



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: June 20, 2011

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

From: Parveen Boparai, MTA
Jacquie Hale, DPH
Lavena Holmes-Williams, PRT
Shamica Jackson, PUC
Evan Kirk, REG
Joan Lubamersky, GSA

Subject: Personal Services Contracts Approval Request

This report contains fifteen (15) 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
\$68,574,757	\$2,723,631	\$684,653,365

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

Jaquie Hale
Department of Public Health
101 Grove Street, Rm. 307
San Francisco, CA 94102

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

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

Evan Kirk
Elections
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San Francisco, CA 94102

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

POSTING FOR

6/20/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4116-10/11	70	General Services Agency	Regular	\$300,000	Replacement of only the audio portion of a highly integrated audio/video/remote control system. San Francisco City Hall uses a complex audio-visual system to provide sound and video services to the City Hall hearing rooms, SFG-TV broadcast facilities, in-house TV systems and Civic events held throughout the building. The AV system was custom designed in 1997 and installation completed in 1998. Many of the components are obsolete and no longer supported by the manufacturer. At this time only the audio portion of a highly integrated system is to be replaced. All new equipment must be compatible with and fully operational with unchanged components.	6/30/2011 - 12/31/2011
4117-10/11	35	Municipal Transportation Agency	Regular	\$53,000,000	The SMTA in cooperation with the Risk Management Division of the Office of the City Administrator seeks broker(s) to establish an Owner Controlled Insurance Program (OCIP) for the Third Street Light Rail Transit Project, Phase 2 - Central Subway Project. The broker(s) will market and place insurance coverages for worker's compensations, general liability, excess liability and builder's risk. The broker(s) will administer the OCIP for 5 Central Subway Project construction contracts - Tunneling, Moscone Station, Union Square/Market Street Station, Chinatown Station, and Surface Station/ Systems with a total construction cost of \$700 million. In addition, the broker(s) will provide services for risk control, claims management, loss control and safety, and risk management information system. The approximate cost for premium and administrative services during the contract period of 8 years is \$53 million.	6/1/2011 - 5/31/2019
4118-10/11	39	Port Commission	Regular	\$596,000	Develop a Waterborne All-Hazard Response Plan for the San Francisco Bay Region. Identify gaps in response responsibilities, authorities, coordination structures, location and ownership of assets. This plan will address gaps by identifying pertinent waterborne and land-based assets; clarifying responsibilities, authorities and coordination structures by disaster type and geographic location. The completed work product will be classified as Security Sensitive.	7/1/2011 - 3/31/2012
4119-10/11	39	Port Commission	Regular	\$662,357	The scope of services under this PSC includes preparation and implementation of BORP plans for Port's critical and essential facilities. The consulting engineers will assess the Port's critical facilities and prepare BORP plans; including facility-specific post-earthquake inspection plans. The Port will seek assistance from the Structural Engineers Association of Northern California (SEAONC) BORP Subcommittee under the guidance of San Francisco Department of Building Inspection (DBI) to assist in review and acceptance of these written BORP inspection plans. The BORP Subcommittee is comprised of qualified volunteer engineers. This BORP Program requires consulting engineering to be available to provide post disaster inspection services.	7/1/2011 - 3/31/2016
4120-10/11	81	Public Health	Regular	\$1,550,000	Provision of intermittent, as needed, temporary, on-call professional, licensed Physical, Occupational and Speech Therapists and Occupational Therapy Assistants, 7 days a week, 8:00 AM to 4:30PM. Therapists will available on a 24 hour basis to provide back-up coverage to Civil Service staff positions during scheduled and unscheduled staff absences.	7/1/2011 - 6/30/2016

POSTING FOR

6/20/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4121-10/11	81	Public Health	Regular	\$890,000	As needed, temporary, supplemental transcription and credential verification registry personnel services for the Medical Staff Services Department of San Francisco General Hospital (SFGH). This service provides temporary staff during unanticipated peaks in demand and whenever full time staff are unavailable to attend standing meetings of eleven (11) SFGH medical committees. Temporary staff track medical staff attendance, prepare agenda and provide transcriptions of the meeting minutes. Temporary staff also verify provider licenses, certificates and board certifications of physicians, dentists, nurse practitioners, nurse anesthetists and midwives on an as needed basis.	7/1/2011 - 12/31/2016
4122-10/11	81	Public Health	Regular	\$1,260,000	The contractor will provide expert consultation and project management implementation assistance to the Department for the eClinical Works Ambulatory Electronic Medical Record (EMR) in Primary Care and Specialty Clinics. The contractor is a Certified eClinical Works implementation specialist and will address specific areas of the implementation including system design, build and integration as well as project management functions to coordinate the efforts of multiple project work teams. This engagement will be limited to the time request to implement the system at Departmental clinical sites over a 42 month period subject to project funding.	7/1/2011 - 12/31/2014
4123-10/11	80	Registrar	Regular	\$95,000	The consultant will provide the Redistricting Task Force with technical assistance in redrawing San Francisco's supervisorial districts. Services include, but are not limited to, data gathering, database construction, data analysis, mapping, public education on redistricting, and consulting during the Task Force's public meetings. To provide these services, the consultant must have professional knowledge of and experience in cartography, demography, statistical analysis, and federal and state redistricting law.	8/1/2011 - 4/15/2012
4124-10/11	40	Public Utilities Commission	Regular	\$96,000	Contractor shall implement the following: (1) transport San Mateo thornmint seeds from California Dept of Fish and Game (CDFG) and US Fish and Wildlife Service (USFWS)-approved nursery; (2) plant seeds at sites designated by SFPUC Natural Resources; and (3) monitor and document the survivorship and reproductive fitness of the plants at each site. Contractor must have specialized experience working with individuals of this species; Contractor must carry a 2081(a) permit from CDFG authorizing the contractor to possess/handle San Mateo thornmint individuals.	7/1/2011 - 7/1/2017
4125-10/11	40	Public Utilities Commission	Regular	\$2,300,000	The Upper Alameda Creek Filter Gallery Project (UACFG) project would design and construct a water collection facility beneath the streambed of Alameda Creek near its confluence with San Antonio Creek. The primary purpose of the UACFG project is to capture water from below Alameda Creek for diversion into the SFPUC regional water system.	1/1/2012 - 6/1/2016
4126-10/11	40	Public Utilities Commission	Regular	\$3,500,000	A full range of Right of Way work is required. This includes Planning and Budgets, Pre-CEQA activities such as obtaining Permits to Enter, Right of Way Estimates, Appraisals, POST-CEQA Acquisitions, Relocation Services, clerical support services, project tracking, and as-needed work. Property Management and Lease Negotiations services shall be limited to non Sewer System Improvement Program projects.	9/1/2011 - 8/31/2016
Total Amount - Regular:				\$64,249,357		

POSTING FOR

6/20/2011

**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
4080-08/09	39	Port Commission	Regular	Ø	\$400,000	This work is phase 3 of a three phase project was authorized under PSC#4080-08/09 and awarded to Coast and Harbor Engineering, Inc. This work requires that the Engineer of Record (EOR) participate in the pre-construction meeting for the commencement of project construction and be available throughout construction to review and approval shop drawings, respond to contractor's request for interpretation (RFI) of plans and specifications, review change order requests, final walk-through for punch list and etc. This work is necessary to complete the construction phase of the project work involving shoreline protectionwork in preparation for the development of Mission Bay Park. Due to difficulties securing the project permit, an additional 18 months is required to finish the project.	4/1/2009 - 6/30/2012
4015-06/07	40	Public Utilities Commission	Regular	\$1,000,000	\$8,500,000	In order to manage mosquito populations associated with all of San Francisco's 23,000 catch-basins and to limit the spread of West Nile Virus and other mosquito-borne diseases, services includes monthly or bimonthly inspections depending on conditions, pesticide applications as needed using only pesticide products listed on the latest SF Reduced Risk Pesticide list, and tracking of all monitoring and treatment activities.	1/1/2007 - 12/31/2011
4059-08/09	40	Public Utilities Commission	Regular	\$3,000,000	\$6,000,000	Work consists of system-wide removal, replacement, testing and disposal of carbon and/or potassium permanganate odor control unite media throughout the City and County fo San Francisco Public Utilities Commission Wastewater Enterprise.	12/1/2008 - 12/1/2014
4147-08/09	81	Public Health	Regular	\$325,400	\$650,800	DPH needs specialized review and further development of its protocols and tools for surveillance and investigation of urgent cases and outbreaks of disease, including data forms and the Integrated Case and Outbreak Management system. (ICOMS) This will include review of existing protocols and tools developed for both normal operations and for the Departments Infectious Disease Emergency Response Plan. (IDER)This requires a special technical writer and documentation specialist to create documentation to support disease control and immunization record keeping systems (ICOMS and ICMS). Consulting organizations will create functional descriptions, detailed specifications, and guides for configuring, administering, and troubleshooting record systems, will purchase, package and inventory Point of Dispersion (POD) equipment and supplies for all POD trailers, will create multilingual signs for use in POD sites , will develop traffic routes and cubic footage requirements for antibiotic distribution between the storage and POD sites, and regionally agreed upon mass prophylaxis training modules, a website, and internet screening process to provide anti biotic prophylaxis.	6/1/2009 - 8/9/2013

POSTING FOR

6/20/2011

**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
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Sum of Modified Amounts: \$4,325,400

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: 4/21/2011

DEPARTMENT NAME: General Services Agency/Real Estate

DEPARTMENT NUMBER: 70

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

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

TYPE OF SERVICE: AV equipment installation and system integration

FUNDING SOURCE: General Fund

PSC AMOUNT: \$300,000

PSC DURATION: 6.30.11 - 12.31.11

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Replacement of only the audio portion of a highly integrated audio/video/remote control system. San Francisco City Hall uses a complex audio-visual system to provide sound and video services to the City Hall hearing rooms, SFG-TV broadcast facilities, in-house TV systems and Civic events held throughout the building. The AV system was custom designed in 1997 and installation completed in 1998. Many of the components are obsolete and are no longer supported by the manufacturer. At this time only the audio portion of a highly integrate system is to be replaced. All new equipment must be compatible with and fully operational with unchanged components.

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

The audio system is no longer serviceable and spare parts are no longer available. In order to comply with Brown Act requirements meetings must be audio recorded. Due to the requirements of the complex audio environment, failure of one of the Media Matrix computer frames for a city Hall hearing room will require that meetings be immediately stopped. The obsolete equipment cannot be quickly serviced or replaced and there will be significant downtime and expense to provide even basic functionality.

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 work was done under the Master Contract for the retrofit of City Hall in 1998. PSC number unknown.

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 procedure):

IFPTE Local 21 Union Name Signature of person mailing/faxing form 4.21.11 Date
SEIUL 1021 Union Name Signature of person mailing/faxing form 4.21.11 Date
RFP sent to: Union Name On To be sent when complete Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4116-10/11
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

APR 21 2011

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The skill set required to build, program and troubleshoot the audio software and computer equipment is highly specialized and is specific to the type of equipment manufactured by Peavey Audio Systems, that is being purchased. The manufacturer requires that all work must be performed by programmers trained and certified by the manufacturer. In the case of this particular installation also knowledge of obsolete programming languages is also required to integrate new equipment with components of the existing system that are not being replaced.

B. Which, if any, civil service class normally performs this work? Due to the highly specific programming languages and certifications required for various components of the audio, video and remote control systems, there is not a civil service class capable of performing this type of work.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? Yes If yes, explain: System will be built and programmed off-site.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: Existing Civil Service classes do not have the highly specialized programming skill sets required for programming and installing the specific equipment needed.

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

No. The skills required are so specialized and are applied only to specific products and manufacturers. This is the first time this kind of work has been done in the 12 years City Hall has been reopened after retrofit.

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.

Operational level training only approx 24 hours of training. Employees will then take additional classes offered by the manufacturer to provide much greater depth of knowledge of overall system.

Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained. (3) 1777 Media/Security Systems Specialist and (1) 1781 Media/Security Systems Supervisor

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? No

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

Signature of Departmental Personal Services Contract Coordinator

Print or Type Name
Joan Lubamersky

Telephone Number
415-554-4859x

1 Carlton B. Goodlett Place Rm 362. SF, CA 94102

Joan Lubamersky



To: pattie.tamura@seiu1021.org, Margot.Reed@seiu1021.org, Joe Brenner
<jebrenner@ifpte21.org>,
Cc: Rohan Lane/ADMSVC/SFGOV,
Bcc:
Subject: Personal Services Contract for City Hall Audio Visual equipment
From: Joan Lubamersky/ADMSVC/SFGOV - Thursday 04/21/2011 03:53 PM

Attached is a PSC Form 1 for Audio Visual equipment installation and systems integration for the AV system at City Hall.



PSC Form 1 AV \$388K 4.11.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: April 19, 2011

REQUESTING DEPARTMENT: S. F. Municipal Transportation Agency Department Number: #68

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

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

TYPE OF SERVICE: Brokerage Services for an Owner Controlled Insurance Program for the Central Subway Project

FUNDING SOURCE: Federal, State, and Local funds

PSC AMOUNT: \$53,000,000.00 PSC DURATION: 6/1/2011 - 5/31/2019

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The SFMTA in cooperation with the Risk Management Division of the Office of the City Administrator seeks broker(s) to establish an Owner Controlled Insurance Program (OCIP) for the Third Street Light Rail Transit Project, Phase 2 - Central Subway Project. The broker(s) will market and place insurance coverages for worker's compensations, general liability, excess liability and builder's risk. The broker(s) will administer the OCIP for 5 Central Subway Project construction contracts - Tunneling, Moscone Station, Union Square/ Market Street Station, Chinatown Station, and Surface Station/ Systems with a total construction cost of \$700 million. In addition, the broker(s) will provide services for risk control, claims management, loss control and safety, and risk management information system. The approximate cost for premium and administrative services during the contract period of 8 years is \$53 million.

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

The Central Subway Project will have major risk exposures during the construction. The hazards may pose significant economic and schedule impacts to the Project. The hazards may include, but are not limited to, the worker injuries; unexpected settlement to existing structures; property damage and personal injuries from construction or traffic operations; damages to constructed work; pollution Liability and Cleanup to existing site conditions; and natural hazards (earthquake, earth movement, subsidence, and flood). An OCIP consolidating workers' compensation and general liability coverages has the potential to provide certain benefits to the SFMTA when compared to the traditional insurance approach or when prime contractors employ a contractor controlled insurance program. The most important advantages are greater consistency in liability coverage for all tiers of enrolled contractors; ability to purchase dedicated high-excess-liability limits; elimination of insurance purchasing obstacles for DBE, LBE and SBE; and reduced claims and litigation costs.

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):

For the SFMTA Third Street Light Rail Transit Project - Initial Operating Segment, similar services were implemented through a contractor. The Owner Controlled Insurance Program contract was approved by the Civil Service Commission on 4/17/01 with PSC #4347 00/01. In addition, other City Department such as the San Francisco Public Utilities Commission and others have implemented similar services with contractors.

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

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

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Rows include IFPTE, Local 21 and MEA, both signed by Parveen Boparai on 4-19-11.

RFP sent to MEA on 4/13/11 by Arthur Wong

***** FOR DEPARTMENT HUMAN RESOURCES USE SFMTA approved 4-19-11

PSC# 4117-10/11 STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

PSC FORM 1(9/96) APR 19 2011

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. **Specify required skills and/or expertise:**
Placement of insurance must be performed by a licensed insurance broker. The services requested require a broad range of highly specialized insurance services and risk management analysis and interpretation.
- B. **Which, if any, civil service class normally performs this work?**
No civil service classes are licensed insurance brokers. The Risk Managers (Class 0933 Manager V and Class 0931 Manager III) perform some of the risk management services, though not at the highest level and not in specialized areas. Risk services are also provided at the Airport by an individual in Class 0932 Manager IV.
- 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 the civil service classes are not applicable:**
City employees are not licensed insurance brokers and do not have the high level specialized knowledge required to perform the services to be provided by successful contractors.
- B. **Would it be practical to adopt a new civil service class to perform this work? Explain.**
No. It is not practical to adopt new civil service classes for licensed broker or for high level specialized knowledge from the industry.

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?
- Describe training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. YES NO
- C. Are there legal mandates requiring the use of contractual services? YES NO
- D. Are there federal or state grant requirements regarding the use of contractual services? YES NO
- E. Has a board or commission determined that contracting is the most effective way to provide this service? YES NO
- F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? YES NO

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

Parveen Boparai

Signature of Departmental Personnel Services Contract Coordinator

Parveen Boparai

415.701.5377

Print or Type Name

Telephone Number

San Francisco Municipal Transportation Agency,

1 South Van Ness Ave 7th Floor, San Francisco, CA 94103
Address

* * * Communication Result Report (Apr. 19. 2011 4:19PM) * * *

23

Date/Time: Apr. 19. 2011 4:19PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
3088 Memory TX	98642166	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	

SFMTA | Municipal Transportation Agency

FAX

FROM:	Perveen Bopara	TO:	Ging Lorie (Local 21)
PHONE:	415-701-8377	FAX:	415-884-2189
FAX:	415-701-5397	PHONE:	
SUBJECT:	PSC	NO. OF PAGES (Excluding fax cover):	2
COMMENTS: Should you have any questions, please contact Arthur Wong at 701-4305.			

* * * Communication Result Report (Apr. 19. 2011 4:20PM) * * *

2}

Date/Time: Apr. 19. 2011 4:19PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
3089	Memory TX	99897077	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

SFMTA | Municipal Transportation Agency

FAX

FROM:	Parveen Bopara	TO:	Rebecca Rhine (MEA)
PHONE:	415-701-6377	FAX:	415-989-7077
FAX:	415-701-5397	PHONE:	415-989-7244
SUBJECT:	P80	NO. OF PAGES (Excluding fax cover):	2
COMMENTS:			
Should you have any questions, please contact Arthur Wong at 701-4305.			

San Francisco Municipal Transportation Agency
 One South Van Ness Avenue, Second Fl. San Francisco, CA 94103 | Tel: 415-701-6500 | Fax: 415-701-6150 | www.sfmta.com

PERSONAL SERVICES CONTRACT SUMMARY

4347 00/01
P.S. to
APV 4/17/01

DATE: March 29, 2001

REQUESTING DEPARTMENT: Municipal Transportation Agency Department Number 035

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

TYPE OF REQUEST: INITIAL REQUEST MODIFICATION (PSC# _____)

TYPE OF SERVICE: Owners Controlled Insurance Program Brokerage Services

FUNDING SOURCE: Proposition B Sales Tax funds

PSC AMOUNT: \$ 1,500,000 PSC DURATION: 8/1/2001 -7/31/2006

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Consultant shall provide insurance brokerage services to design, specify, place and administer an owner-controlled insurance program (OCIP) for construction of the Initial Operating Segment of the Third Street Light Rail Transit Project.

