City and County of San Francisco

Edwin M. Lee Mayor



Department of Human Resources

Micki Callahan Human Resources Director

Date:

July18, 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	Description of Work	Duration	tion
2000-11/12	99	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 enrolless.	7/1/2011 _ 6/30/2012	6/30/2012
2001-11/12	99	Health Service System	Amual	\$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 _	7/1/2011 _ 6/30/2012
2002-11/12	99	Health Service System	Amual	\$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	7/1/2011 _ 6/30/2012
2003-11/12	99	Health Service System	Amnal	\$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	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 -	7/1/2011 _ 6/30/2016

Posting Date: July 01, 2011

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 commters 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 _ (2/31/2014
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 _ (2/31/2014
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 comprehensiver 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 Date: July 01, 2011

POSTING FOR 7/18/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

C No	Dept No.	Dept PSC No No. Dept Name	Approval Type	Contract Amount	Description of Work	Duration
11/12	35	4005-11/12 35 Municipal Transportation Agency Regular	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), WL-FI networks on three bus yards complete with servers, computers and software interface package that will enable SFWTA 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 documenation 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 _ [2/31/2012
4006-11/12	38	Police	Regular	\$96,000	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.	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

MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION PROPOSED PERSONAL SERVICES CONTRACTS

PSC No DeptNo	rtNo Dept Description	Approval Type	Modified Amount	Cumulative Total	Description of Work	Start Date - End Date
3041-10/11 25	Мауог	Regular	000°0E\$	\$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 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.	1/1/2011 - 8/31/2011
3005-10/11 35	Municipal Transportation Agency	Regular	\$49,000	000'86\$	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-rabulations 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	3,379,000			

Posting Date: July 01, 2011

Page 1 of 1

CCSF: DHR PCSCP Posting

Table of Contents PSC Submissions

PSC#	Department	Page#
2000-11/12	Health Service System	1 - 6
2001-11/12	Health Service System	7 - 12
2002-11/12	Health Service System	13 - 18
2003-11/12	Health Service System	19 - 23
4000-11/12	Department of Technology	24 - 33
4001-11/12	Municipal Transportation Agency	34 - 38
4002-11/12	Municipal Transportation Agency	39 - 44
4003-11/12	Municipal Transportation Agency	45 - 49
4004-11/12	Municipal Transportation Agency	50 - 54
4005-11/12	Municipal Transportation Agency	55 - 60
4006-11/12	Police	61 - 65
4007-11/12	Public Utilities Commission	66 - 71
Modifications:		
3041-10/11	Mayor's Office of Economic & Workforce Dev.	72 - 75
3005-10/11	Municipal Transportation Agency	76 - 79
4045-09/10	Public Utilities Commission	80 - 90
4113-05/06	Public Utilities Commission	91 - 98

DATE: 04/21/2011	ARY
PARTMENT NAME: Health Service System	DEPARTMENT NUMBER 66
TYPE OF APPROVAL: EXPEDITED REGULAR	(OMIT POSTING)
CONTINUING X ANNUAL	(OMIT FOSTING)
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
A. Concise description of proposed work: Administer COBRA (Consolidated O Reconciliation Act) benefits for eligible resigned, laid-off and separated members o System. Services include providing required initial COBRA notice, enrolling eligible conducting open enrollment for COBRA enrollees.	f the Health Service e individuals, and
B. Explain why this service is necessary and the consequences of denial: This is to meet the Federal COBRA requirements. If denied, the City would not be in compregulations governing COBRA.	service is required in order pliance with federal
C. Explain how this service has been provided in the past (if this service was p Civil Service Commission, indicate most recent personal services contract approve has been provided by Fringe Benefits Management, Inc. (now a Division of Wagely)	al number): This service
D. Will the contract(s) be renewed: Yes	
2. <u>UNION NOTIFICATION</u> : Copy of this summary is to be sent to employee organinstructions for specific procedures):	izations as appropriate (refer to
SEIU Local 1021 Rich County	4/04/44
Union Name Signature of person mailing/faxing form	4/21/11 Date
IFPTE Local 21 Rich 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 PSC# 2000 - 11/12 STAFF ANALYSIS/RECOMMENDATION:	
CIVIL SERVICE COMMISSION ACTION:	

PSC FORM 1 (9/96)

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
	A. Will the contractor directly supervise City and County employees?
	B. Will the contractor train City and County employees?
	Describe the training and indicate approximate number of hours.
	 Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.
	C. Are there legal mandates requiring the use of contractual services?
	D. Are there federal or state grant requirements regarding the use of contractual services?
	E. Has a board or commission determined that contracting is the most effective way to provide this service?
	F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? WageWorks, Inc
THI	E ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE PARTMENT HEAD: Signature of Departmental Personal Services Contract Coordinator
ACTE IN	Robin Courtney 415-554-1702 Print or Type Name Telephone Number
_	Health Service System 1145 Market Street, San Francisco,
	CA 94103
	Address

Date/Time Local ID 1 Local ID 2

04-22-2011 4155541721

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Health Service System (CCSF)

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DATE: 04/21/2011	PERSONAL SERVICES CONTRACT SUM	MMARY
DEPARTMENT NAME	: Health Service System	DEPARTMENT NUMBER _6
TYPE OF APPROVAL:	EXPEDITED REGULA CONTINUING X ANNUAL	
TYPE OF REQUEST: X INITIAL REQUI		_)
TYPE OF SERVICE:	COBRA Administration	
FUNDING SOURCE: PSC AMOUNT: \$10	Health Service System Operating Budget 7,735 PSC Duration: July 1, 2	011 - June 30, 2012
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PSC FORM 1 (9/96)

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Abbreviations:

HS! Host send HR: Host receive

WS: Waiting send

PL: Polled local

PR: Polled remote

MS: Mallbox save

MP: Mallbox print **CP: Completed**

FA: Fall

TU: Terminated by user

TS: Terminated by system

RP: Report

G3: Group 3 **EC: Error Correct**

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Local Name 1 Local Name 2 Health Service System (CCSF)

cal ID 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 S DATE: 04/21/2011	UMMARY
DEPARTMENT NAME: Health Service System	DEPARTMENT NUMBER 66
TYPE OF APPROVAL: EXPEDITED REGU	LAR (OMIT POSTING)
TYPE OF 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
 DESCRIPTION OF WORK A. Concise description of proposed work: Administer COBRA (Consoli- Reconciliation Act) benefits for eligible resigned, teid-off and separated mer. System. Services include providing required initial COBRA notice, enrolling conducting open enrollment for COBRA enrollees. 	that of the Health Canica
B. Explain why this service is necessary and the consequences of denial to meet the Federal COBRA requirements. If denied, the City would not be regulations governing COBRA.	This service is required in order In compliance with federal
C. Explain how this service has been provided in the past (if this service Civil Service Commission, indicate most recent personal services contract has been provided by Fringe Benefits Management, Inc. (now a Division of	annymial number). This service
D. Will the contract(s) be renewed: Yes	
<u>UNION NOTIFICATION</u> : Copy of this summary is to be sent to employee instructions for specific procedures):	organizations as appropriate (refer to
SEIV LOCAL 1021 - Rich County	4/21/11
Union Name Signature of person mailing/faxing form	Date
- IFPTE Local 21 The Country	4/21/11
Union Name Signature of person mailing/faxing form	Date
RFP sent to , on	
Union Name Date	Signature
FOR DEPARTMENT OF HUMAN RESOL PSC#	RCES USE
STAFF ANALYSIS/RECOMMENDATION:	
CIVIL SERVICE COMMISSION ACTION:	

PSC FORM 1 (9/96)

Total Pages Scanned: 3

Total Pages Confirmed: 3

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Abbreviations:

HS: Host send

HR: Host receive WS: Walting send

PL: Polled local PR: Polled remote MS: Mallbox save MP: Mallbox print

TU: Terminated by user

CP: Completed FA: Fall

TS: Terminated by system RP: Report

G3: Group 3 EC: Error Correct

DEPARTMENT NAME: Health Service System DEPARTMENT NUMBER 60 TYPE OF APPROVAL: EXPEDITED X 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, 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 Date TYPE OF APPROVALE TYPE OF APPROVALE ANNUAL ANNUAL TYPE OF SERVICE: ANNUAL TYPE OF SERVICE: ANNUAL ANNUAL TYPE OF SERVICE: ANNUAL ANNUAL TYPE OF SERVICE: ANNUAL TYPE OF SERVICE: ANNUAL TYPE OF SERVICE: ANNUAL TYPE OF SERVICE: ANDUAL TYPE OF SERVICE: ANNUAL TYPE OF SERVICE: ANNUAL TYPE OF SERVICE: ANNUAL TYPE OF SERVICE: ANNUAL TYPE OF SERVICE: A	DATE: 04/21/2010	PERSONAL SERVICES	CONTRACT SUMMARY
TYPE OF APPROVAL: EXPEDITED		The state of the s	
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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 Date Form RFP sent to, on	•		
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 The Contract C	•		ng Budget
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 Total Onte Onte Onte Onte Type Local 21 Contract Signature of person mailing/faxing Form RFP sent to Onte			ATION: July 1, 2010 – June 30, 2011
SEIU Local 1021 Union Name Signature of person mailing/faxing form IFPTE Local 21 Union Name Signature of person mailing/faxing Form Signature of person mailing/faxing form RFP sent to , on	A. Concise descripting Reconciliation Act) be System. Services inclusion and Conducting open enrol B. Explain why this to meet the Federal Conference of the Explain how this service Commission has been provided by F. D. Will the contract(service).	on of proposed work: Administer inefits for eligible resigned, laided providing required initial Collment for COBRA enrollees. service is necessary and the constant of the co	OBRA notice, enrolling eligible individuals, and sequences of denial: This service is required in order the City would not be in compliance with federal past (if this service was previously approved by the sal services contract approval number): This service is (PSC # 1018-08/09)
IFPTE Local 21 Union Name Signature of person mailing/faxing form RFP sent to, on	SEIU Local 1021	Signature of person mai	4/24/10
, 01		Role Country Signature of person mail	ing/foreign
I I.i.	RFP sent to	on	
Onion Name Date Signature	Union Na	ame Date	Signature
FOR DEPARTMENT OF HUMAN RESOURCES USE TAFF ANALYSIS/RECOMMENDATION: IL SERVICE COMMISSION ACTION:	TAFF ANALYSIS/RECOMM	ENDATION:	******

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. <u>A</u>	ADDITIONAL INFORMATION (if "yes," attach explanation) Yes No
A	A. Will the contractor directly supervise City and County employees? Yes X X
E	B. Will the contractor train City and County employees?
	• Describe the training and indicate approximate number of beauty
	• 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 se	. Are there federal or state grant requirements regarding the use of contractual X
E.	Has a board or commission determined that contracting is the most effective way provide this service?
50	Will the proposed work be completed by a contractor that has a current personal X rvices contract with your department? Fringe Benefits Management, Inc.
THE A	ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE RTMENT HEAD:
	Bre Country, CFO
	Signature of Departmental Personal Services Contract Coordinator
	Pohin Countries
	Daint - 77 27
	Totophono (Aumoci
	Health Service System
	1145 Market Street, San Francisco,
	CA 94103 Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: <u>4/21/11</u>			
DEPARTMENT NAME: <u>Heal</u>	th Service System	DEPARTMENT NU	MBER: <u>66</u>
TYPE OF APPROVAL:	EXPEDITED	REGULAR (OMIT POS	STING ()
	CONTINUING		
TYPE OF REQUEST:	INITIAL REQUEST	MODIFICATION (PSC	#)
TYPE OF SERVICE: Manager	ment Cafeteria Plan Admin	nistration	
FUNDING SOURCE: Health S	Service System Operating I	Budget	
PSC AMOUNT: \$112,000		PSC DURATION: July 1, 2	011 - June 30, 2012
1. DESCRIPTION OF WORK	L		
members including com	-	ation of the Management Cafet cocessing, third-party vendor n	v e
administer the benefits n		equences of denial: This services ining units (i.e. MEA). If denied.	•
Civil Service Commission	on, indicate most recent per	past (if this service was previous rsonal services contract approvage of the contract approvage of the contract approvage of the contract approvage of the contract of the con	val number): These
D. Will the contract(s) be re	enewed: Yes		
		be sent to employee organiza	tions as appropriate
(refer to instructions for spec	She Courty		
D210 2000 1021	ignature of person mailing	/ faxing form	<u>4-21-11</u> Date
·	hahi Courty		4/21/11
<u> </u>	gnature of person mailing /	/ faxing form	Date
RFP sent to,	on		
Union Name	Date	Signature	
*********	********	********	******
FOR PSC# 2001-11/12	DEPARTMENT OF HUI	MAN RESOURCES USE	JUN 1 8 2011
STAFF ANALYSIS/RECOMM	ENDATION:		
The second secon			
CIVIL SERVICE COMMISSIO	N ACTION:	•	

PSC FORM 1 (9/96)

City and County of San Francisco

Department of Human Resources

415-554-1702 Telephone Number

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) 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? M 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 X personal services contract with your department? Employee Benefits Specialists, Inc. THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE **DEPARTMENT HEAD:** Signature of Departmental Personal Services Contract Coordinator

Robin Courtney
Print or Type Name
Health Service System

1145 Market St. San Francisco, CA 94103

Address

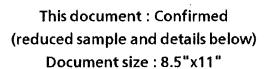
Date/Time Local ID 1 Local ID 2

04-22-2011 4155541721

02:01:41 p.m.

