



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: February 6, 2012

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

From: Cynthia Avakian, AIR
Parveen Boparai, MTA
Vivian Day, DBI
Oliver Hack, MYR
Lavena Holmes, PRT
Shamica Jackson, PUC
Diane Lim, ADP
William Lee, DEM
Brent Lewis, DHR
Catherine McGuire, JUV
Anabel Simonelli, MYR
Shawn Wallace, POL
Jeannie Wong, CON

Subject: Personal Services Contracts Approval Request

This report contains eighteen (18) 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
\$61,957,493	\$1,735,733	\$450,448,667

*Notes:

- PSC #4003-11/12 for \$500,000 for Temporary Parking Restriction Signage was withdrawn by SFMTA on 7/28/11
- PSC#4053-11/12 for \$3.4million for Design for University Mound North Basin Upgrades was withdrawn by PUC on 11/15/11
- PSC#4060-11/12 for \$500,000 for Lighting Design Services – Build LED Streetlight Conversion was withdrawn by PUC on 11/21/11
- Modification of PSC#4097-08/09 for \$2.2million for regional water and energy washing machine rebate program was withdrawn on 11/30/11
- PSC#4075-11/12 for \$1.5million for Outreach and Marketing Services Power Enterprise withdrawn by PUC on 1/9/12

POSTING FOR

2/6/2012

PROPOSED PERSONAL SERVICES CONTRACTS

Regular, Continuing, Annual

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Start Date - End Date
4077-11/12	13	Adult Probation	Regular	\$6,142,957	This proposed contract is to create and operate a one-stop Community Assessment and Services Center (CASC) to provide services to high risk high need individuals who are under the supervision of the Adult Probation Department. A variety of individualized and group services will be provided from dawn until dusk. These services will be both by appointment and on a drop-in basis to include but not be limited to case management for individuals who have a serious mental illness, substance abuse assessment/referrals, remedial and basic education and connection to opportunities for higher education, vocational assessment and employment training, assessment for government benefits, cognitive behavioral groups, parenting and family strengthening support/advice and housing referrals and assistance.	2/6/2012 - 2/6/2017
4078-11/12	27	Airport Commission	Regular	\$1,450,000	Construction Management (CM) team with design-build and specialty design experience at airports to manage the design and construction and assist in the selection of a Design-Build Consultant for the West Field Cargo Development Project. The CM team will manage the design and construction of a new cargo building to replace an existing outdated cargo facility in the airport cargo area known as the West Field.	2/6/2012 - 2/5/2014
4079-11/12	19	Building Inspection	Regular	\$1,750,000	To provide preparation, indexing, scanning and electronic imaging services required to convert all paper-based building plans/drawings into digital images for electronic retrieval through PaperVision document management system. Drawings vary in sizes from 11"X17", 16"X24", 24"X36", 36"X42", and 36"X48".	6/1/2012 - 6/30/2017
4080-11/12	19	Building Inspection	Regular	\$5,000,000	To convert all 16mm and 35mm rolls of microfilm, and 25 boxes of old paper records dating back to 1906, containing building records into digital images for electronic retrieval through PaperVision document management system. The Department currently has 1,200 rolls of 16mm microfilm containing job cards, certificates of final completion, permits and miscellaneous documents, many of which date back mid 1930s. It is estimated that there are 2,500 frames per roll for a total of 3,000,000 frames with each roll likely to have 800 records to index for a total of 960,000 records. Further the Department has 3,500 rolls of 35mm microfilm with plans dating back to 1940s. Each roll has approximately 500 frames per roll for a total of 1,750,000 frames and each roll will have approximately 50 records to index for a total of 175,000 records. Indexing, including researching missing information and quality control, of the converted records will be done by in-house staff.	6/1/2012 - 6/30/2017
4081-11/12	09	Controller	Regular	\$2,000,000	Provide underwriter, investment banking, and credit enhancement services to the City in connection with the issuance, marketing and distribution of its fixed-rate debt obligations, variable-rate debt obligations, and commercial paper.	1/1/2012 - 12/31/2017
4082-11/12	77	Emergency Management	Regular	\$200,000	The contractor will provide the Bay Area UASI Approval Authority with legal counsel and advise the body on various matters pertaining to open meetings, grants administration, or other issues that may arise.	3/1/2012 - 2/29/2016

POSTING FOR

2/6/2012

PROPOSED PERSONAL SERVICES CONTRACTS

Regular, Continuing, Annual

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Start Date - End Date
4083-11/12	77	Emergency Management	Regular	\$879,536	The contractor will assist Bay Area counties and cities in the development of a Regional Logistics Plan with an emphasis on the coordination of logistic operations and priorities for distribution of scarce resources between local, state and federal levels in a catastrophic event. The Regional Logistics Plan will be used to develop county and core city plan templates as well as applicable annexes to Regional Emergency Coordination Plan (RECP), to encompass all phases of logistic planning.	3/1/2012 - 7/30/2013
4084-11/12	33	Human Resources	Regular	\$260,000	The consultant will oversee the development and administration of promotional exams for the Fire Department ranks of H-20 Lieutenant and H-40 Battalion Chief, and defend those selection processes against legal challenge as necessary.	7/1/2012 - 6/30/2015
4085-11/12	12	Juvenile Court	Regular	\$95,000	The Ombudsperson is responsible for resolving grievances submitted by detained youth at JPD detention facilities. Contractor will serve as a neutral and independent agent who is a liaison between detainees, their parents/ guardians and Department staff. When a youth files a grievance, contractor shall investigate and resolve through appropriate means including mediation between the youth and the Department and where appropriate shall recommend procedural changes as part of the recommended resolution of a grievance.	4/1/2012 - 3/31/2014
4086-11/12	25	Mayor	Regular	\$400,000	The contractor will assist the Mayor's Office of Public Policy and Finance staff in making decisions in a variety of layout, content, design, and production issues related to the annual Mayor's Proposed Budget Book.	2/1/2012 - 6/30/2016
4087-11/12	35	Municipal Transportation Agency	Regular	\$5,400,000	The San Francisco Municipal Transportation Agency (SFMTA) requires medical cost containment services for workers' compensation claims administration. Services include medical bill review, adjustments per fee schedules, and utilization review using state of the art system software. Services must meet the State of California's electronic data interchange (EDI) requirements for data entry and reporting injuries and illnesses. All medical bill review staff must be certified as meeting the California Department of Insurance's qualifications for experience in this field.	7/1/2012 - 9/30/2022
4088-11/12	35	Municipal Transportation Agency	Regular	\$34,000,000	The San Francisco Municipal Transportation Agency (SFMTA) is self-insured for Workers' Compensation (Workers' Comp) and existing claims are currently adjusted by a third party administrator (TPA). The contractor will provide claims adjusting and consulting services for existing and new claims for Workers' Comp benefits filed by SFMTA employees. Services include: claims review and compensability determination; payment of statutory benefits; medical providers and ancillary claims services; vendor management for bill review; investigative services; coordination of claims defense with the City Attorney; management of benefit delivery system; and data collection and management.	1/1/2012 - 8/30/2022
4089-11/12	38	Police	Regular	\$100,000	Contractor will regularly inspect, maintain and perform all repairs on the Police Department's four evidence freezers. Three of the freezers are located at Building #606 Hunters Point Shipyard and one freezer is located at the Hall of Justice, 850 Bryant Street.	2/1/2012 - 1/31/2015

POSTING FOR

2/6/2012

PROPOSED PERSONAL SERVICES CONTRACTS

Regular, Continuing, Annual

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Start Date - End Date
4090-11/12	38	Police	Regular	\$140,000	The Veterinarian will provide routine and emergency medical care for up to twenty horses assigned to the SFPD Mounted Unit. The service average fifteen visits per year. The Veterinarian will also perform pre purchase horse examinations.	7/1/2012 - 6/30/2016
4091-11/12	38	Police	Regular	\$140,000	Shoeing and trimming the hooves of each police horse, once every six weeks, for a herd of up to twenty police horses. Contractor must also be able to advise on any possible horses that may be fit for possible purchase by the SFPD. Contractor will be available for emergency calls to replace thrown shoes, and to consult with the veterinarian regarding special or corrective needs.	7/1/2012 - 6/30/2016
4092-11/12	40	Public Utilities Commission	Regular	\$9,000,000	The scope of work is to augment, assist and support Program Controls & Support Bureau (PCSB0 staff in the administration, improvement and programmin of PCSB's Primavera-based Program Control System to integrate it with various other databases, and generate reports and update capital program and project data. (This is not to provide scheduling and cost estimating services.)	