B. Explain why this service is necessary and the consequences of denial: The complexity of the Project, including bridgework, excavation, and submarine ductbank construction, in proximity to sensitive urban structures and facilities, poses potential financial risk to the City. While it is expected that careful engineering and design will minimize the element of risk inherent in this Project, there is still substantial financial exposure to the City from problems that may occur during Project construction. . As the City does not have the specialized expertise or staff to design, place or manage an owner-controlled insurance program of this size, intricacy and potential risk, it is necessary to engage an insurance broker with specific experience and expertise in this specialty area of insurance work. Under this type of insurance program, public funds would be used most effectively for insurance purposes, providing cost savings due to purchasing economies of scale, cash flow advantages from controlling premium payments, potential for dividend returns and potential for savings due to coordinated loss control.

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): Owner-controlled insurance program services have been provided in the past through similar contracts. The most recent contract for owner-controlled insurance program services was approved by PSC No. 264-91/92.

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

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

Local 790	<i>Farween Boparai</i>	3-29-01
Union Name	Signature of person mailing/faxing form	Date
Union Name	Signature of person mailing/faxing form	Date

RFP sent to: _____, on _____, at _____
Union Name Date Signature

FOR DEPARTMENT HUMAN RESOURCES USE

PSC# 4347-00/01

- COPY -

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Insurance brokerage experience in design, specification, placement and administration of owner-controlled insurance programs providing high policy coverage limits and close integration of policy terms and conditions.

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 the civil service classes are not applicable: There are no current Civil Service classifications that perform this specialized, unique insurance brokerage work.

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

No. It is not practical to adopt new civil service classes for specialized tasks that are seldom performed. Contracting through consultants on this type of infrequent specialty work is cost effective and efficient.

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 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
MTA Resolution No. 01-010, Adopted February 20, 2000
- 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:

Parveen Boparai, Sr. Personnel Analyst

Signature of Departmental Personnel Services Contract Coordinator

PARVEEN BOPARAI

Print or Type Name

415-554-4160

Telephone Number

S.F. MUNICIPAL RAILWAY, HUMAN RESOURCES

Address

401 VAN NESS AVE. RM. 320. S.F. CA 94080

Address

MUNICIPAL TRANSPORTATION AGENCY BOARD
CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION No. 01-011

WHEREAS, The complexity of the Third Street Light Rail Project Initial Operating Segment (Project), including bridgework, excavation, and submarine ductbank construction, in proximity to sensitive urban structures and facilities, presents substantial financial exposure to the City from problems that may occur during Project construction; and,

WHEREAS, Special insurance features, such as high limits, broad integrated coverage and extended terms, are beyond what consultants, contractors and subcontractors to the Project can realistically provide in their separate contracts; and,

WHEREAS, An owner-controlled insurance program (OCIP) would provide assurance that policy limits were dedicated solely to the Project, that losses from unrelated operations of Project contractors would not erode aggregate amounts of coverage, that potential coverage disputes would be eliminated, and that public funds would be used most effectively for insurance purposes by providing cost savings due to purchasing economies of scale, cash flow advantages from controlling premium payments, potential for dividend returns and potential for savings due to coordinated loss control; and,

WHEREAS, An OCIP fosters more competitive bidding and increased DBE participation by removing the financial and administrative burden each firm would face in order to obtain the same comprehensive insurance coverage with high limits on their own; and,

WHEREAS, The City Risk Manager and Muni Management agree it is in the best interests of the City to provide an OCIP to help protect the City against potential financial losses arising out of the construction of the Project; and,

WHEREAS, Due to the lack of expertise within the City to perform this specialized work, the technical expertise of an insurance brokerage firm is required to specify, place and administer this OCIP; and,

WHEREAS, Funding for services under this Contract is obtained primarily from Proposition B's local sales tax revenue, with additional funding from state and federal sources; and,

WHEREAS, As part of Muni's overall annual DBE goal, the Contract Compliance Office has established a 35% DBE goal for this contract; and,

WHEREAS, This authorization is contingent upon an approval by the Civil Service Commission; and,

WHEREAS, Muni staff will seek the approval of this Board prior to the execution of this Contract; now, therefore, be it

RESOLVED, That the Municipal Transportation Agency Board authorizes the Director to advertise a Request for Proposals for Insurance Broker Services for an Owner-Controlled Insurance Program for the Third Street Light Rail Transit Project Initial Operating Segment, Contract CS-137, to evaluate proposals and interview insurance brokers, select the highest ranking, responsive broker, and to negotiate a contract with the selected broker for an amount not to exceed \$1,500,000 and for a term of up to five (5) years.

I hereby certify that the foregoing resolution was adopted by the Municipal Transportation Agency Board

at its meeting of FEB 20 2001

R. Boomer

Secretary, Municipal Transportation Agency Board

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 20, 2011 / May 25, 2011 (Revised)

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: Waterborne All-Hazard Response Plan for the San Francisco Bay Region

FUNDING SOURCE: FY 2009 HSGP - Department of Homeland Security - Federal Emergency Management Agency (FEMA)

PSC AMOUNT: \$596,000 PSC DURATION: July 1, 2011 - March 31, 2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Develop a Waterborne All- Hazard Response Plan for the San Francisco Bay Region. Identify gaps in response responsibilities, authorities, coordination structures, location and ownership of assets. This plan will address gaps by identifying pertinent waterborne and land-based assets; clarifying responsibilities, authorities and coordination structures by disaster type and geographic location. The completed work product will be classified as Security Sensitive.

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

On-going regional efforts to assure adequate response to catastrophic waterborne incidents for the protection of life, infrastructure, industry, trade and commercial resources on and around the San Francisco Bay Region. This geographical area will include First Responder organizations from all municipalities within the San Francisco Bay Regions, covered under the San Francisco Area Maritime Security Plan. Denial will result in loss of funds and resources to strengthen the regions' ability to protect waterborne commerce.

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 and the City have used consultants in the past to provided Homeland Security Assessments and Planning. Previous PSC # 4079-05/06, CSC Action 02/21/2006.

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>4/22/11 email; 05/20/2011 fax</u> Date
<u>Municipal Exec. Assoc.</u> Union Name	<u>[Signature]</u> Signature of person mailing/faxing form	<u>4/22/11 email; 05/20/2011 fax</u> Date
RFP sent to _____ Union Name	, on _____ Date	_____ Signature
RFP sent to _____ Union Name	, on _____ Date	_____ Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4118-10/11

MAY 25 2011

TAFF ANALYSIS/RECOMMENDATION:
IVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Knowledge and experience in developing comprehensive First Responder Plans involving multi-jurisdictional agencies. High degree of familiarity with Federal, State and local Homeland Security regulations and practices including the Maritime Transportation Security Act (MTSA) as well as various First Responder Standards such as those from NFPA and POST. Working knowledge of the Maritime Security Risk Assessment Model (MSRAM) and Security Sensitive Information (SSI) standards.

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

No Civil Service classifications perform the full scope of duties for this PSC. However, classifications 8247 Emergency Planning Coordinator (Unrepresented), and 9247 Airport Emergency Planning Coordinator (MEA) perform only some of the duties contained within the scope of this PSC.

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:

Due to the grant funding constraints requiring this work to be completed by March 2012, it is not practical to hire staff for this short duration and limited funding work. This work requires a team of staff to be identified and managed for a concentrated three (3) month period. Existing staff are not available to complete this work as mandated by the grant performance period requirements.

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

It is neither practical nor necessary to adopt new civil service classes to perform this work due to existing civil service classifications and the time constraints of the grant performance period.

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

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

Yes

No

B. Will the contractor train City and County employees?

• Describe the training and indicate approximate number of hours.

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

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

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

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

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

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

Signature of Departmental Personal Services Contract Coordinator

Lavena Holmes-Williams

(415) 274-0305

Print or Type Name

Telephone Number

Pier 1 - The Embarcadero

San Francisco, CA 94111

Address

Belen

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 26, 2006

DEPARTMENT NAME: PORT OF SAN FRANCISCO

DEPARTMENT NUMBER 39

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING)

TYPE OF REQUEST: CONTINUING ANNUAL

INITIAL REQUEST MODIFICATION (PSC #)

TYPE OF SERVICE : Homeland Security Consulting/Physical Security Plan

FUNDING SOURCE TSA Port Security Grant, Round 2

PSC AMOUNT: \$ 300,000.00

PSC DURATION: 4/1/06 - 12/31/06

1. DESCRIPTION OF WORK:

A. Concise description of proposed work:

The Port is seeking qualified consultants capable of developing a comprehensive National Incident Management System (NIMS)-compliant Port of San Francisco Physical Security Plan. This plan must mitigate identified vulnerabilities and provide specific recommended Port actions at the five Homeland Security Advisory System (HSAS) levels. Plans and procedures, based on various threat scenarios, are required for individual buildings, piers, and open space on Port property. The completed Security Plan will include a basic plan section, with specific appendices containing checklists, graphics and job aids for field use. Plan format will be based upon best transportation industry practices and/or needs of the Port. The entire document will be protected at the Sensitive Security Information (SSI) level and all consultants will be required to sign a non-disclosure agreement prior to commencing work.

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

The Port of San Francisco currently lacks a Physical Security Plan for buildings, piers, and open areas on Port property. If denied, the Port may not have the ability to expeditiously respond to a variety of emergent threats.

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 used this service in the past. There is no Port Physical Security Plan in existence.

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):

MEA	<i>Belen C. Adalle</i>	<i>1/26/06</i>
Union Name	Signature of person mailing/faxing form	Date

Union Name	Signature of person mailing/faxing form	Date

MEA	Will be sent when finalized		
RFP sent to: Union Name	Date	Signature	

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4079-05/06 CSC Action 2/21/06
STAFF ANALYSIS/RECOMMENDATION: _____

CIVIL SERVICE COMMISSION ACTION: -COPY-

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

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

Knowledge and experience in developing comprehensive security plans and methodologies for emergency management/planning at the governmental agency and public utility level. High degree of familiarity with Federal, State and City Homeland Security practices. Expertise in developing mitigation and follow-up actions in response to a multi-agency incident, emergency, or event.

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

8247 Emergency Planning Coordinator (unrepresented class) and Class 9247 Airport Emergency Planning Coordinator (MEA) performs 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**

Work is not full time and will not be utilized on an on-going basis. Port staff contacted other City agencies, including the Office of Emergency Services and Homeland Security, the Airport, Public Utilities Commission, and Municipal Railway and found that staff assigned similar responsibilities in those agencies are not available to perform this work. Port staff also contacted City retirees to determine availability for part-time work. None of those contacted were interested.

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

No, classes already exist. The expertise required for this work at the Port is needed on an infrequent basis rather than continuously or full time.

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

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

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?

This matter will be considered by the Port Commission on February 14, 2006

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

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

Signature of Departmental Personal Services Coordinator

Kathy Mallegni
Print or Type Name

415.274-0421
Telephone Number

Pier 1

San Francisco, CA 94111

Address

cc: Sidonie Sansom

Norma Nelson



Regular PSC Summary - Waterborne All-Hazard Response Plan for the San Francisco Bay Region

Lorceli Braganza to: DHR-PSCCoordinator
Cc: Lavena Holmes-Williams

05/20/2011 09:44 AM

2 attachments



PSC Waterborne All-Hazard Response Plan.doc PSC Waterborne All-Hazard Response Plan.pdf

For CSC review and posting... please see attached REGULAR Personal Services Contract Summary for:

Type of Service: **Waterborne All-Hazard Response Plan for the San Francisco Bay Region**

in PDF and Word version. Original PSC Summary along with copies of FAX transmittals addressed to appropriate Employee Organizations are being sent via inter-office mail today.

Please let me know if you have any questions or concerns.

Notice to Union/s: **April 22, 2011** (please see e-mail below)

Thank you,

lbraganza

Human Resources

Port of San Francisco

Work: 415-274-0424

Fax: 415-274-0583

-----Norma Nelson/SFPORT/SFGOV wrote: -----

To: kbyrne@ifpte21.org, staff@sfmea.com

From: Norma Nelson/SFPORT/SFGOV

Date: 04/22/2011 04:39PM

Cc: Andres Acevedo/SFPORT/SFGOV@SFGOV, Lavena Holmes-Williams/SFPORT/SFGOV@SFGOV,

Lorceli Braganza/SFPORT/SFGOV@SFGOV

Subject: Draft PSC for Proposed Homeland Security Multi-Agency First Responder's Plan

Hi Kyra and Rachel,

Attached is a draft PSC seeking Civil Service Commission authorization to contract out for professional services as required to perform under a Homeland Security Grant. The grant performance period ends November 30, 2011 and it is estimated that this project require four months to complete with a teams of seasoned professionals. We are on a tight schedule and will be asking consultants to complete the work within three months due to time require to complete the city contracting process.

The Port is proposing that this PSC be considered at June 6th, 2011 Civil Service Commission meeting and therefore would like to meet with interested collective bargaining units as required. If you feel that this PSC warrants a meeting to discuss internal staff performing the work, please let me know your

availability to meet.

Thank you.

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

Norma Nelson
Port of San Francisco
Telephone: (415) 274-0442
Fax: (415) 732-0442

[attachment "PSC form 1 (revised).doc" removed by Lorceli Braganza/SFPORT/SFGOV]

Transmission Report

Date/Time 05-20-2011
 Local ID 1 4152740583
 Local ID 2

08:30:32 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

Fax

To: Ging Louie **From:** Lorcell Braganza
IFPTE, Local 21
Fax: 415-864-2166 **Date:** May 20, 2011
Phone: 415-864-2100 **Pages:** 2 excluding cover
Re: REGULAR Personal Services Contract - Waterborne All-Hazard Response Plan for
the San Francisco Bay Region

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	144	415 864 2166	08:29:20 a.m. 05-20-2011	00:00:41	3/3	1	EC	HS	CP28800

Abbreviations:

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

Transmission Report

Date/Time 05-20-2011
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 Local ID 2

08:32:55 a.m.

Transmit Header Text
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 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@sfport.com

PORT OF
 SAN FRANCISCO

Fax

To: Raquel Silva
Municipal Exec Assoc (MEA)

From: Lorceli Braganza

Date: May 20, 2011

Fax: 415-989-7077

Pages: 2 excluding cover

Phone: 415-989-7244

Re: REGULAR Personal Services Contract - Waterborne All-Hazard Response Plan for the San Francisco Bay Region

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
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Abbreviations:

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

Regular PSC Summary and PSC Modification

Lorceli Braganza

to:

DHR-PSCCoordinator

05/25/2011 03:36 PM

Cc:

Lavena Holmes-Williams

Hide Details

From: Lorceli Braganza/SFPORT/SFGOV

To: DHR-PSCCoordinator/DHR/SFGOV@SFGOV

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

2 Attachments



PSC Waterborne All-Hazard Response Plan 052511.pdf



PSC Modification - Coastal and Civil Engineering Design 052511.pdf

Per our earlier e-mail...

For CSC review and posting... please see attached **Revised** Personal Services Contract Summaries for:

1. Waterborne All-Hazard Response Plan for the San Francisco Bay Region
2. Coastal and Civil Engineering Design Services - Project Phast 3: Construction Design Support

Please let me know if you have any questions or concerns.

Thank you,

lbraganza

Human Resources

Port of San Francisco

Work: 415-274-0424

Fax: 415-274-0583

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 6, 2011

DEPARTMENT NAME: Port of San Francisco DEPARTMENT NUMBER 39

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

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

TYPE OF SERVICE: Establish Building Occupancy Resumption Program (BORP) for Critical Port Facilities

FUNDING SOURCE: FY 2007/08 Federal Department of Homeland Security; Federal Emergency Management Agency (FEMA); Supplemental Port Security Grant Program (PSGP); and other funding to be determined

PSC AMOUNT: \$662,357 PSC DURATION: July 1, 2011 - March 31, 2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The scope of services under this PSC includes preparation and implementation of BORP plans for Port's critical and essential facilities. The consulting engineers will assess the Port's critical facilities and prepare BORP plans; including facility-specific post-earthquake inspection plans. The Port will seek assistance from the Structural Engineers Association of Northern California (SEAONC) BORP Subcommittee under the guidance of San Francisco Department of Building Inspection (DBI) to assist in review and acceptance of these written BORP inspection plans. The BORP Subcommittee is comprised of qualified volunteer engineers. This BORP Program requires consulting engineering to be available to provide post disaster inspection services.

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

Without the BORP Inspection Plans and availability of expert consultants in place to provide post disaster inspection services, the Port of San Francisco will lack the capability to assess structures and streamline the restoration of critical facilities and functions after a disaster such as an earthquake in a timely manner. The Port of San Francisco is entirely responsible for the inspection of its facilities and structures. Rapid assessment is essential for the Port of San Francisco's response and recovery efforts following a major disaster event.

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 by the Port or any other City and County of San Francisco agency/department in the past. BORP was initiated by the San Francisco Department of Building Inspection (DBI). This existing program allows San Francisco building owners to pre-certify private post disaster inspection of their buildings by qualified engineers upon review and acceptance of a written inspection plan. The Port is expanding the existing program to apply to facilities within its jurisdiction.

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

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. Includes entries for IFPTE, Local 21 and RFP sent to.

FOR DEPARTMENT OF HUMAN RESOURCES USE

MAY 06 2011

PSC# 4119 - 10/11

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Knowledge and experience in developing comprehensive BORP Inspection Plans and post disaster assessment of Port facilities and structures in accordance with Applied Technology Council (ATC)'s ATC 20 Procedures for Post Earthquake Inspections.

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

- 5241 Engineer (L21)
- 5211 Senior Engineer (L21)
- 5218 Structural Engineer (L21)

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

Yes. The Port has limited equipment resources required for post disaster inspections such as boats, cameras, etc.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The purpose of this program is to provide expert resources to augment staff in performing post disaster inspections. As such, hiring additional staff will not meet the program need. The grant performance period requires this BORP plan must be completed by March 2012. Existing Port staff and staff from other city agencies such as DPW and DBI are currently not available to complete all of this work as mandated by the grant performance period requirements. Also, following a disaster such as an earthquake, staff from other city agencies such as DPW and DBI will be busy inspecting non-port critical facilities and cannot be committed to BORP inspection for Port critical facilities.