Transmit Header Text

Local Name 1 Local Name 2 Health Service System (CCSF)



City and County of San	Francisco	Depa	eriment of Human Resources
	PERSONAL SERVICES	CONTRACT SUMMAR	e Y
DATE: 4/21/11			,
DEPARTMENT NAME:	Health Service System	DEPARTMEN	IT NUMBER: 66
TYPE OF APPROVAL:	EXPEDITED	REGULAR (OMI	T POSTING ()
	CONTINUING	■ ANNUAL	
TYPE OF REQUEST:		MODIFICATION	(PSC#)
TYPE OF SERVICE: Mai	nagement Cafeteriu Plan Adm		/
FUNDING SOURCE: He	alth Service System Operating	Budget	
PSC AMOUNT: \$112,000	2	PSC DURATION: Ju	ly 1, 2011 - June 30, 2012
1. DESCRIPTION OF W	ORK		
members including	n of proposed work: Administr communications, enrollment p payment to applicable vendors	processing, third-party ve	Cafeterta Plan for eligible ndor management, premium
administer the bene	rvice is necessary and the cons fits negotiated by certain barg not be maintained or administe	aining units (t.e. MEA)	service is necessary to If denied, the Management
Civil Service Comn	rvice has been provided in the nission, indicate most recent p provided by Employee Benefits	ersonal services contract a	approval number): These
D. Will the contract(s)	,		•
UNION NOTIFICATIO (refer to instructions for SEIU Local 1021	ON: Copy of this summary is to specific procedures): The Land County	o be sent to employee org	
Union Name	Signature of person mailing	/ faxing form	<u>4-21-11</u> Date
IFPTE Local 21	- Shehi Courty		4/21/11
Union Name	Signature of person mailing	/ faxing form	Date
RFP sent to,	on ame Date	G*	
*********************	mic Date	Signature	****
10	OR DEPARTMENT OF HU	IS A SI DEPONIED CEO NO	***
PSC#	ON DIM ARTMENT OF HO	WAN RESOURCES OF	or.
STAFF ANALYSIS/RECO	MMENDATION:		• .
CIVIL SERVICE COMMIS	SION ACTION:		POSTERONAL LABOUR

PSC: FORM 1 (9/96)

Total Pages Scanned: 3

Total Pages Confirmed: 3

ſ	No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
	<u>2</u> 01	064	4154316241	02:00:29 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: Mallbox print

CP: Completed

FA: Fall

TU: Terminated by user

TS: Terminated by system

RP: Report

G3: Group 3

EC: Error Correct

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"

		ուն	artment of Human Res
	PERSONAL SERVICES	CONTRACT SUMMAI	RY
DATE: 4/21/11			
DEPARTMENT NAME	Health Service System	DEPARTME	NT NUMBER: 66
TYPE OF APPROVAL:	EXPEDITED	REGULAR (OM	IT POSTING 🔲)
	CONTINUING	M ANNUAL	
TYPE OF REQUEST:	INITIAL REQUEST	MODIFICATION	(PSC#)
TYPE OF SERVICE: M	anagement Cafeteria Plan Adi		,
FUNDING SOURCE: H	ealth Service System Operatin	g Budget	
PSC AMOUNT: \$112,00			ıly 1, 2011 - June 30, 20
1. DESCRIPTION OF V	<u>VORK</u>		
members including	on of proposed work: Adminis g communications, enrollment payment to applicable vendot	processing, third-party ve	t Cafeteria Plan for elig ndor managemeni, pren
administer the ben	ervice is necessary and the con refits negotlated by certain bar anot be maintained or adminis	gaining units (i.e. MEA).	service is necessary to If denied, the Munagem
Civil Service Com	ervice has been provided in th mission, indicate most recent provided by Employee Beneft	personal services contract:	annroval number). The
D. Will the contract(s		•	
UNION NOTIFICATION (refer to instructions for the instruction)	ON: Copy of this summary is specific procedures):	to be sent to employee org	anizations as appropriat
SEIU Local 1021	Thatin County		4-21-11
Union Name	Signature of person mailin	g / faxing form	Date
- IFPTE Local 21 Union Name	Signature of person mailin	15	4/21/11
RFP sent to	•	g / laxing form	Date
Union N	on Iame Date	Signature	
*************	***********	**********	************
1	FOR DEPARTMENT OF H	UMAN RESOURCES US	SE.
PSC#			
STAFF ANALYSIS/RECO	MMENDATION:	1	

PSC FORM I (9/96)

Total	Pages	Scanned	;	3
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Total Pages Confirmed: 3

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	No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
	201	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: Walting send

PR: Polled remote MS: Mailbox save

PL: Polled local

MP: Mailbox print

TU: Terminated by user

CP: Completed FA: Fall

TS: Terminated by system RP: Report

G3: Group 3 EC: Error Correct

DATE: 4/22/10 PERSONAL SERVICES CONTRACT SUM	MMARY
DEPARTMENT NAME: Health Service System	_ DEPARTMENT NUMBER 66
TYPE OF APPROVAL: EXPEDITED X REGULATION ANNUAL ANNUAL ANNUAL CONTINUING	AR (OMIT POSTING)
TYPE OF REQUEST: X INITIAL REQUEST MODIFIC	ATION (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. <u>DESCRIPTION OF WORK</u> A. Concise description of proposed work: Administration of the Managemembers including communications, enrollment processing, third-party reconciliation and payment to applicable vendors.	gement Cafeteria Plan for eligible vendor management, premium
B. Explain why this service is necessary and the consequences of denia administer the benefits negotiated by certain bargaining units (i.e. MEA). Cafeteria Plan cannot be maintained or administered.	If denied, the Management
C. Explain how this service has been provided in the past (if this service Civil Service Commission, indicate most recent personal services contract have been provided by Employee Benefits Specialists, Inc. (PSC# 1016-08)	e was previously approved by the t approval number): <i>These services</i> 8/09).
 D. Will the contract(s) be renewed: Yes 2. <u>UNION NOTIFICATION</u>: Copy of this summary is to be sent to employed (refer to instructions for specific procedures): 	ee organizations as appropriate
SEIU Local 1021 Union Name Signature of person mailing/faxing form	4/24/10 Date
IFPTE Local 21 Rolei Country	4/24/10
Union Name Signature of person mailing/faxing form	Date
RFP sent to, on	
Union Name Date	Signature
FOR DEPARTMENT OF HUMAN RESOURCE FAFF ANALYSIS/RECOMMENDATION: WIL SERVICE COMMISSION ACTION:	**************************************

	3. <u>DESCRIPTION OF REQUIRED SKILLS/EXPERTISE</u> 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 X
	 B. Will the contractor train City and County employees? Describe the training and indicate approximate number of hours. Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.
	C. Are there legal mandates requiring the use of contractual services?
	D. Are there federal or state grant requirements regarding the use of contractual services.
	E. Has a board or commission determined that contracting is the most effective way to provide this service?
	F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Employee Benefits Specialists, Inc.
TH DE	E ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE PARTMENT HEAD:
	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

TOTED A DOWN ATTACK NAME OF THE	Handah Gama'a G		
DEPARTMENT NAME: A		DEPARTMENT	
TYPE OF APPROVAL:	EXPEDITED	REGULAR (OMIT	POSTING ()
	CONTINUING	M ANNUAL	
TYPE OF REQUEST:	igwedge initial request	MODIFICATION (F	PSC#)
TYPE OF SERVICE: Flex	ible Spending Account Admin	istration	
FUNDING SOURCE: Hea	alth Service System Operating	Budget	
PSC AMOUNT: \$156,000	,	PSC DURATION: July	1, 2011 - June 30, 2012
1. DESCRIPTION OF WO	<u>ORK</u>	·	
Account programs f	of proposed work: Administe for eligible CCSF employees. ending quarterly account states.	Services include maintainin	ng required IRS tax
administer these pre	rvice is necessary and the conse- tax reimbursement accounts cams cannot be administered.	sequences of denial: Service for those employees who ele	es are required to ect to participate. If
Civil Service Comm	rvice has been provided in the nission, indicate most recent povided by Fringe Benefits Man	ersonal services contract ap	proval number): This
D. Will the contract(s)	be renewed: Yes		•
2. <u>UNION NOTIFICATIO</u> (refer to instructions for	N: Copy of this summary is t specific procedures):	o be sent to employee organ	nizations as appropriate
SEIU Local 1021	Rich Centy		<u>4/21/11</u>
Union Name	Signature of person mailing	/ faxing form	Date
IFPTE Local 21	This county	/ C 1 C	<u>4/21/11</u>
Union Name	Signature of person mailing	/ taxing form	Date
RFP sent to, Union Na	on ame Date	Signature	
o mon 1 to		· ·	*******

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F	OR DEPARTMENT OF HU	JMAN RESOURCES USE	JUN 1 3 201
PSC# 2002 - 11/12		JMAN RESOURCES USE	JUN 1 3 201
F		JMAN RESOURCES USI	JUN 1 3 201

PSC FORM 1 (9/96)

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>	No	
	A. Will the contractor directly supervise City and County employees?		\boxtimes	
	B. Will the contractor train City and County employees?		\boxtimes	
	 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 b trained. 	e		
	C. Are there legal mandates requiring the use of contractual services?		\boxtimes	
	D. Are there federal or state grant requirements regarding the use of contractual services?	1	\boxtimes	
	E. Has a board or commission determined that contracting is the most effective way to provide this service?		\boxtimes	
	F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? <i>WageWorks, Inc.</i>	\boxtimes		

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

Signature of Departmental Personal Services Contract Coordinator

Robin Courtney Print or Type Name Health Service System

415-554-1702 Telephone Number

1145 Market St. San Francisco, CA 94103

Address

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 Resource		
PERSONAL SERVICES C	ONTRACT SUMMARY		
DATE: 4/21/11			
DEPARTMENT NAME: Health Service System	DEPARTMENT NUMBER: 66		
TYPE OF APPROVAL: EXPEDITED	REGULAR (OMIT POSTING)		
CONTINUING	M ANNUAL		
TYPE OF REQUEST: INITIAL REQUEST	MODIFICATION (PSC#)		
TYPE OF SERVICE: Flexible Spending Account Admini	stration		
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			
 UNION NOTIFICATION: Copy of this summary is to (refer to instructions for specific procedures): 	be sent to employee organizations as appropriate		
Union Name Signature of person mailing	4/21/11 faxing form Date		
IFPIE Local 21 Prh. Centy	4/21/11		
Union Name Signature of person mailing	faxing form Date		
RFP sent to, on Union Name Date	Signature		
************	******************************		
FOR DEPARTMENT OF HUI	MAN RESOURCES USP		
PSC#	WWW. Massockers and a second s		
STAFF ANALYSIS/RECOMMENDATION:			
CIVIL SERVICE COMMISSION ACTION:			

PSC FORM 1 (9/96)

Total Pages Scanned: 3

Total Pages Confirmed: 3

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	No.	dot	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
	01	056	4154316241	01:50:31 p.m. 04-22-2011	00:00:40	3/3	1	EC	HS	CP28800
12000	39 5									

Abbreviations:

HS: Host send

HR: Host receive

PR: Polled remote WS: Waiting send MS: Mallbox save

PL: Polled local

MP: Mailbox print

CP: Completed

FA: Fall

TU: Terminated by user

TS: Terminated by system **RP: Report**

G3: Group 3 **EC: Error Correct**

Date/Time Local ID 1 Local ID 2

04-22-2011 4155541721

01:40:52 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 Resource				
PERSONAL SERVICES	CONTRACT SUMMARY				
DATE: 4/21/11	4				
DEPARTMENT NAME: Health Service System	DEPARTMENT NUMBER: 66				
TYPE OF APPROVAL: EXPEDITED	REGULAR (OMIT POSTING)				
CONTINUING	M ANNUAL				
TYPE OF REQUEST: X INITIAL REQUEST	MODIFICATION (PSC#)				
TYPE OF SERVICE: Flexible Spending Account Admir					
FUNDING SOURCE: Health Service System Operating	g 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					
 UNION NOTIFICATION: Copy of this summary is the (refer to instructions for specific procedures): 	to be sent to employee organizations as appropriate				
SEIU Local 1021 Ach Centy	4/21/11				
Union Name Signature of person mailing	•				
Union Name Signature of person mailing	4/21/11 t / faxing form Date				
RFP sent to on	, and grown				
Union Name Date	Signature				
***************	********				
FOR DEPARTMENT OF HU	UMAN RESOURCES USE				
PSC#					
STAFF ANALYSIS/RECOMMENDATION:					
CIVIL SERVICE COMMISSION ACTION:					

PSC FORM 1 (9/96)

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Total Pages Confirmed: 3

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
201	052	415 864 2166	01:39:38 p.m. 04-22-2011	00:00:49	3/3	1		HS	CP31200
									····

Abbreviations:

HS: Host send

HR: Host receive WS: Walting send PL: Polled local

PR: Polled remote MS: Mallbox save **CP: Completed** FA: Fall

MP: Mallbox print

TU: Terminated by user

TS: Terminated by system

G3: Group 3

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 **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 <u>UNION NOTIFICATION</u>: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures): Signature of person mailing/faxing form SEIU Local 1021 **Union Name** Ruh IFPTE Local 21 Union Name Signature of person mailing/faxing form RFP sent to Union Name Date Signature FOR DEPARTMENT OF HUMAN RESOURCES USE 4142-09/10 PSC#

STAFF ANALYSIS/RECOMMENDATION:

LIL SERVICE COMMISSION ACTION:

	Doput thick	or muma	u izezour
3	DESCRIPTION OF REQUIRED SKILLS/EXPERTISE A. Specify required skills and/or expertise: Specialized knowledge of flexible spen management and administration and applicable IRS regulations governing these type. B. Which, if any, civil service class normally performs this work? 1210 Benefit And some of these duties but more general in nature.	es of plans	5.
	C. Will contractor provide facilities and/or equipment not currently possessed by the explain: No.	he City? If	yes,
4.	A. Explain why civil service classes are not applicable: The administration of pre-accounts requires specialized knowledge of the applicable IRS regulations and expereimbursement account management.	tise in flex	ible
	B. Would it be practical to adopt a new civil service class to perform this work? I more efficient and effective administratively to use a contractor with the necessary established infrastructure.	Explain. <i>N</i> expertise and	o. It is d
5.	ADDITIONAL INFORMATION (if "yes," attach explanation) A. Will the contractor directly supervise City and County employees?	Yes	No X
	 B. Will the contractor train City and County employees? Describe the training and indicate approximate number of hours. Indicate occupational type of City and County employees to receive training (i.e civil engineers, etc.) and approximate number to be trained. 	e., clerks,	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? Fringe Benefits Management, Inc.	X	

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

on how	
Signature of Departmental Personal S	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

Γ	ATE: <u>4-20-11</u>			
C	EPARTMENT NAME	: Health Service System	DEPARTMENT	NUMBER <u>66</u>
T	YPE OF APPROVAL:	EXPEDITED	REGULAR	(OMIT POSTING)
		CONTINUING	XANNUAL	
T	YPE OF REQUEST:	X INITIAL REQUEST	MODIFICATION	(PSC#)
T	YPE OF SERVICE: A	ctuarial and Consulting Se	rvices	
F	UNDING SOURCE: H	ealth Service System Oper	ating Budget	,
P	SC AMOUNT: \$	500,000	PSC DURATION: July	1, 2011 – June 30, 2012
1	required by City Cha rates against actual e	on of proposed work: Pro arter. Services include deve experience; conducting stu	eloping rates; performing dies of alternative healthc	nctuarial and consulting services as prospective review and analysis of are plans; calculating of Trust and consulting with
	to determine the fund HSS self-insured plan reserve requirements	ls required to support the h n. This includes fund calcu	ealthcare benefits for emp lations to maintain the so nce of the actuarial and fir	Actuarial services are necessary ployees and dependents enrolled in livency of these plans as well as mancial reporting functions would do threatened.
	Civil Service Commi		personal services contrac	was previously approved by the tapproval number): <i>This service</i>
	D. Will the contract((s) be renewed: We are con	ducting a RFP and will a	ward to Mercer or other vendor.
2	(refer to instructions	for specific procedures):		ree organizations as appropriate
	MEA	Brh Com	ty	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		Signature **********
	Uni(***********)n	Date **********	51gnaure ************
D	SC# 2002-11/		OF HUMAN RESOUR	CES USE JUN 1 3 2011
	SC# <u>2003-W/</u> TAFF ANALYSIS/REG			ANN T 9 COLL
C	IVIL SERVICE COMN	MISSION ACTION:		DSC EODM 1 (0/06)

WO19

3. DESCRIPTOR OF RECOUNCED SKILLS/EAFER IS	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.
- 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.	AI	DDITIONAL INFORMATION (if "yes", attach explanation)	Yes	<u>No</u>			
	A.	Will the contractor directly supervise City and County employees?		X			
	В.	Will the contractor train City and County employees? - Describe training and indicate approximate number of hours.		\boxtimes			
		- 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?		X			
	D.	Are there federal or state grant requirements regarding the use of contractual services?		\boxtimes			
	E.	Has a board or commission determined that contracting is the most effective way to provide this service?		\boxtimes			
	F.	Will the proposed work be completed by a contractor that has a current personal services contract with your department? <i>Mercer</i>	X				
	THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD: ———————————————————————————————————						
	Signature of Departmental Personal Services Contract Coordinator						

Robin Courtney
Print or Type Name
Health Service System

<u>415-554-1702</u> Telephone Number

1145 Market St. San Francisco, CA 94103

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 SERVIC	CES CONTRACT SUMMARY
DATE: 4-20-11	
DEPARTMENT NAME: Health Service System	DEPARTMENT NUMBER 66
TYPE OF APPROVAL: TEXPEDITED	REGULAR (OMIT POSTING ()
·	
[_] CONTINUING	X ANNUAL
TYPE OF REQUEST: X INITIAL REQUEST	MODIFICATION (PSC#)
TYPE OF SERVICE: Actuarial and Consulting Ser	rvices
FUNDING SOURCE: Health Service System Opera	ating Budget
PSC AMOUNT: \$500,000	PSC DURATION: July 1, 2011 - June 30, 2012
4440,000	120 2010 11011, July 1, 2011 - Julio 30, 2012
required by City Charter. Services include devel rates against actual experience: conducting stud	vide health benefit plan actuartal and consulting services as loping rates; performing prospective review and analysis of lies of alternative healthcare plans; calculating of Trust and tracking systems; conducting audits and consulting with
to determine the funds required to support the he HSS self-insured plan. This includes fund calcul	e consequences of denial: Actuarial services are necessary calthcare benefits for employees and dependents enrolled in lations to maintain the solvency of these plans as well as ce of the actuarial and financial reporting functions would Service Trust Fund would be threatened.
C. Explain how this service has been provided in Civil Service Commission, indicate most recent p has been provided by Mercer (PSC #4146-09/10.	n the past (if this service was previously approved by the personal services contract approval number): This service
D. Will the contract(s) be renewed; We are cond	lucting a RFP and will award to Mercer or other vendor.
UNION NOTIFICATION: Copy of this summar (refer to instructions for specific procedures):	y is to be sent to employee organizations as appropriate
- MEA Reh Court	4/21/11
Union Name Signature of person n	nailing / faxing form Date
Union Name Signature of person n	nailing / faxing form Date
RFP sent to	· ·
RFP sent to, on	Date Signature
	F HUMAN RESOURCES USE
PSC#	
STAFF ANALYSIS/RECOMMENDATION:	
CIVIL SERVICE COMMISSION ACTION:	

Total Pages Scanned: 3

Total Pages Confirmed: 3

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
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Abbreviations:

HS: Host send HR: Host receive WS: Walting send PL: Polled local PR: Polled remote MS: Mallbox save MP: Mailbox print CP: Completed

TU: Terminated by user TS: Terminated by system

PSC FORM 1 (9/96)

RP: Report

G3: Group 3 EC: Error Correct

FA: Fall

PERSONAL SERVICES CONTRACT SUMMARADA

DATE: <u>4/22/10</u>		ERVICES CONTRACT	SUMMARY	
DEPARTMENT NAME:	Health Service System	D	EPARTMENT NUM	BER <u>66</u>
TYPE OF APPROVAL:	EXPEDITED CONTINUING	REG		POSTING [])
TYPE OF REQUEST:	INITIAL REQUES		FICATION (PSC#	1010-07/08
TYPE OF SERVICE: FUNDING SOURCE:	Actuarial and Consultin Health Service System	g Services	(2 2 3 3 4 4 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	
ORIGINAL PSC AMOUNT 1 st MODIFICATION AMOUNT 2 nd MODIFICATION AMOUNT 3 rd MODIFICATION AMOUNT 4 th MODIFICATION AMOUNT 5 th MODIFICATION AMOUNT 5 th MODIFICATION AMOUNT	C: \$ 421,000 JNT: \$ 422,055 UNT: \$ 250,000 JNT: \$ 402,165 JNT: \$ 420,000	PSC DURATION: PSC DURATION: PSC DURATION: PSC DURATION: PSC DURATION: PSC DURATION:	July 1, 2006 – June July 1, 2007 – June February 28, 2008 July 1, 2008 – June July 1, 2009 – June July 1, 2010 – June	2 30, 2008 - June 30, 2008 2 30, 2009 2 30, 2010
TOTAL PSC AMOUNT:	\$2,450,495	PSC DURATION:	July 1, 2006 – June	30 2011
experience; conducting reporting and tracking s B. Explain why this so the funds required to su	studies of alternative hed systems; conducting audi ervice is necessary and the proort the healthcare ben	vide health benefit plan actudes; performing prospective althcare plans; calculating of the and consulting with HSS see consequences of denial: A sefits for employees and dependent of the analysis.	review and analysis of Trust Fund reserved staff. ctuarial services are	of rates against actual s; developing modeling, necessary to determine
independence of the act Service Trust Fund wou	parial and financial repo ld be threatened.	rting functions would be con	reserve requirements npromised, and the so	. If denied, the olvency of the Health
C. Explain how this se Commission, indicate me #1010-07/08).	ervice has been provided ost recent personal services.	in the past (if this service wees contract approval): This	as previously approve service has been prov	ed by the Civil Service vided by Mercer (PSC
D. Will the contract(s)	be renewed: Yes			
UNION NOTIFICATION instructions for specific p	N: Copy of this summary procedures):	v is to be sent to employee or	rganizations as appro	priate (refer to
MEA		John Country		5/4/10
Union Name	S	ignature of person mailing/fa	axing form	Date
Union Name	Si	gnature of person mailing/fa	axing form	Date
RFP sent to		on		•
U	nion Name	Date		Signature
*******	******	***		Signature
111161	FOR DEPARTMEN	T OF HUMAN RESOUR	**************************************	*****
C# 4146/05-10 IFF ANALYSIS/RECOMM		. I OF HOMEMU RESOUR	CES USE	
FIFF ANALYSIS/RECOMN	MENDATION:			

CIVIL SERVICE COMMISSION ACTION:

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

- 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.

	a	daition to the position cited above.	uctuari	es in
5.	A.	DDITIONAL INFORMATION (if "yes," attach explanation) Will the contractor directly supervise City and County employees?	Yes	No X
	В.	 Will the contractor train City and County employees? Describe 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. 		Х
		Are there legal mandates requiring the use of contractual services?		Х
		Are there federal or state grant requirements regarding the use of contractual services?		Х
	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? <i>Mercer</i>	х	
THI DEI	E A	BOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEH	IALF OF	THE
		13 Roh Country 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		

City and County of San Francisco

		PERS	SONAL SERVICES (CONTRA	CT SUMML	ARY	
DATE:	May 12, 2011		.			-	
DEPART	MENT NAME:	Departr	nent of Technology			DEPARTMEN'	T NUMBER75
TYPE O	F APPROVAL:		PEDITED NTINUING		REGULAR ANNUAL	(OMIT POSTI	4G)
	F REQUEST: NITIAL REQUE	hours	MODIFICATION (P)		
TYPE O	F SERVICE:	Electronic N	ledia Off-Site Storage Se	ervice			
FUNDIN	G SOURCE:	General Fu	nd				
PSC AM	OUNT: \$350	0,000	PSC DUR	ATION:	July 1, 2011	to June 30, 2016	3
1. <u>DE</u>	SCRIPTION OF Concise descri		oosed work:				
The vend	dor will transport d, earthquake or	the backup r disaster risk	dia pickup and delivery v nedia in secure transpor . Upon proper authoriza ted by the City & County	t vehicles to tion, the ve	o a secure fac ndor will guar	ility that is isolate	ed from areas with
B.	Explain why th	nis service is	necessary and the conse	quences of	denial:		
the City of backup a put the C	& County of San and archiving and City & County of S	Francisco bu I will meet th San Francisc	I and business critical dusiness continuity. Offsit e City's needs for securi o computer and network City would be incalculai	te Tape Vau ty, control a infrastructu	ılting is a prac ınd recovery.	ctical and econon Failure to appro	nical solution for ve this request would
· C.			as been provided in the cate most recent persona				ved by the Civil
The serv D.		sly approved contract(s) be	by the PSC 4050-04/05. e renewed:				
	ION NOTIFICA tructions for spec		•		nployee orga	nizations as appr	opriate (refer to
650	3 Bldg Teamsters 9527490 U L1021 4158483		Minx	Gre.	<u></u>	5.	13.11
	Union Name		Signature of person ma	illing/faxin	g form		Date
IFP	TE L21 415 8642	166	Ilu	XIn	cx)	5.1	13.11
	Union Name		Signature of person ma	illing/faxin	g form		Date
RF	P sent to		, on				
		ion Name	Da			Ţ	nature
*****	******		**************************************				
PSC#_ STAFF	4000 - N ANALYSIS/REG	112			in in the second	do OŅZ	MAY 1 3 2011
CIVIL S	ERVICE COMN	MISSION AG	CTION:	•			

Page 1 of 3

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.