POSTING FOR

2/16/2012

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

PSC No	DeptNo	Dept Description	Approval Type	Modified Amount	Cumulative Total	Description of Work	Start Date - End Date
4000-09/10	25	Mayor	Regular		\$180,000	Processing title changes for below market rate condominium conversion low/moderate income homeowners according to precise instructions from the City and County of San Francisco. Recording closing documents and ensuring completeness. Disbursing and collecting escrow fees when appropriate. However, a lawsuit objecting to various aspects of the Ordinance was filed at Federal Court on May 13, 2009 and later refilled at State Court on August 6, 2010. There are currently 65 named plaintiffs in the case who were granted a preliminary injunction and waiver to the Ordinance deadline on January 18, 2011. As such, the Mayor's Office of Housing may be required to allow these owners to select an option under the Ordinance in the future and will need the assistance of Chicago Title (contractor) to process these transactions.	6/7/2009 - 3/30/2015
4098-07/08	39	Port Commission	Regular	\$110,000	\$1,910,000	Evaluate and design from concept through construction observation, a proposed 1.3 acre public space to be built adjacent to the historic seawall and within San Francisco Bay in the South Beach neighborhood.	2/1/2008 - 12/31/2013

Sum of Modified Amounts: \$110,000

Cynthia Avakian
Airport Commission
Contracts Administration Unit
P.O. Box 8907
San Francisco, CA 94128

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

Vivian Day
Department of Building Inspection
1660 Mission Street, 6th Floor
San Francisco, CA 94103

Oliver Hack
Mayor's Office of Housing
1 South Van Ness
San Francisco, CA 94103

Lavena Holmes
Port Commission
Pier 1 The Embarcadero
San Francisco, CA 94111

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

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

William Lee
Department of Emergency Management
1011 Turk Street
San Francisco, CA 94102

Brent Lewis
Department of Human Resources
1 South Van Ness, 4th Floor
San Francisco, CA 94103

Catherine McGuire
Juvenile Probation
375 Woodside Avenue
San Francisco, CA 94127

Anabel Simonelli
Mayor's Office
City Hall, Room 443-A
San Francisco, CA 94102

Shawn Wallace
Police Department
850 Bryant Street
San Francisco, CA 94103

Jeannie Wong
Controller's Office
1 Dr. Carton B. Goodlett Place, Rm 488
San Francisco, CA 94102

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 12, 2011
DEPARTMENT NAME: Adult Probation Department
DEPARTMENT NUMBER: 13
TYPE OF APPROVAL: [X] REGULAR (OMIT POSTING)
TYPE OF REQUEST: [X] INITIAL REQUEST
TYPE OF SERVICE: Community Assessment and Services Center for high risk supervisees of Adult Probation
FUNDING SOURCE: AB109 Funding-General Fund 1G AGF AAA
PSC AMOUNT: \$6,142,957
PSC DURATION: 5 years - 2/6/12 - 2/6/17

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: This proposed contract is to create and operate a one-stop Community Assessment and Services Center (CASC) to provide services to high risk high need individuals who are under the supervision of the Adult Probation Department.
B. Explain why this service is necessary and the consequences of denial: The Community Assessment and Services Center (CASC) service is a core strategy of the San Francisco Public Safety Realignment and Post Release Community Supervision 2011 Implementation Plan, and the success of realignment in San Francisco contingent on the successful implementation of all strategies contained in the plan.
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This service has not been provided in the past.
D. Will the contract(s) be renewed: Unknown.

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

1021 Union Name Signature of person mailing/faxing form Date December 12, 2011
Local 21 Union Name Signature of person mailing/faxing form Date December 12, 2011
RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

DEC 12 2011

PSC# 4077-11/12
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: Ability to deliver services dawn to dusk, seven days a week, with on-call services at night. Knowledge of local public, non-profit and private care providers to support CASC on a referral basis. Ability to provide case management, provide substance abuse assessment and referrals, remedial and basic education and connection to opportunities for higher education, vocational assessment and employment skills, assessment for government benefits, cognitive behavioral groups, parenting and family strengthening advice and housing referrals and assistance.
- B. Which, if any, civil service class normally performs this work? No civil service class normally performs this work. A broad and varied skill set related to providing range of services to high risk supervisees is required.
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? Yes. If yes, explain: Contractor will provide a facility in which services will be provided and in which four city employees (two Deputy Probation Officers (8444) and two Social Workers (2932) will work performing tasks different but complementary to those provided by contractor, e.g., providing supervision and monitoring of supervisees, including monitoring of GPS equipment, obtaining samples for urinalysis, and developing reports for the Court. The social workers (2932) will provide evaluation, treatment, and counseling for supervisees in need of psychiatric care.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable: Services are provided on an as-needed basis. The specific needs of service recipients will vary from day to day and multiple skill sets will be required of contractor's employees that encompass more than one CCSF classification.
- B. Would it be practical to adopt a new civil service class to perform this work? No. Explain. The services to be provided require more than one individual to perform a variety of tasks with a combination of varied skills and abilities.

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

- | | Yes | No |
|--|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> • Describe the training and indicate approximate number of hours. • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. | | |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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

Signature of Departmental Personal Services Contract Coordinator

Diane Lim

553-1058

Print or Type Name

Telephone Number

880 Bryant Street, Room 200

San Francisco, CA 94103

Address

Diane Lim/ADPROB/SFGOV

12/12/2011 11:12 AM

To L21PSCReview@lfpte21.org

cc Jessica Flintoff/ADPROB/SFGOV@SFGOV, Annalie
Flores/ADPROB/SFGOV@SFGOV, Eric
Stree/DHR/SFGOV@SFGOV

bcc

Subject PSC Review- Community Assessment and Services Center
for High Risk Supervision - Adult Probation Department

Dear L21 PSC Reviewer,

The Adult Probation Department is proposing to contract to create and operate a one stop Community Assessment and Services Center (CASC) to provide services to high risk high need individuals who are under the supervision of the Adult Probation Department. A variety of individualized and group services include but not limited to case management for individuals who have a serious mental illness, substance abuse assessment/referrals, remedial and basic education and connection to opportunities for higher education, vocational assessment and employment training, assessment for government benefits, cognitive behavior groups, parenting and family strengthening support/advice and housing referrals and assistance.

Attached is the PSC Summary for L21 review.

Please let me know if you have questions or require additional information



20111212 PSC Form 1 for CASC signed by DL.pdf

Thank you

Diane Lim
Director of Finance and Administrative Services
San Francisco Adult Probation Department
415-553-1058
415-575-8895 Fax

Diane Lim/ADPROB/SFGOV
12/12/2011 10:59 AM

To pattle.tamura@seiu1021.org, ed.warshauer@seiu1021.org,
brook.demmerle@seiu1021.org
cc Jessica Flintoft/ADPROB/SFGOV@SFGOV, Annalie
Flores/ADPROB/SFGOV@SFGOV, Eric
Street/DHR/SFGOV@SFGOV
bcc
Subject PSC Review- Community Assessment and Services Center
for High Risk Supervision - Adult Probation Department

Hi Ms. Tamura, Mr. Wanshauer and Ms. Demmerle,

The Adult Probation Department is proposing to contract to create and operate a one stop Community Assessment and Services Center (CASC) to provide services to high risk high need individuals who are under the supervision of the Adult Probation Department. A variety of individualized and group services include but not limited to case management for individuals who have a serious mental illness, substance abuse assessment/referrals, remedial and basic education and connection to opportunities for higher education, vocational assessment and employment training, assessment for government benefits, cognitive behavior groups, parenting and family strengthening support/advice and housing referrals and assistance.