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

It is neither practical nor necessary to adopt new civil service classes to perform this work due to the intent and nature of the proposed work as well as the time constraints of the grant performance period.

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"/>

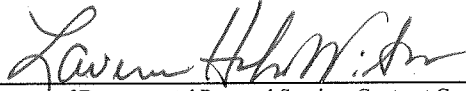
D. Are there federal or state grant requirements regarding the use of contractual services?

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

Attachment to Port PSC

TYPE OF SERVICE: Establish Building Occupancy Resumption Program for Critical Port Facilities

FUNDING SOURCE: FY 2007/8 Federal Department of Homeland Security- Federal Emergency Management Agency (FEMA) -Supplemental Port Security Grant Program (PSGP) and Other TBD

PSC AMOUNT: \$662,357 PSC DURATION: July 1, 2011 – March 31, 2016

BUILDING OCCUPANCY RESUMPTION PLAN (BORP)

In the event of a major catastrophe, such as an earthquake or flood, many businesses are subject to great financial loss. Structural damage causing closure of a business can be economically devastating, especially to small establishments dependent on being open in order to survive financially. When buildings suffer such damage, state law requires the Building Official (at the Port, the Chief Harbor Engineer or his designee) to inspect and tag these buildings with red, yellow or green placards approved by the Governor's Office of Emergency Services (OES). Most of us are familiar with the terms "red tagged" (UNSAFE -DO NOT ENTER OR OCCUPY), or "yellow tagged" (RESTRICTED ENTRY ONLY) or "green tagged" (LAWFUL OCCUPANCY PERMITTED) from news coverage of floods and hurricanes in other parts of the country and, unfortunately, from our own experience with seismic activity here at home. Even if the building is structurally sound, when utilities such as gas and electrical service become damaged or disconnected, the utility company will not reconnect the service without the building official's approval.

The Building Occupancy Resumption Program (BORP) is a program developed by the City and County of San Francisco, Department of Building Inspection, with the cooperation of the Structural Engineers Association of Northern California (SEAONC) and San Francisco chapters of the Building Owners and Managers Association (BOMA) and the American Institute of Architects (AIA). The program allows San Francisco building owners to pre-certify private post-earthquake inspection of their buildings by qualified engineers and specialty contractors upon DBI acceptance of a written inspection program.

The Building Occupancy Resumption Program consists of three basic phases as follows:

1. The first is the assessment of the building and preparation of a BORP Inspection Plan, including a building-specific post-earthquake inspection plan.
2. The second phase includes annual update and renewal activities, the maintenance portion of the work.
3. The third phase is the post-disaster implementation of the program.

No matter how well prepared a city may be, turmoil and confusion will follow a major catastrophe. History has proven that damage assessment after an event is a time-consuming task. Even with volunteer help from adjoining jurisdictions, city agencies often lack necessary resources and the inspection staff becomes overwhelmed. Following a disaster, a prompt inspection followed by a quick resumption of operations at Port/City's critical and essential facilities is very important for a successful post disaster response. Having a pre-certified inspection plan for critical facilities using BORP procedures will help achieve this objective.

BORP uses SEONC and OES approved guidelines, forms and checklists as tools to obtain essential information. This information is then kept in a safe readily accessible site in the building for use in an

emergency. Essential data recorded on these forms include the building's structural aspects along with information on elevators, egress paths, use or occupancy, emergency power provisions and fire detection and suppression systems. Specific instructions are provided as to the location and handling of any hazardous materials stored on the property. Emergency access information and procedures for maintaining safe exit paths are designated. Documentation is provided verifying that personal safety gear, flash lights, walkie-talkies, caution tape, ladders and barricades are stored on site and readily available for emergency situations. The plan also defines inspection procedures to be followed, noting where damage is expected to occur, what to look for and how to interpret damage to structural elements and to the building in general after an earthquake.

The process begins with hiring of a qualified consulting engineer to develop the BORP plan. The plan is then submitted to a SEONC BORP subcommittee, comprised of qualified volunteer engineers, who review applications and confirm that the program meets the BORP requirements. The SEONC BORP subcommittee recommends approval to the Building Official who issues a Certificate of Approval to the engineer that originated the plan and other professionals responsible for inspection. The Building Permit Group files the address as BORP approved along with contact information. In the event of a catastrophe, the Port's Building Official, or designee, will know which Port properties are BORP approved for private inspection. The BORP approved tenant then has the facility inspected for any damage in the most efficient manner possible.

Upon approval of a written inspection program, BORP will enable the Port, as the facility owner, to obtain pre-certification for post disaster inspections of essential facilities and Port buildings enrolled in the program by qualified, licensed engineers. Participation in BORP will increase Port resiliency by expediting the inspection process and enabling the resumption of essential services including Fire and Police operations. Currently, the Port lacks a sufficient number of qualified staff able to complete post disaster structural inspections of essential facilities and Port properties within required timeframes.

The City of San Francisco's Department of Building Inspection estimates that the hiring of qualified engineers could take many weeks, a timeframe that would have significant negative impact on Port resiliency, and the Port's ability to resume essential functions.

Increasing the availability of building inspectors in a post disaster will act as a "force multiplier" by reducing the amount of time required to complete inspections, thereby enabling the resumption of essential services and restoring critical functions to operational status.

Fifteen of the Port's facilities identified as "critical" by local and regional emergency response plans following a variety of human caused and natural disasters, and essential to the regions' "First Responders" will be enrolled in BORP. This includes cargo and passenger facilities, bridges, fueling docks, and Police and Fire Department facilities. The Port considers this program critical to its resiliency efforts. Over time, existing structures will be enrolled by the Port. As funding becomes available, the Port plans to enroll all critical port structures in the program. Major redevelopment projects will be required to enroll prior to project completion.

Regular PSC Summary - Establish BORP for Critical Port Facilities

Lorceli Braganza

to:

DHR-PSCCoordinator

05/10/2011 09:32 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 Unions for:

Type of Service: **Establish Building Occupancy Resumption Program (BORP) for Critical Port Facilities**

Notice to Union: **May 4, 2011**

I apologize for the error on the initial Notice to Union date. I don't know where April 25, 2011 came from.

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 09:25AM -----

To: glouie@ifpte21.org, Larry.Wong@sfdpw.org

From: Norma Nelson/SFPORT/SFGOV

Date: 05/04/2011 06:38PM

Cc: Uday Prasad/SFPORT/SFGOV@SFGOV, Andres Acevedo/SFPORT/SFGOV@SFGOV, Lorceli

Braganza/SFPORT/SFGOV@SFGOV

Subject: Draft PSC for Building Occupancy Resumption Program and Multi-Agency First Responder Assessment/Coordination

Hi Ging and Larry,

Attached is the draft PSC for the Building Occupancy Resumption Program (BORP). I thought that I had sent this one out with the one for the Multi-Agency First Responder Assessment/Coordination to Kyra Byrne and Rachel at MEA a couple of weeks ago. I spoke with Joe Brenner about the First Responder PSC about a week ago as well.

Both of these PSCs are one-time grant funded with very specific performance periods to get specific work completed. The BORP PSC has grant budget that consists of the proposed services being contracting out. The Port met with David F. Leung of the Department of Building Inspection on March 16, 2011 to discuss the options for their participation in this work. It was agreed that their department would review the BORP once it is completed and they would assist us with developing the RFP scope of services. It was brought to my attention today that the Department of Public Works (DPW) may also perform this type of work. I did not get the contact information for that department.

The Multi-Agency Responder Assessment/Coordination PSC has a very tight deadline for completion of the work. The Port does not have the fully executed grant Agreement in place. However, it is my understanding that if we do not commence the contracting process, we might as well turn down the \$596,000 in grant funds for work that is needed at the Port. As such, we are requesting an expedited Local 21 review process in order to have both PSC scheduled for the June 6th, 2011 Civil Service Commission hearing.

Please let me know when someone is available from Local 21 to review these PSCs. If you deem it not necessary to meet to review these PSCs, please respond to this e-mail accordingly. If you have the contact person for DPW for their consideration of the BORP work, please advise.

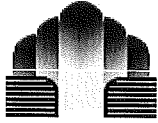
However, it is my understanding that this work must be contracted out in order to meet its purpose in providing added disaster preparedness resources when needed. The BORP planning work must be performed by experts in maritime infrastructure. Port staff are the most qualified city staff to perform this work, but workloads do not permit them to do this work, even if the grant allowed personnel costs.

Questions about both grants can be addressed to Andres Acevedo at (415)274-0443 or via e-mail as he is copied on this e-mail.

Thank you.

Norma

(See attached file: Attachment to Port PSC-Rev UP final.pdf) (See attached file: PSC form 1 (revised)_Up Final.doc)



Fw: PSC-Port BORP Consultant for Critical Port Facilities
Lavena Holmes-Williams to: Maria Ryan
Cc: Lorceli Braganza

06/01/2011 11:53 AM

Hi Maria,

Please see Local 21 response below and calendar the PSC for 6/20 CSC meeting. Let me know if you have questions.



Lavena Holmes-Williams
Port of San Francisco
Pier 1
San Francisco, CA 94111
DIR 415-274-0305
P50 415-597-7958
CEL 415-725-1578
FAX 415-274-0583
EMAIL lavena.holmes-williams@sfport.com

----- Forwarded by Lavena Holmes-Williams/SFPORT/SFGOV on 06/01/2011 11:49 AM -----



Larry Wong
<lwong@ifpte21.org>
06/01/2011 11:47 AM

To "lavena.holmes-williams@sfport.com"
<lavena.holmes-williams@sfport.com>
cc Ging Louie <glouie@ifpte21.org>, Larry Wong
<lwong@ifpte21.org>
Subject PSC-Port BORP Consultant for Critical Port Facilities

Lavena,

This is to confirm our telephone conversation today that Local #21 has met with the SF Port representatives and has no objection to the PSC BORP Consultant for Critical Port Facilities.

Local #21 wavier the 30-day notice for this PSC.

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 25, 2011

DEPARTMENT NAME: Department of Public Health DEPARTMENT NUMBER 81

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

TYPE OF REQUEST:
 INITIAL REQUEST MODIFICATION (PSC# 2005-00/01)

TYPE OF SERVICE: Intermittent, As-needed Physical, Occupational And Speech Therapist Registry Services

FUNDING SOURCE: DPH-Community Health Network Funds

PSC AMOUNT: \$1,550,000 PSC DURATION: 7/1/11-6/30/16

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provision of intermittent, as needed, temporary, on-call professional, licensed Physical, Occupational and Speech Therapists and Occupational Therapy Assistants, 7 days a week, 8:00 AM to 4:30PM. Therapists will available on a 24 hour basis to provide back-up coverage to Civil Service staff positions during scheduled and unscheduled staff absences.

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

These services are necessary to provide an adequate level of rehabilitation staff at San Francisco General Hospital and Laguna Honda Hospital, the Health at Home Agency, and other parts of the Community Health Network (CHN), during periods of unanticipated staff absences requiring the use of licensed or certified personnel.

Denial of this request will result in extensive waiting lists, reducing the likelihood of successful rehabilitation, as well as adversely affecting compliance with hospital accreditation regulations and Department of Justice audit findings requiring that rehabilitation services change as the needs of clients change. Trends in patient counts continue to rise, as they have in recent years, requiring use of these registries to ensure regulatory compliance when Civil Service staff are not available due to scheduled and unscheduled absences.

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 PSC 2005-00/01. A new PSC is requested to correspond with a new RFP for these services.

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

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

IFPTE Local 21 Jacquie Hale April 25, 2011
Union Name Signature of person mailing/faxing form Date

Union Name Signature of person mailing/faxing form Date

RFP sent to IFPTE Local 21 , on February 3, 2011 Mahlet Girma
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4120-10/11

MAY 25 2011

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractors must have licensed staff including Physical, Occupational and Speech Therapists and Physical and Occupational Therapy Assistants.

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

2542 Speech Pathologist, 2548 Occupational Therapist, 2555 Physical Therapy Assistant, and 2556 Physical Therapist

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

No. Civil Service classifications already exist. These services are temporary, on-call and back-up for use only during scheduled and unscheduled absences of Civil Service staff.

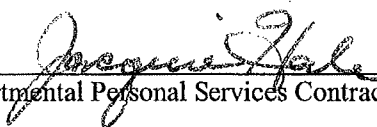
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. Civil Service classifications already exist. The Department uses registries to back-up scheduled and un-scheduled absences of Civil Service staff.

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

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

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



 Signature of Departmental Personal Services Contract Coordinator
Jacquie Hale (415) 554-2609

 Print or Type Name Telephone Number

101 Grove Street, Room 307

 San Francisco, CA 94102

 Address



Gavin Newsom
Mayor

Mitchell H. Katz, MD
Director of Health

MEMORANDUM

DATE: August 25, 2010
TO: Maria Ryan, PSC Coordinator
Department of Human Resources (Dept. 33)
FROM: Jacquie Hale, PSC Coordinator
Department of Public Health (Dept. 82#) *JH*
RE: Request for Approval to Extend Duration of PSC 2005-00/01 through January 31, 2011

PSC No: 2005-00/01 Approval Date: 1/2/07

Description of Service(s): Intermittent as needed, professional physical, occupational and speech therapist registry services

Original Approved Amount:	<u>\$1,340,000</u>	Original Approved Duration:	<u>2/1/01-1/31/10</u>
Modification Amount:	<u>\$ 0</u>	Modification of Duration:	<u>10/1/10-01/31/11</u>
Total Amount as Modified:	<u>\$1,340,000</u>	Total Duration as Modified:	<u>10/1/10-01/31/11</u>

Reason for the modification:

DPH is conducting an RFP for these services and expects to make a new PSC request and new award for services to start 2/1/11.

Attachment: Copy of Approved PSC Summary

.....
FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 8/26/10

By: *Micki Callahan*
Micki Callahan, Human Resources Director

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 12/07/2006

DEPARTMENT NAME: DEPARTMENT OF PUBLIC HEALTH DEPARTMENT NUMBER: 81

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC # 2005-00/01)

TYPE OF SERVICE: Intermittent, as-needed, professional physical, occupational & speech therapist registry services

FUNDING SOURCE: DPH - Community Health Network Funds

ORIGINAL PSC AMOUNT: \$ 840,000 ORIGINAL PSC DURATION: February 1, 2001 - January 31, 2006
MODIFICATION AMOUNT: \$ 500,000 February 1, 2007 - January 31, 2010
NEW PSC AMOUNT: \$1,340,000 February 1, 2001 - January 31, 2010

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provision of intermittent, as-needed, temporary, on-call, professional, licensed Physical, Occupational and Speech Therapists and Physical and Occupational Therapy Assistants, 7 days a week, 8:00 AM to 4:30 PM. Therapists will be available on 24-hour notice to provide back-up coverage to Civil Service staff positions during scheduled and unscheduled staff absences.

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

These registry services are necessary to provide an adequate level of rehabilitation staff at San Francisco General Hospital, Laguna Honda Hospital, the Health at Home Agency, all part of the Community Health Network (CHN), during periods of unanticipated staff absences requiring the use of licensed or certified personnel. Denial of the utilization of these registry services will result in extensive waiting lists for services, reducing the likelihood of successful rehabilitation. Laguna Honda Hospital's need to increase rehabilitation services to meet the changing needs of its clients results from an audit by the Justice Department and new accreditation requirements. There has been a steady increase in patient count within the CHN, which translates into a higher demand for these services than in previous years. During the period of 2004-2006 San Francisco General Hospital had an increase in patient treatments of approximately 2,263.

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

These services were previously approved and are currently accessed through PSC# 2005-00/01. This modification increases the amount of the current PSC in order to carry the PSC approval through January 31, 2010.

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

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

[X] Local 21 Union Name Signature of person mailing/faxing form Date DEC 07 2006
[] Union Name Signature of person mailing/faxing form Date
on Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2005-00/01 Approved on 01/02/2007

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractors must have licensed Physical, Occupational and Speech Therapists and Physical and Occupational Therapist Assistants.

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

2548 Occupational Therapist, 2556 Physical Therapist, 2555 Physical Therapist Assistant and 2542 Speech Pathologist.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service classifications already exist. These registry services are for intermittent, temporary, on-call services to provide back-up coverage during scheduled and unscheduled staff absences.

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

No. Civil Service classifications already exist. The Department utilizes registries to provide coverage for scheduled and unscheduled staff absences.

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 numbers to be trained.


C. Are there legal mandates requiring the use of contractual services? If there are not enough staff to serve patients' needs, contractual services are to be used, per new accreditation requirements for licensure and reimbursement.

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?

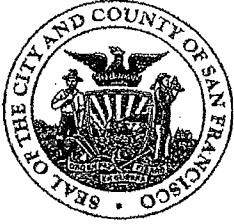
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Yes, On-Call Therapists and Preferred Healthcare Registry, Inc.

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


Signature of Departmental Personal Services Contract Coordinator

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

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



**CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

JAN 08 2007

**GAVIN NEWSOM
MAYOR**

January 4, 2007

NOTICE OF CIVIL SERVICE COMMISSION ACTION

**THOMAS T. NG
PRESIDENT**

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4081-06/07
THROUGH 4085-06/07; 2005-00/01 AND 4019-06/07.**

**ALICIA D. BECERRIL
VICE PRESIDENT**

At its meeting of January 2, 2007 the Civil Service Commission had for its consideration the above matter.

**DONALD A. CASPER
COMMISSIONER**

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

**MORGAN R. GORRONO
COMMISSIONER**

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.