City and County of San Francisco

Department of Human Resources

5.	ADDITIONAL	INFORMATION (if "yes," attach explanat	ion)	Yes	<u>No</u>
	A. Will the cor	stractor directly supervise City and County	employees?	nd a second	X
	DescribeIndicate	ntractor train City and County employees? the training and indicate approximate num occupational type of City and County emplineers, etc.) and approximate number to be	oyees to receive training (i.e., clerks	, ,	X
	C. Are there le	gal mandates requiring the use of contractu	al services?		X
	D. Are there fe	deral or state grant requirements regarding	the use of contractual services?		X
	E. Has a board to provide t	or commission determined that contracting his service?	g is the most effective way		X
	-	oposed work be completed by a contractor the things of the sour department?	hat has a current personal services		Х
	IE ABOVE INF CPARTMENT H	ORMATION IS SUBMITTED AS COME EAD: Signature of Departmental Personal)	EHALF O	FTHE
	•	Kendall Gary	415 581 4066		
		Print or Type Name	Telephone Number		
		Department of T			
		One South Van Ness SF, CA 94		¢	
		Addres	<u> </u>		

P. 1

	* * *	Communication Result	Report (May.1		12AM) * * * 5) 581-3970 - 18. Van Nes	s, 2nd Fir
Date/Time: May	. 13. 2011	10:12AM				
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		DATE: May 12, 2011 DEPARTMENT NAME: Department of TYPE OF APPROVAL: EXPEDITE: CONTINUE TYPE OF REQUEST: MOD. TYPE OF SERVICE: Electronic Media Oh. FUNDING SOURCE: General Fund FSC AMOUNT: \$360,000 1. DESCRIPTION OF WORK A. Concise description of proposed w. Vanctor will contribute into backup media in high food, earthquake or disaster dok. Upon gassiar recovery the State a designated by the B. Explain why this service is necessar. The ability to recover mission critical and but the CRy & County of San Francisco children and the CRy & County of San Francisco compt into financial and business cost to the CRy we C. Papilla how this service bas been fine financial and business cost to the CRy we	D X REGULAR NG ANNUAL DESCATION (PSC# if Silve Slorage Service) PSC DURATION: July 1, 2011 oric rup and delivery with various CCSF depart asceure transport vehicles to a secure is in the City & County of San Frincisco. ury and the consequences of dental: usiness critical data quintly and complai containity. Official Tops Verility is a private in needs for security, control and recovery, uter and network infrastructure at an une- uter an une- ter and termination in the control of the control and the control of the control in th	DEPARTMENT NUMBE (OMIT POSTING to June 30, 2016 toports' approved backup as tilly that is isolated from are antee transport and delivery bely following any disaster is completed in a approve this rou- complete risk the to loss of previously approved by the real number):	chedulas. as with fo any vitor to yn for usat would this deta. Ciril	
		taarrataankaraketraketrakendbardbateenpaa FORDE				
		PSC# STAFF ANALYSIS/RECOMMENDATION	6		•	
		CIVIL SERVICE COMMISSION ACTION:			· .·	
		•	Page 1 of 3			

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File No. Mode	Destination	Pg(s)	Result	Page Not Ser
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E. 3) No	ror g up or line fail answer eeded max. E-mail size	E. 2) Busy E. 4) No facsimile		
	City and County of San Francisco PERSONAL SERVICES DATE: May 12, 2011 DEPARTMENT NAME: Department of Technology TYPE OF APPROVAL: EXPEDITED CONTINUING TYPE OF REQUEST: MODIFICATION OF	Department of Human Res CONTRACT SUMMARY DEPARTMENT NUMBE X REGULAR (OMIT POSTING ANNUAL PSC#)		
	TYPE OF SERVICE: Electronia Media Off-Sile Storage S FUNDING SOURCE: General Fund PSC AMOUNT: \$350,000 PSC DUR 1. DESCRIPTION OF WORK A. Concise description of proposed work: Vendar via condinate the backup media pickup and delivery The Vendar via transport the backup media in accura transportify Bood, eathquake or disaster risk. Upop proport authority disaster receivery for Sile as designated by the City & County	RATION: July 1, 2011 to June 30, 2018	Ghadulas. 203 with	
	B. Explain why this service is necessary and the cons The oblify to recover intesion critical and business critical the City & County of Sun Francisco business continuity. Offs, backup suid enthring and will meet the City's needs for secul put the City & County of Sun Francisco computer and networe The financial and business cost to the City would be incatcule C. Explain how this service has been provided in the Service Commission, indicate mercuscent person The service was previously approved by the PSC 4050 04/05	sequences of devials: (data quickly erat completely following any disaster is the Tapa Vaulding is a practical and occordentest solution (r)s, conduct and recovery. Failure to approve this red k fairastructure at an unaccoplable risk due to loss of able. Data (ff this service was previously approved by the al services contract approval number):	viiel to on for uest would (his data.	
	D. Will the contract(s) be renewed; 2. UNION NOTIFICATION: Copy of this simularly is to instructions for specific procedures): Less Bids Teamsfors CONSTANT Less Bids Teamsfors CONSTANT Union Name Signification Signification procedure Signification of procedure Signification of procedure of the contraction	Jenes 5./3.11 Mineral 5./3.11	fer to	
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P. 1

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0322 Memory TX	94316241		P. 3	OK	
E. 1) Hai E. 3) No	rror ng up or line fail answer seeded max. E-mail siz City and County of Sau Francis		ousy lo facsimile Department of Human Re		
	DATE: May 12, 2011	ISONAL SERVICES CONTRACT SUN — Iment of Technology	IMARY DEPARTMENT NUME	er <u>75</u>	
		INTINUING ANNUAL MODIFICATION (PSC# Madia Off-Site Storage Sarvice und			
	B. Explain why this service i	adia pictop and delivery with various CCSF de media in secure (ransport vehicles to a secure k. Upon proper althorization, the vandor wit g sled by the City & Guinty of San Francisco. 3 tiecessary and the consequences of denial:			
	C. Baplain how this service Service Commission, ind	has been provided in the past (if this service v licate most recent personal services contract a	th vid beyonds visuologican		
	The service was previously experience D. Will the contract(s) 2. <u>UNION NOTUFICATION</u> : Co instructions for specific proced	o renewed: ny of this summary is to be sent to employee o	arganizations as appropriate (1	nler to	
	1.633 Bidg Teamsfor 6593227490 4516244 SAUL1021 4159491451, Union Nume	Signature of person mailting forms	5./3.// Date		
	UPTE L21 418 8642166 Union Name	Signature of person mading/fering form	5./3.// Data	·	
		Date Date OR DEPARTMENT OF HUMAN RESOU		HAREALLA	
	PSC# STAFF ANALYSIS/RECOMMENI			•	

Page 1 of

Personal Services Contract Summary

Date: November 29, Department Name: I	2004 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	4 to 12-31-06
	iption of proposed work:		
at contractor's st	t, store and return computer backup tapes from the sacramento area and it for recovery drill purposes and in the event	rom the City's Datacenter at 1 Market Plaza. So in Colorado. Deliver tapes to the City's comput of a disaster in San Francisco.	tore the tapes ter recovery
This service is n computer operat were not approv systems that run	ions can be restarted at a remote location i ed, then the City's computer systems woul on these platforms include: financial; pay	ainframe and other servers, and to ensure that in the event of a disaster in San Francisco. If the disaster in San Francisco. If the carrier is an an acceptable risk of failure. The carroll; Retirement; e-mail; and the property tax	inis request ritical rolls
Civil Service	this service has been provided in th Commission, indicate most recent been provided by a contractor.	ne past (if this service was previously a personal services contract approval nu	pproved by the mber):
D. Will the contract Yes.	ract(s) be renewed:		· ·
2. Union Notificati (refer to instructi	on: Copy of this summary is to be ons for specific procedures):	sent to employee organizations as app	propriate $\sqrt{29-24}$
leansters 85. Union Name	Signature of person mailing	sacon 1	(-21.0/
$\frac{SCIU}{\text{Union Name}} \frac{790}{\text{Union Name}}$	Signature of person mailin	Man 1	1-29-04 e
RFP sent to Union N	on	Signature	
	*********	**************************************	******
PSC#_ STAFF ANALYS	S/RECOMMENDATION:		
CIVIL SERVICE	COMMISSION ACTION:		PSC Form 1 (9-96)

3.	Dea A.	escription of Required Skills/Expertise . 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 C explain: Yes. The contractor will provide warehouses near Sacramento and in Colorado, and deli-	ity? If y very truck	ves, s.
4.	WI A.	Why Classified Civil Service Cannot Perform 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, stor the computer tapes.	e, retrieve	and deliver
	B.	3. Would it be practical to adopt a new civil service class to perform this work? Expl. No, classes 7355, Truck Driver, and 1930, Warehouse worker, are applicable.	ain.	
5.		Additional Information (if "yes," attach explanation) Will the contractor directly supervise City and County employees?	es	No X
	B.	 Will the contractor train City and County employees? Describe training and indicate approximate number of hours. Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained. 		X
	C.	C. Are there legal mandates requiring the use of contractual services?		X
	D.	O. Are there federal or state grant requirements regarding the use of contractual services?		X
	E.	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? Iron Mountain Off-Site Data Protection	X	
Tl	ne al	above information is submitted as complete and accurate on behalf of the department	head:	

875 Stevenson St., 5th Floor San Francisco 94103

Departmental Personal Services Contract Coordinator Shawn Allison 554-0852

POSTING FOR December 3, 2004

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

r====										1			Ţ		•	
Duranion	12/31/2006			12/31/2006				,		12/31/2006		/				
Ithropology and a second	Regular			Regular						Regular (· .	-				
The application of the second	Will maintain current Court Management System (which includes CABLE technology); adapt Court Mgmt	System to new Trial Courts organization; participate in development of HISTIS project which	replaces the legacy CABLE and Court Mgmt systems.	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.	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	tacilities in Sacramento and Colorado.	Deliver tapes to City's computer	recovery site in Colorado.
S. SAMMONINES	\$1,600,000			\$500,000						\$135,000	•					•
E Department	Telecommunication & Information Services			Telecommunication & Information	Services					Telecommunication	& Information	Services		:		
	4043-04/05			4049-04/05				•		4050-04/05						



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 CECUTIVE OFFICER 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 <u>December 20, 2004</u> the Civil Service Commission had for its consideration the above matter.

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

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

CIVIL SERVICE COMMISSION

KATE FAVETTI Executive Officer

Attachment

SUBJECT:

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

City and County of San Francisc	CO	•	Department of Human Resources
DATE: May 12, 2011	PERSONAL SERV	VICES CONTRACT SUMM	ARY
DEPARTMENT NAME: San Fran	cisco Municipal Tran	sportation Agency	DEPARTMENT NUMBER <u>#68</u>
TYPE OF APPROVAL: () EXPE	DITED	(X) REGULAR (OMIT F	POSTING)
() CON	TINUING	() ANNUAL	
TYPE OF REQUEST: (X) INIT	IAL REQUEST	() MODIFICATION (PS	C#)
TYPE OF SERVICE: Professional	Support Services for	Bike to Work Day Coordin	ation and Promotion
FUNDING SOURCE: P	roposition K Bicycle	Safety and Circulation Fund	ds
PSC AMOUNT: \$148,500	.00 PSC I	OURATION:10/1	/2011 12/31/2014
Day program for the next three commute promotion event, in cand in collaboration with local at the broadest public audience for "Energizer Stations" located on commuters around San Francis bicycle Guides, retro-reflective and bicycle theft prevention informational compared on the bike event includes atellite events or promotions. B. Explain why this service is necessary to en San Francisco. San Francisco goal. It includes Bike To Work and San Francisco's bicycle neride their bike for commute and	to be provided by a years. The contract poordination with the advocate Bike to Weasible. Event day a high volume bicycle. Incentives will bould include, but no pant leg straps, "Cormation. All promountent, will be imported by the City to pro's Bicycle Plan ider Day as an opportunation. Denial of this tother trips.	stor will organize, promote regional event (on the 3 ork Day organizers. Ever activities will include at le le routes, to support, end be distributed at these "E to be limited to: canvas shoexist" campaign sticker otional materials, including inted with event and spontants/estimates, incentive and the consequences of mote bicycling as a transmity for broad reaching mas service will result in few	Energizer Stations" to at least 5,000 nopping bags, SF bike maps, SF s, and bicycle injury crash reporting g comprehensive Bike to Work Dayonsor names. Report will be distribution, media outreach, and of denial: Sportation mode on the streets of couragement of safe bicycling as a essages promoting safe bicycling wer new bicycle riders beginning to
by the Civil Service Conumber):	ommission, indica I over the years by	te most recent person	service was previously approved al services contract approval us PSC contract approval number
D. Will the contract(s) be	renewed: Yes, SF	MTA has two one-year o	optional contract extensions.
<u>UNION NOTIFICATION</u> : Cop instructions for specific proced	dures): 🔿		anizations as appropriate (refer to
Local 21 Union Name S	Yowewo		5-12-11 Date
Union Name		mailing / faxing form	Date
	•	-	•

SFMTA approved 5-12-11

PSC# HOO! - N/12 FOR DEPART STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

Date

Union Name

PSC FORM 1 (9/96)

FOR DEPARTMENT OF HUMAN RESOURCES USE

Signature

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

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>Ye</u>	<u>s</u>	<u>No</u>	
Α.	Will the contractor directly supervise City and County employees?	()	(x)	
В.	Will the contractor train City and County employees? - Describe training and indicate approximate number of hours. - Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.	()	(x)	
C.	Are there legal mandates requiring the use of contractual services?	()	(x)	
D.	Are there federal or state grant requirements regarding the use of contractual services?	()	(x)	
Ε.	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)	
	Signature of Departmental Personal Services Contract Coordinator Parveen Boparai Print or Type Name Page AND ACCURATE ON BEHALF AND ACCURATE ON BEHALF Popular A15-701-5377 Telephone Number	OF .	THE -	DEPARTMEN	JT
	San Francisco Municipal Transportation Agency				
	1 So Van Ness Ave 7 th Floor S F CA 94103				

Address

Ρ.

