



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: July 18, 2011

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

From: Parveen Boparai, MTA
Robin Courtney, HSS
Kendall Gary, DT
Shamica Jackson, PUC
Merrick Pascual, ECN
Shawn Wallace, POL

Subject: Personal Services Contracts Approval Request

This report contains sixteen (16) 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 2011-2012	Total for FY 2011-2012
\$15,954,235	0	\$15,954,235

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

Robin Courtney
Health Service System
1145 Market Street, 2nd Floor
San Francisco, CA 94103

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

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

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

Officer Shawn Wallace
Police Department
Hall of Justice
Legal Division, Rm 575
San Francisco, CA 94104

POSTING FOR

7/18/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
2000-11/12	66	Health Service System	Annual	\$107,735	Administer COBRA (Consolidated Omnibus Budget Reconciliation Act) benefits for eligible resigned, laid-off and separated members of the Health Service System. Services include providing required initial COBRA notice, enrolling eligible individuals, and conducting open enrollment for COBRA enrollees.	7/1/2011 - 6/30/2012
2001-11/12	66	Health Service System	Annual	\$112,000	Administration of the Management Cafeteria Plan for eligible members including communications, enrollment processing, third-party vendor management, premium reconciliation and payment to applicable vendors.	7/1/2011 - 6/30/2012
2002-11/12	66	Health Service System	Annual	\$156,000	Administer the Medical and Dependent Care Flexible Spending Account programs for eligible CCSF employees. Services include maintaining required IRS tax reporting records, sending quarterly account statements and adjudicating claims for reimbursement within IRS guidelines.	7/1/2011 - 6/30/2012
2003-11/12	66	Health Service System	Annual	\$500,000	Provide health benefit plan actuarial and consulting services as require by City Charter. Services include developing rates; performing prospective review and analysis of rates against actual experience; conducting studies of alternative healthcare plans; calculating of Trust Fund reserves; developing modeling, reporting and tracking systems; conducting audits and consulting with HSS staff.	7/1/2011 - 6/30/2012
4000-11/12	75	Dept of Technology	Regular	\$350,000	Vendor will coordinate the backup media pickup and delivery with various CCSF departments' approved backup schedules. The vendor will transport the backup media in secure transport vehicles to a secure facility that is isolated from areas with high flood, earthquake or disaster risk. Upon proper authorization, the vendor will guarantee transport and delivery to any disaster recovery Hot Site as designated by the City & County of San Francisco.	7/1/2011 - 6/30/2016

POSTING FOR

7/18/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4001-11/12	35	Municipal Transportation Agency	Regular	\$148,500	Professional support services to be provided by a contractor to coordinate and promote the City's Bike to Work Day program for the next three years. The contractor will organize, promote and conduct the annual bicycle commute promotion event, in coordination with the regional event (on the 3rd Thursday in May of each year) and in collaboration with local advocate Bike to Work Day organizers. Event promotion and outreach will target the broadest public audience feasible. Event day activities will include at least 25 geographically distributed "Energy Stations" located on high volume bicycle routes, to support, encourage and assist bicycle commuters around San Francisco. Incentives will be distributed at these "Energizer Stations" to at least 5,000 bicyclists. These incentives should include, but not be limited to: canvas shopping bags, SF bike maps, SF Bicycle Guides, retro-reflective pant leg straps, "Coexist" campaign stickers, and bicycle injury crash reporting and bicycle theft prevention information. All promotional materials, including comprehensive Bike to Work Day SFMTA website informational content, will be imprinted with event and sponsor names. Report will be prepared on the bike event including ridership counts/estimates, incentive distribution, media outreach, and satellite events or promotions.	10/1/2011 - 12/31/2014
4002-11/12	35	Municipal Transportation Agency	Regular	\$305,000	The Contractor will plan, coordinate, promote and conduct Bicycle Safety Education classes, in keeping with the goals in "Chapter 4: Education" of the San Francisco Bicycle Plan in offering bicycle education for children, youth, and adults. In addition, the Contractor will produce a MUNI Operator Training Video with instructions for MUNI operators and bicyclists on how to safely share the road.	11/1/2011 - 12/31/2014
4003-11/12	35	Municipal Transportation Agency	Regular	\$500,000	The City is seeking assistance in consolidating and administering the processes for issuing, posting, monitoring, removing, and tracking temporary parking restriction signage required for construction projects and various special projects and events in the public right of way under the purview of the SMTA, the San Francisco Police Department (SFPD), the Department of Public Works (DPW) and other agencies to be determined in the future. The temporary parking signage for these projects typically provides that vehicles cannot park within the designated location indicated, and that vehicles that are parked in the restricted area will be towed.	7/1/2011 - 6/30/2015
4004-11/12	35	Municipal Transportation Agency	Regular	\$2,000,000	The SFMTA in collaboration with the Controller's Office needs to procure the services of a qualified and experienced contractor to complete comprehensive environmental review with a focus on transportation impacts for the SFMTA's Transit Effectiveness Project (TEP), and prepare and publish its findings as required by the California Environmental Quality Act (CEQA), and the National Environmental Policy Act (NEPA) if required. The TEP consists of a set of proposals designated to transform and maximize Muni service delivery. Through these proposals, the TEP aims to achieve the following goals: 1) improve service reliability; 2) reduce travel time; 3) improve customer experiences; and 4) improve service effectiveness and efficiency.	8/1/2011 - 7/31/2015

POSTING FOR

7/18/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4005-11/12	35	Municipal Transportation Agency	Regular	\$6,000,000	The scope of this project to furnish and install video surveillance systems on 358 buses, including but not limited to cameras, digital video recorders (DVR's), W/FI networks on three bus yards complete with servers, computers and software interface package that will enable SFMTA personnel to view, download and store the captured video images wirelessly and view them in real-time or through the internet. The new system will replace the existing cameras and DVR's. The Contractor shall supply all engineering, design calculations, detailed drawings, labor, tools, materials, equipment, software interface package and other related technical documentation needed to install the systems in the buses and all wayside equipment in the yards. The Contractor shall provide training to all designated SMTA personnel in the proper use, operation and maintenance of the new video surveillance system.	5/16/2011 - 12/31/2012
4006-11/12	38	Police	Regular	\$96,000	The vendor chosen will complete all required tests and performance checks to validate the Identifier Plus PCR amplification kit using 9700 thermal cyclers, the 3130xl genetic analyzers used to separate and visualize the DNA fragments, and the GeneMapper ID v.3.2 to genotype the DNA fragments. Vendor will provide a written report of the validation results.	8/1/2011 - 7/30/2012
4007-11/12	40	Public Utilities Commission	Regular	\$2,300,000	Design of several fish passage facilities within the Alameda Creek Watershed, which include a long fish ladder, fish screens, bypass tunnel, and safety improvements (i.e., handrail and/or other improvements) at the Alameda Creek Diversion Dam, and modification of the natural barriers (boulders) at the Little Yosemite. Scope of work includes preparing CER and design documents for the above components. Supplemental geotechnical, hydraulic and hydrologic analysis and studies, and fisheries-related studies may be required to complete the design.	12/1/2011 - 6/30/2012

Total Amount - Regular: \$12,575,235

POSTING FOR

7/18/2011

**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
3041-10/11	25	Mayor	Regular	\$30,000	\$79,500	Contractor will provide in-depth, independent fiscal and economic analysis and generate reports to assist the City during the implementation of a Pilot Infrastructure Finance District (IFD) at Kincon Hill as well as evaluating the feasibility of IFDs to assist in the implementation of the Eastern Neighborhoods Area Plans. Contractor will: evaluate net incremental General Fund Revenues associated with the rezoning of soft site parcels; prepare a draft infrastructure Financing Plan for the Pilot IFD; determine the funding capacity of the Pilot IFD; and evaluate the net increment General Fund Revenues and IFD. Funding capacity of key development soft sites within the Eastern Neighborhoods.	1/1/2011 - 8/31/2011
3005-10/11	35	Municipal Transportation Agency	Regular	\$49,000	\$98,000	Design and conduct an independent, citywide survey of SFMTA customers in English, Spanish, and Cantonese and obtain updated tracking data on questions and responses that have been benchmarked in previous surveys. Confer with SFMTA staff on previous surveys and identify areas for new or expanded survey questions. The contractor will develop new questions to gauge SFMTA-customer attitudes, awareness and sentiments in response to the new questions. They will perform cross-tabulations on data and illustrate the resulting information clearly in tables and charts. The contractor will provide a written narrative of the process, analysis of the data, and recommendations to the SFMTA's staff and SFMTA Board of Directors.	8/1/2010 - 8/31/2012
4045-09/10	40	Public Utilities Commission	Regular	\$1,300,000	\$2,600,000	Engineering design services and geotechnical support for three pipes crossing the Serra Fault and possible areas of liquefaction. Scope of work includes verification of fault crossing and liquefaction locations, generation of geotechnical design recommendations, development and completion of fault crossing and possible liquefaction zone design (including production of geotechnical investigation report, alternatives analysis report, conceptual engineering report, and all 100% design documents). This modification is necessary to increase contracting capacity due to changes in the pipeline project cost and configuration, liquefaction conditions at the sites, and the need retain these services throughout the construction phase.	2/1/2010 - 7/1/2016
4113-05/06	40	Public Utilities Commission	Regular	\$2,000,000	\$2,770,000	Coordination and work plan preparation; environmental document scoping; environmental background and field studies; alternatives analysis; preparation of draft environmental documents; public review of draft environmental documents; response to public comments; preparation of final environmental documents; mitigation monitoring plan preparation, and preparation of environmental permit applications. The increased capacity requested for this modification is necessary as the SFPUC implemented a comprehensive public outreach process for the project, which resulted in the development of several new project alternatives which will be analyzed in the environmental review.	12/12/2006 - 7/4/2016

Sum of Modified Amounts: \$3,379,000

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: 04/21/2011

DEPARTMENT NAME: Health Service System DEPARTMENT NUMBER 66

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

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

TYPE OF SERVICE: COBRA Administration

FUNDING SOURCE: Health Service System Operating Budget

PSC AMOUNT: \$107,735 PSC Duration: July 1, 2011 - June 30, 2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Administer COBRA (Consolidated Omnibus Budget Reconciliation Act) benefits for eligible resigned, laid-off and separated members of the Health Service System. Services include providing required initial COBRA notice, enrolling eligible individuals, and conducting open enrollment for COBRA enrollees.

B. Explain why this service is necessary and the consequences of denial: This service is required in order to meet the Federal COBRA requirements. If denied, the City would not be in compliance with federal regulations governing COBRA.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This service has been provided by Fringe Benefits Management, Inc. (now a Division of WageWorks, Inc.) (PSC #4144-09/10)

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):

SEIU Local 1021 Union Name, Signature of person mailing/faxing form, Date 4/21/11
IFPTE Local 21 Union Name, Signature of person mailing/faxing form, Date 4/21/11
RFP sent to Union Name, on Date, Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2000-11/12

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

JUN 13 2011

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Knowledge of Federal COBRA regulations and COBRA Administration.

B. Which, if any, civil service class normally performs this work? 1210 Benefit analyst may perform some of these duties.

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 administration of COBRA requires an in-depth knowledge of federal regulations that existing civil service classes generally do not possess.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. It is a highly specialized area that is subject to frequent changes by the Federal Government, such as the mandate to subsidize benefits outlined in the Federal American Recovery and Reinvestment Act of 2009 (ARRA).

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?

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? WageWorks, Inc..

<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:

Robin Courtney

Signature of Departmental Personal Services Contract Coordinator

Robin Courtney

415-554-1702

Print or Type Name

Telephone Number

Health Service System

1145 Market Street, San Francisco, CA 94103

Address

Transmission Report

Date/Time
Local ID 1
Local ID 2

04-22-2011
4155541721

01:56:47 p.m.

Transmit Header Text
Local Name 1
Local Name 2

Health Service System (CCSF)

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

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 04/21/2011

DEPARTMENT NAME: Health Service System DEPARTMENT NUMBER 66

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

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

TYPE OF SERVICE: COBRA Administration

FUNDING SOURCE: Health Service System Operating Budget

PSC AMOUNT: \$107,735 PSC Duration: July 1, 2011 - June 30, 2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Administer COBRA (Consolidated Omnibus Budget Reconciliation Act) benefits for eligible resigned, laid-off and separated members of the Health Service System. Services include providing required initial COBRA notice, enrolling eligible individuals, and conducting open enrollment for COBRA enrollees.

B. Explain why this service is necessary and the consequences of denial: This service is required in order to meet the Federal COBRA requirements. If denied, the City would not be in compliance with federal regulations governing COBRA.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This service has been provided by Fringe Benefits Management, Inc. (now a Division of WageWorks, Inc.) (PSC #4144-09/10)

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

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

<u>SEIU Local 1021</u>	<u>Rish County</u>	<u>4/21/11</u>
Union Name	Signature of person mailing/faxing form	Date
<u>IFPTE Local 21</u>	<u>Rish County</u>	<u>4/21/11</u>
Union Name	Signature of person mailing/faxing form	Date
RFP sent to _____	on _____	Signature _____
Union Name	Date	Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# _____
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

PSC FORM 1 (9/96)

Total Pages Scanned : 3

Total Pages Confirmed : 3

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
01	060	4154316241	01:55:36 p.m. 04-22-2011	00:00:37	3/3	1	EC	HS	CP28800

Abbreviations:

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

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

MP: Mailbox print
CP: Completed
FA: Fail

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

G3: Group 3
EC: Error Correct

Transmission Report

Date/Time
Local ID 1
Local ID 2

04-22-2011
4155541721

01:58:52 p.m.

Transmit Header Text
Local Name 1
Local Name 2

Health Service System (CCSF)

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

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 04/21/2011

DEPARTMENT NAME: Health Service System DEPARTMENT NUMBER 66

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

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

TYPE OF SERVICE: COBRA Administration

FUNDING SOURCE: Health Service System Operating Budget

PSC AMOUNT: \$107,735 PSC Duration: July 1, 2011 - June 30, 2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Administer COBRA (Consolidated Omnibus Budget Reconciliation Act) benefits for eligible resigned, laid-off and separated members of the Health Service System. Services include providing required initial COBRA notice, enrolling eligible individuals, and conducting open enrollment for COBRA enrollees.

B. Explain why this service is necessary and the consequences of denial: This service is required in order to meet the Federal COBRA requirements. If denied, the City would not be in compliance with federal regulations governing COBRA.