**KATE FAVETTI
EXECUTIVE OFFICER**

CIVIL SERVICE COMMISSION

**KATE FAVETTI
Executive Officer**

Attachment

**c: Brenda Burrell, Mayor's Office of Housing
Gordon Choy, Department of Public Works
Philip Ginsburg, Human Resources Director
Nancy Gonchar, Arts Commission
Jacquie Hale, Department of Public Health
Ed Harrington, Controller
Jennifer Johnston, Department of Human Resources
Naomi Kelly, Office of Contract Administration
Wayne Lawrence, Mayor's Office of Housing
Joan Lubamersky, Mayor's Office on Disability
Jonathan Nelly, Department of Human Resources
Commission File
Chron**

POSTING FOR
January 2, 2007

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

PSC No.	DeptNo	DeptName	Increase Amount	New Amount	Description of work	Approval Type	Duration
2005-00/01	81	Public Health	\$500,000.00	\$1,340,000.00	Will provide as-needed, on-call professional licensed Physical, Occupational and Speech Therapists, and Physical and Occupational Therapy Assistants to back-up civil service staff during scheduled and unscheduled staff absences.	Regular	31-Jan-10
4019-06/07	83	Public Health	\$120,000.00	\$269,000.00	Will provide specialized hazardous materials handling including Chemical, Biological, Radiological and Nuclear training for Hospital based clinical providers in San Francisco.	Regular	31-Dec-07




City and County of San Francisco
Department of Public Health

OFFICE OF CONTRACT MANAGEMENT
AND COMPLIANCE

101 Grove Street, Room 307
San Francisco, CA 94102
(415) 554-2602 FAX (415) 554-2555

MEMORANDUM

DATE: September 1, 2004
TO: Emily Morrison P.S.C. Coordinator, Human Resources
FROM: Galen Leung, Director Contract Management and Compliance 
RE: **Extension of PSC# 2005-00/01
Intermittent, As-Needed, Professional Physical Occupational & Speech Therapist
Registry Services**

This is a request to extend PSC# 2005-00/01 through January 31, 2010. The current contracts expire January 31, 2005, and PSC# 4108-96/97, which has continuing approval, has same expiration date. We are publishing a Request For Proposals this Fall to award multiply contracts to qualified vendors to provide various types of rehabilitation services.

This PSC-1 grants authority to contract to provided an adequate level of physical, occupational and speech therapist registry services to San Francisco General Hospital, Laguna Honda Hospital and the Health At Home Agency during periods of unanticipated staff absences and increased need, which cannot be filled by civil services personnel.

Should you have any questions regarding request, please feel free to call me at 554-2609.

Thank you.

Encl.

RECEIVED BY
DEPARTMENT OF
HUMAN RESOURCES
04 SEP -8 AM 5:47

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 11/07/2000

DEPARTMENT NAME: DEPARTMENT OF PUBLIC HEALTH

DEPARTMENT NUMBER: 81

TYPE OF APPROVAL: EXPEDITED

REGULAR (OMIT POSTING _____)

CONTINUING

ANNUAL

TYPE OF REQUEST:

INITIAL REQUEST

MODIFICATION (PSC # _____)

TYPE OF SERVICE: Intermittent, as-needed, professional physical, occupational & speech therapist registry services

FUNDING SOURCE: DPH - Community Health Network Funds

PSC AMOUNT: \$840,000

PSC DURATION: February 1, 2001 - January 31, 2005

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provision of Intermittent, as-needed, temporary, on-call, professional, licensed Physical, Occupational and Speech Therapists and Physical and Occupational Therapy Assistants, 7 days a week, 8:00 AM to 4:30 PM. Therapists will be available on 24-hour notice to provide back-up coverage to civil service staff positions during scheduled and unscheduled staff absences.

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

These registry services are necessary to provide an adequate level of rehabilitation staff at San Francisco General Hospital, Laguna Honda Hospital, the Health at Home Agency, all part of the Community Health Network (CHN), during periods of unanticipated staff absences requiring the use of licensed or certified personnel. Denial of the utilization of these registry services will result in extensive waiting lists for services, reducing the likelihood of successful rehabilitation. There has been a steady increase in patient count within the CHN, which translates into a higher demand for these services than in previous years. Laguna Honda Hospital's need to increase rehabilitation services to meet the changing needs of its clients results from an audit by the Justice Department and new accreditation requirements.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):
This is a renewal of PSC #4153-95/96.

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

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

Locals 21, 250

535 and 790

Union Name

Galen W.M. Leung

Signature of person mailing/faxing form

NOV 07 2000

Date

Union Name

Signature of person mailing/faxing form

Date

RFP sent to 21, 250, 535, 790

Union Name

on November 6, 2000

Date

Stacy Soliman
Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2005-00/01

STAFF ANALYSIS/RECOMMENDATION: Approved 12/04/00

CIVIL SERVICE COMMISSION ACTION:

DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:
Contractors must have licensed Physical, Occupational and Speech Therapists and Physical and Occupational Therapist Assistants.

B. Which, if any, civil service class normally performs this work?
548, 2556, 2555 and 2542.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:
Civil Service classifications already exist. These registry services are for intermittent, temporary, on-call services to provide back-up coverage during scheduled and unscheduled staff absences.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. Civil Service classifications already exist. The Department utilizes registries to provide coverage for scheduled and unscheduled staff absences.

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.

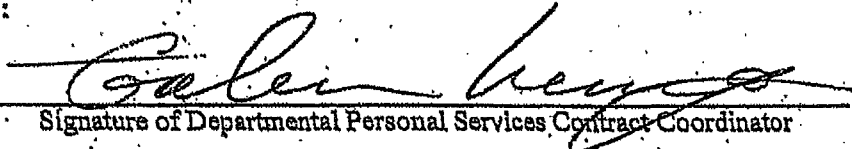
C. Are there legal mandates requiring the use of contractual services? If there are not enough staff to serve patients' needs, contractual services are to be used, per new accreditation requirements for licensure and reimbursement.

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? Not known at this time. Request for Proposal is in process.

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


Signature of Departmental Personal Services Contract Coordinator

Galen W.M. Leung
Print or Type Name

(415) 554-2609
Telephone Number

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



DEC 06 2000

**CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO.**

December 5, 2000

NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 2005-00/01;
4302-00/01 THROUGH 4308-00/01; 4065-97/98; AND 4220-00/01.**

At its meeting of December 4, 2000 the Civil Service Commission had for its consideration the above matter.

It was the decision of the Commission to adopt report. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

Kate Favetti
KATE FAVETTI
Executive Officer

Attachment

cc: Shawn Allison, Department of Telecommunications
Gordon Choy, Department of Public Works
David Curto, Department of Human Services
Rosie Espinueva, Public Utilities Commission
Gabe Karol, Airport Commission
Kerry Ko, Department of Human Resources
Galen Leung, Department of Public Health
Vernon Nulph, Department of Human Resources
Commission File

POSTING FOR
November 17, 2000

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSCH	Department	Amount	Description of Work	Term	Start Date
2005-00/01	Public Health	\$840,000	Will provide as-needed, on-call professional licensed Physical and Occupational Therapists, Speech Pathologists and Physical Therapy Assistants to back-up civil service staff during scheduled and unscheduled staff absences.	Continuing	01/31/2005
4302-00/01	Airport Commission	\$61,184	Will provide construction support services throughout the closeout phase of the Airport's Central Plant heating and cooling systems for Terminal and Boarding areas A and G.	Regular	06/30/2001
4303-00/01	Airport Commission	\$137,000	Will work with Airport/Community Roundtable members and elected officials on aircraft noise mitigation measures and work program issues, and provide advice to the Airport Director on matters relating to SFO aircraft noise abatement.	Regular	03/31/2002
4304-00/01	Human Services	\$200,060	Will provide optical exams, lenses or bi-focal lenses, and eyeglass frames to Personal Assisted Employment Services (PAES) program clients.	Regular	06/30/2003
4305-00/01	Public Works	\$1,750,000	Will provide as-needed design and oversight services on City projects involving abatement of asbestos, lead and other hazardous materials on property owned, operated and/or maintained by the City and County of San Francisco.	Regular	06/30/2003

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 25, 2011
DEPARTMENT NAME: Department of Public Health - Community Health Network
DEPARTMENT NUMBER 81

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

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

TYPE OF SERVICE: As-needed, Supplemental Transcription and Credential Verification Personnel Services for San Francisco General Hospital

FUNDING SOURCE: General Fund

PSC AMOUNT: \$890,000 PSC DURATION: July 1, 2011 to December 31, 2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

As needed, temporary, supplemental transcription and credential verification registry personnel services for the Medical Staff Services Department of San Francisco General Hospital (SFGH). This service provides temporary staff during unanticipated peaks in demand and whenever full time staff are unavailable to attend standing meetings of eleven (11) SFGH medical committees. Temporary staff track medical staff attendance, prepare agenda and provide transcriptions of the meeting minutes. Temporary staff also verify provider licenses, certificates and board certifications of physicians, dentists, nurse practitioners, nurse anesthetists and midwives on an as needed basis.

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

The accrediting Joint Commission has new requirements which impose an accelerated basis by which to provide Ongoing Provider Practice Evaluations (OPPE) from once every two years to once every six months, and changed the methodology of evaluations to be much more labor-intensive and data-driven. Also, these requirements have increased the need for SFGH Medical Staff Services to process and record information. SFGH has directed that they implement a new web-based data system to allow medical staff to apply online and expedite the process, which has produced a temporary workload increase that is expected to decrease once the new system is operational. These services is necessary in order to meet hospital accreditation and the licensing requirement that medical staff committees maintain a record and minutes of the meetings including the identity of attendees and the number of meetings they attend. Denial of registry personnel assistance will jeopardize the accreditation and licensing of SFGH and its medical staff. Uninterrupted services are essential to maintain compliance with State mandated minimum staffing requirements deemed vital in providing quality care to residents of San Francisco.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): PSC#'s 4123-03/04, 4121-02/03 and 4353-00/01

D. Will the contract(s) be renewed: As needed, if funding is available.

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

SEIU Local 1021; IFPTE Local 21
Union Name: MEA, Signature: Jacquie Hale, Date: April 21, 2011
Union Name: MEA, Signature: Jacquie Hale, Date: May 19, 2011
RFP sent to [] , on [] Date [] Signature []

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4121-10/11
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

MAY 25 2011

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Ability to provide transcription services on a short notice, work with online databases and be responsive to changing Joint Commission accreditation requirements, and verify professional credentials in compliance with accreditation and licensing requirements. Certification as a Certified Medical Staff Coordinator (CMSC), Certified Provider Credentialing Specialist (CPCS) or Certified Professional in Healthcare Quality (CPHQ) or equivalent experience and training is required.

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

*SEIU Local 1021: 2106 Medical Staff Specialist;
IFPTE Local 21: 2107 Medical Staff Analyst;
MEA : 0931 Manager III*

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:

Temporary staff, including management-level staff, especially those proficient in pharmaceutical issues, are utilized when existing Civil Service staff are unavailable to provide these services due to excessive workloads.

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

No. *Civil Service classifications do exist. These services provide back-up to existing Civil Service staff.*

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

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


Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale
Print or Type Name

554-2609
Telephone Number

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



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

June 9, 2004

NOTICE OF CIVIL SERVICE COMMISSION ACTION

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRANO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4119-03/04 THROUGH 4123-03/04; 4125-03/04; 4126-03/04; 4118-03/04 AND 4124-03/04.

At its meeting of June 7, 2004 the Civil Service Commission had for its consideration the above matter.

It was the decision of the Commission to: 1) Postpone PSC #4125-03/04 to the meeting of June 21, 2004 at the request of the San Francisco International Airport. 2) Grant a qualified approval of PSC #4124-03/04 with an increase amount of \$5,910,142 and the department to report on items discussed with IFPTE Local 21, and; 3) 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 the Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

CIVIL SERVICE COMMISSION

KATE FAVETTI
Executive Officer

Attachment

cc: Shalonda Baldwin, Mayor's Office of Public Finance & Business Affairs
Parveen Boparai, Municipal Transportation Agency
Brenda Burrell Robinson, Mayor's Office of Housing
Nancy Gonchar, Arts Commission
Ed Harrington, Controller
Gabe Karol, San Francisco International Airport
Galen Leung, Department of Public Health
Naomi Little, Office of Contract Administration
Teresa Serata, Office of the District Attorney
Tina Tang, Department of Human Resources
Ted Yamasaki, Department of Human Resources
Commission File
Chron

POSTING FOR

May 21, 2004

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

Posting Number	Department	Amount	Description	Frequency	End Date
4123-03/04	Public Health	\$360,000	Will provide as-needed, temporary, supplemental transcription and credential verification for the Medical Staff Services Department of San Francisco General Hospital; to meet unexpected demand for hospital accreditation and licensing requirements.	Regular	6/30/2010
4125-03/04	Airport Commission	\$400,000	Will provide the development of a concessions oriented way-finding signage and graphics program for the new food & beverage program in the Domestic Terminals; how many type of signs; management of the construction and installation of signs.	Regular	12/31/2005
4126-03/04	Mayor's Office of Housing	\$92,500	Will provide implementation and finalization of the required risk assessments associated with the Lead Hazard Reduction and mediation of the Lead program units for low-income families with children under 6 years who are most at risk to lead poison.	Regular	6/30/2007

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 19, 2004

DEPARTMENT NAME: DEPARTMENT OF PUBLIC HEALTH DEPARTMENT NUMBER: 81

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING
 CONTINUING ANNUAL

TYPE OF REQUEST: INITIAL REQUEST MODIFICATION (PSC # _____)

TYPE OF SERVICE: As-needed, Supplemental Transcription and Credential Verification Personnel Services

FUNDING SOURCE: San Francisco General Hospital Funds

PSC AMOUNT: \$360,000 PSC DURATION: 6/01/2004-6/30/2010

1. DESCRIPTION OF WORK

A. Concise description of proposed work:
As-needed, temporary, supplemental transcription and credential verification registry personnel services for the Medical Staff Services Department of San Francisco General Hospital (SFGH). This service assists current staff to meet unanticipated peaks in demand and whenever staff is unavailable to attend standing meetings of eleven (11) SFGH medical committees to track medical staff attendance, prepare agenda and provide transcriptions of the meeting minutes. Additionally, registry staff also supports in-house staff to verify provider licenses, certificates and board certifications of physicians, dentists, nurse practitioners, nurse anesthetists and midwives on an as-needed basis.

B. Explain why this service is necessary and the consequence of denial:
This service is necessary in order to meet hospital accreditation requirements and licensing requirements that medical staff committees maintain a record of the minutes of meetings, identify the attendees and monitor the number of meetings attended by individual staff members. Denial of registry personnel assistance will jeopardize the accreditation and licensing of SFGH and its medical staff.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):
These services were previously approved under: PSC# 4121-02/03 and PSC# 4353-00/01

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

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

Locals 21 and 790 Galen W.M. Leung MAY 10 2004
Union Name Signature of person mailing/faxing form Date

Union Name Signature of person mailing/faxing form Date

RFP sent to Locals 21 and 790 on February 24, 2004 Blady Johnson
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4123-03/04

STAFF ANALYSIS/RECOMMENDATION: Approved
CIVIL SERVICE COMMISSION ACTION: 6/7/04

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Ability to provide transcription services on a short notice, work with on-line databases and licensing bureaus across the United States and verify professional credentials. Certification as a Certified Medical Staff Coordinator (CMSC), Certified Provider Credentialing Specialist (CPCS) or Certified Professional In Healthcare Quality (CPHQ) or equivalent experience and training.

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

2106 Medical Staff Specialist and 2107 Medical Staff Analyst

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service classifications already exist. These registry services are to back-up scheduled and unscheduled staff absences and meet non-routine workloads.

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

Not at this time. See answer to question 4.A.

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 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? Only if the current vendor, Medical Staff Registry, is the top rated bidder responding to RFQ/P 12-2004, published on 02/24/2004, covering a 6 year period.

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



Signature of Departmental Personal Services Contract Coordinator

Galen W.M. Leung

(415) 554-2609

Print or Type Name

Telephone Number

101 Grove Street, Room 307

San Francisco, CA 94102

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: APR 25 2011

DEPARTMENT NAME: Public Health DEPARTMENT NUMBER 81

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

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

TYPE OF SERVICE: IT Project Management Services

FUNDING SOURCE: General Fund , Federal American Recovery and Reinvestment Act (ARRSA) Funds

PSC AMOUNT: \$1,260,000 PSC DURATION: 7/1/2011 - 12/31/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The contractor will provide expert consultation and project management implementation assistance to the Department for the eClinical Works Ambulatory Electronic Medical Record (EMR) in Primary Care and Specialty Clinics. The contractor is a Certified eClinical Works implementation specialist and will address specific areas of the implementation including system design, build and integration as well as project management functions to coordinate the efforts of multiple project work teams. This engagement will be limited to the time request to implement the system at Departmental clinical sites over a 42 month period subject to project funding.

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

The Ambulatory Electronic Medical Record (EMR) project is a requirement of Federal Health Reform legislation, and will support over \$10 Million in Eligible Provider incentives payments for Meaningful Use of an EMR by 2013. Failure to meet the legislative timelines will disqualify Eligible Providers from receiving incentive payments.

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

Similar IT project support services were performed under PSC 4062-04/05.

D. Will the contract(s) be renewed: Only if there is a need and corresponding funding.

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

APR 25 2011

IFPTE Local 21 Union Name Signature of person mailing/faxing form Date
Jacquie Hale
Signature of person mailing/faxing form Date

RFP sent to Union Name , on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4122-10/11 STAFF ANALYSIS/RECOMMENDATION:

MAY 25 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Specifically, the contractor will assist DPH staff in the design and building of patient assessments, clinical documentation and workflow change for clinical staff. The services require detailed knowledge of this eClinical Works Ambulatory EMR product and mechanisms for integrating this application with the DPH clinical information systems such as Siemens Invision and Lifetime Clinical Record currently deployed.

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

IS Project Manager (1070), IS Business Analysts (1052, 1053, 1054),

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The services are intermittent and as-needed. As the individual clinics are brought on line with the new Electronic Health Record system, the contractors work will decrease.

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

Current Civil Service classes are appropriate to be trained in the new system, and it is intended that DPH Civil Service staff will assume full operational responsibilities once the system is fully implemented at all clinics sites.

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

The contractor will work closely with DPH Civil Service IT staff to train them in the new system and to provide expert assistance and knowledge transfer to enable a transition to full operational support. The contractor will also assist in the development of a training program for Departmental Information Technology staff as well as Physicians, Nurses and administrative support staff at each of the Primary Care and Specialty Clinic sites. A Train the Trainer approach will also be utilized to develop an on-site level of expertise at each clinic to enhance the self sufficiency in the optimal use of the system in clinical practice.

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

Jacqueline Hale

Jacqueline Hale

554-2609

Print or Type Name

Telephone Number

101 Grove St. Rm. 307

San Francisco, CA 94102

Address



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MORGAN R. GORRANO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

July 22, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4012-09/10
THROUGH 4019-09/10; 4110-06/07; 4002-07/08; 4046-04/05;
4062-04/05; 4020-06/07 AND 4031-08/09.**

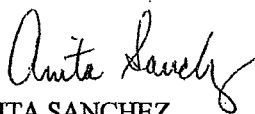
At its meeting of July 20, 2009 the Civil Service Commission had for its consideration the above matter.

