09-5/30/11

Reason for the modification:

Additional grant funds from multiple sources were received for FY 09-10 and 10-11 which increased the complexity of the programming and number of development hours required by the contractor to produce a fully functional system which tracks all clients across programs and fund sources.

Attachment: Copy of Approved PSC Summary

.....  
**FOR DEPARTMENT OF HUMAN RESOURCES USE**

DHR ACTION:  Approved

Approval Date: 7/23/2010

By: Emily Morrison  
for Micki Callahan, Human Resources Director





# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

December 18, 2008

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4066-08/09 THROUGH 4073-08/09; 4164-06/07 AND 4186-06/07.**

At its meeting of December 15, 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) Adopt the Human Resources Director's report on PSC #4066-08/09 on the condition that the Office of Economic & Workforce Development shall report to the Civil Service Commission within one year, on the progress of communications with the Department of Technology related to the possible transition of the work to civil service employees. Notify the offices of the Controller and the Purchaser.
- (2) Adopt the Human Resources Director's report on PSC #4073-08/09 as amended to "yes" in 5B. Notify the offices of the Controller and the Purchaser.
- (3) Postpone PSC #4164-06/07 to the meeting of January 5, 2009 at the request of IFPTE Local 21.
- (4) 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:
- Cynthia Avakian, Airport Commission
  - Micki Callahan, Human Resources Director
  - Connie Chang, Public Utilities Commission
  - Nancy Gonchar, Arts Commission
  - Oliver Hack, Mayor's Office of Housing
  - Lavena Holmes-Williams, Port
  - Shamica Jackson, Public Utilities Commission
  - Jennifer Johnston, Department of Human Resources
  - Naomi Kelly, Office of Contract Administration
  - Julian Low, Mayor's Office of Business & Economic Development
  - Brigitte Rockett, Department of Human Resources
  - Ben Rosenfield, Controller
  - Commission File
  - Chron

DONALD A. CASPER  
PRESIDENT

MORGAN R. GORRONO  
VICE PRESIDENT

MARY Y. JUNG  
COMMISSIONER

E. DENNIS NORMANDY  
COMMISSIONER

ANITA SANCHEZ  
EXECUTIVE OFFICER

**Meeting Information**

Archive Center >> Civil Service Commission >> 2009

back to Civil Service Commission home page

Year: 2009 go

**MINUTES**  
Regular Meeting  
**December 21, 2009**  
**2:00 p.m.**  
**ROOM 400, CITY HALL**  
**1 Dr. Carlton B. Goodlett Place**

**CALL TO ORDER**

2:09 p.m.

**ROLL CALL**

President Morgan R. Gorrone	Present
Vice President E. Dennis Normandy	Present
Commissioner Joy Y. Boatwright	Present
Commissioner Donald A. Casper	Present
Commissioner Mary Y. Jung	Present

President Morgan R. Gorrone presided.

**PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

John Marian and Rachele Savola, SEIU Local 1021 stated their concerns regarding PSC #4070-09/10.

**APPROVAL OF MINUTES**

Regular Meeting of December 7, 2009

**Action:** Approve. (Vote of 5 to 0)

**0371-09-1 Commendation for Belen Afable, Personnel Analyst, upon her retirement after thirty years of service to the City & County of San Francisco. (Item No. 5)**

**Speakers:** Commissioner Donald A. Casper thanked Ms. Afable for her contributions and accomplishments during her City and County tenure.

**Action:** Adopt. (Vote of 5 to 0)

**0372-09-8 Review of request for approval of proposed personal services contracts. (File No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4069-09/10	Art Commission	\$200,000	Three or more artists, or artist teams, will design, fabricate, and install original artwork for each of three Dept. of Public Works Streetscape Improvement Projects: Leland Avenue, Valencia Avenue, and SOMA West.	Regular	12/31/11

4070-09/10	Department of Technology	\$15,000,000	Provide as-needed information technology and telecommunication services, including system design, wireless analysis, business analysis, programming, configuration and training, software design, data and voice network architecture. Services are to be provided in conjunction with the acquisition of new information technology and telecommunication equipment.	Regular	12/31/13
4071-09/10 <i>Postpone to the meeting of 01/04/10</i>	Municipal Transportation Agency	\$2,000,000	Preparation of technical specifications and Unit Price Books containing 150,000 - 200,000 items of work. Train staff and contractors for an SFMTA-customized job order contracting system. Provide proprietary software and management tools to administer the job order contracting program. The consultant contract is performance based, and fees are paid as a percentage of actual construction task orders issued after the master construction contracts are awarded.	Regular	01/14/15
4072-09/10	Department of Public Health	\$125,000	Provide software implementation and support services for an integrated call center application to be used in a new Call Center staffed by registered nurses. The new Call Center will dispense medical advice (nurse advice line) to current Department clients, and will also function as the first point of contact for clients wishing to receive services.	Regular	06/30/15
4029-05/06 <i>Postpone to the meeting of 01/04/10</i>	Airport Commission	Increase Amount \$8,000,000 New Amount \$22,000,000	Will hire construction management team members, including construction managers, resident engineers, inspectors, part-time schedulers, and cost engineers for PDC capital improvement projects. Additional services include structural analysis, geotechnical reports, and hazardous material analysis and reports.	Modification	12/31/13
4073-09/10	Public Utilities Commission	Increase Amount \$25,000 New Amount \$75,000	Provide auditing services to independently review and evaluate the use of revenue bond proceeds in the SFPUC Water System Improvement Program (WSIP) pursuant to San Francisco Administrative Code Section 5.31(c).	Modification	07/15/10
4125-07/08	Public Utilities Commission	Increase Amount \$6,500,000 New Amount \$11,000,000	Will provide design of Hetch Hetchy Water & Power (HHWP) rehabilitation work of Power Infrastructure (PI) for reliability and the design of rehabilitation work of Power Infrastructure to meet Western Electricity Coordination Council regulatory compliance. The modification is intended for two as-needed contracts, each with identical scopes of work.	Modification	07/31/13
4017-07/08	Public Utilities Commission	Increase Amount \$3,500,000 New Amount \$7,500,000	Will perform condition assessments on the HHWP conveyance system to develop sustainability plans for each large conveyance system component. Civil, corrosion, and mechanical engineering and other specialized engineering services are needed to complete these assessments.	Modification	03/02/15