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

2}

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

	,			
•		FAX		
FROM:	Parveen Bopsral	то:	Ging Louis (Local 21)	
PHONE:	418-701-6977	FAX:	415-884-2186	
FAX:	415-701-6397	PHONE:		
		NO. OF PAGES (Excluding fax cover		
SUBJECT COMMENT Should yo		·		
COMMEN	rs; ·	·		
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COMMEN	rs; ·	·		

PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 8, 20	08				
DEPARTMENT NAME:	S. F. Municipal Tra	nsportation Agency	· DEPAR	TMENT NUMBER:	35
TYPE OF APPROVAL:	☐ EXPEDITE	D . 🛛	REGULAR (O	MIT POSTING)
•	CONTINUIT	NG 🗆	ANNUAL		
TYPE OF REQUEST:	⊠ INITIAL RE	BQUEST [MODIFICATION	ON (PSC#	
TYPE OF SERVICE: Pr	ofessional Support S	Services for Bike to	Work Day Coord	ination and Promotion	
FUNDING SOURCE: Pr	oposition K Bicycle	Safety and Circula	tion Funds	•	
PSC AMOUNT: \$99,000	0.00	P:	SC DURATION:	2/1/2009 - 1/31/201	11
promote the City's E conduct the annual bi in May of each year) outreach will target geographically distribused in the city to promote I result in less appropriate the City to promote I result in less appropriate C. Explain how this Civil Service County outperforms.	sike to Work Day pro- icycle commute pro- icycle in collaboration inters around San Fr. These incentives woreflective pant legation information. And information of the street is service is necessal bicycling as a transpiate use of the street service has been pro- icycle in indicate ments.	ogram for the next motion event, in ac n with local advocations adding the feas ations. Incentives will include, but not straps, "Coexist" of all promotional may will be imprinted wounts/estimates, incomparation mode on the by bicyclists in Sarovided in the passost recent persona	two years. The coordance with the ate Bike to Work hible. Event day high volume bicy will be distribute be limited to: can ampaign stickers, aterials, including with event and spontive distribution quences of denial he streets of San an Francisco.	led by a contractor to contractor will organize regional event (on the Day organizers. Event activities will included routes, to support, at at these "Energizer was shopping bags, SF and bicycle injury crast comprehensive Bikensor names. Report was media outreach, and This service is nece Francisco. Denial of the was previously approved approval number 1-07/08 approved on 2	e, promote and a 3rd Thursday promotion and le at least 25 encourage and Stations" to at bike maps, SF h reporting and to Work Day will be prepared satellite events assary to enable his service will be the course of the course
D. Will the contrac	t(s) be renewed? 1	Ĭ o.			
2. <u>UNION NOTIFIC</u>	CATION: Copy of	this summary is to	be sent to employ	ee organizations as ap	propriate
Local 21	<i></i>	alud K	w		12/8/2008
Union Name		Signature of parse	n mailing/faxing f	orm	Date 12/8/2008.
Union Name		Signature of person	n mailing/faxing f	orm	Date
RFP sent to Local 21		on 11/7/2008		hahnam Farhangi	
Union Na	ıme .	Date	•	Signature	•
*********	•	*******	**********	*******	****
FOR DEPARTMENT O)F HUMAN RESO	URCES USE	3FMTA AP 12-8-	proved	
PSC# STAFF ANALYSIS/REC	COMMENDATION		12-8-	08	
	AISSION ACTION:	•	Pi	<i>5</i>	

IM 4/23/04 PSC FORM 1 (9/96)

~	プライス くしん としこう インシャン・ス・ス・ス・ス・ス・ス・ス・ス・ス・ス・ス・ス・ス・ス・ス・ス・ス・ス・ス	A V ** ** ** A *****	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) A. Will the contractor directly supervise City & County employees?	YES	NO
	B. Will the contractor train City & County employees?	□ -	\boxtimes
	C. Are there legal mandates requiring the use of contractual services?		\boxtimes
	D. Are there federal or state grant requirements regarding the use of contractual services?		\boxtimes
	B. Has a board or commission determined that contracting is the most effective way to provide this service?		Ø
	F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?		\boxtimes

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

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

(415) 554-4160 Telephone

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

130: 4/23334 PSC FORM 1 (9/96)

City and County of San Francisco

PERSONAL SERVICES CONTRACT SUMMARY

DATE: <u>May 17, 2011</u>	PERSONAL SERV	ICES CONTRACT SUMMIN	AK Y
DEPARTMENT NAME:	San Francisco Municipal Tran	sportation Agency	DEPARTMENT NUMBER 68
TYPE OF APPROVAL:	() EXPEDITED	(X) REGULAR (OMIT PO	osting)
	() CONTINUING	() ANNUAL	·
TYPE OF REQUEST:	(X) INITIAL REQUEST	() MODIFICATION (PS	C#)
TYPE OF SERVICE: PI	ofessional Support Services for	Bicycle Safety Education C	<u>Classes</u>
FUNDING SOURCE: P	roposition K Bicycle Safety and	Circulation Funds	
PSC AMOUNT: \$ <u>305,</u>	000.00	PSC DURATION: 11/01/2	2011 12/31/2014
Bicycle Safety Francisco Bic Contractor wil	cription of proposed work: Education classes, in keepi Vicle Plan in offering bicycle e	ng with the goals in "Cha education for children, you	coordinate, promote and conduct pter4: Education" of the San uth and adults. In addition, the ctions for MUNI operators and
to enable the law on safe bi issues encour	City to promote bicycling as cycling, as well as to equip be ntered daily on the streets of	a transportation mode, ed Dicyclists with adequate si San Francisco. Denial o	of denial: This service is necessary ducate and ensure awareness of the treet skills to meet complex traffic f this service will result in increased ets by bicyclists in San Francisco.
by the Civil S	this service has been prov Service Commission, indica s service was provided by a con	ate most recent persona	service was previously approved al services contract approval 3/09 approved on 1/5/09.
D. Will the cont	ract(s) be renewed: Yes. S	FMTA has two one-year	optional contract extensions.
2. <u>UNION NOTIFICA</u> instructions for spe	177	/	anizations as appropriate (refer to
IFPTE Local 21	Signature of person mailing	much	5/17/11 Date
Union Name	Signature of person mailing	g / faxing form	Date
RFP sent to	Jnion Name Dat	e Si	gnature
*****		**************************************	**************************************
PSC# 4002	-11/12		ESUSE SFMTA approved 5-17-11
	RECOMMENDATION: OMMISSION ACTION:		PSC FORM 1 (9/96)

Department of Human Resources

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. <u>ADDITIONAL INFORMATION</u> (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 BEHAD: Signature of Departmental Personal Services Contract Coordina		EPARTMENT
Parveen Boparai 415-701-5377		
Print or Type Name Telephone Numb	er	
San Francisco Municipal Transportation Agency		
1 South Van Ness, #7 th Floor, San Francisco, CA 94103		

GGUG

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 8, 20	98	
DEPARTMENT NAME:	S. F. Municipal Transportation Agency	DEPARTMENT NUMBER: 35
TYPE OF APPROVAL:	☐ EXPEDITED ☐ RB	GULAR (OMIT POSTING)
•	CONTINUING AN	NUAL
TYPE OF REQUEST:	·⊠ INITIAL REQUEST ☐ MC	DDIFICATION (PSC#)
TYPE OF SERVICE: Pro	fessional Support Services for Bicycle Safet	y Education Classes
FUNDING SOURCE: Pro	position K Bicycle Safety and Circulation F	unds
PSC AMOUNT: \$99,000	.00 PSC DU	JRATION: <u>2/1/2009 – 1/31/2011</u>
organize, promote, a accordance with Leagust Street Skills" classed "Freedom from Train must be taught by Le materials, including cand will conform to S. B. Explain why this the City to promote be as well as to equip be streets of San Franci appropriate use of the C. Explain how this Civil Service Comm	on of work: The work will be performed as and conduct bicycle safety education classing of American Bicyclists National Bike Elements as a sessions, 24 Adult "Road 1" on-bike classes for young children, to be ague of American Bicyclists' certified "Leomprehensive SFMTA website informational FMTA style and "brand." service is necessary and the consequence icycling as a transportation mode, educate a icyclists with adequate street skills to meet seco. Denial of this service will result in instreets by bicyclists in San Francisco. service has been provided in the past (if this ission, indicate most recent personal services by outside contractor, mostly recently under the second service of the service of the service of the past of the service of the personal services by outside contractor, mostly recently under the past of t	professional services by a qualified contractor to es in San Francisco for adults and children in d curriculum. This will include at least 36 Adult lasses, 18 Adult "Learn to Ride" classes, and 18 be conducted over a two-year period. All classes ague Cycling Instructors" ("LCIs"). Promotional I content, will acknowledge funders and sponsors as of denial: This service is necessary to enable and ensure awareness of the law on safe bicycling, complex traffic issues encountered daily on the creased bicycle-related injury collisions and less this service was previously approved by the vices contract approval number): This service der PSC# 4091-07/08 approved on 2/6/08.
	ATION: Copy of this summary is to be sen	9
Local 21 Union Name	Signature of person mail	12/08/2008
Union Name	Signature of person mail	12/08/2008 ing/faxing form Date
RFP sent to Local 21	on 11/7/2008	Shahnam Farhangi
Union Na	ne Date	Signature
	F HUMAN RESOURCES USE SFM OMMENDATION:	12-8-08
· · · · · · · · · · · · · · · · · · ·	401041410140111	lB .

3.	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 this type of work.	e class that	performs					
	C. Will contractor provide facilities and/or equipment not currently possessed by the Cit If yes, explain: No	ty?						
4.	WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM A. Explain why civil service classes are not applicable: Current civil service classificat experience or training to teach bicycle safety education classes.	ions do not	have the					
	B. Would it be practical to adopt a new civil service class to perform this work? Explain work load for teaching bicycle safety classes are infrequent. The demand for bicycle safety edperiodic. Teaching of bicycle safety is done less than 50 times each year.	No, becau ucation is on	se the ly					
5.	ADDITIONAL INFORMATION (if yes, attach explanation)	YES	NO					
	A. Will the contractor directly supervise City & County employees?		X					
	B. Will the contractor train City & County employees?		\boxtimes					
	C. Are there legal mandates requiring the use of contractual services?		\boxtimes					
	D. Are there federal or state grant requirements regarding the use of contractual services?		\					
	B. Has a board or commission determined that contracting is the		\boxtimes					
	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?	. 🗆						
	HE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCEPALF OF THE DEPARTMENT HEAD;	CURATE	ON					
	Parveen Boperai		•					
	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

DEC FORM 1 (9/96)

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

2}

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

INTA Municipal Transportation Agency Galathreen | Major **FAX** DATE; May 17, 2011 Cynihia Hamada/Belsy Moy FROM: TO: (415) 864-2168 PHONE: (416) 701-5381 (415) 701-5397 PHONE SUBJECT: Personal Services Contract Summary Professional Support Services for Bicycle Safety Education Classes COMMENTS: Please contact Yonya Jones should you have additional quastions. NO. OF PAGES (Excluding fax cover): 4

Gavin Newsom | Mayor

Rev. Dr. James McCray Jr. | Chairman
Tom Nolan | Vice-Chairman
Cameron Beach | Director
Shirley Breyer Black | Director
Wil Din | Director
Peter Mezey | Director
Leah Shahum | Director

Nathaniel P. Ford, Sr. | Executive Director/CEO

FAX

DATE:	May 17, 2011	,	
FROM:	Cynthia Hamada/Betsy Moy	то:	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

San Francisco Municipal Transportation Agency
San Francisco Municipal Railway | Department of Parking & Traffic | Human Resources
401 Van Ness Avenue, Room 320, San Francisco, CA 94102 | Tel: (415).554-4166 | Fax:(415).554-4174 | www.sfmta.com

City and County of Sai		ICES CONTRACT SUMM	Department of Human Resources
DATE: <u>May 18, 2011</u>	PERSONAL SERV	ICES CONTRACT SOMIV	MIXI
DEPARTMENT NAME:	San Francisco Municipal Trans	portation Agency	DEPARTMENT NUMBER # 68
TYPE OF APPROVAL:	() EXPEDITED	(X) REGULAR (OMIT I	POSTING)
	() CONTINUING	() ANNUAL	4
TYPE OF REQUEST:	(X) INITIAL REQUEST	() MODIFICATION (PS	SC#)
TYPE OF SERVICE: Ma	anagement Services for Develor waway Signage	oment, Distribution, Install	ation and Removal of Temporary
FUNDING SOURCE: SI	FMTA Operating Budget		
PSC AMOUNT: \$500,00	00.00	PSC DURATION:	July 1, 2011 to June 30, 2015
The City is seeking as monitoring, removing various special project Francisco Police Depi determined in the future	tion of proposed work: ssistance in consolidating and and tracking temporary parki sts and events in the public ric artment (SFPD), the Departn ire. The temporary parking s	ing restriction signage right of way under the purent of Public Works (Dignage for these project	cesses for issuing, posting, equired for construction projects and rview of the SFMTA, the San PW) and other agencies to be ts typically provides that vehicles at are parked in the restricted area will
The services needed yielding their portion of Police Officers who up capacity to absorb this and others by individuinstructions on how to would place all these	of responsibilities, in particula nder the Administrative Code s function. In addition, current all construction companies. To obtain special event and co	by three separate agency or posting and removal of 10B receive overtime. In signage is inconsiste Also, citizens must go to instruction permits and proper to	cies. The SFPD is desirous of of signage, which is currently done by Neither SFMTA nor DPW has the nt, as some is produced by SFMTA, o a variety of websites to receive procedures. Award of the contract have one uniform, City-approved
the Civil Service Temporary signage for through special event Temporary signage is Alternative Program (Commission, indicate most repeated by the Interdeparts approved by the Interdeparts generated by the SFMTA CSWAP). Signage is posted by	at recent personal servicested by the SFPD, batternet by the SFPD, batternet by the Staff Committe by the SFPD using 10B	rvice was previously approved by vices contract approval number): sed on walk-in customer requests or e on Traffic and Transportation. ssistance from the Sheriff's Work Police Officers who work at overtime Police Officers also monitor signage
D. Will the contract SFMTA has an option	(s) be renewed: n to renew for up to four addit	ional years, at its discre	etion.
instructions for spec IFPTE, Local 21 Union Name IBEW, Local 102 Union Name S.F. Police Office	Signature of per Signat	son mailing / faxing form boparei son mailing / faxing form were boparei	ganizations as appropriate (refer to 5 - 18 - 11 5 - 18 - 11 5 - 18 - 11
	<u>·1021, SFPOA</u> , on <u> </u>	Signatu	ine Fuqua ire
PSC# 4003-	11/12 FOR DEPARTMEN	T OF HUMAN RESOURC	5-18-11
STAFF ANALYSIS/	RECOMMENDATION: OMMISSION ACTION:		MAY 1 8 2011 PSC FORM 1 (9/96)

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

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.