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. Please share it with everyone responsible for follow-up.*

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

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
Parveen Boparai, Municipal Transportation Agency
Rachel Buerkle, Department of Environment
Micki Callahan, Human Resources Director
Gordon Choy, Department of Public Works
Jacquie Hale, Department of Public Health
Jessica Huey, Department of Human Resources
Shamica Jackson, Public Utilities Commission
Florence Kyaun, Public Utilities Commission
William Lee, Department of Emergency Management
Artina Lim, Department of Children, Youth and Their Families
Joan Lubamersky, GSA/Office of Labor Standards Enforcement
Brigitte Rockett, Department of Human Resources
Commission File
Chron

**Amended POSTING FOR
July 20, 2009**

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Dept No	Dept Name	Approval Type	Contract Amount	Description of work	Duration
4012-09/10	22	Environment	Regular	\$25,000,000.00	Will provide implementation support for major elements of a three-year energy efficiency partnership program with PG&E and for projects funded through AARA Energy Block Grants (Federal stimulus funds to San Francisco.	01-Jul-14
4013-09/10	81	Public Health	Regular	\$200,000.00	Will provide 15-20 hours of art instruction for a maximum of 100 residents at Laguna Honda Hospital. As part of the Art with Elders program, services also include developing and coordinating art exhibits.	30-Jun-14
4014-09/10	81	Public Health	Regular	\$80,000.00	Will provide approximately 80 hours per month of neurology services for residents of Laguna Honda Hospital.	30-Jun-10
4015-09/10	81	Public Health	Regular	\$80,000.00	Will provide a medical doctor (MD) with a specialization in the field of radiology for approximately (70) hours per month of professional and clinical radiologist services for LHH.	30-Jun-10
4016-09/10	35	San Francisco Municipal Transportation Agency	Regular	\$100,000.00	Will provide federally mandated urine analysis for safety-sensitive employees with the San Francisco Municipal Transportation Agency (SFMTA).	31-Oct-12
4017-09/10	40	San Francisco Public Utilities Commission	Regular	\$9,000,000.00	Will provide specialized and technical as-needed services in the area of wastewater and storm water services; asset management services; security, asset control and emergency response services; environmental, hazardous material and waste.	31-Oct-14
4018-09/10	90	Department of Public Works	Regular	\$4,500,000.00	Will provide highly specialized Architectural and Structural, Mechanical, Electrical and Plumbing Engineering services related to Cruise Terminal design, programming, planning and operations, maritime engineering, and geotechnical engineering.	31-Mar-14
4019-09/10	77	Department of Emergency Management	Regular	\$145,000.00	Will develop a list of the Bay Area UASI region's most important and critical infrastructure assets, identify potential vulnerabilities, perform a customized Risk Analysis on the identified data, and draft a risk assessment report.	30-Jun-12

0048

POSTING FOR
July 20, 2009

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

PSC No.	Dept/Title	Department	Approval Type	Increase Amount	New Amount	Description of work	Duration
4110-06/07	27	Airport Commission	Modification	\$295,000.00	\$595,000.00	Will provide design, build, install, and maintain a smart-card based automatic fare collection system for taxicab Airport trip fees. Services will also include a transaction processing and customer assistance call center to resolve problems.	30-Jun-11
4002-07/08	35	San Francisco Municipal Transportation Agency	Modification	\$5,000,000.00	\$5,500,000.00	Will perform a central control operational study, analyze the MTA's requirements for a new radio communications system, make recommendations based on analysis, design a system to meet those requirements and needs.	31-Mar-14
4046-04/05	82	Department of Public Health	Modification	\$3,000,000.00	\$5,400,000.00	Will provide labor, materials, and equipment necessary to package and remove hazardous wastes on an intermittent and as-needed basis from City work sites, and to transport those wastes to permitted disposal facilities.	31-Dec-18
4082-04/05	82	Department of Public Health	Modification	\$1,948,212.00	\$7,848,212.00	Will provide programmatic and information systems support to various programs and related consulting/training.	30-Jun-15
4020-06/07	69	GSA-Office of Labor Standards Enforcement	Modification	\$0.00	\$100,000.00	Will monitor and report contractors and subcontractors located outside of the San Francisco Bay Area and in countries other than the United States who provide goods to the City in compliance with the City's Sweatfree Contracting Ordinance.	28-Sep-10
4031-06/08	23	Department of Children, Youth and Their Families	Modification	\$0.00	\$75,000.00	Will evaluate \$7.7 million dollars in grants to 41 community based organizations funded to provide violence prevention and intervention.	30-Jun-10

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 4/2/2009 (rev. 6/23/09)

DEPARTMENT NAME: DEPARTMENT OF PUBLIC HEALTH DEPARTMENT NUMBER 81 & 82

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC# PSC 4062-04/05)

TYPE OF SERVICE: Programmatic and Information Systems Support

FUNDING SOURCE: General Fund, Private and Public Grant funds

Table with 4 columns: Amount, PSC Duration, and Total PSC Duration. Rows include Original Amount, Modification Amount #1-4, and Total Amount.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractors will provide support for clinical (records, patient care, clinical support), business (financial), operational (health, safety, security), managed care (revenue collection and optimization strategies) and eligibility application (Healthcare Access Program) programs, software applications, system implementations, and related consulting/training.

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

This modification adds funds to continue to provide ongoing custom services, implementation, training, maintenance, and consulting for proprietary (legacy) clinical, business, operational applications already in use by the Department of Public Health or that are scheduled to be upgraded during the term of this approval.

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

These services were previously approved and are currently accessed through PSC 4062-04/05.

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

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

Form for Union Notification with fields for Union Name, Signature of person mailing/faxing form, Date, and RFP sent to.

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4062-04/05

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

July 20, 2009

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Knowledge of clinical, business and operations (including health, safety, finance, managed care) software applications. Proven project management and software implementation, integration, and training experience. Analysis and programming skills as well as Local Area (LAN) and Wide Area (WAN) network technical support including the ability to maintain and establish secure communication through a multitude of firewall applications.

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

IS Administrators (1022, 1023, 1024); IS Business Analysts (1052, 1053, 1054), IS Engineers (1042, 1043, 1044); IS Programmers (1062, 1063, 1064); IS Project Manager (1070); IS Manager (1071).

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

Yes, off-site application and data hosting/warehousing services will be provided for internet-based (remote) applications. Contractors will also provide access to software licenses for specific applications. Support services for the applications, or hardware covered under this request must be performed by contract staff or vendor-certified contractors. If support is provided by customers (i.e., civil service employees), warranties and guarantees included in the software or hardware license will be invalidated.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service classes which are applicable are utilized as much as practically feasible. There typically is a partnership between the contractor and DPH IT teams to implement and support IT systems successfully. The contracts listed represent proprietary products and services which meet specific business and functional needs for the Department, and which contain technical components which are beyond the scope of expertise of existing Civil Service classes to develop within practical time and quality parameters. DPH must continue support agreements in order to maintain licensing for current versions of the required systems, as well as to enable staff support for the implementation of new functions, regulatory changes, customization and emergency response to system problems. To enable knowledge transfers, contractors routinely provide training to in-house staff as new technologies are introduced. Also, DPH has added in-house staff to address emerging IT needs in new program areas where funding is available, so that work may be completed in-house. New services included in this modification include enhancements to the Shared Youth Database to include the ability to track the use of evidence-based practices, and instituting a case management system to integrate performance and outcome tracking report protocols, with the ability to customize protocols and forms in-house. New services are also included for Computer Based Training (expected to be RFP'd in 09/10), which greatly improves DPH's capability to maintain compliance with many federal, State, and accreditation requirements, while enable DPH staff with the expertise needed to provide direct services and the daily training needed for efficient operations.

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

Not at this time. Civil service classes do exist and work in conjunction with contract providers on the projects or the ongoing system support, and DPH regularly incorporates effective ways to transfer knowledge and develop City staff to maximize their involvement in the various projects affected. DPH is examining ways to further incorporate non-proprietary services in the future.

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

All contracts in this request require training and ongoing support of civil service IT staff in system use and support, and new products are developed in consultation with civil service staff in order to maximize the development of new products to match and enhance staff skills. As a result, IT staff are able to acquire new skills through opportunities which would not otherwise be available through CCSF employment. Additional technical training sessions are routinely scheduled to enable IT staff to stay updated on the systems used, and both technical and end-user staff are trained as needed.

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?

<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"/>
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THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Signature of Departmental Personal Services Contract Coordinator
 Jacquie Hale 554-2609

101 Grove St. Rm. 307

City and County of San Francisco

Department of Human Resources

Attachment to Personal Services Contract Summary from DPH requesting modification to PSC 4062-04/05:

Contractor	Service Description	Pro- prietary?	New? Already approved?		Service Description (expanded)
Andrew J. Wong	Children's System of Care database	yes	approved new	\$349,216 <u>\$300,000</u> \$649,216	<p>7/1/2008 - 6/30/2012 Services are to develop and maintain an integrated, web-based Shared Youth Database of child and adolescent clients who are part of the</p> <p>7/1/2009 - 6/30/2012 interdepartmental Children's System of Care and are served by Public Health's Community Behavioral Health Services, the Human Services Agency, and the Juvenile Probation Department. The existing, proprietary database enables DPH to track clients' progress in a specialized security environment for sharing of data and workflows among these departments. Enhancements will include incorporation of a new database to track the use of evidence-based practices, and instituting a case management system to integrate performance and outcome tracking report protocols.</p> <p>All services are to allow for in-house customization and editing of protocols and forms, providing 24/7/365 support and access for the application, and maintenance of security protocols consistent with HIPAA guidelines and local and State privacy laws.</p>
Catalyst	Nurse acuity program for level of care mgt.	yes	approved	\$66,000 <u>\$66,000</u>	<p>10/1/2005-9/30/2009 Services are to provide support, maintenance, and any needed upgrades for a proprietary Patient Classification System (PCS) at San Francisco General Hospital, enabling better management of the care of groups of patients according to the most cost effective nursing skill levels required and compliance with State licensing requirements which include maintenance of a valid PCS tied to staffing by shift and unit.</p>

City and County of San Francisco

Department of Human Resources

Dataway	Network security and management	yes	approved new	<p>\$425,000 <u>\$600,000</u> \$1,025,000</p>	<p>7/1/2005-6/30/2009 7/1/2009-6/30/2015</p>	<p>Services include management and monitoring of the DPH's integrated Enterprise Network system security infrastructure, which is integrated with the network security infrastructures of UCSF and the San Francisco Community Clinic Consortium (SFCCC), enabling essential patient records sharing. In collaboration with DPH technical staff, the contractor designed the security infrastructure for the current DPH Enterprise Network, and manages and maintains the security infrastructures of UCSF's and the SFCCC's respective networks. By using a single provider, the three networks are able to maintain more coherent network security for network intrusion protection and to obtain firewall management that meets Federal and State mandates for the protection of patient information. In collaboration with DPH technical staff, the contractor will also provide system security consultation as new software applications are interfaced onto the current network.</p>
HA Software Services	DPH voicemail system administration	yes	approved	<p>\$651,420 <u>\$651,420</u></p>	<p>7/1/2005-6/30/2012</p>	<p>Services require 24-hour administration of the voice, voicemail and fax communications at San Francisco General and Laguna Honda Hospitals for over 5,000 users, including regular management of client requests, system upgrades, system programming and analysis, billing, record keeping, installations, and reporting for the Intuity AUDIX Voice Messaging System. Services include training of hospital personnel on end-user telephone equipment and special software features.</p>



City and County of San Francisco

Department of Human Resources

Health Stream	Online computer-based training	yes	approved	\$411,235 \$411,235	9/1/2005 - 8/31/2009	Provides computer based training specifically designed for healthcare organizations to help meet annual training requirements for the Joint Commission, Office of Safety and Health and California Medical Services. Concentrating regulatory training requirements online allows better use of educators through nearly 50 online courses, including bilingual courses. Course content, especially that specifically related to State requirements, is usually created by City staff. Courses cover a broad range of topics, including advance directives, diversity, ergonomics, hand hygiene, domestic violence, HIV, pain management, airborne pathogens, medical ethics, and fire safety.
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RTZ	Web-based long-term care application	yes	approved new	\$2,168,788 \$1,048,212 \$3,217,000	7/1/2005-6/30/2015 7/1/2009-6/30/2015	Services are to continue access to "SF GetCare," a proprietary, web-based application developed for DPH to manage the discharge of Laguna Honda Hospital (LHH) residents and the diversion of San Francisco General Hospital (SFGH) patients, and to develop tools to implement the settlement agreement related to Chambers, et al. v. CCSF by creating a Diversion and Community Integration Program (DCIP), in collaboration with the Department of Aging and Adult Services (DAAS). The contractor will provide a service planning tool which will include standardized assessments linked to available services to enable creation of a Community Living Plan (CLP), electronic referrals to DCIP, scheduling and documentation of follow-ups, monitoring of waiver referrals, management of waitlists, and facilitation of provider outreach and coordination efforts. It will include OOA service data, SFGH diversion data, DPH housing placement data, and LHH/TCM intake, assessment, and discharge planning data, as well as DPH consumer preference data.
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City and County of San Francisco

Department of Human Resources

The Center to Promote Healthcare Access

Healthy San Francisco One-E App application

yes

approved

\$1,828,341

\$1,828,341

6/1/2007 - 6/30/2012

Services are to provide the One-e-App web-based system for the Healthy San Francisco program. One-e-App was developed specifically by the nonprofit California HealthCare Foundation and the California Endowment to enhance the eligibility determination and enrollment processes in California counties for programs such as MediCal, Healthy Families and local health insurance programs such as Healthy San Francisco. It provides a cost-effective, one-stop approach to improve the efficiency and user-friendliness of the eligibility process for families seeking coverage for county and community based agencies to provide better service to uninsured individuals and families and to maximize the use of State and federal resources.

0955

Destination	Start Time	Time	Prints	Result	Note
Local 21 864-2166	04-25 08:38	00:02:14	013/013	OK	L1

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

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

OFFICE OF CONTRACT MANAGEMENT AND COMPLIANCE
101 Grove Street, Room 307
San Francisco, CA 94102
Telephone: (415) 554-2607
FAX: (415) 554-2555

TRANSMITTAL PAGE

DATE: April 25, 2011

TO: Robert Muscat, Executive Director, IFPTE, Local 21 FAX NO. (415) 864-2166

FROM: Jacque Hale - Director, Office of Contract Management FAX NO. (415) 554-2555

RE: Professional Service Contract Summary for the
6/20/2011 Civil Service Commission meeting.

Number of Pages (including this transmittal page)

13

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 4/20/2011

DEPARTMENT NAME: Elections DEPARTMENT NUMBER

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

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

TYPE OF SERVICE: Redistricting Consultant

FUNDING SOURCE: General Fund

PSC AMOUNT: \$95,000 PSC DURATION: 8/1/2011 - 4/15/2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The consultant will provide the Redistricting Task Force with technical assistance in redrawing San Francisco's supervisorial districts. Services include, but are not limited to, data gathering, database construction, data analysis, mapping, public education on redistricting, and consulting during the Task Force's public meetings. To provide these services, the consultant must have professional knowledge of and experience in cartography, demography, statistical analysis, and federal and state redistricting law.

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

Under Charter Section 13.110 (d) a Redistricting Task Force must be convened if decennial Census data shows an unequal population distribution among the City's supervisorial districts. The support services of a professional redistricting consultant are necessary for the Task Force to redraw district lines and correct this malapportionment. Failing to redistrict would put the City in violation of federal law, namely the Voting Rights Act.

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 was previously provided through a personal services contract similar in form and content to the current proposed contract. Previous PSC # 4004-02/03

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):

Handwritten entries for Union Name (L-21, SEIU-1021), Signature of person mailing/faxing form, and Date (4/21/11).

RFP sent to Union Name, on Date, Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4123-10/11 STAFF ANALYSIS/RECOMMENDATION:

APR 21 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The consultant must have professional knowledge of and experience in cartography, demography, statistical analysis, and federal and state redistricting law.

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

None. While existing civil services classes may individually perform ostensibly similar work such as statistical analysis, redistricting requires these specialized skills, such as cartography, demography, and statistical analysis, to be combined and applied specifically within the parameters of federal and state redistricting law.

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:

Redistricting consultant work requires specialized skills, such as cartography, demography, and statistical analysis, to be combined and applied specifically within the parameters of federal and state redistricting law. As well, the redistricting work demands this intensive multidisciplinary effort for a legally-mandated window of only eight months every ten years.

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

No. Redistricting work is only required every ten years, and the creation of a new civil service class for this specific and limited task would be impractical.

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:

Evan Kirk

Signature of Departmental Personal Services Contract Coordinator

Evan Kirk

(415) 554-6991

Print or Type Name

Telephone Number

City Hall, Room 48, San Francisco, CA 94102

Address



Personal Services Contract Notification

Lillian Chow to: Joe Brenner, pattie.tamura, Margot.Reed
Cc: Evan Kirk, Maria Ryan

04/21/2011 01:52 PM

Good afternoon,

Attached is a Personal Services Contract Summary for services which the Department of Elections is seeking. Please let me know if you have any questions or need additional information.

Thank you.



Personal Services Contract Summary.pdf

Lillian Chow
Department of Human Resources
Client Services Division
1 South Van Ness, 4th Floor
San Francisco, CA 94103
Phone: 557.4926 Fax: 557.4870

----- Forwarded by Lillian Chow/DHR/SFGOV on 04/21/2011 01:40 PM -----

From: Maria Ryan/DHR/SFGOV
To: Lillian Chow/DHR/SFGOV@SFGOV
Date: 04/21/2011 12:11 PM
Subject: union contacts for notification

Lillian,

Here is a link to submissions deadline calendar:

<http://www.sfdhr.org/Modules/ShowDocument.aspx?documentid=11957>

Departments should be aware of the 30-day notice period for initial requests over \$50k.

To notice unions, contact info:

Local 21 - Joe Brenner - jebrenner@ifpte21.org

SEIU-1021

Pattie Tamura - pattie.tamura@seiu1021.org

Margot Reed - margot.reed@seiu1021.org

A copy of the email notice should be included in your PSC submission.