**Speakers:**

Vitus Leung and Richard Robinson, Department of Technology and Rachele Savola and John Marian, SEIU Local 1021 spoke on PSC #4070-09/10.

Drew Howard, Municipal Transportation Agency and Joe Brenner, IPFTE Local 21 spoke on PSC #4071-09/10.

Robert Longhitano and Sheila Kerr, Department of Public Health and Joe Brenner, IPFTE Local 21 spoke on PSC #4072-09/10.

Kofo Domingo, Public Utilities Commission spoke on PSC #4073-09/10.

Kofo Domingo and Margaret Hannaford, Public Utilities Commission spoke on PSC #4125-07/08.

David Scott and Margaret Hannaford, Public Utilities Commission spoke on PSC #4017-07/08.

**Action:**

- (1) Postpone PSC #4071-09/10 to the meeting of January 4, 2010 at the request of IPFTE Local 21. The Commission stipulated there will be no further continuances.  
(Vote of 5 to 0)
- (2) Postpone PSC #4029-05/06 to the meeting of January 4, 2010 at the request of the Airport Commission.  
(Vote of 5 to 0)
- (3) Approve request for proposed personal services contract #4070-09/10 on the condition that the Department of Technology submit quarterly reports to the Commission identifying the projects or type of work which has been contracted out or will be contracted out under this request and the dollar amount of each request, with notifications to SEIU Local 1021 where applicable. Notify the offices of the Controller and the Office of Contract

- Administration.  
(Vote of 5 to 0)
- (4) Approve request for all remaining proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

**0373-08-8 Review of request for approval of personal services contract. (File No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4074-09/10	Municipal Transportation Agency	\$39,949,959	Provide professional architectural & engineering services for the Final Design & Construction of the Central Subway Project – Design Package #2 Stations Design. Services include final design of the three underground subway stations (Moscone, Union Square Market St. & Chinatown); and construction services that include contract design management, verify/validate existing preliminary engineering design, verify cost & schedule for each construction contract, engineering support duration construction, and other related services.	Regular	03/31/19

**Speakers:** John Funghi, Municipal Transportation Agency

**Action:** Approve request for proposed personal services contract. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

**0563-08-8 Report from the Office of Economic & Workforce Development on the status of the conditional approval of personal services contract number 4066-08/09. (File No. 8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4066-08/09	Office of Economic & Workforce Development	\$150,000	Will assist Office of Economic & Workforce Development (OEWD) with design and implementation of a system to support client tracking and performance management for Workforce Investment (WIA).	Regular	08/17/10

**December 15, 2008:** Adopt the Human Resources Director's report on PSC #4066-08/09 on the condition that within one year's time, the Office of Economic & Workforce Development shall report back to the Civil Service Commission on the progress of the communications with the Department of Technology relating to the possible transition of the work to civil service employees. Notify the offices of the Controller and the Purchaser.

**Speakers:** None.

**Action:** Accept and file the report. (Vote of 5 to 0)

**0139-09-8 Follow-Up Report from the Department of Public Health on the conditional approval of Personal Services Contract Number 2012-08/09. (Item No. 9)**

**April 20, 2009:** Continue to the meeting of May 18, 2009 to allow further discussions between the Department of Public Health and IPSTE Local 21.

**May 18, 2009:** Adopt the Human Resources Director's report on PSC #2012-08/09 on the condition that the Department of Public Health report back to the Commission at the meeting of July 6, 2009 on the progress of incorporating 2819 Health Educators into the work. Notify the offices of the Controller and the Purchaser.

**July 6, 2009:** Accept and file the report. Continue to report back to the Commission in six months.

**Speakers:** Anne Okubo and Edwin Batongbacal, Department of Public Health

**Action:** Accept the oral report. (Vote of 5 to 0)

**REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

None.

**COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

President Morgan Gorrondo requested a report and presentation from the Department of Human Resources regarding bumping rights and how it works to be scheduled at the next meeting.



City & County of San Francisco  
Department of  
Technology

One South Van Ness Avenue, 2nd Floor  
San Francisco, CA 94103-0948  
Office: 415-581-4001 • Fax: 415-581-4002

To: Civil Service Commission

From: David German  
Customer Service Manager

Subject: Workforce Development Project

This memo confirms that our department met with Betsy Baum of OEWD to discuss development of a client tracking and performance management project.

Ms. Baum requested that we provide the following services:

System to support client tracking and performance management for Workforce Investment Act (WIA), CityBuild programs and other OEWD workforce programs, including grant management. The system will help OEWD with city-wide workforce accountability reporting. The system would allow OEWD to more effectively track client data and support CBO's with an "extra-net" web-based application.