		1
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. 	() aining	(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 HEAD: Signature of Departmental Personal Services Contract		THE DEPARTMENT
Parveen Boparai 415- Print or Type Name Te	-701-5377 lephone Number	
San Francisco Municipal Transportation Age	ency	
1 So. Van Ness Ave. 7 th Floor, S. F. CA 941	103	

Address

* * Communication Result Report (May. 18. 2011 3:10PM) * * * 1}

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

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
3355 Memory TX	98642166	P. 3	OK	

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

SFMTA Municipal Transportation Agency

•		FAX	· .·
FROM: .	Parveen Boparel	70:	Ging Louis (Local 21)
PHONE:	416-701-5377	FAX:	416-831-2166
FAX:	415-70/1-5397	PHONE:	
SUBJECT	: PSC	NO. OF PA	AGES (Excluding fex cover): 2
GOMMENT Should yo		aase contact Lorre	ilne R. Fugua at 415-701-4678.
		aase confact Lorre	nine R, Fugua at 415-701-4678.
		aase contact Lorra	nine R. Fugua at 415-701-4676.
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		aasa contact Lorre	ilne R, Fugua at 415-701-4676.
		aase contact Lorre	ilne R. Fugua at 415-701-4676.

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

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

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3356 Memory TX	94316241	P. 3	OK ,	

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

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

FROM: Perveen Boperal TO: Alex Hodson (Local 1021)
PHONE: 415-701-5397 PAX: 415-431-6241
PAX: 415-701-6397 PHONE:
SUBJECT: PSC NO. OF PAGES (Excluding fax cover): 2
COMMENTS:
Should you have any questions, please contact Larraina R. Fugua at 415-701-4678.

ρ. :

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

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

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3357 Memory TX	95525741	P. 3	OK	

Reason for error
E. 1) Hang up or line fail
E. 9) No answer
E. 5) Exceeded max, E-mail size

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

FAX FRON: TO: Parveen Beparal Gacy P. Defagnes (SFPOA) PHONE: 415-701-5377 FAX: 415-552-5741 415-701-5397 PHONE: 416-681-5060 SUBJECT: PSC NO. OF PAGES (Excluding fex cover): 2 COMMENTS: Should you have eny questions, please contact Lorraine R. Fugua at 415-701-4678 San Francisco Martigal Troup/March Ageny One South Van March Arenda Serveta El San Francisco, Callico | Tal-Histol and | Fed. Histolatio | Home Hadron

City and County of San Fra		252.00		artment of Human Resources
DATE: <u>May 23, 2011</u>	PERSONAL SERVI	GES GO	VIRACI SUMMAR	Y
DEPARTMENT NAME: San Franc	cisco Municipal Transp	ortation	Agency (SFMTA)	DEPARTMENT NUMBER: # 68
TYPE OF APPROVAL: () E	XPEDITED	(X)	REGULAR (OMIT F	OSTING)
() C	ONTINUING	()	ANNUAL	
TYPE OF REQUEST: (X)	ITIAL REQUEST	()	MODIFICATION (P	SC#)
TYPE OF SERVICE: Environm	ental and Transportati	on Impac	t Study on the SFM	TA Transit Effectiveness Project
FUNDING SOURCE: Proposition	n C and other local fu	nds		
PSC AMOUNT: \$2,000,000.00	PSC	DURATI	ON: 08/01/2011	<u>- 07/31/2015</u>
by the California Environmenta The TEP consists of a set of proposals, the TEP aims time; 3) improve customer expensive environmental existing transit service and asset indefinitely delay implementation attract more riders, and increase travel delays, and updating transimplementation of the TEP's reattractive transit service, and increase tractive transit service.	th The Controller's Collete comprehensive it Effectiveness Proj I Quality Act (CEQA) oposals designed to to achieve the followeriences: and 4) impose is necessary and the review must be composited infrastructure on of the TEP's reconsited the efficiency of the sit routes to better recommendations maintreased traffic congressed traffic congressed.	e enviror lect (TEI), and N transfo ving goa rove sel e conse npleted I e as rec mmenda ransit se match ea y result lestion.	mental review witely, and prepare are ational Environment and maximized als: 1. improve service effectiveness quences of denial: perfore the SFMTA ommended by the ations, which are introice by improving xisting and project in less efficient transports.	h a focus on transportation of publish its findings as required ntal Policy Act (NEPA) if required. Muni service delivery. Through vice reliability; 2) reduce travel and efficiency. can implement improvements to TEP. Denial of this request would ntended to improve transit service, transit reliability, reducing transit ed travel patterns. Delayed nsit service delivery, less
Civil Service Commission This service has not been prov	on, indicate most rec ided in the past. PS t was not executed a	ent pers C #4145 at anytin	onal services cont i-09/10 for \$600,0 ne as it was for an	
	·		,	
 UNION NOTIFICATION: Cop instructions for specific procedure. 	dures):			izations as appropriate (refer to
IFPTE Local 21	Farwern F. Signature of pers	Bopane	į.	5-23-11
Union Name	Signature of pers	on maili	ng / faxing form	Date
Union Name	Signature of pers	on maili	ng / faxing form	Date
RFP sent to Union Name	, on Date	!	······································	Signature
PSC# 4004-11/12 STAFF ANALYSIS/RECOMMENICIVIL SERVICE COMMISSION A		of HUN	IAN RESOURCES	JSE SFMTA approved 5-23-11

PSC FORM 1 (9/96)

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.	<u>AD</u>	DITIONAL INFORMATION (if "yes," attach explanation)	Yes	1.	<u>N</u>	<u>lo</u>	
i.	B. C.	Will the contractor directly supervise City and County employees? Will the contractor train City and County employees? Are there legal mandates requiring the use of contractual services? Are there federal or state grant requirements regarding the use of contractual services?	((()))		X X X 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)
		BOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF	THE				

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai 415-701-5377

Print or Type Name 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) * * *

23

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. 3) No answer
E. 5) Exceeded max. E-mail size

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		FAX	•	
	•			
FROM:	Parveen Boperel	TO:	Ging Louie (Local 21)	
PHONE:	415-701-5377	FAX:	415-034-2168	
FAX:	415-701-5397	PHONE:		
SUBJECT:	PSC	NO. OF	PAGES (Excluding fax cover	r): 2
COMMENT Should you	-	ease contact Trin	h Nguyen at 416-701-4602.	
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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. Gorrono Vice President E. Dennis Normandy Commissioner Donald A. Casper Commissioner Mary Y. Jung

Present Present Present

Not Present (Notified absence)

President Morgan R. Gorrono 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

Ith Service tem	\$112,000	account statements and adjudicating claims for reimbursement within IRS guidelines. Administration of the Management Cafeteria Plan for eligible members including communications, enrollment processing, third-party vendor	Regular	06/30/11
em	\$112,000	Administration of the Management Cafeteria Plan for eligible members including communications, enrollment	Regular	06/30/11
Ith Service		management, premium reconciliation and payment to applicable vendors.		,
em	\$107,73 5	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
nicipal nsportation ncy	\$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
lic 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	Regular	12/31/16
	nicipal nsportation ncy	nicipal \$600,000 nsportation ncy	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. And conducting open enrollment for COBRA enrollees. 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. 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	Reconciliation Act) benefits for cligible 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. 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. 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

City and County of San Francisco	Department of Human Resources
DATE: May 6, 2011	CES CONTRACT SUMMARY
DEPARTMENT NAME: San Francisco Municipal Trans	portation 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 Survei	illance 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
cameras, digital video recorders (DVR's), WI-FI netw software interface package that will enable SFMTA pwirelessly and view them in real-time or through the DVR's. The Contractor shall supply all engineering equipment, software interface package and other rel buses and all wayside equipment in the yards. The personnel in the proper use, operation and maintenable. B. Explain why this service is necessary and The existing system does not have wireless download drive for the DVR must be removed by security staff the security office. Furthermore, the existing system images as seen by the cameras and also viewing of wireless downloading of all captured images through allow the users to access the images through the Intithe vehicles in the yards in order to remove the hard provide real-time viewing of images, inside and outs and other authorized personnel on a real-time basis and used for terrorism activities. Denial of this serv capabilities of a more advanced system as described patrons, prevent vandalism or aid in counter-terrorism.	d the consequences of denial: ad capability, whenever there is an incident on a vehicle, the hard from the bus and brought back for viewing and downloading in does not also have the capability for real-time viewing of the captured images through the Internet. The new system will allow the new Wi-Fi network installed in the yards, which will then ternet; thereby, eliminating the need for security staff to look for d drives and view incident videos. In addition, the new system will ide the bus, by law-enforcement officers, emergency responders from a distance of about 500 yards in case the bus is hijacked ice will to result in these buses not having the enhanced d above: therefore decreasing the capability for protecting our
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	
 UNION NOTIFICATION: Copy of this summary is to instructions for specific procedures): However British IFPTE, Local 21 	be sent to employee organizations as appropriate (refer to
Union Name Signature of person ma	
Union Name Signature of person ma	
Union Name Signature of person n IAM, Local 1414 Tower	
Union Name Signature of person n	
Union Name Date	Signature
**************************************	OF HUMAN RESOURCES USE SPMTA approved
PSC#	OF HUMAN RESOURCES USE SFMTA approved 5-6-11
STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:	PSC FORM 1 (9/96)

Department of Human Resources

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

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. <u>/</u>	ADDITIONAL INFORMATION (if "yes", attach explanation)	<u>Ye</u>	<u> </u>	<u>No</u>	
A.	Will the contractor directly supervise City and County employees?	.()	·(x)	
3	Will the contractor train City and County employees? - Describe training and indicate approximate number of hours. The Contractor will provide 8 hours of classroom instruction on the use and opera system and its software interface package and 8 hours of maintenance, trouble st surveillance system.	tion of the new	x) video s air of ti	() surveillance he new vide	0
7	- Indicate occupational type of City and County employees to receive train (i.e., clerks, civil engineers, etc.) and approximate number to be trained. 7318 – Electronic Maintenance Technician: 6; 7329 - Electronic Maintenance Technician: 6; 7329 - Electronic Maintenance Technician: 6; 7329 - Electronic Maintenance Controller: 1; 1410 Chief Clerk: 1; 1406 Senior Clerk: 7241 - Senior Maintenance Controller: 1; 1410 Chief Clerk: 1; 1406 Senior Clerk:	hnician Assistaı			
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? This grant is from Dept of Homeland Security Transit Security Grant Program w	,	x)	()	
			ροιου	<i>mm</i> 000(.	
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)	
TH	LE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE OF FORMALE	N BEHALF OF	THE C	DEPARTME	NT
	Signature of Departmental Personal Services Contract C	oordinator	-		
		01.5377 ne Number	-		
	San Francisco Municipal Transportation Agenc	У			
	1 So. Van Ness, 7 th Floor, S. F. CA 94103 Address				

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

1) 2)

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

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3263 Memory TX	916503414050	P. 3	OK	

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

	•	FAX	
		· .	·
FROM:	Parveen Boparal	. TOI-	Arihur Gonzakez (Locei 1414)
PHONE:	415-701-5377	FAX:	650-341-4050
FAX:	416-701-5397	PHONE:	
SUBJECT:	P8C .	NO. OF F	AGES (Excluding fex cover): 2
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Date/Time: May. 6. 2011 4:20PM

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3261 Memory TX	94316241	P. 3	OK	

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

	.;	FAX	
FROM:	Parveen Boparal	TO:	Alax Hodson (Local 1021)
PHONE:	415-701-5377 .	FAX:	415-431-6241
FAX:	415-701-5397	PHONE:	
0110 IFOT			
SUBJECT: COMMENT: Should you			AGES (Excluding fax coyer): 2
COMMENT	·		

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

3

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

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3262 Memory TX	98610734	P. 3	OK	

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

		•	•
		FAX	•
FROM:	Parvoen Boparel	TO:	Kevin Hughes (Local 6)
PHONE:	415-701-5377	FAX:	415 881-0734
FAX:	415-701-5397	PHONE:	
SUBJECT: PSC -		NO. OF PAGES (Excluding fax cover):	
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* * Communication Result Report (May. 6. 2011 4:21PM) * * *

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

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

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FAX				
FROM	Parveen Boparal	TO:	Ging Louis (Local 21)	
PHONE;	415-701-5377	. PAX:	415 884-2188	
FAX:	415-701-5397	PHONE:		
SUBJECY: PSC			NO. OF PAGES (Excluding fax cover): 2	
COMMENT			• •	
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	SONAL SERVICES CONTRACT SUMM	MARY
DATE: <u>05/16/11</u> DEPARTMENT NAME: Police		DEPARTMENT NUMBER 38
	PEDITED X REGULAR ANNUAL	(OMIT POSTING)
TYPE OF REQUEST: ✓ INITIAL REQUEST TYPE OF SERVICE: Validation	MODIFICATION (PSC# of updated software for Applied Biosystems 313) Oxl genetic analyzers
FUNDING SOURCE: NIJ FY10 F	Forensic DNA Backlog Reduction Program 2010	-DN-BX-K124 Grant
PSC AMOUNT: \$96,000	PSC DURATION: 8-1-11 – 7	-30-12
kit using 9700 thermal cyclers, the 31 GeneMapper ID v.3.2 to genotype the B. Explain why this service is Validation is required due to upgrade	sposed work: required tests and performance checks to validate 130xI genetic analyzers used to separate and vise 150xI genetic analyzers used to separate and vise 150xI genetic analyzers used to separate and vise 150xI genetic analyzers. If the service is denice 150xI genetic analyzers of the service is denice 150xI genetic analyzers.	ualize the DNA fragments, and the eport of the validation results. ed it must be performed by Criminalists
	has been provided in the past (if this service wa icate most recent personal services contract app gh a PSC in the past.	
D. Will the contract(s) b	e renewed: No	v
<u>UNION NOTIFICATION</u> : Constructions for specific proced	py of this summary is to be sent to employee orgures):	ganizations as appropriate (refer to
Local 21 , IFPTE Union Name	Signature of person mailing/faxing form	5-16-11 Date
Union Name	Signature of person mailing/faxing form	Date
RFP sent to Local 21, IFPTE Union Name	, on	Signature

CIVIL SERVICE COMMISSION ACTION:

STAFF ANALYSIS/RECOMMENDATION:

JUN 2 0 2011

3 DI	ESCRIE	O MOITY	F REOUII	REDSKILI	S/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 3130xl 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:

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.