Attached is the PSC Summary for your review as the representative for 1021.
Please let me know if you have questions or require additional information



20111212 PSC Form 1 for CASC signed by DL.pdf

Thank you

Diane Lim
Director of Finance and Administrative Services
San Francisco Adult Probation Department
415-553-1058
415-575-8895 Fax

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 9, 2012
DEPARTMENT NAME: AIRPORT COMMISSION DEPARTMENT NUMBER: 27
TYPE OF APPROVAL: [] EXPEDITED [X] REGULAR (OMIT POSTING [])
[] CONTINUING [] ANNUAL
TYPE OF REQUEST: [X] INITIAL REQUEST []
TYPE OF SERVICE: Construction Management Services for the West Field Cargo Development Project
FUNDING SOURCE: Airport Capital Funds
PSC AMOUNT: \$ 1,450,000 PSC DURATION: 2/6/2012 to 2/5/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Construction Management (CM) team with design-build and specialty design experience at airports to manage the design and construction and assist in the selection of a Design-Build Consultant for the West Field Cargo Development Project. The CM team will manage the design and construction of a new cargo building to replace an existing outdated cargo facility in the airport cargo area known as the West Field.

B. Explain why this service is necessary and the consequences of denial: The existing airport cargo space available for occupancy is of considerable age and requires replacement to meet current and near future cargo operational needs. This phase of development for the West Field Cargo Area will meet the immediate projected needs for cargo operators at the Airport. If this space is not provided cargo carriers and operators will have to conduct operations in sub-standard facilities or off airport, thus creating a negative economic impact on both the cargo carriers and the Airport.

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

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

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

IFPTE, Local 21 Union Name
Signature of person mailing/faxing form
January 9, 2011 Date

RFP sent to: IFPTE, Local 21 Union Name on October 28, 2011 Date
Signature

PSC # 4078-11/12



FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4078-11/12
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: CM skills with airport design, airline cargo operations and construction experience are essential for this project. Specific expertise in industrial building design and construction, cargo aircraft maneuvering and staging, cargo handling equipment and processes, structural design, specialized airport operating systems, schedule development and analysis, project controls, regulatory compliance, and all other Airport unique commissioning and project controls are required. These skills will ensure the timely development and accurate construction of the West Field Cargo Development and ensure the Airport's needs are met.

B. Which, if any, civil service class normally performs this work? Architectural (5268) and engineering (5201-5241) classes exist but their expertise is not applicable to airport cargo building development. City Project Managers with the appropriate expertise in managing Airport asset development and construction including special systems at the Airport will supervise the contracted work.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: The existing architectural and engineering classifications do not have the required expertise and specialized skills related to design and construction of airport cargo area development and construction. The Airport will use experienced Airport project and construction management staff integrated with the consultant staff to provide the required services. The Airport anticipates that some of the work, including project management and construction management, landside/airfield operations, maintenance and Airport engineering/architectural, will be performed by current Airport staff (classes 1052, 1054, 5207, 5241, 5211, 6318). Prior to construction the Airport will assign a City staff person as part of the construction management team in the role of Airport Inspector. On the job exposure to project related tasks, software and processes will provide City staff the experience that will provide them with valuable knowledge and will benefit them in future projects.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. As stated above, classifications exist but not with the specialized knowledge of airport requirements; major new cargo facility construction projects do not occur frequently enough to justify permanent staffing, with the exception of project management staff, however existing Airport staff will work closely with the construction management team to obtain the knowledge and experience required for cargo facility development projects.

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?

[] [X]

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

- C. Are there legal mandates requiring the use of contractual services?
- D. Are there federal or state grant requirements regarding the use of contractual services?
- E. Has a board or commission determined that contracting is the most effective way to provide this service? No, however, Airport Commission has approved Resolution No. 10-0157 to issue a RFP for projects in the Airport's 5-Year Capital Plan.
- F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? The Airport has prepared an RFP and the results of that process are not known at this time.

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

Cynthia P. Avakian

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

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

Address

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 10-0157

APPROVE SELECTION PANEL'S RECOMMENDATION ESTABLISHING A POOL LIST OF PREQUALIFIED FIRMS FOR PROJECT MANAGEMENT AND CONSTRUCTION MANAGEMENT SUPPORT SERVICES AND AUTHORIZE RFP'S AS REQUIRED TO SUPPORT PROJECTS OF THE AIRPORT'S 5-YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)

WHEREAS, on September 15, 2009, by Resolution No. 09-0223, the Commission approved the issuance of a Request for Qualifications (RFQ) to create a consultant pool list for project management and construction management support services for projects of the Airport's 5-year CIP; and

WHEREAS, on March 26, 2010, the Airport received fourteen Statements of Qualifications (SOQ's) and determined that eleven met the minimum qualifications as stated in the RFQ; and

WHEREAS, the RFQ stipulated that following the evaluation of the SOQ's, up to seven Respondents receiving the highest scores would be placed on the pool list; and

WHEREAS, the Airport convened a three-member selection panel to thoroughly evaluate the SOQ's of each firm, and rank them for consideration in developing a pool list of prequalified firms to provide the required services; and

WHEREAS, as needs arise for project management support and construction management services for CIP projects, Staff will issue to the Pool List RFP's for the required services and convene a selection panel to review and score the RFP's, and return to the Commission with a recommendation to approve the selection of the highest ranked proposer and authorize negotiations; now, therefore be it

RESOLVED, that the Commission hereby approves the Pool List comprised of the following firms:

- The Allen Group, LLC/Cornerstone, A Joint Venture
- URS/ECS, A Joint Venture
- F.E. Jordan/Hill International
- PGH Wong Engineering, Inc.
- EPC/CM West Joint Venture
- AECOM
- PMA/NBA, Joint Venture

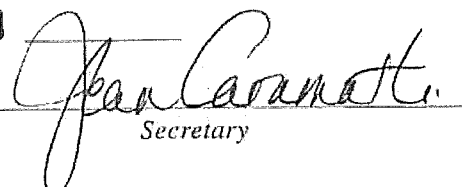
and, be it further

RESOLVED, that this Commission hereby approves issuance of Request for Proposals (RFP's), as required, to the Pool List to provide project management and construction management support services for projects of the Airport's 5-year Capital Improvement Program.

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

at its meeting of _____

APR 20 2010


Secretary

Ryan, Maria

From: Cynthia Avakian <Cynthia.Avakian@flysfo.com>
Sent: Tuesday, January 10, 2012 7:17 PM
To: DHR-PSCCoordinator, DHR
Cc: McCarthy, Greg; Rayca, Geri
Subject: Dept. 27 - Airport PSC RFP Construction Management Services for West Field Cargo Project
Attachments: PSC West Field Cargo 120110.docx; PSC West Field Cargo.pdf; 10-0157.pdf

Maria,

Here is the PSC for the Airport's RFP for Construction Management Services for the West Field Cargo Project.

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

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

From: Cynthia Avakian
Sent: Tuesday, January 10, 2012 4:31 PM
To: 'Larry Wong'
Cc: Joe Brenner; Ging Louie; Geri Rayca; Greg McCarthy; Geoff Neumayr
Subject: RE: RFP 8226.9 - Construction Management Services for West Field Cargo Project

Larry,

Please find attached a draft of the Course Outline for the Design and Construction training sessions with an estimated schedule.

The West Field Cargo as well as future project staff will benefit from this knowledge transfer. Further as the training sessions evolve the Airport may have set presentations we can provide as refresher courses. These courses are targeted for all Design & Construction staff, in particular our inspectors and resident engineers in our Construction Service Group.