At this time the Department of Technology does not have the resources to complete the project and does not object to this request for outside services.





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

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

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

---

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

415-581-2353

[www.oewd.org](http://www.oewd.org)

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

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

---

Dwennette,

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

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

thanks  
marco  
581-3972

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

Hello Marco,

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



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

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

Thanks so much!

---

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

415-581-2353

[www.owd.org](http://www.owd.org)

# Transmission Report

Date/Time  
Local ID 1

04-11-2011  
4155812317

05:02:23 p.m.

Transmit Header Text  
Local Name 1

SF CITY & COUNTY

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



CITY AND COUNTY OF SAN FRANCISCO  
EDWIN M. LEE, MAYOR

OFFICE OF ECONOMIC AND WORKFORCE DEVELOPMENT

RHONDA SIMMONS, DIRECTOR OF  
WORKFORCE DEVELOPMENT

**Facsimile Transmittal**

To: Local 21 Fax: 415-884-2168

From: Kris Damalas Date: 4/11/11 Pages w/  
Cover 10

Re: PSC Summary for review

Urgent     For Review     Please Comment     Please Reply     Please Recycle

**Message:**

Attached find a PSC Summary for review.

Since this is a modification we're requesting be reviewed/approved, in addition to the PSC summary form, I've included

- the original PSC approval from Civil Service,
- the first modification request,
- the minutes from Dec 2009 where the Civil Service requested a report back on the original PSC, and
- correspondence from DT concerning assistance we've requested specifically with this project and other web-based database platforms.

Should you have any questions or concerns, please don't hesitate to contact me.

Thanks,  
Kris Damalas  
Contract Manager  
Office of Economic and Workforce Development – Workforce Development Division  
Ph: 415-581-2334  
Fax: 415-581-2317  
Email: Kristine.damalas@sfgov.org

50 VAN NESS AVENUE  
SAN FRANCISCO, CA 94102  
PHONE: 415.581.2335 (Main) - 415.581.2317 (Fax)

<http://www.oewd.org>

Total Pages Scanned : 11

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001	067	415 864 2166	04:59:42 p.m. 04-11-2011	00:02:00	11/11	1	EC	HS	CP26400

**Abbreviations:**

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 8, 2011

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [X] MODIFICATION [PSC # 4099-09/10]

TYPE OF SERVICE: Design & Integration Services for Baggage Handling System and Passenger Loading Bridge Improvements

FUNDING SOURCE: Airport Capital and Federal Transportation Security Administration Funds

Original PSC Amount: \$2,500,000 Original PSC Duration: 5/3/2010 - 5/31/2013
Proposed Modification: \$6,700,000 Modification PSC Duration: 6/20/2011 - 6/30/2015
TOTAL PSC AMOUNT: \$9,200,000 TOTAL PSC DURATION: 5/3/2010 - 6/30/2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Boarding Area E Baggage Handling System: Design and integrate baggage handling systems (BHS) and in-line explosives detection screening (EDS) systems at Terminal 3, Boarding Area E, International Terminal Building and other Airport BHS locations: (i) 100% complete biddable construction documents, (ii) full-service construction administration, (iii) quality control for BHS additions and modifications, (iv) 100% design and integration of programmable logic controls (PLC), (v) Pre-construction simulations, and (vi) acceptance testing and integration with servers, switches, motor controls, and TSA screening equipment for a complete operating system.

Boarding Area E Passenger Boarding Bridges: Provide design and integration services required for the passenger boarding bridges (PBBs) at Boarding Area B, Boarding Area E and other Airport locations: (i) 100% complete biddable construction documents, (ii) full-service construction administration, (iii) quality control services for complete PBB replacements, relocations and/or modifications, (iv) PBB integration with aircraft parking, fuel hydrant system, preconditioned air and ground power, (v) acceptance testing with aircraft for a complete operating system.

Airport Wide As-Needed BHS Improvements: Design and construction management services required for essential improvements to existing Airport BHS equipment that is obsolete or beyond its useful life: (i) 70% complete bridging documents for a separate Design-build RFP, (ii) full service construction management including special inspections.

International Terminal and Terminal 3, Boarding Area F - Checked Baggage Inspection System (CBIS) Modernization Program: Design and construction management services required for the TSA's CBIS modernization program to replace security screening and associated BHS equipment that is obsolete or beyond its useful life: (i) 70% complete bridging documents for a separate Design-build RFP, (ii) full service construction management including special inspections.

Airport Wide Safety and Optimization Project: Design-build services required for safety and maintenance access improvements for the TSA's in-line EDS and associated BHS equipment: (i) 100% complete construction documents, (ii) fabrication and installation of safety, maintenance access and BHS equipment.

MAY 11 2011

PSC # 4099-09/10

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

Subsequent to our initial request, we determined that essential Airport wide BHS improvements were required to support operations (excluding Terminal 2); and we received federal grants to: 1) modernize the TSA's CBIS and associated BHS at the International Terminal and Terminal 3, Boarding Area F; and 2) provide baggage safety screening and optimization to existing systems in order to improve TSA maintenance activities. All of this requires additional BHS design, construction management, and construction activities. Terminal 3, Boarding Area E will be vacated by American Airlines in early 2011 when American Airlines moves to Terminal 2. The BHS has insufficient capacity and reliability for the three new airlines that will occupy the facility. The International Terminal BHS includes the first in-line EDS system in the USA, and the PLC and other systems are beyond their useful life, and must be replaced to maintain operations. The Boarding Area B and E PBB's were originally designed for aircraft that are now obsolete, equipment is beyond its useful life, and parts are unavailable. PBB's must be reconfigured in some cases to support airline relocations.