.	ADDITIONAL INFORMATION (if "yes," attach explanation)	<u>Yes</u>	<u>No</u>
	A. Will the contractor directly supervise City and County employees?		х
	 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. 		x
	C. Are there legal mandates requiring the use of contractual services?		х
	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	X	
	E. Has a board or commission determined that contracting is the most effective way to provide this service?		х
	F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?		х
	HE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BE EPARTMENT HEAD:	HALF O	F THE
	Officer Shawn Wallace #1104 553-1096		
	Print or Type Name Telephone Number		
	850 Bryant Street		
	San Francisco, CA 94103		

Address

жжжжжжжжжжжжжж -COMM. JOURNAL- жжжжжжжжжжжжжжжжж DATE MAY-16-2011 жжжж TIME 12:30 жжжжжжж

MODE = MEMORY TRANSMISSION

START=MAY-16 12:29

END=MAY-16 12:30

FILE NO.=155

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ONE-TOUCH/ ABBR NO.

STATION NAME/TEL NO.

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from 2

-SFPD LEGAL DIVISION

4155531999- ********

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.

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

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DNA Backlog Validation PSC

Monday, May 16, 2011 12:08 PM

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

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

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

1 File (107KB)



DNA Bac...

EMAIL TO 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

Department of Human Resources

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				
TYPE OF REQUEST: ✓ INITIAL REQUEST				
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. <u>UNION NOTIFICATION</u> : Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):				
L21 Shamica Jackson Shamin Jackson 06/10/2011 (30-day Union Notice) 06/24/2011 (to DHR)-Revised				
Union Name Signature of person mailing/faxing form Date				
FOR DEPARTMENT OF HUMAN RESOURCES USE PSC# HOO7 - 11 / 12 STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:				

~	DECORPORTOR	OF BEO	TIDED	CIZIT T C/EXCEDEDMICE
3.	DESCRIPTION	OF KEU	UIKED	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.

	DITIONAL INFORMATION (if "yes," attach explanation)	<u>Yes</u>	No
A.	Will the contractor directly supervise City and County employees?		LX
B.	Will the contractor train City and County employees?		Х
	 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?		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? 12/15/2003 Res. #03-0245	Х	
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:

Stromia	John.
Signature of Departmental Persona	l Services Contract Coordinator
Shamica Jackson	415-554-0727
Print or Type Name Telephone Number	
1155 Market Str	eet, 9 th Floor
San Francisco	, CA 94103
Addre	ess

5.

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.



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, Larrry, 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@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>, "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, Larrry" <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, Larrry; 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

A 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	NT NUMBER: 21
Institution of	MIT POSTING)
TYPE OF REQUEST: ANNUAL	•
INITIAL REQUEST X MODIFICATION (PSC #) 3041-10/11	
TYPE OF SERVICE: Real estate economic feasibility and General Fund-impact ana	alyses
FUNDING SOURCE: Time, materials and administrative charges to be fully reimbur	sed
PSC AMOUNT: \$49,500 PSC DURATION: January 1, 2011 – J	
Mod #1 amount: \$30,000 Mod #1 duration: July 1, 2011 – Augu	ıst 31, 2011
1. <u>DESCRIPTION OF WORK</u> Total PSC Amount \$79,500 Total Duration:	1/1/11-8/31/11
A. Concise description of proposed work:	-Mr
Contractor will provide in-depth, independent fiscal and economic analysis and generate report the implementation of a Pilot Infrastructure Finance District (IFD) at Rincon Hill as well as evalu	s to assist the City during
to assist in the implementation of the Eastern Neighborhoods Area Plans. Contractor will: evaluations of the Eastern Neighborhoods area Plans.	≀ating the teasibility of IFDs uate net incremental Conoro
Fund Mevenues 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 Fi	und 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 feasib as the establishment of IFDs in the Eastern Neighborhoods area, as well as to fully understand	ility of the Pilot IFD, as well
economic impacts on the City. A denial of this contract would prohibit the City from moving forw	ine projects liscal and lard with the Pilot IFD
program (and future IFD programs as well), as the City will be unable to assess its fiscal feasible	ility and impacts.
C. Explain how this service has been provided in the past (if this service was previously a	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 deve	lonment agreements at
Parkmerced, Hunters Point Shipyard / Candlestick Point and Treasure Island. However, the lat	ter two were executed
through the Redevelopment Agency and the Treasure Island Development Authority, respective D. Will the contract(s) be renewed?	∌ly.
2. <u>UNION NOTIFICATION</u> : Copy of this summary is to be sent to employee organizations:	
instructions for specific procedure):	as appropriate (refer to
modulosoms for specific procedure).	
x Local 21 Jakusus new	5/4/2011
Union Name Signature of person mailing/faxing form	<u>3/4/2011</u> Date
	Date
x MEA Tamsen Drew	5/4/2011
Union Name Signature of person mailing/faxing form	Date
RFP sent to N/A , on N/A	N/A
Union Name Date	Signature
**************************************	rational to the above the above the above to the above to a to
FOR DEPARTMENT OF HUMAN RESOURCES USE	
PSC# 3041-10/11	A A A
STAFF ANALYSIS/RECOMMENDATION:	MAY 2 5 2011
CIVIL SERVICE COMMISSION ACTION:	

3. DESCRIPTION OF REQUIRED SKILL SPEXIFERTISE

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:

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. <u>ADDITIONAL INFORMATION</u> (if "yes," attach explanation)						
	A.	Will the cont	ractor directly supervise City and Count	y cmployees?	Yes	
	В.	DescribeIndicate of	ractor train City and County employees? the training and indicate approximate moccupational type of City and County enneers, etc.) and approximate numbers to	umber of hours.	ks,	. [
. (С.	Are there lega	al mandates requiring the use of contract	tual services?		
]	Э.	Are there fede	eral or state grant requirements regardin	g the use of contractual services?		
·	E. Has a board or commission determined that contracting is the most effective way to provide this service?					
F	7.	Will the propo	osed work be completed by a contractor your department?	that has a current personal services		
THE DEP.	A) AR	BOVE INFOR TMENT HEA	MATION IS SUBMITTED AS COMPL D: Signature of Departmental Personal		LF OF THI	E
Merrick Pascual 415-701-5511						
			Print or Type Name	Telephone Number		
			1 Dr. Carlton B. Go Room 4 San Francisco, Addres	48 CA 94102		



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

Department of Human Resources

DATE:May 18, 2011	PERSONAL SERVICES CONTRACT S	UMMARY
DEPARTMENT NAME: San F	rancisco Municipal Transportation Agenc	<u>y (SFMTA)</u> DEPARTMENT NUMBER: # 68
TYPE OF APPROVAL: ()		(OMIT POSTING)
()	CONTINUING () ANNUAL	
TYPE OF REQUEST: ()	, , , , , , , , , , , , , , , , , , , ,	ON (PSC# <u>3005-10/11</u>)
TYPE OF SERVICE: Muni	Customer Service Survey and Analysis of	
FUNDING SOURCE: Gener	•	
PSC AMOUNT: \$49 PSC MODIFICATION: \$4 PSC TOTAL: \$9	9,000.00 PSC MODIFICATION:	August 1, 2010 – July 31, 2012 June 1, 2011 – August 31, 2012 August 1, 2010 – August 31, 2012
surveys. Confer with SFI questions. Ask new questions. Per to the new questions.	of proposed work: ; citywide survey of Muni customers in Erdata on questions and responses that have MTA staff on previous surveys and identifications to gauge Muni customers' attitudes afform cross-tabulations on data and illust so of the data and resulting recommendations.	/e been benchmarked in previous y areas for new or expanded survey , awareness and sentiments in response rate them clearly in tables and charts
These services are esse	ice is necessary and the consequences of ntial to assist the SFMTA in measuring cu s. This is an important tool to assist the S extent possible.	astomer needs, priorities, and current
Civil Service Commis	ice has been provided in the past (if this sision, indicate most recent personal servicy vided in 2010 through current personal se	es contract approval number).
D. Will the contract(s) be	renewed: No.	
2. UNION NOTIFICATION: O instructions for specific productions.	. 1/	e organizations as appropriate (refer to
IFPTE Local 21	- Parview Boparar	5-18-11
Union Name	Signature of person mailing / faxing fo	rm Date
Union Name	Signature of person mailing / faxing fo	rm Date
RFP sent to	, on	240
Union Name	Date	Signature
**************************************	FOR DEPARTMENT OF HUMAN RESOU	RCES USE SPMTA approved 5-18-11
STAFF ANALYSIS/RECOMME CIVIL SERVICE COMMISSION		MAY 1 8 2011 (9/96)

City and County of San Francisco

3.	DESCRIPTION	OF REQUIRED	SKILLS/EXPERTISE
v.	DECOMM NOR	OI INCAMINED	OITIEMANENT PITTOP

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 asneeded 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.	i. <u>ADDITIONAL INFORMATION</u> (if "yes," attach explanation)	<u>Y</u>	<u>es</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 (e.g., clerks, civil engineers, etc.) and approximate number to be training.)	(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:

tower Bop	enau
Signature of Departmental Personal Se	rvices Contract Coordinator
Parveen Boparai	415-701-5377
Print or Type Name	Telephone Number
San Francisco Municipal Tran	sportation Agency
1 S. Van Ness Ave., 7 th Floor, Sar	r Francisco, CA 94103
Address	

P. 1

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

3

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. 3) No answer
E. 5) Exceeded max. E-mail size

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

FAX

FROM: Parven Boparei TO: Ging Louis (Local 21)

PHONE: 416-701-6377 FAX: 416-934-2169

FAX: 416-701-5397 PHONE:

SUBJECT: PSC NO. OF PAGES (Excluding fax cover): 2

COMMENTS:

Should you have any questions, please contest Ashish Patel at 701-4297.

3.	DESCRIP	TION OF	REQUIRED	SKILLS/EXP	ERTISE
----	---------	---------	----------	------------	--------

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.