C. Explain how this service has been provided in the past (If this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This service has been provided by Fringe Benefits Management, Inc. (now a Division of WageWorks, Inc.) (PSC #4144-09/10)

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

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

<u>SEIU Local 1021</u>	<u>Rich. County</u>	<u>4/21/11</u>
Union Name	Signature of person mailing/faxing form	Date
<u>IFPTE Local 21</u>	<u>Rich. County</u>	<u>4/21/11</u>
Union Name	Signature of person mailing/faxing form	Date
RFP sent to _____, on _____, Date _____ Signature _____		

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# _____
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

PSC FORM 1 (9/96)

Total Pages Scanned : 3

Total Pages Confirmed : 3

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
01	062	415 864 2166	01:57:48 p.m. 04-22-2011	00:00:39	3/3	1	EC	HS	CP28800

Abbreviations:

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

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

MP: Mailbox print
CP: Completed
FA: Fail

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

G3: Group 3
EC: Error Correct

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 04/21/2010

DEPARTMENT NAME: Health Service System DEPARTMENT NUMBER 66

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

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

TYPE OF SERVICE: COBRA Administration

FUNDING SOURCE: Health Service System Operating Budget

PSC AMOUNT: \$107,735 PSC DURATION: July 1, 2010 - June 30, 2011

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Administer COBRA (Consolidated Omnibus Budget Reconciliation Act) benefits for eligible resigned, laid-off and separated members of the Health Service System. Services include providing required initial COBRA notice, enrolling eligible individuals, and conducting open enrollment for COBRA enrollees.
B. Explain why this service is necessary and the consequences of denial: This service is required in order to meet the Federal COBRA requirements. If denied, the City would not be in compliance with federal regulations governing COBRA.
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This service has been provided by Fringe Benefits Management, Inc. (PSC # 1018-08/09)
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):

SEIU Local 1021 Union Name, Signature of person mailing/faxing form: Rabi Country, Date: 4/24/10

IFPTE Local 21 Union Name, Signature of person mailing/faxing form: Rabi Country, Date: 4/24/10

RFP sent to Union Name, on Date, Signature

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

PSC# 4144-09/10

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: *Knowledge of Federal COBRA regulations and COBRA Administration.*

B. Which, if any, civil service class normally performs this work? *1210 Benefit Analyst may perform some of these duties.*

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 administration of COBRA requires an in-depth knowledge of federal regulations that existing civil service classes generally do not possess.*

B. Would it be practical to adopt a new civil service class to perform this work? Explain. *No. It is a highly specialized area that is subject to frequent changes by the Federal Government, such as the mandate to subsidize benefits outlined in the Federal American Recovery and Reinvestment Act of 2009 (ARRA).*

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

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

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? *Fringe Benefits Management, Inc.*

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

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

Robin Courtney, CFO
Signature of Departmental Personal Services Contract Coordinator

Robin Courtney
Print or Type Name

415-554-1702
Telephone Number

Health Service System
1145 Market Street, San Francisco,
CA 94103
Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 4/21/11

DEPARTMENT NAME: Health Service System

DEPARTMENT NUMBER: 66

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

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

TYPE OF SERVICE: Management Cafeteria Plan Administration

FUNDING SOURCE: Health Service System Operating Budget

PSC AMOUNT: \$112,000

PSC DURATION: July 1, 2011 - June 30, 2012

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Administration of the Management Cafeteria Plan for eligible members including communications, enrollment processing, third-party vendor management, premium reconciliation and payment to applicable vendors.
B. Explain why this service is necessary and the consequences of denial: This service is necessary to administer the benefits negotiated by certain bargaining units (i.e. MEA). If denied, the Management Cafeteria Plan cannot be maintained or administered.
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 by Employee Benefits Specialists, Inc. (PSC#4143-09/10)
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):

SEIU Local 1021 Union Name Signature of person mailing / faxing form Date 4-21-11
IFPTE Local 21 Union Name Signature of person mailing / faxing form Date 4/21/11

RFP sent to _____ on _____ Signature _____
Union Name Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2001-11/12

JUN 18 2011

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: *Knowledge and experience in flexible benefit plan administration. Ability to calculate and report imputed income and to maintain numerous third-party vendor relationships.*
- B. Which, if any, civil service class normally performs this work? *1210 Benefit Analyst may perform some of these duties.*
- 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 administration of this program requires specialized knowledge and skills in flexible benefit plan administration.*
- B. Would it be practical to adopt a new civil service class to perform this work? Explain. *No. The work is performed for a small number of members (approximately 1,000).*

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

- | | <u>Yes</u> | <u>No</u> |
|--|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> ▪ 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? | <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? <i>Employee Benefits Specialists, Inc.</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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

Robin Courtney

Signature of Departmental Personal Services Contract Coordinator

Robin Courtney

Print or Type Name

Health Service System

1145 Market St. San Francisco, CA 94103

Address

415-554-1702

Telephone Number

Transmission Report

Date/Time: 04-22-2011 02:01:41 p.m. Transmt Header Text
 Local ID 1: 4155541721 Local Name 1: Health Service System (CCSF)
 Local ID 2: Local Name 2:

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

City and County of San Francisco Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 4/21/11
 DEPARTMENT NAME: Health Service System DEPARTMENT NUMBER: 66
 TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING
 CONTINUING ANNUAL
 TYPE OF REQUEST: INITIAL REQUEST MODIFICATION (PSC# _____)
 TYPE OF SERVICE: Management Cafeteria Plan Administration
 FUNDING SOURCE: Health Service System Operating Budget
 PSC AMOUNT: \$112,000 PSC DURATION: July 1, 2011 - June 30, 2012

I. DESCRIPTION OF WORK

- A. Concise description of proposed work: *Administration of the Management Cafeteria Plan for eligible members including communications, enrollment processing, third-party vendor management, premium reconciliation and payment to applicable vendors.*
- B. Explain why this service is necessary and the consequences of denial: *This service is necessary to administer the benefits negotiated by certain bargaining units (i.e. MEA). If denied, the Management Cafeteria Plan cannot be maintained or administered.*
- 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 by Employee Benefits Specialists, Inc. (PSC#4143-09/10)*
- D. Will the contract(s) be renewed: Yes

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

<u>SEIU Local 1021</u>	<u>Robin County</u>	<u>4-21-11</u>
Union Name	Signature of person mailing / faxing form	Date
<u>IEPTE Local 21</u>	<u>Robin County</u>	<u>4/21/11</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# _____
 STAFF ANALYSIS/RECOMMENDATION:

 CIVIL SERVICE COMMISSION ACTION:

PSC FORM 1 (9/96)

Total Pages Scanned : 3

Total Pages Confirmed : 3

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	064	4154316241	02:00:29 p.m. 04-22-2011	00:00:39	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: Fall	RP: Report
			G3: Group 3
			EC: Error Correct

Transmission Report

Date/Time
Local ID 1
Local ID 2

04-22-2011
4155541721

02:05:13 p.m.

Transmit Header Text
Local Name 1
Local Name 2

Health Service System (CCSF)

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

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 4/21/11

DEPARTMENT NAME: Health Service System

DEPARTMENT NUMBER: 66

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING)

CONTINUING ANNUAL

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

TYPE OF SERVICE: Management Cafeteria Plan Administration

FUNDING SOURCE: Health Service System Operating Budget

PSC AMOUNT: \$112,000

PSC DURATION: July 1, 2011 - June 30, 2012

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: *Administration of the Management Cafeteria Plan for eligible members including communications, enrollment processing, third-party vendor management, premium reconciliation and payment to applicable vendors.*
- B. Explain why this service is necessary and the consequences of denial: *This service is necessary to administer the benefits negotiated by certain bargaining units (i.e. MEA). If denied, the Management Cafeteria Plan cannot be maintained or administered.*
- 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 by Employee Benefits Specialists, Inc. (PSC#4143-09/10)*
- 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):

SEIU Local 1021

Union Name

Alameda County

Signature of person mailing / faxing form

4-21-11

Date

IFPTE Local 21

Union Name

Alameda County

Signature of person mailing / faxing form

4/21/11

Date

RPP sent to _____

on _____

Union Name

Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# _____

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

PSC FORM 1 (9/96)

Total Pages Scanned : 3

Total Pages Confirmed : 3

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	066	415 864 2166	02:03:07 p.m. 04-22-2011	00:01:21	3/3	1	EC	HS	CP14400

Abbreviations:

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

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

MP: Mailbox print
CP: Completed
FA: Fail

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

G3: Group 3
EC: Error Correct

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 4/22/10

DEPARTMENT NAME: Health Service System DEPARTMENT NUMBER 66

TYPE OF APPROVAL: [] EXPEDITED [X] REGULAR (OMIT POSTING)
[] CONTINUING [] ANNUAL
TYPE OF REQUEST: [X] INITIAL REQUEST [] MODIFICATION (PSC#)

TYPE OF SERVICE: Management Cafeteria Plan Administration

FUNDING SOURCE: Health Service System Operating Budget

PSC AMOUNT: \$112,000 PSC DURATION: July 1, 2010 - June 30, 2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Administration of the Management Cafeteria Plan for eligible members including communications, enrollment processing, third-party vendor management, premium reconciliation and payment to applicable vendors.

B. Explain why this service is necessary and the consequences of denial: This service is necessary to administer the benefits negotiated by certain bargaining units (i.e. MEA). If denied, the Management Cafeteria Plan cannot be maintained or administered.

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 by Employee Benefits Specialists, Inc. (PSC# 1016-08/09).

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):

SEIU Local 1021 Union Name Rabi Courtney Signature of person mailing/faxing form 4/24/10 Date
IFPTE Local 21 Union Name Rabi Courtney Signature of person mailing/faxing form 4/24/10 Date
RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4143-09/10
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: *Knowledge and experience in flexible benefit plan administration. Ability to calculate and report imputed income and to maintain numerous third-party vendor relationships.*

B. Which, if any, civil service class normally performs this work? *1210 Benefit Analyst may perform some of these duties.*

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 administration of this program requires specialized knowledge and skills in flexible benefit plan administration.*

B. Would it be practical to adopt a new civil service class to perform this work? Explain. *No. The work is performed for a small number of members (approximately 1,000).*

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

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

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? *Employee Benefits Specialists, Inc.*

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

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

Robin Courtney, CFO
Signature of Departmental Personal Services Contract Coordinator

Robin Courtney
Print or Type Name

415-554-1702
Telephone Number

Health Service System
1145 Market Street, San Francisco,
CA 94103
Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 4/21/11

DEPARTMENT NAME: Health Service System

DEPARTMENT NUMBER: 66

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

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

TYPE OF SERVICE: Flexible Spending Account Administration

FUNDING SOURCE: Health Service System Operating Budget

PSC AMOUNT: \$156,000

PSC DURATION: July 1, 2011 - June 30, 2012

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Administer the Medical and Dependent Care Flexible Spending Account programs for eligible CCSF employees.
B. Explain why this service is necessary and the consequences of denial: Services are required to administer these pre-tax reimbursement accounts for those employees who elect to participate.
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This service has been provided by Fringe Benefits Management, Inc.
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):

SEIU Local 1021 Union Name Signature of person mailing / faxing form Date 4/21/11
IFPTE Local 21 Union Name Signature of person mailing / faxing form Date 4/21/11

RFP sent to Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

JUN 13 2011

PSC# 2002-11/12

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: *Specialized knowledge of flexible spending account management and administration and applicable IRS regulations governing these types of plans.*
- B. Which, if any, civil service class normally performs this work? *1210 Benefit Analyst may perform some of these duties more general in nature.*
- 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 administration of pre-tax reimbursement accounts requires specialized knowledge of the applicable IRS regulations and expertise in flexible reimbursement account management.*
- B. Would it be practical to adopt a new civil service class to perform this work? Explain. *No. It is more efficient and effective administratively to use a contractor with the necessary expertise and established infrastructure.*

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

- | | <u>Yes</u> | <u>No</u> |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| ▪ Describe 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? | <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? <i>WageWorks, Inc.</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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

Robin Courtney

Signature of Departmental Personal Services Contract Coordinator

Robin Courtney

Print or Type Name

Health Service System

1145 Market St. San Francisco, CA 94103

Address

415-554-1702

Telephone Number

Transmission Report

Date/Time
Local ID 1
Local ID 2

04-22-2011
4155541721

01:51:44 p.m.

Transmit Header Text
Local Name 1
Local Name 2

Health Service System (CCSF)

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

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 4/21/11

DEPARTMENT NAME: Health Service System

DEPARTMENT NUMBER: 66

TYPE OF APPROVAL: EXPEDITED

REGULAR (OMIT POSTING)

CONTINUING

ANNUAL

TYPE OF REQUEST: INITIAL REQUEST

MODIFICATION (PSC# _____)

TYPE OF SERVICE: Flexible Spending Account Administration

FUNDING SOURCE: Health Service System Operating Budget

PSC AMOUNT: \$156,000

PSC DURATION: July 1, 2011 - June 30, 2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work: *Administer the Medical and Dependent Care Flexible Spending Account programs for eligible CCSF employees. Services include maintaining required IRS tax reporting records, sending quarterly account statements and adjudicating claims for reimbursement within IRS guidelines.*

B. Explain why this service is necessary and the consequences of denial: *Services are required to administer these pre-tax reimbursement accounts for those employees who elect to participate. If denied, these programs cannot be administered.*

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): *This service has been provided by Fringe Benefits Management, Inc. (now a Division of WageWorks, Inc.) (PSC # 4142-09/10.)*

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):

SEIU Local 1021

[Signature]

4/21/11

Union Name

Signature of person mailing / faxing form

Date

IFPTE Local 21

[Signature]

4/21/11

Union Name

Signature of person mailing / faxing form

Date

RFP sent to _____

on _____

Union Name

Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# _____

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

PSC FORM 1 (9/96)

Total Pages Scanned : 3

Total Pages Confirmed : 3

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	056	4154316241	01:50:31 p.m. 04-22-2011	00:00:40	3/3	1	EC	HS	CP28800

Abbreviations:

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

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

MP: Mailbox print
CP: Completed
FA: Fail

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

G3: Group 3
EC: Error Correct

Transmission Report

Date/Time
Local ID 1
Local ID 2

04-22-2011 01:40:52 p.m.
4155541721

Transmit Header Text
Local Name 1 Health Service System (CCSF)
Local Name 2

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

City and County of San Francisco Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 4/21/11
DEPARTMENT NAME: Health Service System DEPARTMENT NUMBER: 66
TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING
 CONTINUING ANNUAL
TYPE OF REQUEST: INITIAL REQUEST MODIFICATION (PSC# _____)
TYPE OF SERVICE: Flexible Spending Account Administration
FUNDING SOURCE: Health Service System Operating Budget
PSC AMOUNT: \$156,000 PSC DURATION: July 1, 2011 - June 30, 2012

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: *Administer the Medical and Dependent Care Flexible Spending Account programs for eligible CCSF employees. Services include maintaining required IRS tax reporting records, sending quarterly account statements and adjudicating claims for reimbursement within IRS guidelines.*
- B. Explain why this service is necessary and the consequences of denial: *Services are required to administer these pre-tax reimbursement accounts for those employees who elect to participate. If denied, these programs cannot be administered.*
- C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): *This service has been provided by Fringe Benefits Management, Inc. (now a Division of WageWorks, Inc.) (PSC # 4142-09/10.)*
- 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):

SEIU Local 1021 Rob County 4/21/11
Union Name Signature of person mailing / faxing form Date
IFPTE Local 21 Rob County 4/21/11
Union Name Signature of person mailing / faxing form Date

RFP sent to _____ on _____
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# _____
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

PSC FORM 1 (9/96)

Total Pages Scanned : 3 Total Pages Confirmed : 3

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
01	052	415 864 2166	01:39:38 p.m. 04-22-2011	00:00:49	3/3	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 G3: Group 3
WS: Waiting send MS: Mailbox save FA: Fall RP: Report EC: Error Correct

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 4/21/10

DEPARTMENT NAME: Health Service System DEPARTMENT NUMBER 66

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

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

TYPE OF SERVICE: Flexible Spending Account Administration

FUNDING SOURCE: Health Service System Operating Budget

PSC AMOUNT: \$156,000 PSC DURATION: July 1, 2010 - June 30, 2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Administer the Medical and Dependent Care Flexible Spending Account programs for eligible City and County of San Francisco employees. Services include maintaining required IRS tax reporting records, sending quarterly account statements and adjudicating claims for reimbursement within IRS guidelines.

B. Explain why this service is necessary and the consequences of denial: Services are required to administer these pre-tax reimbursement accounts for those employees who elect to participate. If denied, these programs cannot be administered.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This service has been provided by Fringe Benefits Management, Inc. (PSC# 1017-08/09).

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):

SEIU Local 1021 Union Name Rabi Courtney Signature of person mailing/faxing form 4/24/10 Date
IFPTE Local 21 Union Name Rabi Courtney Signature of person mailing/faxing form 4/24/10 Date
RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4142-09/10 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: *Specialized knowledge of flexible spending account management and administration and applicable IRS regulations governing these types of plans.*

B. Which, if any, civil service class normally performs this work? *1210 Benefit Analyst may perform some of these duties but more general in nature.*

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 administration of pre-tax reimbursement accounts requires specialized knowledge of the applicable IRS regulations and expertise in flexible reimbursement account management.*

B. Would it be practical to adopt a new civil service class to perform this work? Explain. *No. It is more efficient and effective administratively to use a contractor with the necessary expertise and established infrastructure.*

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

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

B. Will the contractor train City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
---	--------------------------	-------------------------------------

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

C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
--	--------------------------	-------------------------------------

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

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

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

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

Robin Courtney, CFO
Signature of Departmental Personal Services Contract Coordinator

<u>Robin Courtney</u> Print or Type Name	<u>415-554-1702</u> Telephone Number
---	---

Health Service System
1145 Market Street, San Francisco,
CA 94103
Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 4-20-11

DEPARTMENT NAME: Health Service System

DEPARTMENT NUMBER 66

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

[] CONTINUING [X] ANNUAL

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

TYPE OF SERVICE: Actuarial and Consulting Services

FUNDING SOURCE: Health Service System Operating Budget

PSC AMOUNT: \$500,000

PSC DURATION: July 1, 2011 – June 30, 2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Provide health benefit plan actuarial and consulting services as required by City Charter. Services include developing rates; performing prospective review and analysis of rates against actual experience; conducting studies of alternative healthcare plans; calculating of Trust Fund reserves; developing modeling, reporting and tracking systems; conducting audits and consulting with HSS staff.