**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 services have been previously provided through a contract, most recently under PSC # 4099-09/10. The baggage handling systems have been performed under design-build contracts; the passenger boarding bridge design was previously provided during the master plan by an outside consultant under a professional service agreement.

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

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

IFPTE Local 21	<i>Aprilina P. Auluck</i>	April 4, 2011
-----	-----	-----
Union Name	Signature of person mailing/faxing form	Date
RFP sent to: IFPTE Local 21	on February 5, 2010	<i>Aprilina P. Auluck</i>
-----	-----	-----
Union Name	Date	Signature

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC # 4099-09/10  
STAFF ANALYSIS/RECOMMENDATION:

**MAY 11 2011**

CIVIL SERVICE COMMISSION ACTION:

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

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

Baggage Handling Systems design and integration is unique to this specialized industry. Design requires a combination of specialized expertise in baggage handling conveyor systems, programmable logic controls, electronics, motor controls, and TSA explosives detection systems. Passenger Boarding Bridge design and integration requires special expertise in pre-conditioned air systems, 400 hertz power systems, aircraft parking, fuel hydrant systems, and potable water systems that are unique to passenger boarding bridges.

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

There are no current civil service classes that can design baggage handling systems or passenger boarding bridges. However, civil service classes participate in Airport baggage handling system and passenger boarding bridge projects in capacities such as building electrical power and infrastructure design. A project manager II and IV (5504 and 5508 class) will be managing this project.

**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 are currently no civil service classes which have the technical expertise in the design, programming, and integration of these specialized Airport operating systems.

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

No, because once the baggage handling system and passenger boarding bridges are designed and integrated the design service is no longer required.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

E. Has a board or commission determined that contracting is the most effective way to provide this service? Attached is Airport Commission Resolution #10-0021

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

<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

Cynthia P. Avakian

Print or Type Name

(650) 821-2014

Telephone Number

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

Address

**From:** Cynthia Avakian  
**To:** "Larry Wong"  
**Cc:** [Ging Louie \(glouie@ifpte21.org\)](mailto:glouie@ifpte21.org); Joe Brenner; Tom Rodrigues; Geri Rayca; Ivar Satero  
**Subject:** RE: PSC - SFO Design & Integration Services for Baggage Handling System and Passenger Loading Bridge Improvements  
**Date:** Monday, May 02, 2011 12:00:00 PM

---

Hi Larry,

Just checking to see if Local 21 has further questions regarding the answers below.

Thanks,

*Cynthia*

Phone: (650) 821-2014

---

**From:** Cynthia Avakian  
**Sent:** Monday, April 11, 2011 12:47 PM  
**To:** 'Larry Wong'  
**Cc:** [Ging Louie \(glouie@ifpte21.org\)](mailto:glouie@ifpte21.org); Joe Brenner; Tom Rodrigues; Geri Rayca; Ivar Satero  
**Subject:** RE: PSC - SFO Design & Integration Services for Baggage Handling System and Passenger Loading Bridge Improvements

Larry,

The Airport's responses to your questions are stated after the questions below in bold.

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

Cynthia Avakian  
Contracts Administration Unit  
San Francisco International Airport  
P. O. Box 8097, San Francisco, CA 94128  
E-mail: [cynthia.avakian@flysfo.com](mailto:cynthia.avakian@flysfo.com)  
Phone: (650) 821-2014, Fax: (650) 821-2011

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**From:** Larry Wong [<mailto:lwong@ifpte21.org>]  
**Sent:** Friday, April 08, 2011 5:13 PM  
**To:** Cynthia Avakian  
**Cc:** [Ging Louie](mailto:glouie@ifpte21.org); Joe Brenner; Tom Rodrigues; Geri Rayca; Ivar Satero  
**Subject:** PSC - SFO Design & Integration Services for Baggage Handling System and Passenger Loading Bridge Improvements

Hi C

Hi Cynthia,

Since this is a modification of additional \$2 million federal grants, we have additional questions.

1. Since this is a design-built system, how is FOM Engineering involved in reviewing the plans for compatibility issues? For electrical power requirements? For compliance to airport systems? **We**

utilize "Quick Response Teams" including a baggage handling system/electrical engineering consultant, construction management consultant, Airport Facilities Engineers, and Airport Facilities Maintenance to coordinate requirements and compliance to Airport systems, such as electrical power. This is a formal documented process.

2. Since this is a design-built system, will there be inspection by FOM Construction group? **Airport's Building Inspection & Code Enforcement (BICE) will inspect for code compliance not the Facilities construction group. The construction management consultant (with specialized baggage handling system expertise) will perform quality control inspections. The Airport's baggage handling system engineer (which prepared the design-build bridging documents) will review shop drawings and provide a construction punch list.**

Larry Wong

Local #21

(415) 864-2100 X-225

*Professional Advancement thru Collective Bargaining*

---

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

**Sent:** Friday, April 08, 2011 4:51 PM

**To:** Larry Wong

**Cc:** Ging Louie; Joe Brenner; Tom Rodrigues; Geri Rayca; Ivar Satero

**Subject:** SFO - Draft PSC Form 1 Design & Integration Services for Baggage Handling System and Passenger Loading Bridge Improvements

Larry,

Attached is the DRAFT PSC Form 1 Design & Integration Services for Baggage Handling System and Passenger Loading Bridge Improvements.