C. Are there legal m	andates requiring the use of contract	ual services?		X
D. Are there federal	or state grant requirements regarding	g the use of contractual services?		X
to provide thi		ng is the most effective way	X	
	 b. #03-0245 adopted 12/15/2003. l work be completed by a contractor r department? 	that has a current personal services	Х	
HE ABOVE INFORM EPARTMENT HEAD		MPLETE AND ACCURATE ON BI	EHALF OI	FTHE
	Stromin John	λ		
	Signature of Departmental Persona	1 Services Contract Coordinator		
	Shamica Jackson	415-554-0727		
	Print or Type Name	Telephone Number		
	1155 Market Str	east Oth Floor		
	1133 Maiket Su	eet, 9 F1001		

Address



WATER Wastewater Power

GAVIN NEWSOM MAYOR

F.X. CROWLEY PRESIDENT

FRANCESCA VIETOR VICE PRESIDENT

ANN MOLLER CAEN COMMISSIONER

JULIET ELLIS COMMISSIONER

ANSON B. MORAN COMMISSIONER

ED HARRINGTON GENERAL MANAGER

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

DATE:	January 22, 2	2010		
TO:	Mary Ng, PSo Department o	C Analyst of Human Resourc	ces (Dept. 33)	
FROM:	Bonita McGe	kson, PSC Coord e, Contract Analy o Public Utilities (·
RE:	Request for A	Administrative App	proval of PSC Modification	n (less than 50%)
PSC	4045-09/10	/	Approval Date: 10/0	7/2000
No:	4045-09/10	· · · · · · · · · · · · · · · · · · ·	Approval Date: 10/0:	5/2009 V
Descripti	ion of	Peninsula Pipel	ine Seismic Upgrade Engi	neering Design Services
Service(s	s):	(CS-101)		
•	Approved Amount:	\$1,000,000 \sqrt{\$300,000}	Original Approved Duration: Modification of Duration:	02/01/2010 to 02/01/2013 \(N/A \)
Total Amo	ount as Modified:	\$1,300,000	Total Duration as Modified:	02/01/2010 to 02/01/2013
Reason f	for the modificat	tion:		
Amendi	ng PSC to amou	nt to match certifi	ied contract amount.	
Attachme	ents: Copy of P	SC Summary sent	to DHR.	
	******		*************	******
			HUMAN RESOURCES USE	
DHR ACT	ION: X A	proved		10 N
Approval	Date:	mary 22, 2010	****************	The state of the s
D	- nd . ~ 10-1	1/2 27, 2010		R Const
low Mick	71	an Resources Dire		
40, ,,,,,		,		to con-

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

PE	ERSONAL SERVICES CONTRACT SUM	MARY
DATE: <u>09/02/2009</u>		
DEPARTMENT NAME: San	Francisco Public Utilities Commission	DEPARTMENT NUMBER40
TYPE OF APPROVAL:	EXPEDITED	(OMIT POSTING
	CONTINUING ANNUAL	
TYPE OF REQUEST: INITIAL REQUEST	MODIFICATION (PSC#)
TYPE OF SERVICE: Peninsul	la Pipeline Seismic Upgrade Engineering Desig	n Services (CS-101)
FUNDING SOURCE: Water S	ystem Improvement Program Operating Budg	et
PSC AMOUNT: \$1,000,000	PSC DURATION: 02/01/2010) to 02/01/2013
DESCRIPTION OF WORK A. Concise description of processing the second se	roposed work:	
liquefaction. Scope of work inclu geotechnical design recommenda design (including production of g engineering report, and all 100% B. Explain why this service Expertise in design of large diam for situations involving verifying cause pipe breakage during a seis customers, in addition to potentia C. Explain how this service Service Commission, in	is necessary and the consequences of denial: eter pipes crossing an active seismic fault and g fault location and liquefaction zones, is require smic event at fault crossing sites and disruption ally high repair costs. e has been provided in the past (if this service was dicate most recent personal services contract appro-	on locations, generation of ssing and possible liquefaction zone nalysis report, conceptual geotechnical investigation experienced Consequences of denial could of water delivery to SFPUC previously approved by the Civil
,	n the past via PSC No. 4080-05/06.	
D. Will the contract(s) 2. <u>UNION NOTIFICATION</u> : Constructions for specific process L21 Union Name	opy of this summary is to be sent to employee orga	nnizations as appropriate (refer to 09/03/2009 Date
	,	

PSC#	_	L
STAFF ANALYSIS/RECOMMEN	DATION:	
CIVIL SERVICE COMMISSION A	ACTION:	

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

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)	<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 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. 	,	Х
	C. Are there legal mandates requiring the use of contractual services?		Х
	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	
	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?	X	
	Signature of Departmental Personal Services Contract Coordinator	HALF OF	THE
	Shamica Jackson 415-554-0727 Print or Type Name Telephone Number		
	1155 Market Street, 9th Floor		
	San Francisco, CA 94103		
	Address		

B.MCGEE

City and County of San Francisco Department of Human Resources



PERSONAL SERVICES CONTRACT SUMMARY

	5		
DEPARTMENT NAME:	San Francisco Public Utilitics Co	nmission DEPAI	RTMENT NUMBER: 40
TYPE OF APPROVAL:	BXPEDITED CONTINUING	REGULAR (O)	MIT POSTING
TYPE OF REQUEST:	☐ INITIAL REQUEST	☐ MODIFICATIO	ON (PSC#)
TYPE OF SERVICE: CS- FUNDING SOURCE: BD	-806, Specialty Pipeline Service	s, BDPL Reliability Upg	rade
PSC AMOUNT: \$5 million	n Trojour Duager	PSC DURATION:	April 2006- December 2011
B. Explain why this set Geotechnical investi in a seismic event. I seismic hazards. Suc contract will prevent C. Explain how this ser Civil Service Comm This service has been D. Will the contract(s)	n of work: engineering services to support ision Pipeline No. 5. revice is necessary and the consi- gations are needed to identify po The expertise in seismic structure ch expertise is not available in w improvements needed for incre- revice has been provided in the ission, indicate most recent pe a provided by consultants in the p be renewed. No. DN: Copy of this surrous is to	sequences of denial: cossible liquefaction, land congineering is needed to dthin SFPUC or other Ci asing reliability of water past (if this service was reconst services contract past	slide, and other hazardous caused o design pipeline to withstand these ty departments. Denial of this delivery to SFPUC customers. previously approved by the tapproval number):
121	A Constitution of the Cons	iowells	1 10000
Union Name	Signature of per	son mailing/faxing form	1/23/06 Date
Union Name	Signature of pers	on mailing/faxing form	Date
RFP sent to	_ on		,
Union Name	Date	Si	gnature
******	********	01 01000000000000000000000000000000000	***
FOR DEPARTMENT OF HIT PSC# 4080-05/0 STAFF ANALYSIS/RECOMM	JMAN RESOURCES USE	Approved In	***

PSC FORM 119/961

THE SHEET STATE OF THE PARTY OF THE PARTY.

City and County of San Francisco Department of Human Resources



3.			
	A. Specify required skills and/or expertise: The pipeline engineering consultant should have experience in the design of large dia pipeline for water services within Seismic IV, including design and analysis of large of major faults with expected large fault displacement. The pipeline engineering consult competent in geotechnical investigation and site characterization, corrosion engineering engineering.	liameter pipelir	ie crossi
	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 If yes, explain: None.	he City?	,
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 seism 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? Ex		
	No, because there is insufficient continuous, long-term workload to support a staff of spengineers.	pecialized pipel	lino
5.	ADDITIONAL INFORMATION (if yes, attach explanation) A. Will the contractor directly supervise City & County employees?	YES	NO
	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.	W	لبا
	C. Are there legal mandates requiring the use of contractual services?	П	\boxtimes
	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? 12/15/03 #03-0245		
1	F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?		Ø
THE	E ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACTUAL OF THE DEPARTMENT HEAD:	CCURATE (DN
	for the fond		
	Signature of Departmental Personal Services Contract Coordinato Lee Okumoto (415) 551-4589	r	
	Print or Type Name Telephone		
	1145 Market Street, 1st 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.

117.117.1117



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, Larrry, Yun, Pauson

06/23/2011 05:01 PM

Hide Details

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

To: "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" <Clsen@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>, "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"
 <

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@sfwater.org

D. SCOTT

Department of Human Resources

PSC FORM 1 (9/96)

DATE: 06/16/2011	PERSONAL SER	VICES CONTRACT	SUMMARY
DEPARTMENT NAME:	: San Francisco Public	Itilities Commission	DEPARTMENT NUMBER 40
TYPE OF APPROVAL:	EXPEDITED		ULAR (OMIT POSTING)
PRESENT OF PROVIDE	CONTINUING	ANN	NUAL
TYPE OF REQUEST: INITIAL REQUI	EST MODIFICA	TION (PSC# 4113-05)	06)
TYPE OF SERVICE:	Environmental Analysis S (CS-822)	ervices for WSIP San	Francisco Recycled Water Projects
FUNDING SOURCE:	Capital Improvement Pro	gram (CIP) Bonds	
	450,000	PSC Duration:	12/12/2006 to 12/04/2009
	320,000	PSC Duration:	12/05/2009 to 06/04/2011
Modification Two \$6		PSC Duration:	06/05/2011 to 08/04/2011
	2,000,000	PSC Duration:	07/18/2011 to 07/04/2016
Total Amount \$2	2,770,000	Total PSC Duration:	12/12/2006 to 07/04/2016
1. DESCRIPTION OF			
	ption of proposed work:		
Coordination and Work	pian preparation; environ	mental document scopi	ng; environmental background and field ents; public review of draft environmental
documents: response to	nysis, preparation of draft public comments: prepara	tion of final environme	nts; public review of draft environmental national nation
plan preparation, and p	reparation of environment	al permit applications.	The increased capacity requested for this
modification is necessar;	y as the SFPUC implement	ed a comprehensive pu	blic outreach process for the project.
which resulted in the de-	velopment of several new p	roject alternatives whi	ch will be analyzed in the environmental
review.			
B. Explain why th	is service is necessary and the	ne consequences of denia	d:
Implementation of the V	Vater System Improvemen	t Program San Francis	co Recycled Water Projects will help meet
City's water supply part	of SFFUC retail customers (tholia. The personal service	n a more renable and s	sustainable manner and would diversify the to complete required environmental
analyses and document	preparation. If the identifi	ed services are denied.	completion of the required environmental
analysis will delay the ov	verall project completion.		completion of the required entitionmental
C. Explain how the	his service has been provided	I in the past (if this servi	ce was previously approved by the Civil
Service Comm	nission, indicate most recent	personal services contra	et approval number):
This service was provide	ed in the past by PSC #4113	3-05/06.	,
D. Will the co	ontract(s) be renewed: No.		
2. <u>UNION NOTIFICA</u>	TION: Copy of this summar	ry is to be sent to employ	ree organizations as appropriate (refer to
instructions for speci	ific procedures):	100	1
w	Olivi	WE JOH FOR	6/20/2011
L21	Shamica Jackso	VIII	06/16/2011
Union Name	Signature of per	son mailing/faxing form	Date
*******	*********	*******	*********
	FOR DEPARTME	ENT OF HUMAN RES	
PSC# 4113-05	>/06		
STAFF ANALYSIS/REC	OMMENDATION:		JUN 2 0 2011
CIVIL SERVICE COMM	ISSION ACTION:		.
JUNE TOD COMINI			

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

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.

	TMENT HEAD: 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		
	Signature of Departmental Personal Services Contract Coordinator Shamica Jackson 415-554-0727 Print or Type Name Telephone Number		I RRE
	Signature of Departmental Personal Services Contract Coordinator Shamica Jackson 415-554-0727		I RRES
	Signature of Departmental Personal Services Contract Coordinator Shamica Jackson 415-554-0727		I RRES
	Devel P Sob For:		1 1112
	Devel P Sob For:		T TIE
	TMENT HEAD:		I KIR
		MANA OR	T KEE
AB	BOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEH	IALE OF	THE
	•	<u></u>	
F. 1	Will the proposed work be completed by a contractor that has a current personal services	V	
		<u> </u>	
C. 1	Are there legal mandates requiring the use of contractual services?		V
. •	Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.		
В. `			V
	· · · · · · · · · · · · · · · · · · ·	Yes	No
	A. B. C. C. A. B. B. A. B. B. A. B. A. B. B. B. A. B. B. B. A. B.	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. E. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	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? SFPUC Resolution #09-0135 dated August 11, 2009. B. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

D. SCOTT



Contract Administration Bureau 1155 Market Street, 9th Floor San Francisco, CA 94103 T 415,561,4603 F 415,554,3225

MEMORANDUM

*		-	**	**	
11	Δ		п	-	4
1.					

May 16, 2011

TO:

Maria Ryan, DHR-PSC Coordinator

Department of Human Resources (Dept. 33)

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:

4113-05/06

Approval Date: October 5, 2009

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 12/12/2006 to Original Approved Amount: \$450,000 Duration: 12/4/2009 **Modification One Amount:** Modification of Duration: \$320,000 12/5/2009 to 06/04/2011 **Modification Two Amount** \$0 Modification of Duration 6/5/2011 to 8/4/2011 12/12/2006 to 08/04/2011 Total Amount as Modified: \$770,000 Total Duration as Modified:

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.

Edwin M. Lee .Mayor

Francesca Vietor President

> Anson Moran Vice President

Ann Moller Ceen Commissioner

> **Art Torres** Commissioner

Vince Courtney Commissioner

Ed Harrington General Manager

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION:

M

Approved

Approval Date:

€0R Micki Callahan, Human Resources Director



		PERSONAL SEI	RVICES CONTRA	ACT SUMM	ARY				
DATE	09/03/2009	-							
DEPA	RTMENT NAMI	E: San Francisco Publ	c Utilities Commis	sion	DEPARTMENT NUMBER 40				
TYPE	OF APPROVAL	EXPEDITED CONTINUING	✓	REGULAR ANNUAL	(OMIT POSTING)				
TYPE OF REQUEST: INITIAL REQUEST 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									
Modifica	ation Amount\$3	20,000	PSC Duration: PSC Duration: Total PSC Duration:	12/12/2006 to 12/12/2006 to					
	ESCRIPTION O	•		EMI EMI MUUU	O OO OTI EOLL				
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. <u>UNION NOTIFICATION</u> : Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):									
	L21	Shamica Jacl			09/03/2009				
	Union Name	Signature of	person mailing/faxir	g form	Date				
PSC# STAFI	F ANALYSIS/RI	FOR DEPART	**************************************		**************************************				
CIVIL	CIVIL SERVICE COMMISSION ACTION:								

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

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.	<u>AD</u>	DITIONAL INFORMATION (if "yes," attach explanation)	<u>Yes</u>	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, incidence of the county of the county employees). 		✓					
		civil engineers, etc.) and approximate number to be trained.	,	p					
	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?		✓					
	✓								
	F.	Will the proposed work be completed by a contractor that has a current personal services contract with your department?	\checkmark						
		BOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEE RTMENT HEAD: Manual June 100 100	IALF OF	THE					
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									

B.MCGEE



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, Larrry, 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>, "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" <patrick.tamura@seiu1021.org>, "Tanner, Joe" <joe.tanner@seiu1021.org>, "Warshauer, Ed " <ed.warshauer@seiu1021.org>, "Wong, Larrry" <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@sfwater.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, Larrry; 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 voice: 415-554-0727

fax: 415-554-3225

email:sjackson@sfwater.org