B. Explain why this service is necessary and the consequences of denial: Actuarial services are necessary to determine the funds required to support the healthcare benefits for employees and dependents enrolled in HSS self-insured plan. This includes fund calculations to maintain the solvency of these plans as well as reserve requirements. If denied, the independence of the actuarial and financial reporting functions would be compromised, and the solvency of the Health Service Trust Fund would be threatened.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This service has been provided by Mercer (PSC #4146-09/10.)

D. Will the contract(s) be renewed: We are conducting a RFP and will award to Mercer or other vendor.

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

MEA [Signature] 4/21/11
Union Name Signature of person mailing / faxing form Date

Union Name Signature of person mailing / faxing form Date

RFP sent to _____, on _____
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2003-11/12

JUN 13 2011

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: *Knowledge of actuarial studies. Experience in costing and calculating insurance premiums as well as reserve and contingency fund requirements. Knowledge of healthcare industry costs and trends as well as legal mandates that affect healthcare coverage and delivery.*

B. Which, if any, civil service class normally performs this work? *Class 1816 Actuary is located in the Retirement System. There is no comparable civil service class which provides these services outside of The Retirement System. Note: Class 1816 was abolished 8/23/10. A management (MCCP) equivalent should be used in lieu.*

C. Will contractor provide facilities and/or equipment not currently possessed by the City? *No.*

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: *This single exempt-status position is located in the Retirement System and is specialized in pension funding and retirement plans. There is no comparable civil service class which provides these services outside of the Retirement System. See note 3B.*

B. Would it be practical to adopt a new civil service class to perform this work? Explain. *No. This is a highly specialized field. It is not practical to acquire and maintain internal actuarial expertise and resources. The outside actuaries have access to historical information, global and comprehensive in nature, that is otherwise unavailable to us with our work. The Retirement System also uses external actuaries in addition to the position cited above.*

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

Yes No

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

B. Will the contractor train City and County employees?

- Describe training and indicate approximate number of hours.

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

C. Are there legal 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? *Mercer*

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

Robin Courtney

Signature of Departmental Personal Services Contract Coordinator

Robin Courtney

Print or Type Name

415-554-1702

Telephone Number

Health Service System

1145 Market St. San Francisco, CA 94103

Transmission Report

Date/Time
Local ID 1
Local ID 2

04-22-2011
4155541721

01:46:04 p.m.

Transmit Header Text
Local Name 1
Local Name 2

Health Service System (CCSF)

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

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 4-20-11
 DEPARTMENT NAME: Health Service System DEPARTMENT NUMBER 66
 TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING
 CONTINUING ANNUAL
 TYPE OF REQUEST: INITIAL REQUEST MODIFICATION (PSC# _____)
 TYPE OF SERVICE: Actuarial and Consulting Services
 FUNDING SOURCE: Health Service System Operating Budget
 PSC AMOUNT: \$500,000 PSC DURATION: July 1, 2011 – June 30, 2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work: *Provide health benefit plan actuarial and consulting services as required by City Charter. Services include developing rates; performing prospective review and analysis of rates against actual experience; conducting studies of alternative healthcare plans; calculating of Trust Fund reserves; developing modeling, reporting and tracking systems; conducting audits and consulting with HSS staff.*

B. Explain why this service is necessary and the consequences of denial: *Actuarial services are necessary to determine the funds required to support the healthcare benefits for employees and dependents enrolled in HSS self-insured plan. This includes fund calculations to maintain the solvency of these plans as well as reserve requirements. If denied, the independence of the actuarial and financial reporting functions would be compromised, and the solvency of the Health Service Trust Fund would be threatened.*

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): *This service has been provided by Mercer (PSC #4146-09/10.)*

D. Will the contract(s) be renewed: *We are conducting a RFP and will award to Mercer or other vendor.*

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

MEA Rob. County 4/21/11
 Union Name Signature of person mailing / faxing form Date

Union Name Signature of person mailing / faxing form Date

RFP sent to _____, on _____
 Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

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

PSC FORM 1 (9/96)

Total Pages Scanned : 3

Total Pages Confirmed : 3

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
01	054	415 989 7077 ✓	01:44:41 p.m. 04-22-2011	00:00:48	3/3	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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 4/22/10

DEPARTMENT NAME: Health Service System

DEPARTMENT NUMBER 66

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

[] CONTINUING [] ANNUAL

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC# 1010-07/08)

TYPE OF SERVICE: Actuarial and Consulting Services

FUNDING SOURCE: Health Service System Operating Budget

Table with 2 columns: Modification Amount and PSC Duration. Rows include original amount (\$421,000) and five modifications up to \$535,275. Durations range from July 2006 to June 2011.

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Provide health benefit plan actuarial and consulting services as required by City Charter. Services include developing rates; performing prospective review and analysis of rates against actual experience; conducting studies of alternative healthcare plans; calculating of Trust Fund reserves; developing modeling, reporting and tracking systems; conducting audits and consulting with HSS staff.

B. Explain why this service is necessary and the consequences of denial: Actuarial services are necessary to determine the funds required to support the healthcare benefits for employees and dependents enrolled in HSS self-insured plan. This includes fund calculations to maintain the solvency of these plans as well as reserve requirements. If denied, the independence of the actuarial and financial reporting functions would be compromised, and the solvency of the Health Service Trust Fund would be threatened.

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): This service has been provided by Mercer. (PSC #1010-07/08).

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):

Table for Union Notification with columns: Union Name, Signature of person mailing/faxing form, Date. Includes handwritten entries for 'Rob. County' and '5/4/10'.

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

PSC# 4146/09-10

OFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: *Knowledge of actuarial studies. Experience in costing and calculating insurance premiums as well as reserve and contingency fund requirements. Knowledge of healthcare industry costs and trends as well as legal mandates that affect healthcare coverage and delivery.*

B. Which, if any, civil service class normally performs this work? *Class 1816 Actuary is located in the Retirement System. There is no comparable civil service class which provides these services outside of the Retirement System.*

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: *This single exempt-status position is located in the Retirement System and is specialized in pension funding and retirement plans. There is no comparable civil service class which provides these services outside of the Retirement System.*

B. Would it be practical to adopt a new civil service class to perform this work? Explain. *No. This is a highly specialized field. It is not practical to acquire and maintain internal actuarial expertise and resources. The outside actuaries have access to historical information, global and comprehensive in nature, that is otherwise unavailable to us and which assists us with our work. The Retirement System also uses external actuaries in addition to the position cited above.*

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"/> |
| <ul style="list-style-type: none"> • 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? <i>Mercer</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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

Robin Courtney 5/4/10

Signature of Departmental Personal Services Contract Coordinator

Robin Courtney

415-554-1702

Print or Type Name

Telephone Number

Health Service System

1145 Market Street, San Francisco,
CA 94103

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 12, 2011

DEPARTMENT NAME: Department of Technology DEPARTMENT NUMBER 75

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

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

TYPE OF SERVICE: Electronic Media Off-Site Storage Service

FUNDING SOURCE: General Fund

PSC AMOUNT: \$350,000 PSC DURATION: July 1, 2011 to June 30, 2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Vendor will coordinate the backup media pickup and delivery with various CCSF departments' approved backup schedules. The vendor will transport the backup media in secure transport vehicles to a secure facility that is isolated from areas with high flood, earthquake or disaster risk. Upon proper authorization, the vendor will guarantee transport and delivery to any disaster recovery Hot Site as designated by the City & County of San Francisco.

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

The ability to recover mission critical and business critical data quickly and completely following any disaster is vital to the City & County of San Francisco business continuity. Offsite Tape Vaulting is a practical and economical solution for backup and archiving and will meet the City's needs for security, control and recovery. Failure to approve this request would put the City & County of San Francisco computer and network infrastructure at an unacceptable risk due to loss of this data. The financial and business cost to the City would be incalculable.

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

The service was previously approved by the PSC 4050-04/05.

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):

L853 Bldg Teamsters
6509527490
SEIU L1021 4158483611

Union Name

Signature of person mailing/faxing form

5.13.11
Date

IFPTE L21 415 8642166

Union Name

Signature of person mailing/faxing form

5.13.11
Date

RFP sent to Union Name, on Date Signature

***** FOR DEPARTMENT OF HUMAN RESOURCES USE MAY 13 2011

PSC# 4000 - 11/12 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

To fulfill the requirements for these services, the following skills/expertise will be required:

Courier/Driver: a) Demonstrate safe/efficient-driving skills; b) One year or more route transportation experience; c) Computer proficiency, ability to complete paperwork with attention to detail and accuracy; d) Strong customer service and ability to communicate verbally with customers in a professional manner; e) Ability to adhere to and enforce all security procedures; f) Ability to lift materials weighing up to 70 pounds; able to use tools to maneuver.

Record Center Specialist / Warehouse: a) The vendor serves the City by maintaining its inventory and performing record center tasks to include retrievals, cataloging incoming data, destructions, internal moves, permanent withdrawals and any special projects requested; b) Process all incoming media orders to include, scanning carton barcodes and locations, storing items in record center, downloading scanned information, investigating and resolving all exceptions and, at times, closing the order in Inventory and Tracking system; c) Process media retrieval orders including pulling the items, verifying item, closing service order on Inventory and Tracking system, manifesting all orders, bundling all orders and preparing for shipment to the City; d) Process all internal moves including pulling media from one location and storing it in another location, investigating all exceptions and closing all work orders in Inventory and Tracking system; e) Process all destructions including pulling required media, verifying it for accuracy, preparing it for cartage, investigating and resolving all exceptions and closing all work orders in Inventory and Tracking system; f) research and resolve discrepancies encountered during above processes and communicate difficult issues or problems to manager; g) Prepare and process all record center paperwork necessary to accomplish the above processes; h) Inspect and maintain all equipment including, scanner, wedge, Inventory and Tracking system terminal, ladders, etc. and i) Observe safety procedures and report any safety issues.

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

7355 Truck Driver and 1930 Warehouse Worker

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

The vendor will provide Tape Vaulting facilities strategically placed within reach of major commercial centers and hot sites, but removed from high-risk areas like flood plains and earthquake fault zones. The vendor will provide a web-based Inventory and Tracking system to CCSF and the vendor will provide certified Courier/driver and Record Center Specialist/Warehouse personnel.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service employees are not applicable for this service because the Tape Vaulting facilities must be located outside the City & County of San Francisco in order to meet disaster recovery initiatives.

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

The City & County of San Francisco has the civil service classes to perform these duties, however, because the services and facilities required will be outside of the jurisdiction and boundaries of San Francisco and out of state, it is not feasible to consider this option.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)
- | | <u>Yes</u> | <u>No</u> |
|--|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> • 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

Kendall Gary	415 581 4066
Print or Type Name	Telephone Number

Department of Technology

One South Van Ness Ave., 2nd Flr.,
SF, CA 94103

 Address



* * * Communication Result Report (May. 13. 2011 10:12AM) * * *

1) (415) 581-3970
2) DT - 1 S. Van Ness, 2nd Flr

Date/Time: May. 13. 2011 10:12AM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
0319	Memory TX	916509527490	P. 3	OK	

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

City and County of San Francisco Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 12, 2011
 DEPARTMENT NAME: Department of Technology DEPARTMENT NUMBER 76
 TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING: _____)
 CONTINUING ANNUAL
 TYPE OF REQUEST:
 INITIAL REQUEST MODIFICATION (PSC# _____)
 TYPE OF SERVICE: Electronic Media Off-Site Storage Service
 FUNDING SOURCE: General Fund
 PSC AMOUNT: \$360,000 PSC DURATION: July 1, 2011 to June 30, 2016

1. DESCRIPTION OF WORK

- A. Concise description of proposed work:
 Vendor will maintain the backup media pickup and delivery with various CCSF departments' approved backup schedules. The vendor will transport the backup media in secure transport vehicles to a secure facility that is isolated from areas with high flood, earthquake or disaster risk. Upon proper authorization, the vendor will guarantee transport and delivery to any disaster recovery Hot Site as designated by the City & County of San Francisco.
- B. Explain why this service is necessary and the consequences of denial:
 The ability to recover mission critical and business critical data quickly and completely following any disaster is vital to the City & County of San Francisco business continuity. Offsite Tape Vaulting is a practical and economical solution for backup and archiving and will meet the City's needs for security, control and recovery. Failure to approve this request would put the City & County of San Francisco computer and network infrastructure at an unacceptable risk due to loss of this data. The financial and business cost to the City would be incalculable.
- C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):
 The service was previously approved by the PSC 4050-04/05.
- 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).

LO53 Edg Teamsters
 6609527490
 SEU L1021 4158-03611
 Union Name _____ Signature of person mailing/fixing form _____ Date 5/13/11
 NPTE L24 415 0642163
 Union Name _____ Signature of person mailing/fixing form _____ Date 5/13/11
 RFP sent to _____, on _____ Date _____ Signature _____

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

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

* * * Communication Result Report (May. 13. 2011 10:14AM) * * *

1) (415) 581-3970
2) DT - 1 S. Van Ness, 2nd Flr

Date/Time: May. 13. 2011 10:12AM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
0321 Memory TX	98642166	P. 3	OK	

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

City and County of San Francisco Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 12, 2011
 DEPARTMENT NAME: Department of Technology DEPARTMENT NUMBER 75
 TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING)
 CONTINUING ANNUAL
 TYPE OF REQUEST:
 INITIAL REQUEST MODIFICATION (PSC#)
 TYPE OF SERVICE: Electronic Media Off-Site Storage Service
 FUNDING SOURCE: General Fund
 PSC AMOUNT: \$350,000 PSC DURATION: July 1, 2011 to June 30, 2010

1. DESCRIPTION OF WORK
 A. Concise description of proposed work:
Vendor will coordinate the backup media pickup and delivery with various CCGSF departments' approved backup schedules. The vendor will transport the backup media in secure transport vehicles to a secure facility that is isolated from areas with high flood, earthquake or disaster risk. Upon proper authorization, the vendor will guarantee transport and delivery to any disaster recovery Hot Site as designated by the City & County of San Francisco.
 B. Explain why this service is necessary and the consequences of denial:
The ability to recover mission critical and business critical data quickly and completely following any disaster is vital to the City & County of San Francisco business continuity. Offsite Tape Vaulting is a practical and economical solution for backup and archiving and will meet the City's needs for security, control and recovery. Failure to approve this request would put the City & County of San Francisco computer and network infrastructure at an unacceptable risk due to loss of this data. The financial and business cost to the City would be incalculable.
 C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):
The service was previously approved by the PSC 4050-0406.
 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):
 L853 Big Teamsters
 650927493
 SEIU L1021 418403611
 Union Name Signature of person mailing/facing form Date
 5.13.11
 IFFE L21 418 6642166
 Union Name Signature of person mailing/facing form Date
 5.13.11
 RFP sent to Union Name on Date Signature

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

0028

* * * Communication Result Report (May. 13. 2011 10:29AM) * * *

1) (415) 581-3970
2) DT - 1 S. Van Ness, 2nd Flr

Date/Time: May. 13. 2011 10:28AM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
0322	Memory TX	94316241	P. 3	OK	