Maria Ryan | Department of Human Resources | City & County of San Francisco | 415.551.8948

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 6/10/02
~~5/08/02~~

DEPARTMENT NAME Department of Elections DEPARTMENT NUMBER 80

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

TYPE OF REQUEST:
 INITIAL REQUEST MODIFICATION (PSC# _____)

regular not expedited

TYPE OF SERVICE: Technical consultant - Redistricting consulting

FUNDING SOURCE: General funds

PSC AMOUNT: \$ 61,925.00 (1) PSC DURATION: 02/13/02 - 04/15/02

1. DESCRIPTION OF WORK

A. Concise description of proposed work: **Consultant will provide the Elections Task Force for Redistricting with technical assistance to redraw San Francisco's Supervisorial Districts. Consultant will work with the public, as directed by the Task Force, to draw and submit proposals. Consultant will provide data analysis, build datasets, provide maps in various formats (hard copy and on-line formats). In addition, the Consultant will attend public hearings to explain the process of redistricting. Consultant will advise the task force on redistricting matters. Consultant will plan redistricting proposals as requested by the task force, and will analyze public submissions.**

B. Explain why this service is necessary and the consequences of denial: **Redistricting is a federally mandated process that begins with the collection of the census every ten years, to enable the analysis of electoral districts based on population. If 'mal-apportionment' is found (i.e. if districts deviate substantially from being equal in population) then redistricting has to take place to comply with One-Person, One-Vote. If the redistricting process does not take place then the city is in violation of federal, state and local law.**

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 process happens every ten years when a new census of the population is available. No information on file as to how this was performed in the past.

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

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

<u>MEA Local 21790</u>	_____	_____
Union Name	Signature of person mailing / faxing form	Date
<u>Local 21</u>	_____	_____
Union Name	Signature of person mailing / faxing form	Date

RFP sent to _____, on _____
Union Name Date Signature

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

PSC# 4004-02103
STAFF ANALYSIS/RECOMMENDATION: - COPY -

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: **Must have very specific technical expertise in redistricting, must have knowledge of relevant laws, must have very good negotiating skills and familiarity with San Francisco's demographic and political landscape and must be familiar with soft wares related to this process.** *why is this needed.*

B. Which, if any, civil service class normally performs this work? *I believe but am not sure, some of* **these services maybe performed by: 1310-Public Relations Assistant, 1312-Public Information Officer, 1314-Public Relations Officer, 1128-Director of Elections and 1070-IS Project Director.** *fedes - 2*

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: **The nature of work requires a broad experience background on redistricting as well as the laws that govern it. Aside from this, the consultant must have the right technical expertise on softwares (used in drawing the lines on the maps) specifically suited for this kind of project. It is extremely important that we have this level and depth of expertise and having it only for a short period of time makes it better to hire a consultant.** *not clear*

B. Would it be practical to adopt a new civil service class to perform this work? Explain. **No. The process is for a short period of time only and takes place only every ten years.**

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

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

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

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

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

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

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

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

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

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

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

Interim Director of Elections

Signature of Departmental Personal Services Contract Coordinator

John Arntz

Print or Type Name

415-554-4375

Telephone Number

City Hall, Room 48, San Francisco, CA 94102

Address

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Must have very specific technical expertise in redistricting and be able to provide large scale graphic projections of district boundaries combine with instantaneous population and voting statistics. Must have knowledge of relevant laws and be able to give advise on the legal implications of any proposal or decision. Must have familiarity with San Francisco's demographic and political landscape. Must be familiar with soft wares (like DIMS, GIS, SQL, ArcView among others) related to this process. Must have good skills in soliciting public inputs/reactions, as well as, in presenting information to the public and the press.

B. Which, if any, civil service class normally performs this work? Some of this work maybe performed by: 1310-Public Relations Assistant, 1312—Public Information Officer, 1314-Public Relations Officer, 1128-Director of Elections and 1070-IS Project Director.

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 nature of work requires a broad experience background on redistricting as well as the laws that govern it. Aside from this, the consultant must have the right technical expertise on soft wares (used in drawing the lines on the maps) specifically suited for this kind of project. It is extremely important and is a requirement that we have this level and depth of expertise in order to have accurate, reliable, current and instant information during meetings and discussions.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. The process is for a short period of time only (3 months). Redistricting is a federally mandated process that takes place only every ten years after a new census has been collected.

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

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

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

Interim Director of Elections

Signature of Departmental Personal Services Contract Coordinator

John Arntz
Print or Type Name

415-554-4375
Telephone Number

City Hall, Room 48, San Francisco, CA 94102
Address

PERSONAL SERVICES CONTRACT AWARD NOTICE

DATE: _____

DEPARTMENT: Department of Elections DEPARTMENT 80

PERSONAL SERVICES CONTRACT NUMBER (PSC#): _____

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: Karin Mac Donald, Data Consulting

AMOUNT: \$ 61,925.00 DURATION: February 13, 2002 - April 15, 2002

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

Interim Director of Elections

Signature of Departmental Personal Services Contract (PSC) Coordinator

John Arntz

Print or Type Name

415-554-4375

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, 44 Gough Street, San Francisco, CA 94103.

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 05/16/2011 (30-day Union Notice)
05/18/2011 (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: Thornmint Outplanting Services (CS-197)

FUNDING SOURCE: Operations Budget

PSC AMOUNT: \$96,000 PSC DURATION: 07/01/2011 to 07/01/2017

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor shall implement the following: (1) transport San Mateo thornmint seeds from California Dept of Fish and Game (CDFG) and US Fish and Wildlife Service (USFWS)-approved nursery; (2) plant seeds at sites designated by SFPUC Natural Resources; and (3) monitor and document the survivorship and reproductive fitness of the plants at each site. Contractor must have specialized experience working with individuals of this species; Contractor must carry a 2081(a) permit from CDFG authorizing the contractor to possess/handle San Mateo thornmint individuals.

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

The San Mateo thornmint is an extremely rare and fragile plant that once occurred on SFPUC lands, but that now only occurs only at Edgewood Park in San Mateo. Edgewood Park has been working with USFWS (US Fish and Wildlife Service) and CDFG (California Dept of Fish and Game) in order to increase the seed stock of this species. This increase in seed stock has created a temporary opportunity for re-introducing this species onto SFPUC lands. However, in order for the SFPUC to abide by CDFG policy, and in order to ensure the safe handling of the thornmint species during transport, planting, and monitoring, the SFPUC must use a contractor that carries a 2081(a) permit from CDFG authorizing the contractor to possess/handle San Mateo thornmint individuals. Denial of this service would result in this project not being implemented.

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 before.

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

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

L21/I1021 Shamica Jackson 05/16/2011 (30-day Union Notice)
Union Name Signature of person mailing/faxing form 05/18/2011 (to DHR)
Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4124-10/11
STAFF ANALYSIS/RECOMMENDATION:

MAY 18 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractor must have specialized experience working with individuals of this species. Contractor must carry a 2081(a) permit from CDFG authorizing the contractor to possess/handle San Mateo thornmint individuals.

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:

Contractor must have specialized experience working with thornmint species. Contractor must carry a 2081(a) permit from CDFG authorizing the contractor to possess/handle San Mateo thornmint individuals.

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

No. It would not be practical to have a classification for handling only one specialized plant and planting only occurs in late fall through winter.

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

Yes No

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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, 9th Floor

San Francisco, CA 94103

Address



CS-197, 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

05/18/2011 03:51 PM

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@sfport.com>, "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-197 PSC TO DHR 051811.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-197, Thornmint Outplanting Services initial request for \$96,000.**
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 20, 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@sfgwater.org



RE: 30 DAY NOTICE PRIOR TO DHR: CS-197 draft PSC to Unions for review
Ging Louie

to:

'Jackson, Shamica', Joe Brenner, 'Lee, Tedman C', Larry Wong, 'Tanner, Joe'

05/16/2011 04:00 PM

Cc:

'DHR-PSCCoordinator', '"Jackson, Prentiss"', '"Yun, Pauson"'

Hide Details

From: Ging Louie <glouie@ifpte21.org> Sort List...

To: '"Jackson, Shamica"' <SJackson@sflower.org>, Joe Brenner <jebrenner@ifpte21.org>, '"Lee, Tedman C"' <tlee@sflower.org>, Larry Wong <lwong@ifpte21.org>, '"Tanner, Joe"' <pattie.tamura@seiu1021.org>

Cc: 'DHR-PSCCoordinator' <DHR-PSCCoordinator@sfgov.org>, '"Jackson, Prentiss"' <PJackson@sflower.org>, '"Yun, Pauson"' <PYun@sflower.org>

Hi Shamica,

Local 21 has no concerns around this PSC. We support the reintroduction of the San Mateo thornmint back into its original habitat.

Best,
Ging


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

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

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

From: Jackson, Shamica [<mailto:SJackson@sfwater.org>]
Sent: Monday, May 16, 2011 12:38 PM
To: Joe Brenner; Lee, Tedman C; Larry Wong; Ging Louie; Tanner, Joe
Cc: DHR-PSCCoordinator; Jackson, Prentiss; Yun, Pauson
Subject: 30 DAY NOTICE PRIOR TO DHR: CS-197 draft PSC to Unions for review
Importance: High

Pursuant to recently negotiated provisions in the City's memoranda of understanding ("MOUs") with City labor unions, Departments must now send such notices to affected unions either at the time the City issues a Request for Proposals/Request for Qualifications, or 30 days prior to the submission of a PSC request to DHR and/or the Commission, whichever occurs first. Such notice must include a copy of the draft PSC summary form.

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 05/09/2011 (30-day Union Notice)
05/18/2011 (to DHR)
05/25/2011 (to DHR- Revised)

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 Services (CS-202)

FUNDING SOURCE: Water System Improvement Program - CUW 352.01

PSC AMOUNT: \$2,300,000 PSC DURATION: 01/01/2012 to 06/01/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Upper Alameda Creek Filter Gallery Project (UACFG) project would design and construct a water collection facility beneath the streambed of Alameda Creek near its confluence with San Antonio Creek. The primary purpose of the UACFG project is to capture water from below Alameda Creek for diversion into the SFPUC regional water system.

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

Design, along with design support during construction for specified project components requires specialized engineering expertise which is not available within the City workforce. Denial would hinder completion of the WSIP UACFG project, and the SFPUC would lose rights to the water.

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 nor required.

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

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

L21 Shamica Jackson 05/09/2011 (30-day Union Notice)
Union Name Signature of person mailing/faxing form 05/18/2011 (to DHR)
05/25/2011 (to DHR- Revised)
Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4125-10/11
STAFF ANALYSIS/RECOMMENDATION:

MAY 25 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Expertise and extensive experience in water supply development and knowledge of design and operation of water infiltration galleries, including testing and water treatment of infiltration water source(s) is required. In addition, knowledge of fluvial geomorphology and experience in creek/streambed restoration is required to complete the Alameda Creek Restoration project component.

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

No civil service classes have performed this type of work in the past. If this type of design were to be done in-house, it would be by the 5241 Engineer classification.

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

The contractor will not provide facilities or equipment.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

This is the first time the stated expertise and experience is required for design and design support during construction since the Water System Improvement Program (formerly Water CIP) was initiated in 2002. Engineers in current civil classifications do not have the expertise to design infiltration galleries, or creek restoration. City engineers will perform civil, electrical, mechanical, structural, and architectural design for other project components.

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

No, we do not anticipate having to design another water infiltration gallery in the foreseeable future (next 5 to 10 years). Current civil service engineering classes will still perform the design work for other project components.

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

Yes No

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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, 9th Floor
San Francisco, CA 94103

Address



RE: CS-202, PSC Summary Form (Initial Request)-Revised

Jackson, Shamica

to:

Jackson, Shamica, Baker, Deborah, Bowman, Lora, Brenner, Joe, DHR-PSCCoordinator, Domingo, Kofo, Jackson, Prentiss, 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

05/25/2011 02:29 PM

Hide Details

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

To: "Jackson, Shamica" <SJackson@sflower.org>, "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>, "Kyaun, Florence" <FKyaun@sflower.org>, "Lee, Tedman C" <tcllee@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@sflight.com>, "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" <tcllee@sflower.org>, "Rivera, Patrick" <Patrick.Rivera@sfdpw.org>, "Wang, Jane" <Jane.Wang@sfmta.com>

1 Attachment



CS-202 PSC SUMMARY TO DHR 05252011-Revised.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-202, Engineering Services, initial request for \$2,300,000.**
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 20, 2011** Commission Meeting at 2:00 PM, City Hall Room 400.

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

 **Please consider the environment before printing this email**

From: Jackson, Shamica
Sent: Wednesday, May 18, 2011 5:49 PM
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
Subject: CS-202, PSC Summary Form (Initial Request)
Importance: High

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-202, Engineering Services, initial request for \$1,800,000.**
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 20, 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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 04/11/2011 (30-day Union Notice) 05/19/2011 (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: SFPUC Right of Way Services, Sewer System, Improvement Program (CS-200)

FUNDING SOURCE: SSIP, WSIP, Real Estate Services, Natural Resources Land Management, City Distribution Division

PSC AMOUNT: \$3,500,000 PSC DURATION: 09/01/2011 to 08/31/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

A full range of Right of Way work is required. This includes Planning and Budgets, Pre-CEQA activities such as obtaining Permits to Enter, Right of Way Estimates, Appraisals, POST-CEQA Acquisitions, Relocation Services, clerical support services, project tracking, and as-needed work. Property Management and Lease Negotiation services shall be limited to non Sewer System Improvement Program projects.

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

The Right of Way Services are required for several large upcoming SSIP Projects and clean up on WSIP Projects as well as Real Estate Services, Natural Resources/Land Management and City Distribution Division needs. These services are vital to completing the requirements under these programs.

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):

SFPUC Real Estate Services and Department of Real Estate do not have the capacity and/or expertise to handle the various projects given their size and schedule. RES and DRE are both involved in reviewing and approving work to ensure that the appraisals standards are met and that each acquisition is approved.

D. Will the contract(s) be renewed: To be determined, depending on needs of the SFPUC.

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

L21 Union Name Shamica Jackson Signature of person mailing/faxing form 04/11/2011 (30-day Union Notice) 05/19/2011 (to DHR) Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4126-10/11 STAFF ANALYSIS/RECOMMENDATION:

MAY 19 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Right of Way expertise in preparing appraisal reports, acquisition of fee, temporary and permanent easements, access roads, Relocation Assistance Program, Right of Way estimating, scheduling, budgeting, knowledge of all federal and state regulations, uniform act, ability to work with title companies, and all related aspects of right of way work.

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

4143 Principal Real Property Officer.

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 Real Property classifications primarily handle leasing and development transactions. The City does not have the in-depth staff to handle right of way appraisals, acquisition, or relocation services.

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

No, because these assignments are project specific with limited duration and would not be practical.

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"/>
--------------------------	-------------------------------------

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"/>
--------------------------	-------------------------------------

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? **Yes via PSC# 4098-06/07.**

<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 current Right of Way Services contractor may bid on this contract.**

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

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, 9th Floor

San Francisco, CA 94103

Address



CS-200, 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

05/19/2011 05:18 PM

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@sflight.com>, "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-200 Right of Way Services PSC Summary to DHR 051911.pdf

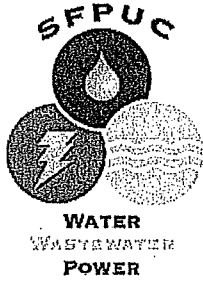
1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-200, Right of Way Services Sewer System Improvement Program, initial request for \$3,500,000.**

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.**

4. For **June 20, 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@sfgwater.org



SAN FRANCISCO PUBLIC UTILITIES COMMISSION



Contract Administration Bureau
 Ivy V. Fine, Manager
 1155 Market Street, 9th Floor, San Francisco, CA 94103 • Tel. (415) 551-4603 • Fax (415) 554-3225

MEMORANDUM

GAVIN NEWSOM
MAYOR

F.X. CROWLEY
PRESIDENT

FRANCESCA VIETOR
VICE PRESIDENT

ANN MOLLER CAEN
COMMISSIONER

JULIET ELLIS
COMMISSIONER

ANSON B. MORAN
COMMISSIONER

ED HARRINGTON
GENERAL MANAGER

DATE: May 19, 2010
TO: Mary Ng, PSC Analyst
 Department of Human Resources (Dept. 33)
FROM: Shamica Jackson, PSC Coordinator
 Pauson Yun, Contract Analyst
 San Francisco Public Utilities Commission (Dept. # 40)
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC
 No: 4098-06/07 ✓ Approval Date: 02/07/2007

Description of Service(s): **Survey and Right of Way Engineering Services (CS-846)**

Original Approved Amount:	<u>\$4,000,000</u> ✓	Original Approved Duration:	<u>04/01/2007 to 07/30/2010</u> ✓ (39 months)
Modification Amount:	<u>\$250,000</u>	Modification of Duration:	<u>07/31/2010 to 01/01/2011</u> (17 months)
Total Amount as Modified:	<u>\$4,250,000</u>	Total Duration as Modified:	<u>04/01/2007 to 01/01/2011</u> (56 months)

Reason for the modification:

The Department is adding time and money so the contractor can provide these same survey and right of way engineering services on several additional WSIP projects. There is no change to the original scope of work.

Attachments: Copy of PSC Summary sent to DHR.

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: May 21, 2010

By: Mary M.C. Ng
 for Micki Callahan, Human Resources Director

File Locations:
 -R:\2. Professional Services\^PSC's-DHR-CSC\DHR\DHR Modification Submittal (less than 50%)
 -R:\2. Professional Services\CS-800 files\CS-846 Right of Way Engineering and Survey Services\PSC

RECEIVED
 HUMAN RESOURCES
 10 MAY 20 11:10 AM

Howells, James

From: Howells, James

Date: Friday, December 01, 2006 4:48 PM

To: Byrne, Ed; Eavis, Ernie; Isen, Carol; Jew, Ken; Jindal, Roop; Sadden, Brian; Tsai, Dennis; Wong, Nelson; Chang, Connie; Domingo, Kofo; Iwata, Wendy; Michael Seville (E-mail); Morrison, Emily M.; SEIU Local 790 (E-mail); Yun, Pauson

Subject: CS-846 Right of Way

1. For Engineering Resources Committee: Attached for your review is PSC1, Summary Form for CS-846.
2. For Local 21: This is the first of two (notices).
3. For DHR: We will forward to you for posting upon notification of L21 and other applicable unions

James A. Howells
Contract Administration Bureau
1155 Market Street, 9th Floor
San Francisco, CA 94105

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 12/1/2006

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER: 40

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING _____)

CONTINUING ANNUAL

TYPE OF REQUEST: INITIAL REQUEST MODIFICATION (PSC# _____)

TYPE OF SERVICE: CS-846 Right of Way Survey and Engineering Services

FUNDING SOURCE: Water System Improvement Program Funding

PSC AMOUNT: \$4,000,000 PSC DURATION: April 1, 2007 to July 30, 2010 for a duration of forty months

1. DESCRIPTION OF WORK:

A. Concise description of work: Right of Way (ROW) Survey and Engineering which will include completing field surveys, property appraisal maps, plat maps and legal descriptions.