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

Cynthia Avakian

Contracts Administration Unit

San Francisco International Airport

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

E-mail: [cynthia.avakian@flysfo.com](mailto:cynthia.avakian@flysfo.com)

Phone: (650) 821-2014, Fax: (650) 821-2011

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 10-0021

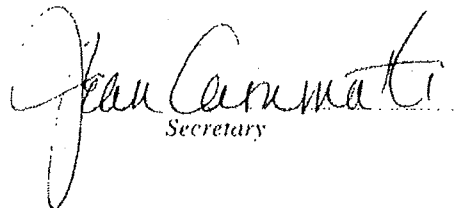
AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES FOR CONTRACT 8974.1, BOARDING AREA E BAGGAGE HANDLING SYSTEM AND PASSENGER BOARDING BRIDGE IMPROVEMENTS DESIGN AND INTEGRATION

- WHEREAS, following the completion of the Terminal 2 (T2) Renovations Program, and the relocation of American Airlines from Boarding Area E (BAE) into T2, the Airport will take the opportunity to remodel BAE prior to relocating Continental and US Air into that facility; and
- WHEREAS, the scope of work for remodeling BAE includes significant improvements to the baggage handling system (BHS) and passenger boarding bridges (PBB), as well as making various other infrastructure and architectural improvements; and
- WHEREAS, the proposed RFP for Contract 8974.1 will seek professionals to provide the necessary design and integration services for BHS and PBB improvements at BAE; and
- WHEREAS, the estimated value for these professional services is \$1,000,000; and
- WHEREAS, the construction work for the BHS and PBB will be competitively bid based on the bid documents prepared by the successful firm; and
- WHEREAS, through the RFP process, the Airport will establish minimum qualifications in terms of firm and key personnel experience and expertise; and
- WHEREAS, the Airport will convene a three-member selection panel to review the proposals of firms meeting the minimum qualifications, interview the firms, and develop a ranking of the most qualified firms based on the firm and key personnel's relevant qualifications and experience in BHS and PBB design and integration; and
- WHEREAS, Staff will return to the Commission with a recommendation to approve the selection panel's nomination of the highest ranked firm, and request authorization to enter into negotiations; and
- WHEREAS, pending the successful outcome of negotiations, Staff will return to the Commission with a recommendation to award a contract to the successful firm; and
- WHEREAS, Staff will work with the HRC to establish the LBE goals; now, therefore be it
- RESOLVED, that this Commission hereby authorizes the Director to issue a Request for Proposals for professional services for Contract 8974.1, Boarding Area E Baggage Handling System and Passenger Boarding Bridge Improvements Design and Integration.

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

*at its meeting of*

JAN 26 2010

  
Secretary



PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 5, 2010

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

TYPE OF REQUEST: [X] INITIAL REQUEST [ ] MODIFICATION

TYPE OF SERVICE: Design & Integration Services for Baggage Handling System and Passenger Loading Bridge Improvements

FUNDING SOURCE: Airport Capital Funds

PSC AMOUNT: \$2,500,000

PSC DURATION: May 3, 2010 to May 31, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Baggage Handling System: Design and integrate baggage handling systems (BHS) and in-line explosives detection screening (EDS) systems at Terminal 3, Boarding Area E, International Terminal Building and other Airport BHS locations: (i) 100% complete biddable construction documents, (ii) full-service construction administration, (iii) quality control for BHS additions and modifications, (iv) 100% design and integration of programmable logic controls (PLC), (v) Pre-construction simulations, and (vi) acceptance testing and integration with servers, switches, motor controls, and TSA screening equipment for a complete operating system.

Passenger Boarding Bridges: Provide design and integration services required for the passenger boarding bridges (PBBs) at Boarding Area B, Boarding Area E and other Airport locations: (i) 100% complete biddable construction documents, (ii) full-service construction administration, (iii) quality control services for complete PBB replacements, relocations and/or modifications, (iv) PBB integration with aircraft parking, fuel hydrant system, preconditioned air and ground power, (v) acceptance testing with aircraft for a complete operating system.

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

Terminal 3, Boarding Area E will be vacated by American Airlines in early 2011 when American Airlines moves to Terminal 2. The BHS has insufficient capacity and reliability for the three new airlines that will occupy the facility. The International Terminal BHS includes the first in-line EDS system in the USA, and the PLC and other systems are beyond their useful life, and must be replaced to maintain operations. The Boarding Area B and E PBB's were originally designed for aircraft that are now obsolete, equipment is beyond its useful life, and parts are unavailable. PBB's must be reconfigured in some cases to support airline relocations.

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 baggage handling systems have been performed under design-build contracts; the passenger boarding bridge design was previously provided during the master plan by an outside consultant under a professional service agreement.

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

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

IFPTE Local 21 Union Name on February 5, 2010 Date Cynthia P. Avakian Signature of person mailing/faxing form FEB 5 2010 Date Cynth P A Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4099-09/10

STAFF ANALYSIS/RECOMMENDATION: Approved 3/15/10

CIVIL SERVICE COMMISSION ACTION:

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

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

Baggage Handling Systems design and integration is unique to this specialized industry. Design requires a combination of specialized expertise in baggage handling conveyor systems, programmable logic controls, electronics, motor controls, and TSA explosives detection systems. Passenger Boarding Bridge design and integration requires special expertise in pre-conditioned air systems, 400 hertz power systems, aircraft parking, fuel hydrant systems, and potable water systems that are unique to passenger boarding bridges.