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

City and County of San Francisco Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 12, 2011
 DEPARTMENT NAME: Department of Technology DEPARTMENT NUMBER 75
 TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING _____)
 CONTINUING ANNUAL
 TYPE OF REQUEST:
 INITIAL REQUEST MODIFICATION (PSC# _____)
 TYPE OF SERVICE: Electronic Media Off-Site Storage Service
 FUNDING SOURCE: General Fund
 PSC AMOUNT: \$350,000 PSC DURATION: July 1, 2011 to June 30, 2010

1. DESCRIPTION OF WORK
 A. Concise description of proposed work
Vendor will coordinate the backup media pickup and delivery with various CCSF departments' approved backup schedules. The vendor will transport the backup media in secure transport vehicles to a secure facility that is isolated from areas with high flood, earthquake or disaster risk. Upon proper authorization, the vendor will guarantee transport and delivery to any disaster recovery Hot Site as designated by the City & County of San Francisco.
 B. Explain why this service is necessary and the consequences of denial:
The ability to recover mission critical and business critical data quickly and completely following any disaster is vital to the City & County of San Francisco business continuity. Offsite Tape Vaulting is a practical and economical solution for backup and archiving and will meet the City's needs for security, control and recovery. Failure to approve this request would put the City & County of San Francisco computer and network infrastructure at an unacceptable risk due to loss of this data. The financial and business cost to the City would be incalculable.
 C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, include most recent personal services contract approval number):
This service was previously approved by the PSC 4050-0405.
 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):
 1653 Bldg Townsquare
 6529327490 4316244
 SEU L1021 412943154
 Unknown Name Signature of person mailing/faxing form Date 5/13/11
 4471EL21 478 8642166
 Unknown Name Signature of person mailing/faxing form Date 5/13/11
 RFP sent to _____, on _____
 Unknown Name Date Signature

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



Personal Services Contract Summary

Date: November 29, 2004

Department Name: Dept. of Telecommunications and Information Services Department Number: 75

Type of Approval: [] Expedited [X] Regular (Omit posting _____)

[] Continuing [] Annual

Type of Request: [X] Initial Request [] Modification (PSC # _____)

Type of Service: Record storage

Funding Source: Interdepartmental work order

PSC Amount: \$135,000

PSC Duration: 12-1-04 to 12-31-06

1. Description of Work

A. Concise description of proposed work:

Pick up, transport, store and return computer backup tapes from the City's Datacenter at 1 Market Plaza. Store the tapes at contractor's storage facilities in the Sacramento area and in Colorado. Deliver tapes to the City's computer recovery site in Colorado for recovery drill purposes and in the event of a disaster in San Francisco.

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

This service is necessary to protect data from the City's mainframe and other servers, and to ensure that the City's computer operations can be restarted at a remote location in the event of a disaster in San Francisco. If this request were not approved, then the City's computer systems would be at an unacceptable risk of failure. The critical systems that run on these platforms include: financial; payroll; Retirement; e-mail; and the property tax rolls.

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

This service has been provided by a contractor.

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):

Teamsters 853 Union Name Signature of person mailing / faxing form Date 11-29-04

SEIU 790 Union Name Signature of person mailing / faxing form Date 11-29-04

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:



3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Ability to drive delivery trucks; operate warehouse.

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

7355, Truck driver; 1930, Warehouse worker.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Yes. The contractor will provide warehouses near Sacramento and in Colorado, and delivery trucks.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Because the City does not own a warehouse, we must use the contractor's employees to pick up, store, retrieve and deliver the computer tapes.

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

No, classes 7355, Truck Driver, and 1930, Warehouse worker, are applicable.

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.

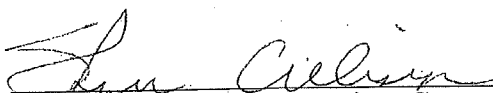
C. Are there legal mandates requiring the use of contractual services?

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?
Iron Mountain Off-Site Data Protection

The above information is submitted as complete and accurate on behalf of the department head:


Departmental Personal Services Contract Coordinator
Shawn Allison 554-0852

875 Stevenson St., 5th Floor
San Francisco 94103

POSTING FOR
December 3, 2004

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC#	Description	Amount	Description of Work	Frequency	Duration
4043-04/05	Telecommunication & Information Services	\$1,600,000	Will maintain current Court Management System (which includes CABLE technology); adapt Court Mgmt System to new Trial Courts organization; participate in development of JUSTIS project, which replaces the legacy CABLE and Court Mgmt systems.	Regular	12/31/2006
4049-04/05	Telecommunication & Information Services	\$500,000	Will audit City's telecommunications bills to identify any potential billing errors by the carriers and prepare documentation for the City to request refunds for overcharges; make recommendations to minimize risk of overbilling in the future.	Regular	12/31/2006
4050-04/05	Telecommunication & Information Services	\$135,000	Will pick up, transport, store and return computer backup tapes from the City's Datacenter at One Market Plaza. Store the tapes at contractor's storage facilities in Sacramento and Colorado. Deliver tapes to City's computer recovery site in Colorado.	Regular	12/31/2006

1,351,000
271,500
2,022,500



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

December 22, 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. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4043-04/05 AND
4049-04/05 THROUGH 4053-04/05.

At its meeting of December 20, 2004 the Civil Service Commission had for its consideration the above matter.

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

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

CIVIL SERVICE COMMISSION

A handwritten signature in cursive script, appearing to read "Kate Favetti".

KATE FAVETTI
Executive Officer

Attachment

- c: Shawn Allison, Department of Telecommunications & Information Services
- Philip Ginsburg, Human Resources Director
- Ed Harrington, Controller
- Galen Leung, Department of Public Health
- Naomi Little, Office of Contract Administration
- John Marquez, Airport Commission
- Marc Rosaaen, Department of Telecommunications & Information Services
- Tina Tang, Department of Human Resources
- Shawn Wallace, San Francisco Police Department
- Commission File
- Chron

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 12, 2011

DEPARTMENT NAME: San Francisco 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: Professional Support Services for Bike to Work Day Coordination and Promotion

FUNDING SOURCE: Proposition K Bicycle Safety and Circulation Funds

PSC AMOUNT: \$148,500.00 PSC DURATION: 10/1/2011 -12/31/2014

1. **DESCRIPTION OF WORK**

A. Concise description of proposed work:

Professional support services to be provided by a contractor to coordinate and promote the City's Bike to Work Day program for the next three years. The contractor will organize, promote and conduct the annual bicycle commute promotion event, in coordination with the regional event (on the 3rd Thursday in May of each year) and in collaboration with local advocate Bike to Work Day organizers. Event promotion and outreach will target the broadest public audience feasible. Event day activities will include at least 25 geographically distributed "Energizer Stations" located on high volume bicycle routes, to support, encourage and assist bicycle commuters around San Francisco. Incentives will be distributed at these "Energizer Stations" to at least 5,000 bicyclists. These incentives should include, but not be limited to: canvas shopping bags, SF bike maps, SF Bicycle Guides, retro-reflective pant leg straps, "Coexist" campaign stickers, and bicycle injury crash reporting and bicycle theft prevention information. All promotional materials, including comprehensive Bike to Work Day SFMTA website informational content, will be imprinted with event and sponsor names. Report will be prepared on the bike event including ridership counts/estimates, incentive distribution, media outreach, and satellite events or promotions.

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

This service is necessary to enable the City to promote bicycling as a transportation mode on the streets of San Francisco. San Francisco's Bicycle Plan identifies promotion and encouragement of safe bicycling as a goal. It includes Bike To Work Day as an opportunity for broad reaching messages promoting safe bicycling and San Francisco's bicycle network. Denial of this service will result in fewer new bicycle riders beginning to ride their bike for commute and other trips.

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 over the years by a contractor. The previous PSC contract approval number was 4079-08/09 approved on 1/5/09.

D. Will the contract(s) be renewed: Yes, SFMTA has two one-year optional contract extensions.

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

<u>Local 21</u>	<u>Pooveen Boparai</u>	<u>5-12-11</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# 4001-11/12 SFMTA approved
5-12-11

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Grassroots organizing experience and expertise in transportation bicycling in San Francisco. Demonstrated ability to coordinate and conduct public bicycle events and mobilize at least 150 volunteers and conduct widespread public outreach.

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

The civil service classes that perform the administrative and planning components of this work are 5289, Transit Planner III, 5290, Transit Planner IV, 5502 Project Manager I with experience related to San Francisco's bicycle programs. Administrative and coordination roles are performed by these classes. The required grassroots outreach, event planning, and volunteer engagement components are not activities normally performed by existing civil service classes.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classes do perform appropriate administrative and coordination work involved with Bike to work day. It is more efficient and effective both financially and administratively to use a contractor with the necessary expertise and volunteer base to perform the remaining event planning and implementation work.

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

No: the work load for promoting and coordinating the Bike to Work Day is seasonal. There will not be enough work to adopt a new civil service class just to do this work.

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

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	()	(x)
B. Will the contractor train City and County employees? - Describe training and indicate approximate number of hours. - Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.	()	(x)
C. Are there legal mandates requiring the use of contractual services?	()	(x)
D. Are there federal or state grant requirements regarding the use of contractual services?	()	(x)
E. Has a board or commission determined that contracting is the most effective way to provide this service?	()	(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:

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

415-701-5377
Telephone Number

San Francisco Municipal Transportation Agency

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

* * * Communication Result Report (May. 12. 2011 11:13AM) * * *

1}

Date/Time: May. 12. 2011 11:13AM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
3284 Memory TX	98642166	P. 3	OK	

Reason for error

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

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

SFMTA | Municipal Transportation Agency

FAX

FROM:	Parveen Bopara	TO:	Ging Louie (Local 21)
PHONE:	415-701-6377	FAX:	415-684-2168
FAX:	415-701-6397	PHONE:	
SUBJECT:	PSC	NO. OF PAGES (Excluding fax cover):	2
COMMENTS: Should you have any questions, please contact Carl Paine at 701-4469.			

PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 8, 2008

DEPARTMENT NAME: S. F. Municipal Transportation Agency DEPARTMENT NUMBER: 35

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

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

TYPE OF SERVICE: Professional Support Services for Bike to Work Day Coordination and Promotion

FUNDING SOURCE: Proposition K Bicycle Safety and Circulation Funds

PSC AMOUNT: \$99,000.00 PSC DURATION: 2/1/2009 - 1/31/2011

1. DESCRIPTION OF WORK:

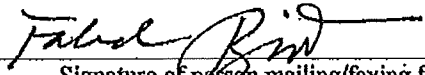
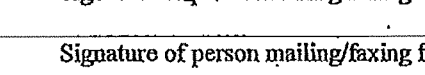
A. Concise description of work: Professional support services to be provided by a contractor to coordinate and promote the City's Bike to Work Day program for the next two years. The contractor will organize, promote and conduct the annual bicycle commute promotion event, in accordance with the regional event (on the 3rd Thursday in May of each year) and in collaboration with local advocate Bike to Work Day organizers. Event promotion and outreach will target the broadest public audience feasible. Event day activities will include at least 25 geographically distributed "Energizer Stations" located on high volume bicycle routes, to support, encourage and assist bicycle commuters around San Francisco. Incentives will be distributed at these "Energizer Stations" to at least 5,000 bicyclists. These incentives will include, but not be limited to: canvas shopping bags, SF bike maps, SF Bicycle Guides, retro-reflective pant leg straps, "Coexist" campaign stickers, and bicycle injury crash reporting and bicycle theft prevention information. All promotional materials, including comprehensive Bike to Work Day SFMTA website informational content, will be imprinted with event and sponsor names. Report will be prepared on the bike event including ridership counts/estimates, incentive distribution, media outreach, and satellite events or promotions.

B. Explain why this service is necessary and the consequences of denial: This service is necessary to enable the City to promote bicycling as a transportation mode on the streets of San Francisco. Denial of this service will result in less appropriate use of the streets by bicyclists in San Francisco.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This service was provided in the past by outside contractor, most recently under PSC# 4091-07/08 approved on 2/6/08.

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

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate

<u>Local 21</u>		<u>12/8/2008</u>
Union Name	Signature of person mailing/faxing form	Date
<u>Local 21</u>		<u>12/8/2008</u>
Union Name	Signature of person mailing/faxing form	Date

RFP sent to Local 21 on 11/7/2008 Shahnam Farhangi
 Union Name Date Signature

 FOR DEPARTMENT OF HUMAN RESOURCES USE SFMTA approved
 PSC# _____ 12-8-08
 STAFF ANALYSIS/RECOMMENDATION: PB
 CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise Grassroots organizing experience and expertise in transportation bicycling in San Francisco. Demonstrated ability to coordinate and conduct public bicycle events with at least 150 volunteers and accompanying public outreach.

B. Which, if any, civil service class normally performs this work? The civil service classes that could possibly perform this type of work are 5289, Transit Planner III and 5290, Transit Planner IV with experience related to San Francisco's bicycle programs. There are currently two city staff members qualified to perform this work.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: Because the work load for promoting and coordinating the Bike to Work Day happens only once a year. There will not be enough work to justify adding staff.

B. Would it be practical to adopt a new civil service class to perform this work? Explain No, civil service classes already exist but it is impractical to use them for this service.

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? | <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:

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai (415) 554-4160
Print or Type Name Telephone

S. F. Municipal Transportation Agency
401 Van Ness Ave. Room 320,
San Francisco, CA 94102
Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 17, 2011

DEPARTMENT NAME: San Francisco 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: Professional Support Services for Bicycle Safety Education Classes

FUNDING SOURCE: Proposition K Bicycle Safety and Circulation Funds

PSC AMOUNT: \$ 305,000.00

PSC DURATION: 11/01/2011 – 12/31/2014

1. **DESCRIPTION OF WORK**

A. **Concise description of proposed work:** The Contractor will plan, coordinate, promote and conduct Bicycle Safety Education classes, in keeping with the goals in "Chapter4: Education" of the San Francisco Bicycle Plan in offering bicycle education for children, youth and adults. In addition, the Contractor will produce a MUNI Operator Training Video with instructions for MUNI operators and bicyclists on how to safely share the road.

B. **Explain why this service is necessary and the consequences of denial:** This service is necessary to enable the City to promote bicycling as a transportation mode, educate and ensure awareness of the law on safe bicycling, as well as to equip bicyclists with adequate street skills to meet complex traffic issues encountered daily on the streets of San Francisco. Denial of this service will result in increased bicycle-related injury collisions and less appropriate use of the streets by bicyclists in San Francisco.

C. **Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):** This service was provided by a contractor under PSC#4077-08/09 approved on 1/5/09.

D. **Will the contract(s) be renewed:** Yes. SFMTA has two one-year optional contract extensions.

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 *Cynthia Samala* 5/17/11
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

SFMTA approved
5-17-11

PSC# 4002-11/12

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

MAY 17 2011

PSC FORM 1 (9/98)

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. **Specify required skills and/or expertise:** Grassroots organizing experience and expertise in transportation bicycling in San Francisco. Minimum one year experience in conducting adult and youth bicycle safety education. Instructors must be League of American Bicyclist (LAB) certified League Cycling Instructors (LCIs).

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

There is no civil service class that performs this type of work.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

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

Civil service classifications are not applicable because the employees must have the specialized experience and training to teach bicycle safety education classes.

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

No. The workload for teaching bicycle safety classes is infrequent. The demand for bicycle safety education is only periodic. Teaching of bicycle safety is done only 101 times each year. Additionally, it is more efficient and effective both financially and administratively to use a contractor with the necessary expertise.

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

Yes No

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

B. Will the contractor train City and County employees? () (X)

- Describe training and indicate approximate number of hours.