B. Explain why this service is necessary and the consequences of denial: There is a significant amount of survey and engineering work required to keep the Water System Improvement Program (WSIP) ROW work on schedule. Although City survey crews will be helping complete the work, the amount of work required would overwhelm the department and therefore delay crucial WSIP projects.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This specific project has not been performed in the past. The amount of work required for the WSIP is unprecedented in recent City history.

D. Will the contract(s) be renewed. Only if required based on the WSIP schedule.

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

<u>L21</u>	<u>James A. Howells</u>	<u>1/18/2007</u>
Union Name	Signature of person mailing/faxing form	Date
_____	_____	_____
Union Name	Signature of person mailing/faxing form	Date

RFP sent to _____ on _____

Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4098-06/07 - COPY -

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

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

A. **Specify required skills and/or expertise:** California Licensed Land Surveyor; experience in managing and performing ROW Engineering work for lineal route surveys with excellent knowledge of ROW procedures, control surveys, boundary resolution, easement preparation, and submitting Record of Survey in multiple cities and counties

B. **Which, if any, civil service class normally performs this work?** The positions are all within IFPTE, Local 21. The positions are 5216, 5310, 5312 and 5310.

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

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

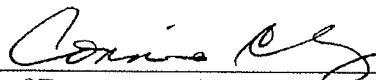
A. **Explain why civil service classes are not applicable:** There is a significant amount of survey and engineering work required to keep the WSIP ROW work on schedule. Although City survey crews will be helping complete the work, the amount of work required would overwhelm the department and therefore delay crucial WSIP projects. The intent of this contract is simply to augment City staff for the next 3-5 years.

B. **Would it be practical to adopt a new civil service class to perform this work? Explain** Adopting a new civil service task would not be practical because there is a specific end date for the WSIP projects.

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

- | | YES | NO |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City & County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City & County employees?
<i>Describe the training and indicate approximate number of hours.</i>
<i>Indicate occupational type of City & County employees to receive training (i.e., clerks, civil engineers, etc) and approximate number of hours to be trained.</i> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | <input 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
 Connie Chang (415) 554-3497

 Print or Type Name Telephone

1155 Market Street, 9th Floor

 San Francisco, CA 94103

 Address

PUBLIC UTILITIES COMMISSION

City and County of San Francisco

RESOLUTION NO. 03-0245

WHEREAS, Implementation of the Capital Improvement Program requires that the SFPUC process contract actions more efficiently; and

WHEREAS, Some contract action approval practices can be simplified to accelerate the approval procedure while still providing the Commission with all essential information; and

WHEREAS, To improve the efficiency and speed of the contract action approval process and its consequent impact on the contracting process, SFPUC staff proposes certain changes to its current contract action process; and

WHEREAS, SFPUC staff is proposing to create a monthly General Manager's Report to the Commission for approval of all contract advertisement actions; and

WHEREAS, SFPUC staff shall present contract awards as consent calendar items for CIP contracts under \$5 million and routine water/sewer main repairs, and all other awards shall be presented as regular calendar items; and

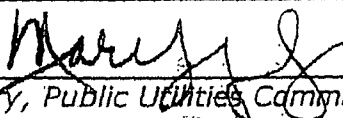
WHEREAS, SFPUC staff shall present contract modifications over 10% of cost or schedule as regular calendar items; and

WHEREAS, SFPUC staff shall present contract closeouts as consent calendar items for all contracts under \$5 million and as regular calendar items for all contracts with a value of \$5 million or above; and

WHEREAS, SFPUC staff shall present all emergency declarations as consent calendar items; now, therefore, be it

RESOLVED, That this Commission hereby approves and authorizes the General Manager to implement an SFPUC staff proposal to modify current Commission contract action approval practices by using a combination of a General Manager's Report, the consent calendar, and the regular calendar to approve contract actions.

I hereby certify that the foregoing resolution was adopted by the Public Utilities Commission at its meeting of December 15, 2003


Secretary, Public Utilities Commission

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 25, 2011

DEPARTMENT NAME: Port of San Francisco DEPARTMENT NUMBER 39

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

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC# 4080 - 08/09)

TYPE OF SERVICE: Coastal and Civil Engineering Design Services - Project Phase 3: Construction Design Support

FUNDING SOURCE: 2008 Clean and Safe Neighborhood Parks Bond

ORIGINAL APPROVED AMOUNT: \$400,000.00 ORIG. APPROVED DURATION: April 1, 2009 - December 31, 2010
MODIFICATION AMOUNT: \$0.00 MODIFICATION OF DURATION: Eighteen (18) Months
TOTAL AMOUNT AS MODIFIED: \$400,000.00 TOTAL DURATION AS MODIFIED: April 1, 2009 - June 30, 2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

This work is phase 3 of a three phase project was authorized under PSC#4080-08/09 and awarded to Coast and Harbor Engineering, Inc. This work requires that the Engineer of Record (EOR) participate in the pre-construction meeting for the commencement of project construction and be available throughout construction to review and approval shop drawings, respond to contractor's request for interpretation (RFI) of plans and specifications, review change order requests, final walk-through for punch-list and etc.

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

This work is necessary to complete the construction phase of the project work involving shoreline protection work in preparation for the development of Mission Bay Park. Coast and Harbor Engineering, Inc. serves as the EOR and therefore must be available to assure that the construction work is completed in accordance with their design plans and specifications. Due to difficulties securing the project permit, an additional 18 months is required to finish the project.

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

Unfortunately, at the time that the PSC#4080-08/09 was authorized, the project schedule duration cited was overly optimistic. This PSC request represents only an extension of the duration, without additional scope or fees.

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):

Form with fields for Union Name, Signature of person mailing/faxing form, Date, RFP sent to, and Signature.

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4080 - 08/09

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Engineer of Record or ability to assume the duties of Engineer of Record to oversee project construction based upon plans and specifications already included in the project and under contract for construction.

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

This type of work may be performed by Class 5241 Engineer and Class 5211 Senior Engineer with Civil Engineering specialty and expertise in Coastal and Geotechnical Engineering. This work involves areas in the San Francisco Bay and on the Bay Shoreline, which makes it specialized for a marine environment.

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:

Port staff are the most qualified to perform this work and due to workloads cannot absorb this additional work.

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

Classifications already exist. However, the time schedule for completing the project does not permit hiring additional staff and the work was awarded under contract to Coast and Harbor Engineering, Inc.

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 checked="" type="checkbox"/>	<input 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? January 5, 2009 CSC Meeting

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

Lavena Holmes-Williams

(415) 274-0305

Print or Type Name

Telephone Number

Pier 1 - The Embarcadero

San Francisco, CA 94111

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 12/10/08

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: Coastal and Civil Engineering Design Services

FUNDING SOURCE: 2008 Clean and Safe Neighborhood Parks Bond

PSC AMOUNT: \$400,000

PSC DURATION: April, 1 2009 to December 31, 2010

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The required services include Geotechnical/Coastal/Civil Engineering, Environmental Water Quality Engineering, and other technical disciplines as required. The Consultant shall analyze, field investigate, design, prepare bid documents, present designs, cost estimate, schedule, provide construction support, and perform other tasks as required to complete the Mission Bay Shoreline Protection for Bayfront Park Project. The project will rebuild approximately 1,000 linear feet of bay shore and slope including demolition and removal of existing unstable structures, repairing existing seawall, rebuilding a stable shore slope, and placing rip rap on top for wave protection. The project may also provide 3 to 4 overlooks if the overlooks construction are within the budget.

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

Engineering of this type is rare and highly specialized. Denial of this service would delay the Mission Bay Shoreline Protection portion of the Bayfront Park Project which in turn will negatively impact the Mayor's economic stimulus program. The project can not proceed without the services indicated in item 1.A.

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): A similar type of service was provided in the past, through the as-needed contract with Structus & Olivia Chen Consultants, PSC 4086-97/98, for the China Basin Shoreline Protection Project in the year 2000. (See attached copy).

D. Will the contract(s) be renewed: **No, this contract will not be renewed.**

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
IFPTE, Local 21	<i>Priscilla E. Cooper</i>	<u>12/10/08</u>
Union Name	Signature of person mailing / faxing form	Date
RFP sent to	, on	Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4080-08/09 approved 11/30/09
STAFF ANALYSIS/RECOMMENDATION:

- COPY -

CIVIL SERVICE COMMISSION ACTION:

Hand-delivered to
DHL 12/11
PSC FORM 1 (9/96)

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Expert knowledge in Geotechnical Engineering that includes soil analysis and slope stabilization, and Coastal Engineering that includes wave analysis, soil, shore protection and bulkhead design.

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

This type of work may be performed by Class 5241 Engineer and Class 5211 Senior Engineer with civil engineering specialty and expertise in coastal and geotechnical engineering. Because major portions of the project are in the water and by the bay, design of this type of construction is highly specialized. Such experience is necessary for this project and is not normally required for City engineering positions.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

This is a highly specialized type of work that requires coastal and geotechnical engineering. The requested services are required on an as-needed basis and are less than full time.

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

No, this type of design occurs rarely and civil service classifications would not be used full time or on a continuing basis.

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

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

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:

Lavena Holmes-Williams

Signature of Departmental Personal Services Contract Coordinator

Lavena Holmes-Williams

Print or Type Name

274-0421

Telephone Number

Pier 1 - The Embarcadero

San Francisco, CA 94111

Address

Transmission Report

Date/Time: 05-25-2011 11:06:25 a.m. Transmit Header Text
 Local ID 1: 4152740583 Local Name 1: no_name
 Local ID 2: 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@sport.com



To: Ging Loule **From:** Lorcell Braganza
IFPTE, Local 21 **Date:** May 25, 2011
Fax: 415-864-2166 **Pages:** 4 excluding cover
Phone: 415-864-2100
Re: REGULAR Personal Services Contract - Modification - Coastal and Civil
Engineering Design Services - Project Phase 3: Construction Design Support

Urgent
 For Review
 Please Comment
 Please Reply

Comments: _____

Total Pages Scanned : 5

Total Pages Confirmed : 5

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	166	415 864 2166	11:04:48 a.m. 05-25-2011	00:01:12	5/5	1	EC	HS	CP31200

Abbreviations:

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

Modification of Regular PSC Summary - Coastal and Civil Engineering Design Services - Project Phase 3: Construction Design Support

Lorceli Braganza

to:

DHR-PSCCoordinator

05/25/2011 02:21 PM

Cc:

Lavena Holmes-Williams

Hide Details

From: Lorceli Braganza/SFPORT/SFGOV

To: DHR-PSCCoordinator/DHR/SFGOV@SFGOV

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

2 Attachments



PSC Modification - Coastal and Civil Engineering Design.doc



PSC Modification - Coastal and Civil Engineering Design.pdf

For CSC review and posting... please see attached Modification of REGULAR Personal Services Contract Summary for:

Type of Service: Coastal and Civil Engineering Design Services - Project Phase 3: Construction Design Support

in PDF and Word version. Original PSC Summary along with copies of FAX transmittal/s addressed to appropriate Employee Organization/s are being sent via inter-office mail today.

Please note: Initial PSC #4080- 08/09 was approved on January 5, 2009 CSC Meeting. Modification Request is in **PSC Duration** through **June 30, 2012**.

Let me know if you have any questions or concerns.

Thank you,
lbraganza
Human Resources
Port of San Francisco
Work: 415-274-0424
Fax: 415-274-0583

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 05/16/2011

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC# 4015-06/07)

TYPE OF SERVICE: Structural and Public Health Pest Control

FUNDING SOURCE: City and County of San Francisco General Fund

Table with 4 columns: Description, Amount, PSC Duration, and Total PSC Duration. Rows include Original Amount (\$5,000,000), Modification No. 1 (\$2,500,000), Modification No. 2 (\$1,000,000), and Total Amount (\$8,500,000).

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

In order to manage mosquito populations associated with all of San Francisco's 23,000 catch-basins and to limit the spread of West Nile Virus and other mosquito-borne diseases, service includes monthly or bimonthly inspections depending on conditions, pesticide applications as needed using only pesticide products listed on the latest SF Reduced Risk Pesticide list, and tracking of all monitoring and treatment activities.

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

Pests must be managed for public health, public safety, and aesthetic reasons. The sheer scale of the task (hundreds of City buildings and up to 23,000 catch-basins), as well as specialized licensing requirements, mean that City staff cannot possibly perform these services. Lack of structural/public health pest control could result in widespread health hazards, such as West Nile virus, various rat-borne diseases, and contamination of food by cockroaches.

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

This service has been provided in the past by the Office of Contract Administration/Purchasing, PSC No. 4015-06/07.

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 261 Shamica Jackson 05/19/2011
Union Name Signature of person mailing/faxing form Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4015-06/07
STAFF ANALYSIS/RECOMMENDATION:

MAY 19 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Specific licensing from the California Structural Pest Control Board (Branch 2) and the Department of Pesticide Regulation. Demonstrated track record in applying integrated pest management approach in urban settings. For some situations, confined space entry and hazardous materials training is required in addition to pesticide handling and respirator fit testing.

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

Although, no civil service class performs all of the duties required, the Pest Control Specialist (Class 3424) is the closest class that performs some of the duties.

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

Yes - A variety of specialized sprayers, vacuums, dust injection equipment, inspection and identification equipment.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Structural pest control requires special licensing and skills not possessed by City employees. The contractor services hundreds of facilities Citywide and mosquito control efforts in 2010 covered almost 23,000 catch-basins. The sheer scale of this effort means that even if City staff were appropriately licensed and trained, a large number of them would be required. Vendor uses bicycles to apply packets in catch-basins, if necessary larve sample for testing.

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

No. The work load in structural/public health pest control varies from week to week. During the mosquito season, for example, the number of staff needed is increased. This situation alone makes a civil service category unrealistic. Also, the specialized licensing, skills, and experience described above would be very difficult to establish within the City system.

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

	Yes	No
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employees? • Describe 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 type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current 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:

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

415-554-0727

Print or Type Name

Telephone Number

1155 Market Street, 9th Floor

San Francisco, CA 94103

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 10, 2006

DEPARTMENT NAME: OFFICE OF CONTRACT ADMINISTRATION/ PURCHASING

DEPARTMENT NUMBER: 70

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING _____)

CONTINUING ANNUAL

TYPE OF REQUEST:

INITIAL REQUEST MODIFICATION (PSC# _____)

TYPE OF SERVICE: Structural and Public Health Pest Control

FUNDING SOURCE: GENERAL FUNDING

PSC AMOUNT: 5,000,000.00

PSC DURATION: Approximately: January 1, 2007 through December 31, 2010

2011 MAR 4 AM 9 39

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor provides structural pest control work for City facilities. This includes inspections of buildings, recommendations for pest prevention, use of various mechanical, physical, and chemical controls (including pesticides), monitoring of pest populations, recordkeeping of infestations, and compliance with the Integrated Pest Management Ordinance. Duties also include the control of mosquitoes in a wide variety of situations, such as storm sewer catchment basins, and the control of rats in sewers or other structures.

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

Pests must be managed for both public health, public safety, and aesthetic reasons. The sheer scale of the task (hundreds of City buildings and up to 20,000 sewer catchment basins), as well as specialized licensing requirements, mean that City staff cannot possibly perform these services. Lack of structural/public health pest control could result in widespread health hazards, such as West Nile virus, various rat-borne diseases, and contamination of food by cockroaches.

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 previous term contract had Prop J approval from the Board of Supervisor's and not the Civil Service Commission.

This service has previously been provided by Citywide contractors Agurto Corporation Db a Pestec and Applied Pest Management.

D. Will the contract(s) be renewed:

This contract may be renewed depending on quality and price of service.

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

Local 261	<u>Renee Muehler</u>	<u>7/14/06</u>	06 JUL 18 AM 7 18 OFFICE OF HUMAN RESOURCES
Union Name	Signature of person mailing / faxing form	Date	
_____	_____	_____	
Union Name	Signature of person mailing / faxing form	Date	

RFP not sent to	<u>LOCAL 261,</u>	_____	_____
RFP not done	Union Name	Date	Signature

PSC# 4015-06/07
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

FOR DEPARTMENT OF HUMAN RESOURCES USE

Approved [Signature] (4)
PSC FORM 1 (9/96)



DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Specific licensing from the California Structural Pest Control Board (Branch 2) and the Department of Pesticide Regulation. Demonstrated track record in applying integrated pest management approach in urban settings. For some situations, confined space entry and hazardous materials training is required in addition to pesticide handling and respirator fit testing.

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

No civil service class performs all of the duties required. The Pest Control Specialist (Class 3424) comes closest.

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

Yes - A variety of specialized sprayers, vacuums, dust injection equipment, inspection and identification equipment

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Structural pest control requires special licensing and skills not possessed by City employees. The contractor services hundreds of facilities Citywide, and mosquito control efforts in 2005 covered almost 20,000 catchment basins. The sheer scale of this effort means that even if City staff were appropriately licensed and trained, a large number of them would be required.

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

No. The work load in structural/public health pest control varies from week to week. During the mosquito season, for example, the number of staff needed is increased. This situation alone makes a civil service category unrealistic. Also, the specialized licensing, skills, and experience described above would be very difficult to establish within the City system.

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

Yes No

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

X

B. Will the contractor train City and County employees?

X

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

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

X

While the IPM Ordinance Integrated Pest Management Ordinance (Chap 3, Environment Code) does not specifically require contracting, it does specifically require that the Citywide Pest Control contractor follow the IPM approach.