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

There are no current civil service classes that can design baggage handling systems or passenger boarding bridges. However, civil service classes participate in Airport baggage handling system and passenger boarding bridge projects in capacities such as building electrical power and infrastructure design. A project manager II and IV (5504 and 5508 class) will be managing this project.

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 are currently no civil service classes which have the technical expertise in the design, programming, and integration of these specialized Airport operating systems.

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

No, because once the baggage handling system and passenger boarding bridges are designed and integrated the design service is no longer required.

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

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

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

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

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

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

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

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

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

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

E. **Has a board or commission determined that contracting is the most effective way to provide this service?** Attached is Airport Commission Resolution #10-0004

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

F. **Will the proposed work be completed by a contractor that has a current personal services contract with your department? No. We will procure these services through a Request for Proposal process.**

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

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

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

Print or Type Name

(650) 821-2014

Telephone Number

Airport Commission, Contracts Administration Unit

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

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 28, 2011

DEPARTMENT NAME: Children and Families Commission DEPARTMENT NUMBER 64

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [x] MODIFICATION (PSC# 3154-07/08)

TYPE OF SERVICE: Annual Fiscal Audit

FUNDING SOURCE: Prop H Funding

PSC AMOUNT: \$16,400 PSC DURATION: July 1, 2008 - June 30, 2009
PSC AMOUNT: \$32,800 Mod. #1 PSC DURATION: August 1, 2009 - September 1, 2011
PSC AMOUNT: \$16,400 Mod. #2 PCS DURATION: July 1, 2009 - September 1, 2011
Total AMOUNT: \$65,600 PSC DURATION#2 September 1, 2011 - November 1, 2012
Total Duration: July 1, 2008 - November 1, 2012

1. DESCRIPTION OF WORK

A Concise description of proposed work:

The audit will provide opinions as to whether the Commission's basic financial statements are fairly presented, in all materials respects, in conformity with the accounting principles generally accepted in the United States of America (GAAP), and certain laws and regulations under the Children and Families Program, issued by the State Controllers Office. The audit will include testing of accounting records of the Commission and an evaluation of the Commission's compliance with the following requirements: contracting and procurement, administrative costs, conflicts of interest, County ordinance, long-range financial plans, financial conditions of the Commission, program evaluation, salaries and benefits policies. The auditor will also prepare the fiscal portion of the annual report.

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

As a Prop 10 county commission, the San Francisco Children and Families Commission is required by law to complete an annual financial statement audit by October 15, 2009. State legislation passed in 2005, SB35 and AB109, also requires each county commission to complete an annual expanded audit in conjunction with the financial statement audit.

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):

Children and Families Commission contracted with Macias Gini & O'Connell in FY2007-08-FY2011/-12 (PSC#3154-07/08) for audit services. The audit provided opinions for the basic financial statements in conformity with the accounting principles. The audit included a test of accounting records of the Commission and Families Program and evaluation of the Commission complacence with the following requirements: contracting and procurement, administrative costs, conflicts of interest, County ordinance, long-range financial plans, financial conditions of Commission, program evaluation, salaries and benefits policies, The auditor also prepared the fiscal portion of the annual report.

D. Will the contract(s) be renewed:

Yes, contract renewal and award amounts are subject to First 5 San Francisco continued avallability of funds.

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

Local Union 21 Kahala Drain Kahala Drain 4/28/11
Union Name Signature of person mailing/faxing form 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# 3154-07/08
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

MAY 02 2011

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Must demonstrate the capacity and capability to complete a fiscal audit and must be able to provide CPA credentials and certificate. Agency must have adequate organizational capacity and track record to complete fiscal audits, with special emphasis on prior audits for Prop 10 county commissions and/or the City and County of San Francisco.

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

Classification 1684-Auditor III, 1686 Auditor II, and 1805 Performance 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:

The City and County of San Francisco Controller's Office (City Services Auditor or CSA) performed CFC's financial statement audits prior to fiscal year 2007-08. In 2007, CFC was informed that CSA could no longer perform the financial statement audit. The Controller's Office recommended that CFC retain the services of an outside audit firm to perform the audit.

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

No

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

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

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

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

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

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

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

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

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

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

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

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

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

Kahala Drain Kahala Drain  
Signature of Departmental Personal Services Contract Coordinator

Kahala Drain 415-934-4849  
Print or Type Name Telephone Number

1390 Market Street, Ste. 318  
San Francisco, CA 94102  
Address

PERSONAL SERVICES CONTRACT AWARD NOTICE

DATE: April 28, 2011

DEPARTMENT: Children and Families Commission DEPARTMENT NUMBER 64

PERSONAL SERVICES CONTRACT NUMBER (PSC#): (PSC#3154-07/08)

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

WILL THIS CONTRACT BE AWARDED TO MULTIPLE CONTRACTORS? NO

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

CONTRACTOR: Macias Gini & O'Connell

AMOUNT: \$65,600 DURATION: \_\_\_\_\_

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

Kahala Drain *Kahala Drain*  
Signature of Departmental Personal Services Contract (PSC) Coordinator

Kahala Drain  
Print or Type Name

415-934-4849  
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.