Thanks,

Cynthia
Phone: (650) 821-2014

From: Larry Wong [mailto:lwong@ifpte21.org]
Sent: Wednesday, December 28, 2011 9:52 AM
To: Cynthia Avakian
Cc: Joe Brenner; Ging Louie; Geri Rayca; Greg McCarthy
Subject: RE: RFP 8226.9 - Construction Management Services for West Field Cargo Project

Cynthia,

What is the status of Airport commitment to training program that was made several months ago?

Is there any opportunities to include this project as a vehicle for training?

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

From: Cynthia Avakian [Cynthia.Avakian@flysfo.com]
Sent: Friday, December 23, 2011 4:39 PM
To: Larry Wong
Cc: Joe Brenner; Ging Louie; Geri Rayca; Greg McCarthy
Subject: RE: RFP 8226.9 - Construction Management Services for West Field Cargo Project

Larry,

The Airport's answers to your questions are below in **bold**. Let me know if you have further questions. Thanks.

Happy Holidays,

Cynthia
Phone: (650) 821-2014

From: Larry Wong [mailto:lwong@ifpte21.org]
Sent: Wednesday, November 02, 2011 1:27 PM
To: Cynthia Avakian
Cc: Joe Brenner; Ging Louie
Subject: RE: RFP 8226.9 - Construction Management Services for West Field Cargo Project

What is the Airport staffing participation level by job class, hours, budget amount.

Job Class 5504, 800 hours, \$80,000
Job Class 6318, 640 hours, \$65,000

As you know, this project is the CM services portion of a Design-Build project that will be initiated in approximately 4-6 months.

Local #21 is primarily interested in any job classes below Project Manager and Program Manager.

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

From: Cynthia Avakian [Cynthia.Avakian@flysfo.com]
Sent: Monday, October 31, 2011 1:35 PM
To: Larry Wong
Subject: FW: RFP 8226.9 - Construction Management Services for West Field Cargo Project

Larry,

I guess a few of my messages to you went to the wrong Larry Wong. Sorry.

Thanks,

Cynthia

Phone: (650) 821-2014

From: Cynthia Avakian
Sent: Friday, October 28, 2011 4:59 PM
To: 'L21PSC Review'; Larry Wong
Cc: Ging Louie; Joe Brenner; Greg McCarthy; Claudia Luquin; Geri Rayca
Subject: FW: RFP 8226.9 - Construction Management Services for West Field Cargo Project
Importance: High

Larry,

This RFP is being sent to the pre-qualified construction managers.

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

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

From: Geri Rayca
Sent: Friday, October 28, 2011 4:40 PM
To: 'Michael.gasparro@aecom.com'; 'cristina@epcconsultants.com'; 'Maciel, Mario'; 'mikesmith@hillintl.com'; 'tonyacompton@hillintl.com'; 'hthorpe@pghwong.com'; 'Peter Wong'; 'Bruce Stephan'; 'jneibert@pmaconsultants.com'; 'jalexander@epcconsultants.com'; 'jgroup@nbaeng.com'; 'Natalie@nbaeng.com'; 'mng@cornerstoneconcilium.com'; 'Schatzie Jefferson'; 'Nick_smyth@urscorp.com'; 'fredjordan@fejordan.com'
Cc: Greg McCarthy; Claudia Luquin; Cynthia Avakian; Ivar Satero
Subject: RFP 8226.9 - Construction Management Services for West Field Cargo Project
Importance: High

Hi All,

The attached RFP is being sent to all pre-qualified construction managers for consideration. A pre-proposal meeting is scheduled for November 4, 2011 at 1:30 PM in Conference Room B, of the Delta Building, 710 N. McDonnell Road, 2nd Floor.

Geri Rayca
Project Manager, Contracts
San Francisco International Airport
Design & Construction
710 North McDonnell Road, 2nd Floor (Overnight Deliveries)
PO Box 8097 (Mail Deliveries)
San Francisco, California 94128
Direct: (650) 821-5317
FAX: (650) 821-7799
geri.rayca@flysfo.com

PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 12, 2011

DEPARTMENT NAME Department of Building Inspection DEPARTMENT NUMBER 19

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

TYPE OF REQUEST: [] CONTINUING [] ANNUAL

[x] INITIAL REQUEST [] MODIFICATION

TYPE OF SERVICE: Scanning and Digitizing Building Plans/Drawings

FUNDING SOURCE: Department of Building Inspection - Fee Revenues

PSC AMOUNT: \$1.75 million PSC DURATION: 5 years (4 year contract with an option to extend 1 year)

JUNE 1, 2012 - JUNE 30, 2017

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

To provide preparation, indexing, scanning and electronic imaging services required to convert all paper-based building plans/drawings into digital images for electronic retrieval through PaperVision document management system. Drawings vary in sizes from 11" x 17", 16" x 24", 24" x 36", 36" x 42", and 36" x 48".

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

California Health and Safety Code Section 19850-19853 (attached) requires departments of every city and county to maintain an official copy of the plans of every building, during the life of the building, for which the department issued a building permit and provide them when requested. Ongoing conversion of paper plans to digital allows the department to access records rapidly, efficiently and effectively thereby improving customer service and better use of existing staff. Without this continued service, the Department must return to storage of paper drawings, manual retrieval, and result in an inevitable backlog of issued plans/drawings; or purchase expensive equipment and hire additional staff to try to scan and index the oversized documents in-house.

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 performed by a contractor under approval of PSC #4057-07/08. Contract with current vendor is set to expire on June 30, 2012. To date, vendor successfully converts approximately 123,000 sheets of paper-based plans per year.

D. Will the contract(s) be renewed:

Yes, this is an ongoing need.

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

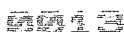
SEIU 1021 Miscellaneous Union Name [Signature] Mr. Sarah Liu Signature of person mailing / faxing form [Date] 12/12/11 Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4079-11/12

STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractor must have three (3) or more continuous years in business performing document scanning. The number and magnitude of prior completed projects, and experience should meet the quality, standards and specifications set forth by the City and County of San Francisco.

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

This service could be performed by 1750-Microphoto/Imaging Technicians and/or 1752-Senior Microphoto/Imaging Technicians. However, the staff would need to be dedicated to document scanning using specialized equipment and be trained in order to keep up with the workload. There are no 1750 positions in the department and the remaining three 1752 positions spend 100% of their time serving customers, researching permits and plans, processing records requests and scanning other building related documents such as applications, job cards, etc.

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

The contractor provides storage of plans while they are waiting to be scanned. Upon completion of scanning and QC process the plans are retained for ninety days. The work is performed at the contractor's site using their own specialized scanning equipment for large size document format.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Large document scanning would require a big space for large scanning machines and two staff members per large document to hold plans while scanning to ensure that they are scanned straight. It would also require a lot of on-site storage for plans. The vendor currently stores 150 boxes of plans during the scanning and wait period, before the plans are destroyed. Prior to the Department outsourcing this service in February 2008, DBI discussed the matter with staff of the Department of Technology (DT). They have advised us that although they have contracts with Xerox, BMI and Ricoh, their contracts do not meet DBI requirements since they only do scanning of small size documents. Further, DT has indicated that it would not be feasible for the Department or the City to do the proposed work in-house due to heavy investments in the scanning and imaging technologies (i.e., software, hardware and maintenance) which continue to advance at a rapid pace and it is difficult for the Department and/or the City to stay current. In addition, the Department does not currently have the technical support, scanning equipment, network or physical storage space to perform the tasks.

The Department plans to request at least two (2) 1408 positions to help with the quality control review, after the records have been converted, in the next budget cycle.

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

As stated above, 1750 and 1752 classifications can do the work; however, in addition for DBI to identify funding for the positions, it would also need funding for specialized equipment, technical training, technical service contracts, software licenses, space for the equipment and other costs associated with performing this task in-house.