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

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

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

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

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

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

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

415-701-5377
Telephone Number

San Francisco Municipal Transportation Agency

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 8, 2008

DEPARTMENT NAME: S. F. Municipal Transportation Agency DEPARTMENT NUMBER: 35

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

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

TYPE OF SERVICE: Professional Support Services for Bicycle Safety Education Classes

FUNDING SOURCE: Proposition K Bicycle Safety and Circulation Funds

PSC AMOUNT: \$99,000.00 PSC DURATION: 2/1/2009 – 1/31/2011

1. DESCRIPTION OF WORK:

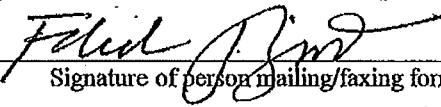
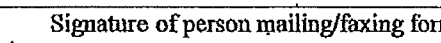
A. Concise description of work: The work will be performed as professional services by a qualified contractor to organize, promote, and conduct bicycle safety education classes in San Francisco for adults and children in accordance with League of American Bicyclists National Bike Ed curriculum. This will include at least 36 Adult "Street Skills" classroom sessions, 24 Adult "Road 1" on-bike classes, 18 Adult "Learn to Ride" classes, and 18 "Freedom from Training Wheels" classes for young children, to be conducted over a two-year period. All classes must be taught by League of American Bicyclists' certified "League Cycling Instructors" ("LCIs"). Promotional materials, including comprehensive SFMTA website informational content, will acknowledge funders and sponsors and will conform to SFMTA style and "brand."

B. Explain why this service is necessary and the consequences of denial: This service is necessary to enable the City to promote bicycling as a transportation mode, educate and ensure awareness of the law on safe bicycling, as well as to equip bicyclists with adequate street skills to meet complex traffic issues encountered daily on the streets of San Francisco. Denial of this service will result in increased bicycle-related injury collisions and less appropriate use of the streets by bicyclists in San Francisco.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This service was provided in the past by outside contractor, mostly recently under PSC# 4091-07/08 approved on 2/6/08.

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

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate

<u>Local 21</u>		<u>12/08/2008</u>
Union Name	Signature of person mailing/faxing form	Date
<u>Local 21</u>		<u>12/08/2008</u>
Union Name	Signature of person mailing/faxing form	Date
RFP sent to <u>Local 21</u>	on <u>11/7/2008</u>	<u>Shahnam Farhangi</u>
Union Name	Date	Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE
PSC# _____ *SFMTA Approved*
STAFF ANALYSIS/RECOMMENDATION: *12-8-08*
CIVIL SERVICE COMMISSION ACTION: *PB*

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Grassroots organizing experience and expertise in transportation bicycling in San Francisco. Minimum one year experience in conducting adult bicycle safety education. Instructions must be provided by League Cycling Instructors (LCIs) certified by the League of American Bicyclist (LAB).

B. Which, if any, civil service class normally performs this work? There is no civil service class that performs this type of work.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: Current civil service classifications do not have the experience or training to teach bicycle safety education classes.

B. Would it be practical to adopt a new civil service class to perform this work? Explain No, because the work load for teaching bicycle safety classes are infrequent. The demand for bicycle safety education is only periodic. Teaching of bicycle safety is done less than 50 times each year.

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?	<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;

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai (415) 554- 4160

Print or Type Name Telephone

S. F. Municipal Transportation Agency
401 Van Ness Ave. Room 320,
San Francisco, CA 94102

Address

* * * Communication Result Report (May. 17. 2011 9:24AM) * * *

3}

Date/Time: May. 17. 2011 9:23AM

File No. Mode	Destination	Pg (s)	Result	Page Not Sent
3317 Memory TX	98642166	P. 5	OK	

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

WITA | Municipal Transportation Agency

Call Center | Mayor
 Public Works | Director
 Traffic | Director
 Planning | Director
 Finance | Director
 Information Systems | Director
 Human Resources | Director
 Administration | Director
 Community Development | Director
 Environmental Services | Director
 Engineering | Director
 Fleet Management | Director
 Health & Safety | Director
 Information Technology | Director
 Legal Services | Director
 Maintenance | Director
 Operations | Director
 Public Safety | Director
 Real Estate | Director
 Research & Planning | Director
 Social Services | Director
 Special Services | Director
 Street & Traffic | Director
 Transit | Director
 Transportation Planning | Director
 Utility Services | Director
 Water & Wastewater | Director
 Youth & Recreation | Director

FAX

DATE:	May 17, 2011		
FROM:	Cynthia Hamada/Holay Moy	TO:	Ging Louie IFPTE, Local 21
PHONE:	(415) 701-5381	FAX:	(415) 804-2188
FAX:	(415) 701-5397	PHONE:	
SUBJECT: Personal Services Contract Summary Professional Support Services for Bicycle Safety Education Classes			
COMMENTS: Please contact Tonya Jones should you have additional questions. Tel. 415.701.4284			

NO. OF PAGES (Excluding fax copy): 4

San Francisco Municipal Transportation Agency
 San Francisco Municipal Railway | Department of Public Works | Human Resources
 601 Van Ness Avenue, Room 720, San Francisco, CA 94102 | Tel: (415) 554-4100 | Fax: (415) 664-4111 | www.sfmtd.com

Gavin Newsom | Mayor
 Rev. Dr. James McCray Jr. | Chairman
 Tom Nolan | Vice-Chairman
 Cameron Beach | Director
 Shirley Breyer Black | Director
 Wil Din | Director
 Peter Moxey | Director
 Leah Shahum | Director
 Nathaniel P. Ford, Sr. | Executive Director/CEO

FAX

DATE:	May 17, 2011		
FROM:	Cynthia Hamada/Betsy Moy <i>CHM</i>	TO:	Ging Louie IFPTE, Local 21
PHONE:	(415) 701-5381	FAX:	(415) 864-2166
FAX:	(415) 701-5397	PHONE:	
SUBJECT: Personal Services Contract Summary			
Professional Support Services for Bicycle Safety Education Classes			
COMMENTS:			
Please contact Tonya Jones should you have additional questions.			
Tel: 415.701.4291			

NO. OF PAGES (Excluding fax cover): 4

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 18, 2011

DEPARTMENT NAME: San Francisco 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: Management Services for Development, Distribution, Installation and Removal of Temporary Towaway Signage

FUNDING SOURCE: SFMTA Operating Budget

PSC AMOUNT: \$500,000.00

PSC DURATION: July 1, 2011 to June 30, 2015

1. **DESCRIPTION OF WORK**

A. **Concise description of proposed work:**

The City is seeking assistance in consolidating and administering the processes for issuing, posting, monitoring, removing and tracking temporary parking restriction signage required for construction projects and various special projects and events in the public right of way under the purview of the SFMTA, the San Francisco Police Department (SFPD), the Department of Public Works (DPW) and other agencies to be determined in the future. The temporary parking signage for these projects typically provides that vehicles cannot park within the designated location indicated, and that vehicles that are parked in the restricted area will be towed.

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

The services needed are currently being handled by three separate agencies. The SFPD is desirous of yielding their portion of responsibilities, in particular posting and removal of signage, which is currently done by Police Officers who under the Administrative Code 10B receive overtime. Neither SFMTA nor DPW has the capacity to absorb this function. In addition, current signage is inconsistent, as some is produced by SFMTA, and others by individual construction companies. Also, citizens must go to a variety of websites to receive instructions on how to obtain special event and construction permits and procedures. Award of the contract would place all these tasks and responsibilities on one vendor in order to have one uniform, City-approved source for signage development, distribution, posting, monitoring and disposal.

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):**

Temporary signage for special events can be requested by the SFPD, based on walk-in customer requests or through special events approved by the Interdepartmental Staff Committee on Traffic and Transportation. Temporary signage is generated by the SFMTA Citations division, with assistance from the Sheriff's Work Alternative Program (SWAP). Signage is posted by the SFPD using 10B Police Officers who work at overtime pay, although some customers post their own signage for smaller events. Police Officers also monitor signage and remove signage.

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

SFMTA has an option to renew for up to four additional years, at its discretion.

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>	<u>Parween Boparai</u>	<u>5-18-11</u>
Union Name	Signature of person mailing / faxing form	Date
<u>IBEW, Local 1021</u>	<u>Parween Boparai</u>	<u>5-18-11</u>
Union Name	Signature of person mailing / faxing form	Date
<u>S.F. Police Officers' Association</u>	<u>Parween Boparai</u>	<u>5-18-11</u>
Union Name	Signature of person mailing / faxing form	Date
RFP sent to <u>L-21; L-1021, SFPOA</u> , on <u>May 18, 2011</u>	<u>Lorraine Fuqua</u>	Signature
Union Name	Date	Signature

***** SFMTA approved 5-18-11

PSC# 4003-11/12

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

MAY 18 2011

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Temporary signage production, posting signage, monitoring status of signage, website development, and providing customer service.

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

Civil Service classifications have significantly minor reduced responsibilities at SFMTA & DPW: SFMTA - 9504 Citation & RPP Clerk; 9506 Sr. Citation & RPP Clerk; 9508 Principal Citation & RPP Clerk DPW - 1822 Administrative Analyst; 5201 Jr. Engineer; 5380 Student Design Trainee I - Arch., Engr., & Planning; 9920 Public Service Aide and 6230 Street Inspectors. & SFPD - Q2 Police Officer (10B overtime Police Officers)

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

The SFMTA proposes that the vendor provide a centrally located customer service facility to assist the public with signage requests.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Current duties are handled by on an as needed and/or overtime basis. The City cannot, however, justify hiring additional positions on a full time basis to provide the services needed, as service levels fluctuate throughout the year.

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

No new classifications are needed for the functions sought.

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

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	()	(X)
B. Will the contractor train City and County employees? - Describe training and indicate approximate number of hours. - Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.	()	(X)
C. Are there legal mandates requiring the use of contractual services?	()	(X)
D. Are there federal or state grant requirements regarding the use of contractual services?	()	(X)
E. Has a board or commission determined that contracting is the most effective way to provide this service?	()	(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:

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

415-701-5377
Telephone Number

San Francisco Municipal Transportation Agency

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

x x x Communication Result Report (May. 18. 2011 3:10PM) * * *
}}

Date/Time: May. 18. 2011 3:10PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
3355 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: Parveen Bopara	TO: Ging Lowe (Local 21)
PHONE: 415-701-6377	FAX: 416-884-2166
FAX: 415-701-6397	PHONE:
SUBJECT: PSC	NO. OF PAGES (Excluding fax cover): 2
COMMENTS: Should you have any questions, please contact Lorraine R. Fugua at 415-701-4678.	

San Francisco Municipal Transportation Agency
 One Star Line Plaza, Suite 400, San Francisco, CA 94103 | Tel: 415-201-4200 | Fax: 415-201-4130 | www.sfmata.com

* * * Communication Result Report (May. 18. 2011 3:11PM) * * *

2}

Date/Time: May. 18. 2011 3:10PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
3356	Memory TX	94316241	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:	Alex Hodson (Local 1021)
PHONE:	415-701-5377	FAX:	415-431-0241
FAX:	415-701-5397	PHONE:	
SUBJECT:	PSC	NO. OF PAGES (Excluding fax cover):	2
COMMENTS: Should you have any questions, please contact Lorraine R. Fugua at 415-701-4878.			

* * * Communication Result Report (May. 18. 2011 3:12PM) * * *

}}

Date/Time: May. 18. 2011 3:11PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
3357	Memory TX	95525741	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:	Gary P. Defagnes (SFPOA)
PHONE:	415-701-5377	FAX:	415-552-5741
FAX:	415-701-5397	PHONE:	415-061-5060
SUBJECT:	PSO	NO. OF PAGES (Excluding fax cover):	2
COMMENTS:			
Should you have any questions, please contact Lorraine R. Fugua at 415-701-4678			

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 23, 2011

DEPARTMENT NAME: San Francisco Municipal Transportation Agency (SFMTA) DEPARTMENT NUMBER: # 68

TYPE OF APPROVAL: () EXPEDITED (X) REGULAR (OMIT POSTING _____)

() CONTINUING () ANNUAL

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

TYPE OF SERVICE: Environmental and Transportation Impact Study on the SFMTA Transit Effectiveness Project

FUNDING SOURCE: Proposition C and other local funds

PSC AMOUNT: \$2,000,000.00

PSC DURATION: 08/01/2011 - 07/31/2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The SFMTA in collaboration with The Controller's Office needs to procure the services of a qualified and experienced contractor to complete comprehensive environmental review with a focus on transportation impacts for the SFMTA's Transit Effectiveness Project (TEP), and prepare and publish its findings as required by the California Environmental Quality Act (CEQA), and National Environmental Policy Act (NEPA) if required. The TEP consists of a set of proposals designed to transform and maximize Muni service delivery. Through these proposals, the TEP aims to achieve the following goals: 1. improve service reliability; 2) reduce travel time; 3) improve customer experiences; and 4) improve service effectiveness and efficiency.

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

Comprehensive environmental review must be completed before the SFMTA can implement improvements to existing transit service and associated infrastructure as recommended by the TEP. Denial of this request would indefinitely delay implementation of the TEP's recommendations, which are intended to improve transit service, attract more riders, and increase the efficiency of transit service by improving transit reliability, reducing transit travel delays, and updating transit routes to better match existing and projected travel patterns. Delayed implementation of the TEP's recommendations may result in less efficient transit service delivery, less attractive transit service, and increased traffic congestion.

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

This service has not been provided in the past. PSC #4145-09/10 for \$600,000.00 was requested for these services; however, the contract was not executed at anytime as it was for an under-estimated amount and an inaccurate timeframe.

D. Will the contract(s) be renewed: No, this is a one-time project.

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>	<u>Parveen Boparai</u>	<u>5-23-11</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

SFMTA approved
5-23-11

PSC# 4004-11/12
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

MAY 23 2011

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

These services require expertise in environmental analysis in accordance with CEQA and NEPA, including recent amendments regarding greenhouse gas emissions effective March 18, 2010; expertise in transportation impact analysis including impacts to multiple travel modes; expertise in environmental analysis of complex transit system components; and experience in the preparation and publication of environmental studies and reports. Previous experience in, and familiarity with, environmental and transportation impact studies peculiar to San Francisco are desirable.

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

Complex environmental reviews in San Francisco are normally performed by contractors and overseen and reviewed by the Planning Department's Major Environmental Analysis (MEA) Section i.e. 5298 Planner III - Environmental Review and 5299 Planner IV - Environmental Review. The SFMTA anticipates close coordination between the contractor team and City staffs through the environment review process, including staff at SFMTA, 5288 Transit Planner II, 5289 Transit Planner III, and 5283 Planner V are responsible for detailed designs and overall project management.

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:

Existing City staff cannot perform this work in a timely fashion with existing workloads, and may not have the required expertise in certain topic areas, particularly with respect to NEPA. Additionally, the Planning Department lacks infrastructure to produce voluminous documents such as Environmental Impact Report (EIRs) and Environmental Impact Study (EISs).

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

No. This work is not expected to be ongoing, and is best delivered when provided by a percentage of various specialized staff on an as-needed basis working in close coordination. If individuals were hired full-time for this work, they would not be productive the majority of the time due to the specific skill sets required for this work and the sporadic nature of this work.

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) |
| C. Are there legal mandates requiring the use of contractual services? | () | (X) |
| D. Are there federal or state grant requirements regarding the use of contractual services? | () | (X) |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | () | (X) |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | () | (X) |

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

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

415-701-5377
Telephone Number

San Francisco Municipal Transportation Agency

One S. Van Ness Ave., 7th Floor, San Francisco, CA 94103
Address

* * * Communication Result Report (May. 23. 2011 11:01AM) * * *

1}

Date/Time: May. 23. 2011 11:00AM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
3394	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:	Parveen Bopara	TO:	Ging LoYe (Local 21)
PHONE:	415-701-5377	FAX:	415-834-2108
FAX:	415-701-5397	PHONE:	
SUBJECT:	PSO	NO. OF PAGES (Excluding fax cover):	2
COMMENTS: Should you have any questions, please contact Trinh Nguyen at 415-701-4602.			

San Francisco Municipal Transportation Agency
 One S. Van Ness Avenue, 5th Floor (at San Francisco, CA 94103) | Tel: 415.701.4500 | Fax: 415.701.4110 | www.sfmta.com

June 7, 2010 Regular Meeting

MINUTES Regular Meeting June 7, 2010

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:14 p.m.

ROLL CALL

President Morgan R. Gorrano	Present
Vice President E. Dennis Normandy	Present
Commissioner Donald A. Casper	Present
Commissioner Mary Y. Jung	Not Present (Notified absence)

President Morgan R. Gorrano presided.