## ***Health and Safety Code Section***

### **PROPOSITION 10 STATUTES**

**Includes Amendments to the California Children and Families Act**

### **CALIFORNIA CODES**

**As of January 1, 2006**

### **HEALTH AND SAFETY CODE**

#### **130150.**

(a) On or before October 15 of each year, each county commission shall conduct an audit of, and issue a written report on the implementation and performance of, its functions during the preceding fiscal year, including, at a minimum, the manner in which funds were expended, the progress toward, and the achievement of, program goals and objectives, and information on the programs funded and populations served for all programs. On or before November 1 of each year, each county commission shall submit its audit and report to the state commission for inclusion in the state commission's consolidated report required in subdivision (b). Each commission shall submit its report in a format prescribed by the state commission if the state commission approves that format in a public meeting prior to the fiscal year during which it is to be used by the county commissions. The state commission shall develop the format in consultation with the county commissions.

**I. ROLL CALL**

Commissioner Jarrett called the meeting to order at 3:13pm.

**Present:** Kara Dukakis, Suzanne Giraud, September Jarrett, and Laurel Kloomok

**Absent:** Maria X. Martinez

Agenda item V has been changed to Agenda item III.

**II. DISCUSSION AND POSSIBLE ACTION TO APPROVE APRIL 16, 2008 MINUTES**

A motion to approve the April 16, 2008 minutes was made by Commissioner Jarrett and seconded by Commissioner Dukakis.

The motion carried unanimously and was approved at 3:14pm.

There was no public comment.

**III. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE PRESCHOOL FOR ALL (PFA) 2008-09 SFUSD CHILD DEVELOPMENT PROGRAM BUDGET**

There was a correction on page 5 of the budget narrative. The Professionals/Consultants line should read as follows:

Professionals/Consultants - Central \$192,000 + Sites \$82,851 = Total \$274,851.

First 5 Staff and Lisa Kaufman and Jeansun Kim, from the San Francisco Unified School District (SFUSD) presented the PFA SFUSD Child Development Program budget of \$1,700,195. In 2007-08 SFUSD enrolled 736 four-year-olds at 24 sites with 47 classrooms. For 2008-09 PFA projects an enrollment of 850 children in 27 SFUSD PFA sites with 65 classrooms.

Commissioners had concerns regarding evaluating the services in the Professionals/Consultants line item. Ms. Kaufman stated that there are evaluation processes in development for the major areas in the Professionals/Consultants line item. SFUSD is working toward integrating preschools into its system for a more uniform process.

There was also discussion about the growing interest in PFA from principals with no preschool classrooms. Commissioners suggested tracking this information.

Commissioners wanted to know if the Kindergarten Observation Tool work will continue. The funds were used for the 2007-08 program year, which will be used as the baseline. The work may continue in a couple of years, but there is no funding allocated for 2008-09.

There was no further discussion and a motion to approve the funding of \$1,700,195 for the PFA 2008-09 SFUSD Child Development Program budget was made by Commissioner Dukakis and seconded by Commissioner Giraud.

The motion carried unanimously and was approved at 3:41pm.

There was no public comment.

**IV. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE PRESCHOOL FOR ALL OUTREACH RFP**

Staff presented the PFA Outreach Request for Proposal (RFP). The current contract with Wu Yee Children's Services is scheduled to end on June 30, 2008. The scope of this RFP is to



Identify an agency or a lead agency of a collaborative to provide family outreach services to continue PFA implementation beginning September 1, 2008.

Commissioners suggested the following changes for the RFP document:

- Add more vision/background to the introduction section
- Reorder the sections and possibly move the requirements to the end of the document
- Reword, bundle, and make corrections to the list of services/activities to emphasize the partnering relationship
- Include support/examples for developing a reporting system in the evaluation section
- Update the Administrative or Indirect Costs policy under Form F

There was no further discussion and a motion to approve the PFA Outreach RFP with the proposed amendments referenced above was made by Commissioner Dukakis and seconded by Commissioner Giraudo.

The motion carried unanimously and was approved at 4:03pm.

There was no public comment.

#### V. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE PRESCHOOL FOR ALL FISCAL SERVICES AGENT

Staff presented the PFA Fiscal Services Agent that was selected through an RFQ process that was released in March 2008. By recommendation of an external review panel, the Children's Council was chosen. Due to the short amount of time before the start of the fiscal year, final negotiations are already in progress.

Commissioners were concerned that there may be an interruption of provider payments if the contract approval was delayed and suggested including this on the June agenda for the full Commission meeting pending final negotiations by the staff.

There was no further discussion and a motion to approve the PFA Fiscal Services Agent for \$150,000 pending final negotiations and approval of the staff and full Commission was made by Commissioner Giraudo and seconded by Commissioner Dukakis.

The motion carried unanimously and was approved at 4:11pm.

There was no public comment.

#### VI. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE PROP 10 EMERGENCY FUND POLICY

This item has been deferred until the end of the meeting while the Fiscal Committee discussed the revised supplantation policy and the request from the City to help fund programs that will lose funding in the 2008-09 fiscal year. Staff and the Commissioners agreed that First 5 San Francisco should support the City but will need the specific amounts the City is requesting and a legal opinion on the supplantation and children's baseline spending issues.

Staff presented the Prop 10 Emergency Fund Policy. Commissioners agree that Option 1 (funding reduction will impact staff with direct service responsibilities for services that are funded by First 5 San Francisco) is more concrete and easier to quantify.