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

Yes No

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

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

Vivian L. Day
Signature of Departmental Personal Services Contract Coordinator

VIVIAN L. DAY
Print or Type Name

415-558-6131
Telephone Number

1660 Mission Street, 6th Floor, San Francisco, CA 94103
Address

Ryan, Maria

From: Luu, Sarah
Sent: Wednesday, January 11, 2012 9:23 AM
To: DHR-PSCCoordinator, DHR
Subject: FW: Personal Services Contract Summary Forms - Dept of Bldg Inspection

Hi Maria,

Please find attached two (2) PSC summaries needed to be posted and scheduled for the Feb. 6th CSC meeting as well as e-mail proof sent to Local 1021. Thank you.



Scanning_Indexing
of Plans.p...



Conversion of
Microfilms to Di...

Sarah Luu
Department of Building Inspection
Finance Services
1660 Mission Street, Rm 6013
San Francisco, CA.94103
Tel: 415-558-6324
Fax: 415-558-6207
sarah.luu@sfgov.org

From: Luu, Sarah
Sent: Monday, December 12, 2011 12:14 PM
To: 'pattie.tamura@seiu1021.org'; 'ed.warshauer@seiu1021.org'; 'Brook.Demmerle@seiu1021.org'
Subject: Personal Services Contract Summary Forms - Dept of Bldg Inspection

Hello Everyone,

DBI is planning to go out for following RFPs. Attached are the PSC forms for your review as part of the 30-day union notification. Please let me know if you have any questions. Thank you.

- Scanning and Digitizing of Bldg Plans
- Conversion of Microfilm and old paper records to digital images

Sarah Luu
Department of Building Inspection
Finance Services
1660 Mission Street, Rm 6013
San Francisco, CA 94103
Tel: 415-558-6324
Fax: 415-558-6207
sarah.luu@sfgov.org

CALIFORNIA CODES
HEALTH AND SAFETY CODE
SECTION 19850-19853

19850. The building department of every city or county shall maintain an official copy, which may be on microfilm or other type of photographic copy, of the plans of every building, during the life of the building, for which the department issued a building permit.

"Building department" means the department, bureau, or officer charged with the enforcement of laws or ordinances regulating the erection, construction, or alteration of buildings.

Except for plans of a common interest development as defined in Section 1351 of the Civil Code, plans need not be filed for:

(a) Single or multiple dwellings not more than two stories and basement in height.

(b) Garages and other structures appurtenant to buildings described under subdivision (a).

(c) Farm or ranch buildings.

(d) Any one-story building where the span between bearing walls does not exceed 25 feet. The exemption in this subdivision does not, however, apply to a steel frame or concrete building.

19851. (a) The official copy of the plans maintained by the building department of the city or county provided for under Section 19850 shall be open for inspection only on the premises of the building department as a public record. The copy may not be duplicated in whole or in part except (1) with the written permission, which permission shall not be unreasonably withheld as specified in subdivision (f), of the certified, licensed or registered professional or his or her successor, if any, who signed the original documents and the written permission of the original or current owner of the building, or, if the building is part of a common interest development, with the written permission of the board of directors or governing body of the association established to manage the common interest development, or (2) by order of a proper court or upon the request of any state agency.

(b) Any building department of a city or county, which is requested to duplicate the official copy of the plans maintained by the building department, shall request written permission to do so from the certified, licensed, or registered professional, or his or her successor, if any, who signed the original documents and from (1) the original or current owner of the building or (2), if the building is part of a common interest development, from the board of directors or other governing body of the association established to manage the common interest development.

(c) The building department shall also furnish the form of an affidavit to be completed and signed by the person requesting to duplicate the official copy of the plans, which contains provisions stating all of the following:

(1) That the copy of the plans shall only be used for the maintenance, operation, and use of the building.

(2) That drawings are instruments of professional service and are incomplete without the interpretation of the certified, licensed, or registered professional of record.

(3) That subdivision (a) of Section 5536.25 of the Business and Professions Code states that a licensed architect who signs plans, specifications, reports, or documents shall not be responsible for damage caused by subsequent changes to, or use of, those plans, specifications, reports, or documents where the subsequent changes or uses, including changes or uses made by state or local governmental agencies, are not authorized or approved by the licensed architect who originally signed the plans, specifications, reports, or

documents, provided that the architectural service rendered by the architect who signed the plans, specifications, reports, or documents was not also a proximate cause of the damage.

(d) The request by the building department to a licensed, registered, or certified professional may be made by the building department sending a registered or certified letter to the licensed, registered, or certified professional requesting his or her permission to duplicate the official copy of the plans and sending with the registered or certified letter, a copy of the affidavit furnished by the building department which has been completed and signed by the person requesting to duplicate the official copy of the plans. The registered or certified letters shall be sent by the building department to the most recent address of the licensed, registered, or certified professional available from the California State Board of Architectural Examiners.

(e) The governing body of the city or county may establish a fee to be paid by any person who requests the building department of the city or county to duplicate the official copy of any plans pursuant to this section, in an amount which it determines is reasonably necessary to cover the costs of the building department pursuant to this section.

(f) The certified, licensed, or registered professional's refusal to permit the duplication of the plans is unreasonable if, upon request from the building department, the professional does either of the following:

(1) Fails to respond to the local building department within 30 days of receipt by the professional of the request. However, if the building department determines that professional is unavailable to respond within 30 days of receipt of the request due to serious illness, travel, or other extenuating circumstances, the time period shall be extended by the building department to allow the professional adequate time to respond, as determined to be appropriate to the individual circumstance, but not to exceed 60 days.

(2) Refuses to give his or her permission for the duplication of the plans after receiving the signed affidavit and registered or certified letter specified in subdivisions (c) and (d).

19852. The governing body of a county or city, including a charter city, may prescribe such fees as will pay the expenses incurred by the building department of such city or county in maintaining the official copy of the plans of buildings for which it has issued a building permit, but the fees shall not exceed the amount reasonably required by the building department in maintaining the official copy of the plans of buildings for which it has issued a building permit.

The fees shall be imposed pursuant to Section 66016 of the Government Code.

19853. This chapter shall not apply to any building containing a bank, other financial institution, or public utility.

City and County of San Francisco
Department of Building Inspection



Edwin M. Lee, Mayor
Vivian L. Day, C.B.O., Director

MEMORANDUM

DATE: May 16, 2011
TO: Marla Ryan, PSC Analyst
Department of Human Resources (Dept. 33)
FROM: Vivian L. Day, C.B.O., Director *Vivian L. Day*
Department of Building Inspection (Dept. #19)
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC.No: 4057-07/08 Approval Date: November 19, 2007

Description of Service(s):

Original Approved Amount:	<u>\$ 240,000</u>	Original Approved Duration:	<u>01/01/08 - 12/31/09</u>
Modification #1 Amount:	<u>\$ 500,000</u>	Modification of Duration:	<u>12/31/09 - 06/30/11</u>
Modification #2 Amount:	<u>\$ 300,000</u>	Modification of Duration:	<u>06/30/11 - 06/30/12</u>
Total Amount as Modified:	<u>\$1,040,000</u>	Total Duration as Modified:	<u>01/01/08 - 06/30/12</u>

Reason for the modification:

California Health and Safety Code Section 19850-19853 (attached) requires departments of every city and county to maintain an official copy of the plans of every building during the life of the building for which the department issued a building permit and provide them to property owners when requested. Due to space restriction, plan size (drawings vary in sizes from 11"x17", 16"x24", 24"x36", 36"x42", 36"x48", and approximately 10,000 to 12,000 pages/sheets per month), the Department of Building Inspection (DBI) opted to convert paper plans to digital format for electronic retrieval through PaperVision document management system in order to allow access of records rapidly, efficiently and effectively, thereby, improving customer service and better use of existing staff.