APPROVAL OF MINUTES

Regular Meeting of May 17, 2010

Action: Approve. (Vote of 3 to 0)

0224-10-1 ELECTION OF OFFICERS (Item No. 4)

**Action: Commissioner E. Dennis Normandy was elected President for the term of office ending May 31, 2011. (Vote of 3 to 0)
Commissioner Donald A. Casper was elected Vice President for the term of office ending May 31, 2011. (Vote of 3 to 0)**

0225-10-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4142-09/10	Health Service System	\$156,000	Administer the Medical and Dependent Care Flexible Spending Account programs for eligible City and County of San Francisco employees. Services include maintaining required IRS tax reporting	Regular	06/30/11

			records, sending quarterly account statements and adjudicating claims for reimbursement within IRS guidelines.		
4143-09/10	Health Service System	\$112,000	Administration of the Management Cafeteria Plan for eligible members including communications, enrollment processing, third-party vendor management, premium reconciliation and payment to applicable vendors.	Regular	06/30/11
4144-09/10	Health Service System	\$107,735	Administer COBRA (Consolidated Omnibus Budget Reconciliation Act) benefits for eligible resigned, laid-off and separated members of the Health Service System. Services include providing required initial COBRA notice, enrolling eligible individuals, and conducting open enrollment for COBRA enrollees.	Regular	06/30/11
4145-09/10	Municipal Transportation Agency	\$600,000	The SFMTA needs to procure the services of a qualified and experienced contractor to complete comprehensive environmental review with a focus on transportation impacts for the SFMTA's Transit Effectiveness Project (TEP), and prepare and publish its findings as required by the California Environmental Quality Act (CEQA), and National Environmental Policy Act (NEPA) if required.	Regular	01/31/13
4146-09/10	Public Works	\$2,500,000	The Consultant will provide as-needed environmental monitoring and oversight services for the San Francisco General Hospital (SFGH) Rebuild Project (SFGHRP) in support of the construction activities involving the abatement of asbestos, lead, and other hazardous materials, naturally-occurring asbestos in soils, soil characterization and profiling, and other hazardous materials. Conduct daily air quality monitoring during all earthmoving activities (trenching and mass excavation) during construction activities to comply with the Bay Area Air Quality Management District's (BAAQMD) Asbestos Dust Monitoring Plan (ADMP) for the project. The Consultant shall also provide as-needed	Regular	12/31/16



PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 6, 2011

DEPARTMENT NAME: San Francisco 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: Furnish and Install Video Surveillance Systems on 358 buses and equipment in three bus yards.

FUNDING SOURCE: I-Bond and Federal Emergency Management Agency (FEMA)

PSC AMOUNT: \$6,000,000.00 PSC DURATION: May 16, 2011 through December 31, 2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The scope of this project to furnish and install video surveillance systems on 358 buses, including but not limited to cameras, digital video recorders (DVR's), WI-FI networks on three bus yards complete with servers, computers and software interface package that will enable SFMTA personnel to view, download and store the captured video images wirelessly and view them in real-time or through the internet. The new system will replace the existing cameras and DVR's. The Contractor shall supply all engineering, design calculations, detailed drawings, labor, tools, materials, equipment, software interface package and other related technical documentation needed to install the systems in the buses and all wayside equipment in the yards. The Contractor shall provide training to all designated SFMTA personnel in the proper use, operation and maintenance of the new video surveillance system.

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

The existing system does not have wireless download capability, whenever there is an incident on a vehicle, the hard drive for the DVR must be removed by security staff from the bus and brought back for viewing and downloading in the security office. Furthermore, the existing system does not also have the capability for real-time viewing of the images as seen by the cameras and also viewing of captured images through the Internet. The new system will allow wireless downloading of all captured images through the new WI-FI network installed in the yards, which will then allow the users to access the images through the Internet; thereby, eliminating the need for security staff to look for the vehicles in the yards in order to remove the hard drives and view incident videos. In addition, the new system will provide real-time viewing of images, inside and outside the bus, by law-enforcement officers, emergency responders, and other authorized personnel on a real-time basis from a distance of about 500 yards in case the bus is hijacked and used for terrorism activities. Denial of this service will result in these buses not having the enhanced capabilities of a more advanced system as described above; therefore decreasing the capability for protecting our patrons, prevent vandalism or aid in counter-terrorism activities on our fleet.

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 the first time this type of system and service is being installed in SFMTA fleet.

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

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

IFPTE, Local 21	<u>Panveen Bopara</u>	<u>5-6-11</u>
Union Name	Signature of person mailing / faxing form	Date
IBEW, Local 6	<u>Panveen Bopara</u>	<u>5-6-11</u>
Union Name	Signature of person mailing / faxing form	Date
SEIU, Local 1021	<u>Panveen Bopara</u>	<u>5-6-11</u>
Union Name	Signature of person mailing / faxing form	Date
IAM, Local 1414	<u>Panveen Bopara</u>	<u>5-6-11</u>
Union Name	Signature of person mailing / faxing form	Date

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

PSC# 4005-11/12 FOR DEPARTMENT OF HUMAN RESOURCES USE SFMTA approved
STAFF ANALYSIS/RECOMMENDATION: 5-6-11
CIVIL SERVICE COMMISSION ACTION: PSC FORM 1 (9/96)

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

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

Knowledge, and experience in designing, integrating, and installing video surveillance systems with wireless downloading, internet access and real-time viewing capability.

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

7318 Electronic Maintenance Technician and 7329 Electronic Maintenance Technician Assistant Supervisor would be able to perform installation of the equipment. However, they will not be able to provide the design and integration of the entire system.

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

The Contractor shall provide all labor, test equipment and personnel necessary for testing, adjusting and retesting all vehicles until they are proven to meet SFMTA's operating parameters prior to returning them to revenue service

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

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

This is a design, furnish, install contract that will be implemented on a one-time basis only and requires the Contractor to provide 2 years of warranty on the equipment and installation.

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

No, 7318 – Electronic Maintenance Technicians will operate and maintain the system after receiving training from the contractor.

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

Yes No

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

B. Will the contractor train City and County employees? (x) ()

- Describe training and indicate approximate number of hours.

The Contractor will provide 8 hours of classroom instruction on the use and operation of the new video surveillance system and its software interface package and 8 hours of maintenance, trouble shooting and repair of the new video surveillance system.

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

7318 – Electronic Maintenance Technician: 6; 7329 - Electronic Maintenance Technician Assistant Supervisor: 1;

7241 - Senior Maintenance Controller: 1; 1410 Chief Clerk: 1; 1406 Senior Clerk: 3; 8214 Parking Control Officer: 2

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

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

This grant is from Dept of Homeland Security Transit Security Grant Program with restriction on personnel cost.

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:

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

415.701.5377
Telephone Number

San Francisco Municipal Transportation Agency

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

* * * Communication Result Report (May. 6. 2011 4:25PM) * * *

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2}

Date/Time: May. 6. 2011 4:21PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
3263	Memory TX	916503414050	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:	Arthur Gonzalez (Local 1414)
PHONE:	416-701-5377	FAX:	850-341-4060
FAX:	416-701-5397	PHONE:	
SUBJECT: PSC		NO. OF PAGES (Excluding fax cover): 2	
COMMENTS:			
Should you have any questions, please contact Elson Hao at 401-3186.			

San Francisco Municipal Transportation Agency
 One Bay View Avenue, Suite 600, San Francisco, CA 94133 | Tel: (415) 201-6100 | Fax: (415) 201-6150 | www.sfmta.com

* * * Communication Result Report (May. 6. 2011 4:23PM) * * *

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Date/Time: May. 6. 2011 4:20PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
3261 Memory TX	94316241	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:	Alex Hodson (Local 1021)
PHONE:	415-701-5377	FAX:	415-431-0241
FAX:	415-701-5397	PHONE:	
SUBJECT: PSC		NO. OF PAGES (Excluding fax cover): 2	
COMMENTS: Should you have any questions, please contact Elson Hao at 415-401-3106.			

San Francisco Municipal Transportation Agency
 One South Van Ness Avenue, Suite 111, San Francisco, CA 94109 | Tel: 415.201.4699 | Fax: 415.201.4190 | www.sfmata.org

* * * Communication Result Report (May. 6. 2011 4:22PM) * * *

1}

Date/Time: May. 6. 2011 4:21PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
3262	Memory TX	98610734	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 Boparai	TO:	Kevin Hughes (Local 6)
PHONE:	415-701-5377	FAX:	415-881-0734
FAX:	415-701-5397	PHONE:	
SUBJECT:	PSG	NO. OF PAGES (Excluding fax cover):	2
COMMENTS:			
Should you have any questions, please contact Elson Hao at 401-3196.			

San Francisco Municipal Transportation Agency
 One Geary Way, Room 3000, San Francisco, CA 94102 | Tel: 415-701-4000 | Fax: 415-701-4000 | www.sfmta.com

* * * Communication Result Report (May. 6. 2011 4:21PM) * * *

1}

Date/Time: May. 6. 2011 4:20PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
3260 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:	Parveen Bopara	TO:	Ging Louie (Local 21)
PHONE:	415-701-5377	FAX:	415-684-2188
FAX:	415-701-5397	PHONE:	
SUBJECT:	PSC	NO. OF PAGES (Excluding fax cover):	2
COMMENTS:			
Should you have any questions, please contact Elson Hao at 401-3198.			

San Francisco Municipal Transportation Agency
 One Bay View Plaza, Suite 201, San Francisco, CA 94133 | Tel: 415.701.6200 | Fax: 415.701.4450 | www.sfmta.com

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 05/16/11

DEPARTMENT NAME: Police DEPARTMENT NUMBER 38

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

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

TYPE OF SERVICE: Validation of updated software for Applied Biosystems 3130xl genetic analyzers

FUNDING SOURCE: NIJ FY10 Forensic DNA Backlog Reduction Program 2010-DN-BX-K124 Grant

PSC AMOUNT: \$96,000 PSC DURATION: 8-1-11 - 7-30-12

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The vendor chosen will complete all required tests and performance checks to validate the Identifiler Plus PCR amplification kit using 9700 thermal cyclers, the 3130xl genetic analyzers used to separate and visualize the DNA fragments, and the GeneMapper ID v.3.2 to genotype the DNA fragments. Vendor will provide a written report of the validation results.

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

Validation is required due to upgrade of DNA genetic analyzers. If the service is denied it must be performed by Criminalists in the understaffed DNA Unit who are conducting casework on violent crimes (homicides and sexual assaults).

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):

Service has not been provided through a PSC 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):

Local 21, IFPTE Union Name Signature of person mailing/faxing form Date 5-16-11

RFP sent to Local 21, IFPTE Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4006-11/12 STAFF ANALYSIS/RECOMMENDATION:

JUN 20 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The vendor must be approved by the Federal Bureau of Investigation (FBI) as qualified to conduct validation for the newly installed Applied Biosystems 3130x1 genetic analyzers. There are currently three vendors approved by the FBI to perform this validation: Applied Biosystems, Sorenson Genomics, and Bode Technology.

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

8260, (Criminalist II) and 8262, (Criminalist 111)

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 DNA Unit is understaffed. To meet the Department's mission of expediting casework for violent crimes (primarily homicides and sexual assaults), Criminalists assigned to this Unit should all be completing casework and not conducting a validation project.

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

No. This is a one time service.

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?

NIJ FY10 Forensic DNA Backlog Reduction Program 2010-DN-BX-K124 Grant

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

Officer Shawn Wallace #1104

553-1096

Print or Type Name

Telephone Number

850 Bryant Street
San Francisco, CA 94103

Address

MODE = MEMORY TRANSMISSION

START=MAY-16 12:29

END=MAY-16 12:30

FILE NO.=155

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	*	98642166	003/003	00:00:34

-SFPD LEGAL DIVISION -

***** -SFPD LEGAL DIV - ***** - 4155531999- *****

SAN FRANCISCO POLICE DEPARTMENT
LEGAL DIVISION
 TELEPHONE: 415-553-1096
 FAX: 415-553-1999

Fax to Local 21

TO: Joe Brenner and Kim Carter

FAX#: 864-2166

DEPT / COMPANY: Local 21

DATE: 5-16-11

FROM: **Officer Shawn Wallace, #1104**
San Francisco Police Department, Legal Division
Direct extension: 415-553-1096

SUBJECT: PSC

TOTAL NUMBER OF PAGES INCLUDING COVER LETTER: 3

Attached is a PSC for DNA Backlog Validation services. If you have any questions, please contact Martha Blake at Martha.Blake@sfgov.org or Cherrisse Boland at Cherrisse.Boland@sfgov.org

Thanks
Shawn

CONFIDENTIALITY NOTE

This and any accompanying pages contain information from the San Francisco Police Department and it is confidential and privileged. The information contained in this fax transmittal is intended for the use of the individual or entity named above. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the accompanying document (or the information contained herein) is prohibited. If you have received this facsimile transmission in error, please notify our office immediately so that we can arrange for retrieval at no cost to you.

SAN FRANCISCO POLICE DEPARTMENT
LEGAL DIVISION

TELEPHONE: 415-553-1096

FAX: 415-553-1999

TO: Joe Brenner and Kim Carter

FAX#: 864-2166

DEPT / COMPANY: Local 21

DATE: 5-16-11

FROM: **Officer Shawn Wallace, #1104**
San Francisco Police Department, Legal Division
Direct extension: 415-553-1096

SUBJECT: PSC

TOTAL NUMBER OF PAGES INCLUDING COVER LETTER: 3

Attached is a PSC for DNA Backlog Validation services. If you have any questions, please contact Martha Blake at Martha.Blake@sfgov.org or Cherisse Boland at Cherisse.Boland@sfgov.org

Thanks
Shawn

CONFIDENTIALITY NOTE

This and any accompanying pages contain information from the San Francisco Police Department and it is confidential and privileged. The information contained in this fax transmittal is intended for the use of the individual or entity named above. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the accompanying document (or the information contained herein) is prohibited. If you have received this facsimile transmission in error, please notify our office immediately so that we can arrange for retrieval at no cost to you.



DNA Backlog Validation PSC

Monday, May 16, 2011 12:08 PM

From: "Shawn Wallace" <sfpd.contracts@sbcglobal.net>

To: "Joe Brenner" <jebrenner@ifpte21.org>, "Kim Carter" <kcarter@ifpte21.org>

Cc: "Martha Blake" <martha.blake@sfgov.org>, "Cherisse Boland" <cherisse.boland@sfgov.org>

1 File (107KB)



DNA Bac...

*EMAIL TO
LOCAL 21*

Attached is a PSC for the Validation of updated software for the SFPD Crime Lab Applied Biosystems 3130xl genetic analyzers. If you have any questions regarding the service, please contact either Martha Blake Martha.Blake@sfgov.org or Cherisse Boland at Cherisse.Boland@sfgov.org at the SFPD Crime Lab. When the RFP is ready to go, I'll also send it over to you. I'll also fax over a signed copy of the PSC.

Thanks
Shawn

Officer Shawn Wallace # 1104
SFPD, Legal Division.
415-553-1096

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 06/10/2011 (30-day Union Notice)
06/24/2011 (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: Fish Passage Facilities Design and Engineering Service (CS 204)

FUNDING SOURCE: Water System Improvement Program

PSC AMOUNT: \$2,300,000 PSC DURATION: 12/01/2011 to 06/30/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Design of several fish passage facilities within the Alameda Creek Watershed., which include a long fish ladder, fish screens, bypass tunnel, and safety improvements (i.e., handrail and/or other improvements) at the Alameda Creek Diversion Dam, and modification of the natural barriers (boulders) at the Little Yosemite. Scope of work includes preparing CER and design documents for the above components. Supplemental geotechnical, hydraulic and hydrologic analysis and studies, and fisheries-related studies may be required to complete the design.

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

Expertise in design of fish passage facilities is not available within SFPUC or other City departments. The same is true for geotechnical investigation and hydrologic design recommendations for fish passage facilities involving methods needed to verify appropriate criteria for foundation design, seismic design and hydraulic design for flow velocities within the fish ladder that allow passage and minimize sedimentation. Consequences of denial would prevent improvements for water delivery reliability to SFPUC customers.