There was no further discussion and a motion to approve the Prop 10 Emergency Fund Policy with Option 1 was made by Commissioner Giraudo and seconded by Commissioner Dukakis.

The motion carried unanimously and was approved at 4:51pm.

Lisa Kaufman of SFUSD commented that the majority of funding for programs is for staffing.

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 4-10-2011

DEPARTMENT NAME: Telecom & Information Services

DEPARTMENT NUMBER: 75

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [X] MODIFICATION (PSC #4049-05/06)

TYPE OF SERVICE: 800 MHz Radio Rebanding Project

Table with 2 columns: FUNDING SOURCE, Amount, and Duration. Rows include Original PSC Amount, 1st, 2nd, 3rd Modification, and Total PSC Amount.

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Due to more delays in finalizing the agreement terms to the federally mandated requirement to complete reconfiguration of the radio frequencies used by the City and even further delays in securing approvals for re-design of the work, this contract requires an additional extension of time to complete work originally planned to be completed in June 2011.
B. Explain why this service is necessary and the consequence of denial: This service is required to implement the changes to the City's Emergency Radio System that have been ordered by the Federal Communications Commission (FCC).
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This service has been provided by contractor under PSC 4049-05/06.
D. Will the contract(s) be renewed? No. The target date for completion of the project is 8/31/2012.

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

[X] IFPTE Local 21 Union Name Signature of person mailing/faxing form Date 4-1-2011
[X] MEA and L1021 Union Name Signature of person mailing/faxing form Date 4-1-2011

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

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

MAY 06 2011

PSC# 4049-05/06

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: **Expert level skills in two-way radio communication system design, extensive knowledge of Public Safety Emergency Radio System, implementation experience with large complex two-way radio communication systems, extensive two-way radio experience so that planning and scheduling of equipment modifications can be done without interrupting the public safety radio communications.**

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

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: **This work requires extensive experience with two-way radio communications systems, including the ability to make complex modifications. The City has never had this or similar work of this type in the past.**

B. Would it be practical to adopt a new civil service class to perform this work? Explain. **No. This is a unique, one-time project.**

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?

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

*Kendall Gary* 5/5/11  
Signature of Departmental Personal Services Contract Coordinator

Kendall Gary  
Print or Type Name

581-4066  
Telephone Number

1 South Van Ness, 2nd Floor  
San Francisco, CA 94103  
Address

\* \* \* Communication Result Report ( Apr. 1. 2011 11:07AM ) \* \* \*

1) City of SF/Telecom & Info Svcs  
2) 1 South Van Ness, 2nd Floor

Date/Time: Apr. 1. 2011 11:05AM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
8644	Memory TX	915108930934	P. 3	OK	

Reason for error  
 E. 1) Hang up or line fail  
 E. 2) Busy  
 E. 3) No answer  
 E. 4) No facsimile connection  
 E. 5) Exceeded max. E-mail size



CITY AND COUNTY OF SAN FRANCISCO



City & County of San Francisco  
Department of Technology  
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FACSIMILE TRANSMITTAL SHEET

TO: IFPTE LOCAL 21 / JOE DRENNER;  
SEU LOCAL 1021/DAVIS HOWARD;  
MEA/TOM OWEN

FROM: SHEILA (415) 581-4088

COMPANY: DATE: 4-1-11

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(415) 893-0934  
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NOTES/COMMENTS: NOTICE OF INTENT TO SUBMIT PSC APPROVAL REQUEST FOR EXTENSION OF TIME FOR THE CITY'S RADIO REBANDING PROJECT.

\* \* \* Communication Result Report ( Apr. 1. 2011 11:05AM ) \* \* \*

1) City of SF/Telecom & Info Svcs  
2) 1 South Van Ness, 2nd Floor

Date/Time: Apr. 1. 2011 11:04AM

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8643	Memory TX	98642166	P. 3	OK	

Reason for error

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TO: IFPTE LOCAL 21 / JOE BRENNER;  
SEIU LOCAL 402/DAVIS-HOWARD,  
NEA/TOM OWEN

FROM: SHEILA (415) 681-4080

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\* \* \* Communication Result Report ( Apr. 1. 2011 11:09AM ) \* \* \*

1) City of SF/Telecom & Info Svcs  
2) 1 South Van Ness, 2nd Floor

Date/Time: Apr. 1. 2011 11:08AM

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8645	Memory TX	99726301	P. 3	OK	

Reason for error

E. 1) Hang up or line fail	E. 2) Busy
E. 3) No answer	E. 4) No facsimile connection
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CITY AND COUNTY OF SAN FRANCISCO



City & County of San Francisco  
Department of  
Technology  
PLANNED BY P4251121

FACSIMILE TRANSMITTAL SHEET

TO: IFTPE LOCAL 21 / JOE BRENNER; SEIU LOCAL 102 / DAVIS-HOWARD; NEA / TOM OWEN		FROM: SHEILA (415) 551-4088
COMPANY:	DATE: 4-1-11	
FAX NUMBER: (415) 884-2168 (510) 853-0034 (415) 872-8301	TOTAL NO. OF PAGES (INCLUDING COVER): 3	
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NOTES/COMMENTS: NOTICE OF INTENT TO SUBMIT PSC APPROVAL REQUEST FOR EXTENSION OF TIME FOR THE CITY'S RADIO REBANDING PROJECT.