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

X

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

X

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

X

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

Michael S. Ward
 Signature of Departmental Personal Services Contract Coordinator
 MICHAEL S. WARD
 Print or Type Name Telephone Number 554-6740
 CITY HALL
 ROOM 430

5

ATTACHMENT:

ADDITIONAL INFORMATION ON ITEM 5B

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

The contractor may be asked to assist in one or more trainings on integrated pest management (IPM) for City facilities managers, in conjunction with the SF Dept. of the Environment. Up to 100 employees might be trained at this event. City personnel likely to attend these trainings include Maintenance Managers (7263), Carpenter Supervisors I and II (7266, 7272), and Airport Facilities Service Managers (9248). The purpose of the event will be to educate City staff on IPM, clarify responsibilities and improve communication. A high level of communication between the contractor and various facilities managers is essential in order to prevent pest infestations. For example, a system of recording pest sightings may be needed for certain facilities, and a procedure must be in place to direct this information to the contractor. The facility managers own pest prevention responsibilities are also critical, and training is required to remind them of this fact. For example, minor repairs to screens, doors, or plumbing are often necessary to block routes of entry for ants, mice or rats. Facilities managers must take responsibility for these repairs as an integral part of the IPM program, in order to avoid unnecessary pesticide use. Finally, pesticide use data must be accurately directed from the contractor to the appropriate City personnel, in keeping with the IPM Ordinance requirements. Such training is needed in order to effectively implement integrated pest management in these facilities.

6



Structural and Public Health Pest Control, PSC Summary Form (Modification 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, vince

05/19/2011 01:10 PM

Cc:

"Chow, Mabel", "Carter, Horace", "Geiger, Chris", "Snyder, Jennifer Browne"

Hide Details

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

To: "Baker, Deborah" <Deborah.Baker@sfgov.org>, "Bowman, Lora" <lbowman@sfwater.org>, "Brenner, Joe" <jbrenner@ifpte21.org>, "DHR-PSCCoordinator" <DHR-PSCCoordinator@sfgov.org>, "Domingo, Kofo" <KDomingo@sfwater.org>, "Jackson, Prentiss" <PJackson@sfwater.org>, "Jackson, Shamica" <SJackson@sfwater.org>, "Kyaun, Florence" <FKyaun@sfwater.org>, "Lee, Tedman C" <tclee@sfwater.org>, "Louie, Ging" <glouie@ifpte21.org>, "McGee, Bonita" <BMcGee@sfwater.org>, "Morrison, Emily M." <Emily.M.Morrison@sfgov.org>, "Reed, Margot" <Margot.Reed@seiu1021.org>, "Scott, David E" <DEScott@sfwater.org>, "Tamura, Pattie" <pattie.tamura@seiu1021.org>, "Tanner, Joe" <pattie.tamura@seiu1021.org>, "Wong, Larry" <lwong@ifpte21.org>, "Yun, Pauson" <PYun@sfwater.org>, "Birrer, Joe" <Joe.Birrer@flysfo.com>, "Byrne, Ed" <Ed.Byrne@sfport.com>, "Chan, Norman" <Norman.Chan@sfdpw.org>, "Divine, Peg" <Peg.Divine@sfdpw.org>, "Elwin, Harvey" <HElwin@sfwater.org>, "How, Kathryn" <KHow@sfwater.org>, "Isen, Carol" <CIsen@sfwater.org>, "Koleini, Amir" <Amir.Koleini@flysfo.com>, "Lee, Tedman C" <tclee@sfwater.org>, "Rivera, Patrick" <Patrick.Rivera@sfdpw.org>, "Wang, Jane" <Jane.Wang@sfmta.com>, <vince@liuna261.org>

Cc: "Chow, Mabel" <MChow@sfwater.org>, "Carter, Horace" <Horace.Carter@sfgov.org>, "Geiger, Chris" <Chris.Geiger@sfgov.org>, "Snyder, Jennifer Browne" <Jennifer.Snyder@sfgov.org>

1 Attachment



Structural and Public Health Pest Control PSC to DHR051911.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **Structural and Public Health Pest Control, modification request for \$1,000,000.**
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. **No. This is a modification.**
4. For **June 20, 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@sfgwater.org

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 05/24/2011 (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: [] INITIAL REQUEST [x] MODIFICATION (PSC# 4059-08/09)

TYPE OF SERVICE: General Services - Remove, replace, test and dispose of spent and potentially contaminated carbon and/or potassium permanganate media from Odor Control units.

FUNDING SOURCE: Wastewater Enterprise Operations & Maintenance (O&M) Budget

Original Amount: \$3,000,000 PSC Duration: 12/01/2008 to 11/30/2010
Modification Amount \$3,000,000 PSC Duration: 12/01/2010 to 12/01/2014
Total Amount \$6,000,000 Total PSC Duration: 12/01/2008 to 12/01/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Work consists of system-wide removal, replacement, testing and disposal of carbon and/or potassium permanganate odor control unit media throughout the City and County of San Francisco Public Utilities Commission Wastewater Enterprise.

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

Removing and replacing the spent odor control unit media will eliminate the release of noxious odors into the atmosphere. If noxious odors are released, there will be an environmental impact on the community and workers at the Southeast and Oceanside Plants, and various facilities located throughout City and County of San Francisco. In addition, releases can lead to potential health and safety problems, and public complaints.

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):

Prior to December 2008, work was performed randomly by City employees, which resulted in the work being several years behind schedule because of insufficient labor and equipment to concentrate on necessary work. Additionally, permits and licenses required are very difficult to obtain. Obtaining the labor, permits and equipment for such intermittent work would be an expensive proposition and not fiscally responsible.

D. Will the contract(s) 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 05/24/2011(to DHR)
Union Name Signature of person mailing/faxing form Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4059-08/09
STAFF ANALYSIS/RECOMMENDATION:

MAY 24 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Hazardous materials certified/trained; Heavy manual labor, able to lift up to 90lbs; CAL/OSHA requires these examinations and requirements:

- Full face respirator qualified and fit tested
- Confined space trained
- Respiratory medical examination required

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

7273 Stationary Engineer, 7373 Senior Stationary Engineer, 7514 General Laborer

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

Yes. Vacuum assisted materials handling units, hazardous material transportation equipment, tractors and trailers specifically dedicated to this effort do not exist in our current equipment inventory.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Specialized hazardous materials testing, transportation and disposal permits and licenses are required. Also, teams of workers and equipment are required for uninterrupted work on the 45 Odor Control Units sited throughout the City. Dedicating such labor resource for work that occurs every 3-5 years is impractical because of other work demands on the existing labor available.

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

Not at this time. Technologies in this area are changing and different skills sets may be required for future work in odor control. Also work frequency is intermittent and the term of the work required occurs every 3-5 years. Thus a new civil service classification would not be active except every 3 to 5 years and then inactive the rest of the time.

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

	Yes	No
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employees? • Describe 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 type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current 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:

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

415-554-0727

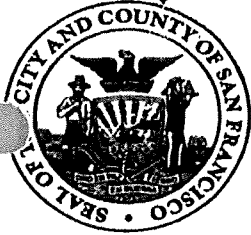
Print or Type Name

Telephone Number

1155 Market Street, 9th Floor

San Francisco, CA 94103

Address



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

05-838

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRANO
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

YU-YEE WU SHERIDAN
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

November 20, 2008

NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4058-08/09;
4059-08/09; 4114-06/07 AND 4108-07/08.**

At its meeting of November 17, 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 #4108-07/08 on the condition that the Department of Technology report to the Commission in June 2009, with an update of the concerns expressed by IFPTE Local 21. Notify the offices of the Controller and the Purchaser.
- (2) 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: Micki Callahan, Human Resources Director
 Connie Chang, Public Utilities Commission
 Shamica Jackson, Public Utilities Commission
 Jennifer Johnston, Department of Human Resources
 Sheila Maxwell, Department of Telecommunications and Information Services
 Briggette Rockett, Department of Human Resources
 Commission File
 Chron



Wastewater Enterprise Odor Control, PSC Summary Form (Modification 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

05/24/2011 04:34 PM

Cc:

"Wong, Jessalynn", "Fleming, Gary"

Hide Details

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

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

Cc: "Wong, Jessalynn" <JLWong@sfwater.org>, "Fleming, Gary" <gfleming@sfwater.org>

1 Attachment



Odor Control PSC to DHR 052411.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **Wastewater Enterprise Odor Control, modification request for \$3,000,000 and duration to 12/01/2014.**

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. **No. This is a modification.**

4. For **June 20, 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@sfgwater.org

POSTIN OR
November 17, 2008

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
4058-08/09 <i>CS-938 Koto</i>	40	San Francisco Public Utilities Commission	Regular	\$108,000.00	Will provide a plan to be developed with extensive public participation, that will reach consent as to the current and future uses of the Lake Merced Watershed and make recommendations for the sustainable management of the Lake Merced Watershed.	14-Nov-09
4059-08/09	40	SFPUC Wastewater Enterprise	Regular	\$3,000,000.00	Will provide system-wide removal, replacement, testing and disposal of carbon and/or potassium permanganate odor control unit media throughout the City and County of San Francisco Public Utilities Commission Wastewater Enterprise.	30-Nov-10



0150

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 16, 2009 APR 25 2011

DEPARTMENT NAME: DEPARTMENT OF PUBLIC HEALTH

DEPARTMENT NUMBER 81 & 82

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC# 4147-08/09)

TYPE OF SERVICE: Emergency Preparedness Independent Protocol Documentation

FUNDING SOURCE: Federal through State CDC Emergency Preparedness Grant and CDC Readiness Initiative Grant

Table with 2 columns: PSC AMOUNT and PSC DURATION. Rows include Original, Modification, and Requesting amounts and durations.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

DPH needs specialized review and further development of its protocols and tools for surveillance and investigation of urgent cases and outbreaks of disease, including data forms and the Integrated Case and Outbreak Management system. (ICOMS) This will include review of existing protocols and tools developed for both normal operations and for the Departments Infectious Disease Emergency Response Plan. (IDER) This requires a special technical writer and documentation specialist to create documentation to support disease control and immunization record keeping systems (ICOMS and ICMS). Consulting organizations will create functional descriptions, detailed specifications, and guides for configuring, administering, and troubleshooting record systems, will purchase, package and inventory Point of Dispersion (POD) equipment and supplies for all POD trailers, will create multilingual signs for use in POD sites, will develop traffic routes and cubic footage requirements for antibiotic distribution between the storage and POD sites, and regionally agreed upon mass prophylaxis training modules, a website, and internet screening process to provide anti biotic prophylaxis.

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

DPH has the responsibility of ensuring the provision of antibiotic prophylaxis to approximately 1.2 million people in San Francisco (daytime population) within a 48 hour period of a bioterrorism attack. To provide for a seamless epidemiologic response of this magnitude and urgency, with minimal disruption in procedures and data collection, current systems need to be efficient and allow ongoing upgrades.

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):

Approved on April 16, 2009 PSC 4147-08/09

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

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

Locals 1021 and 21 Union Name, Signature of person mailing/faxing form: Jacquie Hale, Date: APR 25 2011

RFP sent to Locals 1021 and 21, on April 21, 2011, Union Name, Date, Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4147-08/09

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Must have relevant experience in capacity development and program enhancement for medicine and supplies delivery in large scale emergencies and expertise in regional collaboration of these strategies; tracking for health services and programs such as the immunization clinic management system (ICMS) and ICOMS; experience in system specifications and various recordkeeping systems and using different data sets used for an all operational infectious disease hazardous response.

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

None. While both the CDC and the Department of Emergency Management employ 2818 planners, their levels of expertise is to create and maintain preparedness plans and conduct exercises. None of the current employees have the expertise to create deliverables such as regional websites, internet compatible screening programs; multi lingual signs, multi-media training modules, or technical documents in a timely manner. It is the most efficient strategy to call on outside parties to accomplish these.

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 services which provide these highly specialized services. They are short term, intermittent, as needed. Funding has been provided by PHEP to local health departments so that they may maintain these important services.

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

Not at this time. These services are short term, intermittent and as needed.

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

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employees? • Describe 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 type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current 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
Jacquie Hale
Jacquie Hale 554-2609

Print or Type Name

Telephone Number

101 Grove St. Rm. 307

San Francisco, CA 94102



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

May 21, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 1016-08/09 THROUGH 1018-08/09; 4141-08/09 THROUGH 4150-08/09; 1010-07/08; 4112-02/03; 4029-07/08; 4097-03/04; 4133-05/06 AND 4049-05/06.

At its meeting of May 18, 2009 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

- (1) Postpone PSC #4141-08/09 to the meeting of June 1, 2009 at the request of the Board of Supervisors.
- (2) Adopt the Human Resources Director's report on PSC #4143-08/09 on the condition that the Department of the Environment submit a quarterly report to the Commission concerning the progress of training department staff in the program. Notify the offices of the Controller and the Purchaser.
- (3) 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
 - Alicia John-Baptiste, Planning Department
 - Rachel Buerkle, Department of the Environment
 - Micki Callahan, Human Resources Director
 - Robin Courtney, Health Service System
 - Jacquie Hale, Department of Public Health
 - Shamica Jackson, Public Utilities Commission
 - Jennifer Johnston, Department of Human Resources
 - Nilka Julio, Board of Supervisors
 - Naomi Kelly, Office of Contract Administration
 - Florence Kyaun, Public Utilities Commission
 - William Lee, Department of Emergency Management
 - Joan Lubamersky, General Services Administration
 - Allison Magee, Juvenile Probation
 - Sheila Maxwell, Department of Technology
 - Sean McFadden, Recreation & Parks Department
 - Mary Ng, Department of Human Resources
 - Esther Reyes, Controller's Office
 - Brigitte Rockett, Department of Human Resources
 - Ben Rosenfield, Controller
 - Commission File
 - Chron

POSTING FOR
May 18, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Dept No	Department	Approval Type	Contract Amount	Description of work	Duration
1016-08/09	88	Health Service System	Annual	\$110,000.00	Will provide outside plan administration services including enrollment processing, third-party vendor management, premium reconciliation and payment to applicable vendors.	30-Jun-10
1017-08/09	88	Health Service System	Annual	\$156,000.00	Will provide flexible spending account administration services, including maintaining required IRS tax reporting records, sending quarterly account statements and adjudicating claims for reimbursement within IRS guidelines.	30-Jun-10
1018-08/09	88	Health Service System	Annual	\$107,735.00	Will administer COBRA benefits for eligible resigned, laid-off and separated members of the Health Service System.	30-Jun-10
4141-08/09	1	Board of Supervisors	Regular	\$8,000,000.00	Will provide budget & legislative analyst services, including evaluating and reporting on fiscal and policy matters, the Mayor's Annual Budget, and conducting independent management, performance and fiscal audits of City depts. and programs.	31-Dec-14
4142-08/09	12	Juvenile Probation	Regular	\$405,000.00	Will provide electronic monitoring services for eligible JPD youth.	30-Jun-12
4143-08/09	22	Environment	Regular	\$300,000.00	Will provide professional technical assistance and expertise for the Green Business Program, including development of environmental best management practices and technical green business specifications.	31-Dec-14
4144-08/09	27	Airport Commission	Regular	\$75,000.00	Will provide the SFPD-Airport Bureau with on-site installation services for a software upgrade on up to five (5) client workstations with the latest versions of the Intergraph products including a server, RMS client, and CAD link.	31-May-10
4145-08/09	77	Department of Emergency Management	Regular	\$3,500,000.00	Will assist the Bay Area Urban Area Security Initiative (UASI), and Bay Area counties and cities, with developing and implementing technical specifications for a design/build contract for a Bay Area Regional interoperable communication system.	30-Jun-12
4146-08/09	81	Department of Health, Laguna Honda Hospital	Regular	\$1,500,000.00	Will provide design review, installation, integration, and testing services for an integrated data and utility network at the new Laguna Honda Hospital buildings.	30-Jun-11
4147-08/09	81	Department of Public Health	Regular	\$325,400.00	Will review and further develop protocols and tools for surveillance and investigation of urgent cases and outbreaks of disease, including data collection forms and the Integrated Case and Outbreak Management System (ICOMS).	09-Aug-11
4148-08/09	81	Department of Public Health	Regular	\$1,500,000.00	Will evaluate the City and County of SF Healthy SF (HSF) Program. HSF is the City's local effort, begun in 2008 to improve access to health services for uninsured residents.	30-Jun-11
4149-08/09	70	General Services Agency-Fleet	Regular	\$350,000.00	Will perform initial installation, configuration and set up of proprietary fleet management software and train staff in implementation, use and administration.	31-Mar-10
4150-08/09	42	Recreation and Park Department	Regular	\$400,000.00	Will conduct hazard assessment of City's urban forest, and provide recommendations for reforestation, tree succession and management of park system forest.	30-Jun-12

Broadcast Report

P 1
 04/25/2011 12:06
 Serial No. 57AE04423
 TC: 509139

Destination	Start Time	Time	Prints	Result	Note
Local 21 864-2166	04-25 12:03	00:01:00	005/005	OK	L1
Local1021 431-6241	04-25 12:04	00:02:05	005/005	OK	L1

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

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

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

TRANSMITTAL PAGE

DATE: April 25, 2011

TO: Robert Muscat, Executive Director Local 21,
 Sin Yee Poon, Local 1021
 Ed Warshauer, Local 1021
 Robert Hester, Local 1021
 Pattie Tamura, Local 1021 FAX NO. 415-864-2166
 415-431-6241

FROM: Jacquie Hale and Kelly Jackson FAX NO. (415) 554-2655

RE: Notice of Amendment to PSC for Civil Service
 Approval E-MAIL Kelly.Jackson@sfdph.org

Number of Pages (including this transmittal page) 5

Attached is a personal service civil contract summary, which we will also submit to the Department of Human Resources for Civil Service Commission Review and approval for the meeting of June 20, 2011.

-Emergency Preparedness Independent Protocol Documentation

SHOULD ANY PROBLEM OCCUR IN TRANSMISSION, PLEASE CALL (415) 554-2612

OFFICE OF CONTRACT MANAGEMENT AND COMPLIANCE
101 Grove Street, Room 307
San Francisco, CA 94102
Telephone: (415) 554-2607
FAX: (415) 554-2555

TRANSMITTAL PAGE

DATE: April 25, 2011

TO: Robert Muscat, Executive Director Local 21, FAX NO. 415-864-2166
Sin Yee Poon, Local 1021
Ed Warshauer, Local 1021 415-431-6241
Robert Hester, Local 1021
Pattie Tamura, Local 1021

FROM: Jacquie Hale and Kelly Jackson FAX NO. (415) 554-2555

RE: Notice of Amendment to PSC for Civil Service Approval E-MAIL Kelly.Jackson@sfdph.org

Number of Pages (including this transmittal page)

5

Attached is a personal service civil contract summary, which we will also submit to the Department of Human Resources for Civil Service Commission Review and approval for the meeting of June 20, 2011.

-Emergency Preparedness Independent Protocol Documentation

SHOULD ANY PROBLEM OCCUR IN TRANSMISSION, PLEASE CALL (415) 554-2612