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):

Engineering firms have previously provided this service with expertise in design of fish screens and ladders. The most recent project involving selection of a design consultant is for CS/SA Transmission System Upgrade.

D. Will the contract(s) be renewed: Contract renewal is not anticipated.

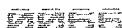
2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

L21 Union Name Shamica Jackson Signature of person mailing/faxing form 06/10/2011 (30-day Union Notice) 06/24/2011 (to DHR)-Revised Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4007-11/12 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Expertise is required in engineering and design of long fish ladders, fish screens, natural barrier improvement, and bypass tunnel within the dam, and engineering expertise in geotechnical investigation, fisheries related studies, hydraulic and hydrology analysis.

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

None.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There is no continuous, long term workload for this service.

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

No. There is no long term need for the design of fisheries passage facilities in SFPUC watershed.

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? **12/15/2003 Res. #03-0245**

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

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

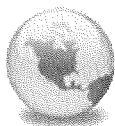
WHEREAS, SFPUC staff shall present contract closeouts as consent calendar items for all contracts under \$5 million and as regular calendar items for all contracts with a value of \$5 million or above; and

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



RE: CS-204, PSC Summary Form (Initial Request)-Revised

Jackson, Shamica

to:

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

06/24/2011 03:06 PM

Cc:

"Wade, Dan", "Hou, Susan S"

Hide Details

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

To: "Jackson, Shamica" <SJackson@sfwater.org>, "Birrer, Joe" <Joe.Birrer@flysf.com>, "Byrne, Ed" <Ed.Byrne@sford.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@flysf.com>, "Lee, Tedman C" <tclee@sfwater.org>, "Rivera, Patrick" <Patrick.Rivera@sfdpw.org>, "Wang, Jane" <Jane.Wang@sfmta.com>, "Baker, Deborah" <Deborah.Baker@sfgov.org>, "Bowman, Lora" <lbowman@sfwater.org>, "Brenner, Joe" <jebrenner@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>, "Reed, Margot" <Margot.Reed@seiu1021.org>, "Scott, David E" <DEScott@sfwater.org>, "Tamura, Pattie" <pattie.tamura@seiu1021.org>, "Tanner, Joe" <joe.tanner@seiu1021.org>, "Warshauer, Ed" <ed.warshauer@seiu1021.org>, "Wong, Larry" <lwong@ifpte21.org>, "Yun, Pauson" <PYun@sfwater.org>

Cc: "Wade, Dan" <DWade@sfwater.org>, "Hou, Susan S" <SHou@sfwater.org>

1 Attachment



CS-204 PSC TO DHR 06242011-Revised.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-204, Fish Passage Facilities Design and Engineering Service**, 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 **July 18, 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: Friday, June 24, 2011 11:45 AM

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

Cc: Wade, Dan; Hou, Susan S

Subject: CS-204, PSC Summary Form (Initial Request)

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-204, Fish Passage Facilities Design and Engineering Service**, initial request for **\$2,000,000.**

2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.

3. Thirty-day Union notification required? If no, please explain. **Yes. This was approved by Local 21 to go forward before the 30 day time period.**

4. For **July 18, 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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 5/25/2011

DEPARTMENT NAME: Office of Economic and Workforce Dev. DEPARTMENT NUMBER: 21

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

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC #) 3041-10/11

TYPE OF SERVICE: Real estate economic feasibility and General Fund-impact analyses

FUNDING SOURCE: Time, materials and administrative charges to be fully reimbursed

PSC AMOUNT: \$49,500 PSC DURATION: January 1, 2011 - June 30, 2011

Mod #1 amount: \$30,000 Mod #1 duration: July 1, 2011 - August 31, 2011

1. DESCRIPTION OF WORK Total PSC Amount \$79,500 Total Duration: 1/1/11 - 8/31/11

A. Concise description of proposed work: Contractor will provide in-depth, independent fiscal and economic analysis and generate reports to assist the City during the implementation of a Pilot Infrastructure Finance District (IFD) at Rincon Hill as well as evaluating the feasibility of IFDs to assist in the implementation of the Eastern Neighborhoods Area Plans. Contractor will: evaluate net incremental General Fund Revenues associated with the rezoning of soft site parcels; prepare a draft Infrastructure Financing Plan for the Pilot IFD; determine the funding capacity of the Pilot IFD; and evaluate the net increment General Fund Revenues and IFD funding capacity of key development soft sites within the Eastern Neighborhoods.

B. Explain why this service is necessary and the consequence of denial: The services are necessary to assist the City with an independent review of the financial feasibility of the Pilot IFD, as well as the establishment of IFDs in the Eastern Neighborhoods area, as well as to fully understand the project's fiscal and economic impacts on the City. A denial of this contract would prohibit the City from moving forward with the Pilot IFD program (and future IFD programs as well), as the City will be unable to assess its fiscal feasibility and impacts.

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): Nearly identical technical services have been provided to OEWD to support negotiation of development agreements at Parkmerced, Hunters Point Shipyard / Candlestick Point and Treasure Island. However, the latter two were executed through the Redevelopment Agency and the Treasure Island Development Authority, respectively.

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

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

x Local 21 Union Name Signature of person mailing/faxing form Date 5/4/2011
x MEA Union Name Signature of person mailing/faxing form Date 5/4/2011

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3041-10/11
STAFF ANALYSIS/RECOMMENDATION:

MAY 25 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Must have specific skills and expertise in the San Francisco/Bay Area residential real estate market, tax increment financing as well as structuring infrastructure financing plans for public improvements. Must also have skills and expertise in fiscal analysis and economic forecasting.

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

0933 - Manager V, 0932 - Manager IV, 1824 - Principle Administrative Analyst

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The City is seeking services which are highly specialized, unique and specific to the San Francisco/Bay Area residential real estate market, which cannot be provided by existing Civil Service classifications. Specific technical knowledge of tax increment financing and structuring infrastructure financing plans for public improvements is required.

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

No. The City is seeking an independent, third-party analysis. The work is short-term and highly specialized in nature.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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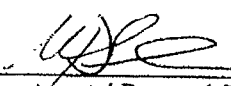
E. Has a board or commission determined that contracting is the most effective way to provide this service?

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

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

Merrick Pascual

Print or Type Name

415-701-5511

Telephone Number

1 Dr. Carlton B. Goodlett Place,
Room 448

San Francisco, CA 94102

Address



PSC Notification
Tamsen Drew to: staff

05/04/2011 03:10 PM

Please find the attached PSC Form 1 - Modification for your review. I am happy to answer any questions that you might have.



PSC Form 1 - Modification - KMA - 5.2.11.pdf

- Tamsen Drew

--

Project Assistant
Office of Economic and Workforce Development
City Hall, Rm 496
415-554-6297
tamsen.drew@sfgov.org



PSC Notification
Tamsen Drew to: jebrenner
Bcc: Kelly Pretzer

05/04/2011 03:08 PM

Please find the attached PSC Form 1 - Modification for your review. I am happy to answer any questions that you might have.



PSC Form 1 - Modification - KMA - 5.2.11.pdf

- Tamsen Drew

--

Project Assistant
Office of Economic and Workforce Development
City Hall, Rm 496
415-554-6297
tamsen.drew@sfgov.org

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 18, 2011

DEPARTMENT NAME: San Francisco Municipal Transportation Agency (SFMTA) DEPARTMENT NUMBER: # 68

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

TYPE OF REQUEST: () INITIAL REQUEST (X) MODIFICATION (PSC# 3005-10/11)

TYPE OF SERVICE: Muni Customer Service Survey and Analysis of Data

FUNDING SOURCE: General Funds

PSC AMOUNT: \$49,000.00
PSC MODIFICATION: \$49,000.00
PSC TOTAL: \$98,000.00

PSC DURATION: August 1, 2010 – July 31, 2012
PSC MODIFICATION: June 1, 2011 – August 31, 2012
PSC DURATION: August 1, 2010 – August 31, 2012

1. **DESCRIPTION OF WORK**

A. Concise description of proposed work:

Conduct an independent, citywide survey of Muni customers in English, Spanish and Cantonese and obtain updated tracking data on questions and responses that have been benchmarked in previous surveys. Confer with SFMTA staff on previous surveys and identify areas for new or expanded survey questions. Ask new questions to gauge Muni customers' attitudes, awareness and sentiments in response to the new questions. Perform cross-tabulations on data and illustrate them clearly in tables and charts. Provide narrative analysis of the data and resulting recommendations to the SFMTA's staff and Board of Directors.

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

These services are essential to assist the SFMTA in measuring customer needs, priorities, and current service satisfaction levels. This is an important tool to assist the SFMTA to design services to meet its customers' needs to the extent possible.

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 last provided in 2010 through current personal services contract, PSC No. 3005-10/11 approved on 7/19/10.

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

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

<u>IFPTE Local 21</u>	<u><i>Panveen Boparai</i></u>	<u>5-18-11</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

 PSC# 3005-10/11 FOR DEPARTMENT OF HUMAN RESOURCES USE SFMTA approved
 5-18-11

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

MAY 18 2011 (9/96)
PSC FORM

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractor and each of contractor's proposed partners or subcontractors must have successfully completed a minimum of one public sector survey or public opinion research project within the last five years ("successful completion" means project outcomes have been assessed by client).

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

Data research and analysis may feasibly be performed by the following classes: 1803 Performance Analyst I, 1805 Performance Analyst II, 1804 Statistician, 1806 Sr. Statistician, 1823 Sr. Administrative Analyst, and 1824 Principal Administrative Analysts, provided that the classifications meet the required skills and expertise in 3.A above.

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:

These customer survey services have been provided in the past through an independent client research firm to remove any perceived conflict of interest. Additionally, these services will be provided on an as-needed basis. It is anticipated that only a fraction of the contractor's assigned staff positions will be dedicated to this project at any time for the duration of the project.

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

No; This service is limited to skills and expertise in 3.A.

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

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

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

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

415-701-5377
Telephone Number

San Francisco Municipal Transportation Agency

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

* * * Communication Result Report (May. 18. 2011 10:44AM) * * *

13

Date/Time: May. 18. 2011 10:43AM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent.
3350	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:	Parveen Boparai	TO:	Ging Louie (Local 21)
PHONE:	416-701-6377	FAX:	416-994-2160
FAX:	416-701-6397	PHONE:	
SUBJECT:	PSC	NO. OF PAGES (Excluding fax cover):	2
COMMENTS: Should you have any questions, please contact Ashish Patel at 701-4297.			

San Francisco Municipal Transportation Agency
 One South Van Ness Avenue, Suite 111, San Francisco, CA 94103 | Tel: 415-701-4297 | Fax: 415-701-4297 | www.sfmta.com

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 06/23/2011 (to DHR)

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC# 4045-09/10)

TYPE OF SERVICE: Peninsula Pipeline Seismic Upgrade Engineering Design Services (CS-101)

FUNDING SOURCE: Water System Improvement Program Operating Budget

Table with 4 columns: Amount, PSC Duration, Modification One, PSC Duration, Modification Two, PSC Duration, Total Amount, Total PSC Duration.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Engineering design services and geotechnical support for three pipes crossing the Serra Fault and possible areas of liquefaction. Scope of work includes verification of fault crossing and liquefaction locations, generation of geotechnical design recommendations, development and completion of fault crossing and possible liquefaction zone design (including production of geotechnical investigation report, alternatives analysis report, conceptual engineering report, and all 100% design documents). This modification is necessary to increase contracting capacity due to changes in the pipeline project cost and configuration, liquefaction conditions at the sites, and the need retain these services throughout the construction phase.

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

Expertise in design of large diameter pipes crossing an active seismic fault and geotechnical investigation experience for situations involving verifying fault location and liquefaction zones, is required. Consequences of denial could cause pipe breakage during a seismic event at fault crossing sites and disruption of water delivery to SFPUC customers, in addition to potentially high repair 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):

This service has been provided in the past via PSC No. 4080-05/06.

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

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

L21 Union Name Shamica Jackson Signature of person mailing/faxing form 06/23/2011 (to DHR) Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4045-09/10

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Expertise is required in engineering and design of large diameter pipelines crossing earthquake faults and engineering expertise in geotechnical investigation of fault locations and liquefaction.

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

Civil Service classes performing this work could include 5241-Engineer or 5211-Senior Engineer.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Previous jobs, similar to this in scope have hired consultants to perform the conceptual engineering and design of the fault crossings. Because of this, engineers in the appropriate civil service classifications do not have past experience with developing fault crossing/liquefaction zone design options and carrying out the fault crossing design in-house.

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

While personnel in the appropriate classifications could possibly be trained to perform this design, there is no long term need for the design of large diameter pipelines crossing earthquake faults. Jobs that require this special experience are only on an as-needed basis (i.e. as the jobs arise) and therefore opening a civil service class with the expertise required would not be practical.

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 checked="" type="checkbox"/> | <input type="checkbox"/> |
| Yes via resolution no. #03-0245 adopted 12/15/2003. | | |
| 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:

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

Print or Type Name

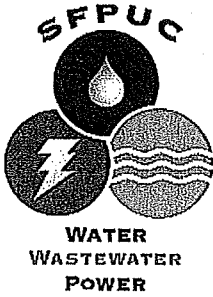
415-554-0727

Telephone Number

1155 Market Street, 9th Floor

San Francisco, CA 94103

Address



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 VIOTOR
VICE PRESIDENT

ANN MOLLER CAEN
COMMISSIONER

JULIET ELLIS
COMMISSIONER

ANSON B. MORAN
COMMISSIONER

ED HARRINGTON
GENERAL MANAGER

DATE: January 22, 2010
TO: Mary Ng, PSC Analyst
Department of Human Resources (Dept. 33)
FROM: Shamica Jackson, PSC Coordinator
Bonita McGee, Contract Analyst
San Francisco Public Utilities Commission (Dept. # 40)
RE: Request for Administrative Approval of PSC Modification (less than 50%)

Table with 4 columns: Field, Value, Field, Value. Includes PSC No: 4045-09/10, Approval Date: 10/05/2009, Description of Service(s): Peninsula Pipeline Seismic Upgrade Engineering Design Services (CS-101), Original Approved Amount: \$1,000,000, Duration: 02/01/2010 to 02/01/2013, Modification Amount: \$300,000, Modification of Duration: N/A, Total Amount as Modified: \$1,300,000, Total Duration as Modified: 02/01/2010 to 02/01/2013.

Reason for the modification:

Amending PSC to amount to match certified contract amount.

Attachments: Copy of PSC Summary sent to DHR.

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: [X] Approved

Approval Date: January 22, 2010

By: [Signature]
for Micki Callahan, Human Resources Director

Vertical stamp: 10 JAN 22 PM 2:00

Jackson, Shamica

From: Jackson, Shamica
Sent: Friday, September 04, 2009 5:06 PM
To: Byrne, Ed; Divine, Peg; Eavis, Ernie; Elwin, Harvey; Isen, Carol; Jindal, Roop; Sadden, Brian; Wang, Jane; Baker, Deborah; Bowman, Lora; 'Brenner, Joe'; 'Chapman, Jet'; 'Delcampo, Frank'; Domingo, Kofo; Jackson, Shamica; Kyaun, Florence; 'Louie, Ging'; McGee, Bonita; Morrison, Emily M.; Ng, Mary; Rockett, Briggette; Scott, David E; Yun, Pauson; Jackson, Prentiss
Subject: CS-101, PSC Summary Form-Revised
Importance: High
Attachments: CS-101 PSC Summary Form to DHR 090809.DOC

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-101, Peninsula Pipeline Design Services, initial request for \$1,000,000.**
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. For **October 5, 2009 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: 09/02/2009

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: Peninsula Pipeline Seismic Upgrade Engineering Design Services (CS-101)

FUNDING SOURCE: Water System Improvement Program Operating Budget

PSC AMOUNT: \$1,000,000 PSC DURATION: 02/01/2010 to 02/01/2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Engineering design services and geotechnical support for three pipes crossing the Serra Fault and possible areas of liquefaction. Scope of work includes verification of fault crossing and liquefaction locations, generation of geotechnical design recommendations, development and completion of fault crossing and possible liquefaction zone design (including production of geotechnical investigation report, alternatives analysis report, conceptual engineering report, and all 100% design documents)

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

Expertise in design of large diameter pipes crossing an active seismic fault and geotechnical investigation experience for situations involving verifying fault location and liquefaction zones, is required. Consequences of denial could cause pipe breakage during a seismic event at fault crossing sites and disruption of water delivery to SFPUC customers, in addition to potentially high repair 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):

This service has been provided in the past via PSC No. 4080-05/06.