The original contract entered with the contractor was for \$240,000, the budget available at that time, was supposed to carry DBI through the backlog and/or the first year of scanning with the assumption that it will be extended and more funds would be added. This contract went into effect in February 2008. In August 2009, DBI went to the Human Rights Commission and obtained approval to add \$500,000 for an additional contract duration of 18 months.

The contract is currently set to expire at the end of June 2011, but the department has not been able to clear the backlog as originally anticipated due to the extreme large number of files and shortage of internal staff to review vendor's work. A rigorous quality check is performed before work is accepted and payment is made to vendor. The request is to exercise a one-year option on the contract to allow the department time to issue a Request for Proposals, clear the backlog, and maintain current workload.

Without continuance of this contract, DBI must return to storage of paper drawings, manual retrieval, and an inevitable increase in backlog of issued, cancelled, and withdrawn plans/drawings. In addition, it will be extremely difficult to meet the code requirements and to provide records to the public when requested.

Extension of the contract and additional funds are requested to continue work on the backlog of plans dated from November 2007 or a total of 137,875 pages, and to convert plans issued on a daily basis.

Transferring the functions to an in-house operation is not feasible. Through discussion with the Department of Technology, it was indicated that it would not be efficient or practical for DBI or the City to do it in-house due to heavy investments in the scanning and imaging technologies (i.e., software, hardware and maintenance) which continue to advance at a rapid pace and it is difficult for the department and/or the City to stay current. DBI does not have technical support (DBI currently work orders most of its IT helpdesk support with the Department of Human Services), scanning equipment, or network to perform the tasks. The conversion of the plans/drawings requires expensive specialized and oversized scanning equipment; extensive knowledge, skills and ability to perform the detailed and complex conversion and indexing of the documents into clear scanned images; extensive knowledge of dpl; and the ability to apply best practices in order to maintain quality control. In addition, secured physical storage space to keep approved sets of drawings waiting to be scanned is not available in-house.

City staff currently is not qualified or trained in the use of the scanning equipment required to perform the task, or the use and repair of the equipment. They also have not received the training to ensure scanning quality control and will not be able to keep up with the workload. In addition, even though civil service staff may be trained to perform the work, DBI does not have enough staff currently on hand to perform the task nor can it hire more staff and set aside funding for specialized equipment, technical training, technical services contracts, software licenses, space for the equipment and other cost associated with this service due to the current City-wide hiring restriction and the continued downturn in the economy and the construction industry.

Attachment: Copy of Approved PSC Summary

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION:


Approved

MAY 20 2011

Approval Date:

5/23/11

By:


Mleki Callahan, Human Resources Director

FOR

PERSONAL SERVICES CONTRACT SUMMARY

DATE: _____ DEPARTMENT NAME: Department of Building Inspection DEPARTMENT NUMBER: 19

Approved By CSC 11-19-07

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

4057

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

TYPE OF SERVICE: General Services

FUNDING SOURCE: DBI Operating Fund

PSC AMOUNT: ~\$240,000.00 PSC DURATION: 01/01/08 - 12/31/09

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: To provide scanning and electronic imaging services to convert all paper-based building plans/drawing into digital images and create an index of all imaged documents. Plans/drawings may vary in sizes of 11" x 17", 16" x 24", 24" x 36", 36" x 42", 36" x 48" approximately 10,000 to 12,000 pages / sheets per month. Work tasks include: 1. Round trip pickup of all documents for scanning and imaging, and delivery of all finished products. Pick up drawings every Friday and deliver scanned documents (media) once a month. 2. Initial document preparation and storage after scanning for a specific period of time. (Drawings are recycled after approval by Department staff) 3. TIFF image scanning. Scan all paper documents to digital imaging at sufficient resolution (200 dpi). 4. Document indexing. Follow Scanning and Indexing Requirements as attached herein. 5. Quality control and assurance. Perform the required services, according to project scope and specifications that are attached to this document, and to a level of quality and satisfaction, acceptable to the Department. Correct all unsatisfactory work products at company expense, within agreed and specified time frames. Materials, equipment, components, or workmanship that does not conform to requirements, may be rejected by the Department and must be replaced by the contractor without delay. 6. Media creation. 7. Emergency requests for documents while being processed. The requested documents will be scanned and e-mailed, faxed or originals otherwise delivered to the Department, in a manner deemed suitable and reasonable by the Department of Building Inspection.

B. Explain why this service is necessary and the consequences of denial: By law, the Department is required to provide copies of plans to all constituents when requested. The current paper drawings require extensive storage space and a great amount of time for staff when searching for a specific set of plans. This service will go along with our current system of storing other permit related documents in a digital format.

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 for plans is a new request. Currently, Department staff stores the paper plans/drawings and provides copies through a copy service to the public upon demand.

D. Will the contract(s) be renewed: This contract is for a term of two years plus one-year option at the discretion of the department.

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

SEIU 1021 Miscellaneous Union Name Signature of person mailing / faxing form Date 10/26/07

Union Name Signature of person mailing / faxing form Date

RFP sent to SEIU 21 Misc on 10/26/07 Union Name Date Signature

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

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:
Contractor must have three (3) or more continuous years in business performing document scanning. The number and magnitude of prior completed projects, and experience should meet the quality, standards and specifications set forth by the City and County of San Francisco.

B. Which, if any, civil service class normally performs this work?
This service can be performed by classifications 1750-Microphoto/Imaging Technician and 1752-Senior Microphoto/Imaging Technician if armed with the proper equipment and training; however, since the scanning and imaging technology has been introduced only recently, our staff at the time was not trained to perform this function.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
Yes, the work will be performed at the contractor's site and therefore will use own facilities and equipment.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:
Scanning and imaging technologies are advancing at the pace that it is difficult for the department to keep up. In addition, at this time, we don't have the technical support, scanning equipment, storage area network, and work space to perform this task. Currently we have a ten month backlog awaiting scanning.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. However, with proper training and technical support, current Civil Services classes 1750 and 1752 should be capable of performing this task in the future. The department is currently in the process of pilot testing an in-house scanning of regular size papers for our permit applications and job cards. The department will evaluate the outcome of the pilot test and if proven to be feasible and cost effective, the department will expand the project to scan plans.

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

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

Yes No

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

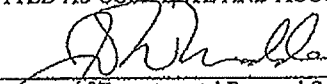
C. Are there legal mandates requiring the use of contractual services?

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

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

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

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


Signature of Departmental Personal Services Contract Coordinator

JOHN MADDEN 415-558-6871
Print or Type Name Telephone Number

1660 Mission Street, 6th Floor

San Francisco, CA 94103
Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 12, 2011

DEPARTMENT NAME Department of Building Inspection DEPARTMENT NUMBER 19

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

TYPE OF REQUEST: [] CONTINUING [] ANNUAL

[x] INITIAL REQUEST [] MODIFICATION

TYPE OF SERVICE: Conversion of microfilm and old paper records to digital images

FUNDING SOURCE: Department of Building Inspection - Fee Revenues

PSC AMOUNT: \$5 million PSC DURATION: 5 years (4 year contract with an option to extend 1 year) JUNE 1, 2012 - JUNE 30, 2017

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

To convert all 16 mm and 35mm rolls of microfilm, and 250 boxes of old paper records dating back to 1906, containing building records into digital images for electronic retrieval through PaperVision document management system. The Department currently has 1,200 rolls of 16mm microfilm containing job cards, certificates of final completion, permits and miscellaneous documents, many of which date back mid 1930's. It is estimated that there are 2,500 frames per roll for a total of 3,000,000 frames with each roll likely to have 800 records to index for a total of 960,000 records. Further, the Department has 3,500 rolls of 35mm microfilm with plans dating back to 1940's. Each roll has approximately 500 frames per roll for a total of 1,750,000 frames and each roll will have approximately 50 records to index for a total of 175,000 records. Indexing, including researching missing information and quality control, of the converted records will be done by in-house staff.