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

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

L21 Union Name Shamica Jackson Signature of person mailing/faxing form 09/03/2009 Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Expertise is required in engineering and design of large diameter pipelines crossing earthquake faults and engineering expertise in geotechnical investigation of fault locations and liquefaction.

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

Civil Service classes performing this work could include 5241-Engineer or 5211-Senior Engineer.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Previous jobs, similar to this in scope have hired consultants to perform the conceptual engineering and design of the fault crossings. Because of this, engineers in the appropriate civil service classifications do not have past experience with developing fault crossing/liquefaction zone design options and carrying out the fault crossing design in-house.

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

While personnel in the appropriate classifications could possibly be trained to perform this design, there is no long term need for the design of large diameter pipelines crossing earthquake faults. Jobs that require this special experience are only on an as-needed basis (i.e. as the jobs arise) and therefore opening a civil service class with the expertise required would not be practical.

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"/> |
| <ul style="list-style-type: none"> • 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 checked="" type="checkbox"/> | <input type="checkbox"/> |
| Yes via resolution no. #03-0245 adopted 12/15/2003. | | |
| 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:

Shamica Jackson
Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

Print or Type Name

415-554-0727

Telephone Number

1155 Market Street, 9th Floor

San Francisco, CA 94103

Address

City and County of San Francisco  Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 7, 2005

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-806, Specialty Pipeline Services, BDPL Reliability Upgrade

FUNDING SOURCE: BDPL WSIP Project Budget

PSC AMOUNT: \$5 million PSC DURATION: April 2006- December 2011

1. DESCRIPTION OF WORK:

A. Concise description of work:

Provide specialized engineering services to support the SFPUC in the design and construction of the pipeline sections of Bay Division Pipeline No. 5.

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

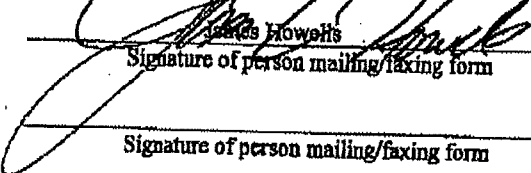
Geotechnical investigations are needed to identify possible liquefaction, landslide, and other hazardous caused in a seismic event. The expertise in seismic structure engineering is needed to design pipeline to withstand these seismic hazards. Such expertise is not available in within SFPUC or other City departments. Denial of this contract will prevent improvements needed for increasing reliability of water delivery to SFPUC customers.

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

This service has been provided by consultants 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>L21</u>		<u>1/23/06</u>
Union Name	Signature of person mailing/faxing form	Date
Union Name	Signature of person mailing/faxing form	Date

RFP sent to _____ on _____ Date _____ Signature _____

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4080-05/06

Approved Jim

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

06 JUN 31 AM 11:26
RECEIVED
CIVIL SERVICE
9

City and County of San Francisco  Department of Human Resources

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The pipeline engineering consultant should have experience in the design of large diameter welded steel pipeline for water services within Seismic IV, including design and analysis of large diameter pipeline crossing major faults with expected large fault displacement. The pipeline engineering consultant should also be competent in geotechnical investigation and site characterization, corrosion engineering, and structural engineering.

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: None.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Geotechnical investigation and design of large diameter pipelines crossing strong seismic zones occur infrequently. There is no continuous, long-term workload for these services.

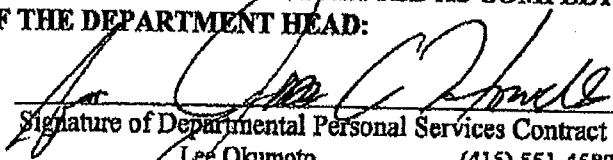
B. Would it be practical to adopt a new civil service class to perform this work? Explain

No, because there is insufficient continuous, long-term workload to support a staff of specialized pipeline engineers.

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?
116 hours of civil engineers training on the methodology used in the technical analysis, design process and operation of the new facilities. | <input checked="" type="checkbox"/> | <input 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?
12/15/03 #03-0245 | <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
Lee Okumoto (415) 551-4589
Print or Type Name Telephone

1145 Market Street, 1st Floor
San Francisco, CA 94103
Address

10

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

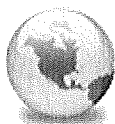
WHEREAS, SFPUC staff shall present contract closeouts as consent calendar items for all contracts under \$5 million and as regular calendar items for all contracts with a value of \$5 million or above; and

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



CS-101, PSC Summary Form (Modification No. 2 Request)

Jackson, Shamica

to:

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

06/23/2011 05:01 PM

Hide Details

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

To: "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>, "Baker, Deborah" <Deborah.Baker@sfgov.org>, "Bowman, Lora" <lbowman@sflower.org>, "Brenner, Joe" <jebrenner@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>, "Reed, Margot" <Margot.Reed@seiu1021.org>, "Scott, David E" <DEScott@sflower.org>, "Tamura, Pattie" <pattie.tamura@seiu1021.org>, "Tanner, Joe" <joe.tanner@seiu1021.org>, "Warshauer, Ed" <ed.warshauer@seiu1021.org>, "Wong, Larry" <lwong@ifpte21.org>, "Yun, Pauson" <PYun@sflower.org>

1 Attachment



CS-101 Modification Two _PSC Form to DHR 062311.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-846, Survey and Right of Way Engineering Services, money and time modification request of \$1,300,000 and duration to July 01, 2016.**
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 to an already approved PSC.**
4. For **July 18, 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: 06/16/2011

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# 4113-05/06)

TYPE OF SERVICE: Environmental Analysis Services for WSIP San Francisco Recycled Water Projects (CS-822)

FUNDING SOURCE: Capital Improvement Program (CIP) Bonds

Table with 4 columns: Amount, PSC Duration, and Total PSC Duration. Rows include Original Amount (\$450,000), Modification One (\$320,000), Modification Two (\$0), Modification Three (\$2,000,000), and Total Amount (\$2,770,000).

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Coordination and work plan preparation; environmental document scoping; environmental background and field studies; alternatives analysis; preparation of draft environmental documents; public review of draft environmental documents; response to public comments; preparation of final environmental documents; mitigation monitoring plan preparation, and preparation of environmental permit applications. The increased capacity requested for this modification is necessary as the SFPUC implemented a comprehensive public outreach process for the project, which resulted in the development of several new project alternatives which will be analyzed in the environmental review.

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

Implementation of the Water System Improvement Program San Francisco Recycled Water Projects will help meet the future water needs of SFPUC retail customers in a more reliable and sustainable manner and would diversify the City's water supply portfolio. The personal services contract is necessary to complete required environmental analyses and document preparation. If the identified services are denied, completion of the required environmental analysis will delay the overall project completion.

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 provided in the past by PSC #4113-05/06.

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 signature of Shamica Jackson, date 6/20/2011, and Union Name L21.

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4113-05/06

STAFF ANALYSIS/RECOMMENDATION:

JUN 20 2011

CIVIL SERVICE COMMISSION ACTION:

D. SCOTT

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Detailed knowledge of California Environmental Quality Act (CEQA) statutes, regulations, and guidance; comprehensive expertise in environmental disciplines (e.g., biology, archaeology, geology, hydrology, transportation, etc.), survey protocols, mitigation, and environmental permitting/approval requirements; and expert environmental analysis and report writing skills.

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

5278 (Planner II, Environmental Review), 5298 (Planner III, Environmental Review), and 5299 (Planner IV, Environmental Review)

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:

While classes 5278, 5298, and 5299 work in support of the SF Planning Department and produce CEQA-related documentation, the classes do not have the training and expertise necessary to conduct the environmental surveys and analyses necessary for the completion of required CEQA certification and environmental documents. These classifications are generalists, typically without the necessary specialized expertise in specific disciplines (biology, archaeology, geology, hydrology, transportation) and environmental management (for example, environmental permitting related to endangered species, wetlands, etc.). Furthermore, specialized expertise is most often required "as-needed" rather than on a consistent, full-time basis.

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

It would not be practical to adopt a new class due to the specialized nature of the many environmental services required for completion of CEQA certification.

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? SFPUC Resolution #09-0135 dated August 11, 2009.

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

Print or Type Name

415-554-0727

Telephone Number

1155 Market Street, 9th Floor

San Francisco, CA 94103


Address



**San Francisco
Water Power Sewer**
Services of the San Francisco Public Utilities Commission

Contract Administration Bureau
1155 Market Street, 9th Floor
San Francisco, CA 94103
T 415.551.4603
F 415.554.3225

MEMORANDUM

DATE: May 16, 2011
TO: Maria Ryan, DHR-PSC Coordinator
Department of Human Resources (Dept. 33)
FROM:  David E. Scott for Shamica Jackson, PSC Coordinator
San Francisco Public Utilities Commission (Dept. # 40)
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No:	<u>4113-05/06</u>	Approval Date:	<u>October 5, 2009</u>
Description of Service(s):	The Consultant provides environmental analysis services for the Recycled Water Project, support for preparation of the draft Environmental Impact Report (EIR), the final EIR, and resource agency permit applications. Tasks include: coordination and work plan preparation; environmental document scoping; environmental background and field studies; alternatives analysis; preparation of draft environmental documents; public review of draft environmental documents; response to public comments; preparation of final environmental documents; mitigation monitoring plan preparation, and preparation of environmental permit applications. (CS-822).		
Original Approved Amount:	<u>\$450,000</u>	Original Approved Duration:	<u>12/12/2006 to 12/4/2009</u>
Modification One Amount:	<u>\$320,000</u>	Modification of Duration:	<u>12/5/2009 to 06/04/2011</u>
Modification Two Amount:	<u>\$0</u>	Modification of Duration:	<u>6/5/2011 to 8/4/2011</u>
Total Amount as Modified:	<u>\$770,000</u>	Total Duration as Modified:	<u>12/12/2006 to 08/04/2011</u>

Reason for the modification:

The modification is necessary to allow additional time to publish the Comments and Responses Document, EIR Certification and Final Permitting for the Westside Recycled Water Treatment Facility Project. These documentation changes are needed due to changes in the location, design and construction methods of the treatment facility.

Attachments: Copy of PSC Summary sent to DHR.

.....
FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 5/18/11

By: 
FOR Micki Callahan, Human Resources Director

- Edwin M. Lee
Mayor
- Francesca Viator
President
- Anson Moran
Vice President
- Ann Moller Caen
Commissioner
- Art Torres
Commissioner
- Vince Courtney
Commissioner
- Ed Harrington
General Manager



PERSONAL SERVICES CONTRACT SUMMARY

DATE: 09/03/2009

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# 4113-05/06)

TYPE OF SERVICE: Environmental Analysis Services for WSIP San Francisco Recycled Water Projects (CS-822)

FUNDING SOURCE: Capital Improvement Program (CIP) Bonds

Original Amount: \$450,000 PSC Duration: 12/12/2006 to 12/4/2009
Modification Amount \$320,000 PSC Duration: 12/5/2009 to 06/04/2011
Total Amount \$770,000 Total PSC Duration: 12/12/2006 to 06/04/2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Coordination and work plan preparation; environmental document scoping; environmental background and field studies; alternatives analysis; preparation of draft environmental documents; public review of draft environmental documents; response to public comments; preparation of final environmental documents; mitigation monitoring plan preparation, and preparation of environmental permit applications. The increased work under this modification is necessary as the project description was changed partway through the contract.

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

Implementation of the Water System Improvement Program San Francisco Recycled Water Projects would help meet the future water needs of SFPUC retail customers in a more reliable and sustainable manner and would diversify the City's water supply portfolio. The personal services contract is necessary to complete required environmental analyses and document preparation. If the identified services are denied, completion of the required environmental analysis will delay the overall project completion.

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 provide in the past by PSC #4113-05/06.

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 09/03/2009
Union Name Signature of person mailing/faxing form Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

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

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Detailed knowledge of California Environmental Quality Act (CEQA) statutes, regulations, and guidance; comprehensive expertise in environmental disciplines (e.g., biology, archaeology, geology, hydrology, transportation, etc.), survey protocols, mitigation, and environmental permitting/approval requirements; and expert environmental analysis and report writing skills.

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

5278 (Planner II, Environmental Review), 5298 (Planner III, Environmental Review), and 5299 (Planner IV, Environmental Review)

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:

While classes 5278, 5298, and 5299 work in support of the SF Planning Department and produce CEQA-related documentation, the classes do not have the training and expertise necessary to conduct the environmental surveys and analyses necessary for the completion of required CEQA certification and environmental documents. These classifications are generalists, typically without the necessary specialized expertise in specific disciplines (biology, archaeology, geology, hydrology, transportation) and environmental management (for example, environmental permitting related to endangered species, wetlands, etc.).

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

It would not be practical to adopt a new class due to the specialized nature of the many environmental services required for completion of CEQA certification.

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? SFPUC Resolution #09-0135 dated August 11, 2009.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

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-822, PSC Summary Form (Modification No. 3 Request) REVISED

Scott, David E

to:

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

06/17/2011 03:47 PM

Hide Details

From: "Scott, David E" <DEScott@sfwater.org> Sort List...

To: "Jackson, Shamica" <SJackson@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>, "Baker, Deborah" <Deborah.Baker@sfgov.org>, "Brenner, Joe" <jbrenner@ifpte21.org>, "DHR-PSCCoordinator" <DHR-PSCCoordinator@sfgov.org>, "Jackson, Prentiss" <PJackson@sfwater.org>, "Jackson, Shamica" <SJackson@sfwater.org>, "Lee, Tedman C" <tclee@sfwater.org>, "Louie, Ging" <glouie@ifpte21.org>, "Morrison, Emily M." <Emily.M.Morrison@sfgov.org>, "Reed, Margot" <Margot.Reed@seiu1021.org>, "Tamura, Pattie" <pattie.tamura@seiu1021.org>, "Tanner, Joe" <joe.tanner@seiu1021.org>, "Warshauer, Ed" <ed.warshauer@seiu1021.org>, "Wong, Larry" <lwong@ifpte21.org>, "Yun, Pauson" <PYun@sfwater.org>

History: This message has been replied to.

2 Attachments



image002.jpg CS-822 Mod 3 PSC Summary Form to DHR 06172011 REVISED.pdf

Engineering Resources Committee and DHR:

Please discard the previous version of the CS-822 PSC Summary Form (Modification No. 3 Request) and replace it with the attached. The only change is to the modified contract duration which has been corrected, through July 4, 2016.

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-822, Recycled Water Program, modification request amount for \$2,000,000 and duration to July 4, 2016.**
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 for an already approved PSC.**
4. For **July 18, 2011** Commission Meeting at 2:00 PM, City Hall Room 400.

David E. Scott, Senior Contract Analyst
Office: (415) 551-4672
descott@sfgwater.org

San Francisco Water, Power and Sewer | Services of the San Francisco Public Utilities Commission



From: Jackson, Shamica
Sent: Thursday, June 16, 2011 5:36 PM
To: Birrer, Joe; Byrne, Ed; Chan, Norman; Divine, Peg; Elwin, Harvey; How, Kathryn; Isen, Carol; Koleini, Amir; Lee, Tedman C; Rivera, Patrick; Wang, Jane; 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; Reed, Margot; Scott, David E; Tamura, Pattie ; Tanner, Joe; Warshauer, Ed ; Wong, Larry; Yun, Pauson
Subject: CS-822, PSC Summary Form (Modification No. 3 Request)
Importance: High

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-822, Recycled Water Program, modification request amount for \$2,000,000 and duration to December 4, 2015.**
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 for an already approved PSC.**

4. For **July 18, 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
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