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

California Health and Safety Code Section 19850-19853 (attached) requires departments of every city and county to maintain an official copy of all records for every building, during the life of the building, for which the department issued a building permit and provide them when requested. This conversion of microfilm to digital images allows the department to access records rapidly, efficiently and effectively thereby improving customer service and better use of existing staff while keeping these records in the same format as other more recent records. Without this service, the Department must continue to store rolls of microfilm in cabinets and use microfilm readers for manual retrieval which will result in a long wait for customers to gain access to the information, high personnel costs due to long research time spent by staff and increasing annual costs to replace and maintain the readers due to the outdated technology.

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):

Microfilm and old document conversion has not been provided in the past.

D. Will the contract(s) be renewed:

If the Department needs to finish converting existing microfilm rolls and old documents.

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

SEIU 1021 Miscellaneous Union Name [Signature] Dr. Sanchez Signature of person mailing / faxing form 12/12/11 Date

Union Name Signature of person mailing / faxing form Date

RFP sent to Union Name, on Date Signature

PSC# 4080-11/12

FOR DEPARTMENT OF HUMAN RESOURCES USE

STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractor must have three (3) or more continuous years in business performing microfilm conversion. The number and magnitude of prior completed projects, and experience should meet the quality, standards and specifications set forth by the City and County of San Francisco.

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

This service could be performed by 1750-Microphoto/Imaging Technicians and/or 1752-Senior Microphoto/Imaging Technicians. However, the staff would need to be dedicated solely to converting microfilm using specialized equipment and be trained in order to keep up with the workload. There are no 1750 positions in the department and the remaining three 1752 positions spend 100% of their time serving customers, researching permits and plans, processing records requests and scanning other building related documents such as applications, job cards, etc.

Though staff will not perform the conversion of records to digital images, the Department plans to request at least four (4) 1408 positions and one (1) 1410 position in the next budget cycle to help with the indexing, including researching missing information and quality control, after the records have been converted.

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

The contractor provides storage of microfilm and documents while they are waiting to be converted. Upon completion of the conversion and QC processes, the microfilm and old documents are retained by DBI. The work is performed at the contractor's site using their own specialized equipment.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

During the Department's discussion with staff of the Department of Technology (DT) on the subject of scanning, they have told us that it would not be feasible for the Department or the City to do the proposed work in-house due to heavy investments in the scanning and imaging technologies (i.e., software, hardware and maintenance) which continue to advance at a rapid pace and it is difficult for the Department and/or the City to stay current. This is also true with the conversion of microfilm to digital images. In addition, the Department does not currently have the technical support, scanning equipment, network or physical storage space to perform the tasks.

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

As stated above, 1750 and 1752 classifications can do the work; however, in addition to DBI identifying funding for the positions, it would also need funding for specialized equipment, technical training, technical service contracts, software licenses, space for the equipment and other costs associated with performing this task in-house. The Department plans to hire staff to do the indexing, including researching missing information and quality control, and not invest in the technology needed to do the conversion itself.

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

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

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

Vivian L. Day
Signature of Departmental Personal Services Contract Coordinator

VIVIAN L. DAY
Print or Type Name

415-558-6131
Telephone Number

1660 Mission Street, 6th Floor, San Francisco, CA 94103
Address

Ryan, Maria

From: Luu, Sarah
Sent: Wednesday, January 11, 2012 9:23 AM
To: DHR-PSCCoordinator, DHR
Subject: FW: Personal Services Contract Summary Forms - Dept of Bldg Inspection

Hi Maria,

Please find attached two (2) PSC summaries needed to be posted and scheduled for the Feb. 6th CSC meeting as well as e-mail proof sent to Local 1021. Thank you.



Scanning_Indexing
of Plans.p...



Conversion of
Microfilms to Di...

Sarah Luu
Department of Building Inspection
Finance Services
1660 Mission Street, Rm 6013
San Francisco, CA 94103
Tel: 415-558-6324
Fax: 415-558-6207
sarah.luu@sfgov.org

From: Luu, Sarah
Sent: Monday, December 12, 2011 12:14 PM
To: 'pattie.tamura@seiu1021.org'; 'ed.warshauer@seiu1021.org'; 'Brook.Demmerle@seiu1021.org'
Subject: Personal Services Contract Summary Forms - Dept of Bldg Inspection

Hello Everyone,

DBI is planning to go out for following RFPs. Attached are the PSC forms for your review as part of the 30-day union notification. Please let me know if you have any questions. Thank you.

- Scanning and Digitizing of Bldg Plans
- Conversion of Microfilm and old paper records to digital images

Sarah Luu
Department of Building Inspection
Finance Services
1660 Mission Street, Rm 6013
San Francisco, CA 94103
Tel: 415-558-6324
Fax: 415-558-6207
sarah.luu@sfgov.org

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 11/28/11

DEPARTMENT NAME: Controller's Office DEPARTMENT NUMBER 09

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

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

TYPE OF SERVICE: Underwriting, Investment Banking and Credit Enhancement Services

FUNDING SOURCE: Department budgets

PSC AMOUNT: \$2,000,000 PSC DURATION: January 1, 2012 - December 31, 2017

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Provide underwriter, investment banking, and credit enhancement services to the City in connection with the issuance, marketing and distribution of its fixed-rate debt obligations, variable-rate debt obligations, and commercial paper.
B. Explain why this service is necessary and the consequences of denial: These services are required for the issuance, marketing and distribution of debt obligations financing and refinancing the City's capital infrastructure and related needs.
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): Services were provided in 2009 for a different series of general obligation bonds.
D. Will the contract(s) be renewed: The services covered under the Request For Qualifications may be renewed in a future solicitation.

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

Local 21 Union Name Signature of person mailing/faxing form November 28, 2011 Date
Local 1021 Union Name Signature of person mailing/faxing form November 28, 2011 Date
MEA Union Name Signature of person mailing/faxing form November 28, 2011 Date
RFQ sent to unions above, on November 28, 2011 Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4081-11/12
STAFF ANALYSIS/RECOMMENDATION:

NOV 28 2011

CIVIL SERVICE COMMISSION ACTION:
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Must have specialized skills in underwriter, investment banking, and credit enhancement services with demonstrated experience in the issuance, marketing, and distribution of fixed-rate debt obligations, variable-rate debt obligations, and commercial paper. Must meet applicable minimum capital requirements imposed by relevant regulatory and/or oversight authorities, including Financial Industry Regulatory Authority minimum net capital requirements for broker-dealers. Must hold all licenses and registrations required by applicable federal and state laws for businesses offering (1) underwriting or investment banking services or (2) credit and/or liquidity enhancement services, including the following: The U.S. Securities and Exchange Commission (SEC); The Financial Industry Regulatory Authority (FINRA); The Municipal Securities Rulemaking Board (MSRB); The Office of the Comptroller of the Currency (OCC); The Office of Thrift Supervision (OTS); The California Department of Financial Institutions; and The California Department of Corporations. Firms performing underwriting or investment banking services must have at least one full-time professional supervisory employee with an FINRA Series 53 license (Municipal Securities Principal) and Series 7 license.

B. Which, if any, civil service class normally performs this work? No civil service class normally performs this work, as it includes specialized skills, licenses, registrations, and capital resources in underwriter, investment banking, and credit enhancement services stated above. Selected consultants would work with the following job classifications: 1824 Principal Administrative Analyst and 0933 Manager V.

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 Civil Service classifications do not provide underwriter, investment banking, and credit enhancement services.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. The work is short-term; is highly specialized, independent in nature; and requires capital resources.

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

	Yes	No
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? <u>It is possible, subject to the outcome of the department's competitive solicitation and selection process.</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

Jeannie Wong

 Signature of Departmental Personal Services Contract Coordinator
 for **Jeannie Wong** (415) 554-7604

 Print or Type Name Telephone Number

1 Dr. Carlton B. Goodlett Pl., #488
San Francisco, CA 94102

 Address

From: Richard Kurylo
To: L21PSCReview@lfpte21.org; pattie.tamura@seiu1021.org; ed.warshauer@seiu1021.org;
Brook.Demmerle@seiu1021.org; staff@sfmea.com
Subject: PSC Summary for Underwriting, Investment Banking and Credit Enhancement Services
Date: 11/28/2011 10:04 AM
Attachments: [OPF Underwriter Srvs PSC Form.PDF](#)
[RFQ#CON2011-11 RFQ v3 DRAFT.pdf](#)

Dear Union Representatives:

Attached, please find a Personal Services Contract Summary for Underwriting, Investment Banking and Credit Enhancement Services. These services are required for the issuance, marketing and distribution of debt obligations financing and refinancing the City's capital infrastructure and related needs.

Also attached is a draft copy of the solicitation.

Should you need additional information, or if you have any questions, please contact me at richard.kurylo@sfgov.org.

Thank you.

Sincerely,
Richard Kurylo



OPF Underwriter Srvs PSC Form.PDF RFQ#CON2011-11 RFQ v3 DRAFT.pdf

Richard Kurylo
Office of the Controller
City and County of San Francisco
1 Dr. Carlton B. Goodlett Place
City Hall, Room 388
San Francisco, CA 94102
Ph: (415) 554-7536; Fax: (415) 554-7872

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 11/29/2011

DEPARTMENT NAME: Emergency Management DEPARTMENT NUMBER 77

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

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

TYPE OF SERVICE: Legal Services for UASI Approval Authority

FUNDING SOURCE: Homeland Security Grant Funding- Urban Areas Security Initiative Grant

PSC AMOUNT: \$200,000 PSC DURATION: 3/1/12-2/29/16

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: The contractor will provide the Bay Area UASI Approval Authority with legal counsel and advise the body on various matters pertaining to open meetings, grants administration, or other issues that may arise.
B. Explain why this service is necessary and the consequences of denial: The San Francisco City Attorney's Office represents the City in its capacity as primary grantee and fiscal agent to the UASI Approval Authority Board. In this role, the Office advises on procurement and contracting issues, and approves as to form grant-funded contracts and subgrant agreements. In addition, the San Francisco City Attorney's Office advises the City through its representatives on the Approval Authority and its employees working as the General Manager and as members of the UASI Management Team. The City Attorney's Office has not represented and does not currently represent the Approval Authority as a body. In addition, City Attorneys and County Counsels from the other parties to the Master MOU may represent and advise the individuals from the represented jurisdiction in connection with their work on the Approval Authority or UASI Management Team. Currently, there is no public law office, private firm or attorney advising the Approval Authority as a body. Denial of this service may create a conflict of interest between the San Francisco City Attorney and other regional City Attorneys or County Counsels.
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): Not Applicable.
D. Will the contract(s) be renewed: No.

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

Local 21 Union Name [Signature] Signature of person mailing/faxing form [12/2/11] Date

Municipal Attorneys Assoc Union Name [Signature] Signature of person mailing/faxing form [12/2/11] Date

RFP sent to [Union Name], on [Date] [Signature] Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4082-11/12 STAFF ANALYSIS/RECOMMENDATION:

DEC 02 2011



CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: Extensive expertise and knowledge in legal matters as they pertain to municipal and administrative law, open meetings, grants administration, or other issues that may arise.
- B. Which, if any, civil service class normally performs this work? Civil service Class 8177 – Attorney (Civil/Criminal) is the classification that can perform the work, as noted below in 4A
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: No.

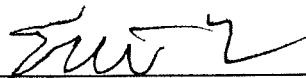
4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable: This contract service involves legal representation for a regional Approval Authority Body comprised of representatives from the 12 Bay Area counties and requires extensive municipal and administrative law experience. To avoid conflicts of interest, it is necessary for a neutral organization, not affiliated with any of the participating jurisdictions, to perform this job function.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain. No, a neutral, non-affiliated, organization to provide legal services is needed.

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

- | | <u>Yes</u> | <u>No</u> |
|--|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> • Describe the training and indicate approximate number of hours. • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. | | |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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



Signature of Departmental Personal Services Contract Coordinator

William Lee

(415) 705-8507

Print or Type Name

Telephone Number

Department of Emergency Management

Division of Emergency Services

1011 Turk Street

San Francisco, CA 94102



PSC FORM 1 - Legal Services

Kim-Molina, Mikyung

to:

sfveloce@yahoo.com

12/02/2011 01:02 PM

Cc:

DHR-PSCCoordinator, "Levarado, Tristan"

Hide Details

From: "Kim-Molina, Mikyung" <mikyung.kim-molina@sfgov.org>

To: "sfveloce@yahoo.com" <sfveloce@yahoo.com>

Cc: DHR-PSCCoordinator <dhr-psccoordinator@sfgov.org>, "Levarado, Tristan" <tristan.levarado@sfgov.org>

1 Attachment



PSC FORM 1 - Legal Services DEM.pdf

To: Municipal Attorneys' Association

Attached is a PSC FORM 1 for Legal Services. Please let me know if you have any questions.

Mikyung Kim-Molina
Grants Management Analyst
Bay Area UASI
10 Lombard Street, Suite 250
San Francisco, CA 94111
(415) 705-8521 (phone)
(415) 705-8510 (fax)



PSC FORM 1 - Legal Services DEM

Kim-Molina, Mikyung

to:

L21PSC Review

12/02/2011 01:07 PM

Cc:

DHR-PSCCoordinator, "Levarado, Tristan"

Hide Details

From: "Kim-Molina, Mikyung" <mikyung.kim-molina@sfgov.org>

To: L21PSC Review <L21PSCReview@ifpte21.org>

Cc: DHR-PSCCoordinator <dhr-psccordinator@sfgov.org>, "Levarado, Tristan" <tristan.levarado@sfgov.org>

1 Attachment



PSC FORM 1 - Legal Services DEM.pdf

Hello,

Attached is a PSC Form 1 for Legal Services. Please let me know if you have any questions.

Mikyung Kim-Molina
Grants Management Analyst
Bay Area UASI
10 Lombard Street, Suite 250
San Francisco, CA 94111
(415) 705-8521 (phone)
(415) 705-8510 (fax)

Ryan, Maria

From: L21PSC Review <L21PSCReview@ifpte21.org>
Sent: Wednesday, December 21, 2011 12:50 PM
To: Kim-Molina, Mikyung
Cc: DHR-PSCCoordinator, DHR; Levardo, Tristan
Subject: RE: PSC FORM 1 - Legal Services DEM

Local #21 has no objections to this PSC.

Larry Wong
L21 PSC Review

From: Kim-Molina, Mikyung [mikyung.kim-molina@sfgov.org]
Sent: Friday, December 02, 2011 1:05 PM
To: L21PSC Review
Cc: DHR-PSCCoordinator; Levardo, Tristan
Subject: PSC FORM 1 - Legal Services DEM

Hello,

Attached is a PSC Form 1 for Legal Services. Please let me know if you have any questions.

Mikyung Kim-Molina
Grants Management Analyst
Bay Area UASI
10 Lombard Street, Suite 250
San Francisco, CA 94111
(415) 705-8521 (phone)
(415) 705-8510 (fax)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 11/29/2011

DEPARTMENT NAME: Emergency Management DEPARTMENT NUMBER 77

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

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

TYPE OF SERVICE: Consultant for Regional Logistics Plan

FUNDING SOURCE: Homeland Security Grant Funding- Regional Catastrophic Preparedness Grant Program

PSC AMOUNT: \$879,536 PSC DURATION: 03/01/2012-07/30/2013

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: The contractor will assist Bay Area counties and cities in the development of a Regional Logistics Plan... B. Explain why this service is necessary and the consequences of denial... C. Explain how this service has been provided in the past... D. Will the contract(s) be renewed: No.

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

Local 21 Union Name Signature of person mailing/faxing form Date 12/9/11

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4083-11/12 STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

DEC 09 2011

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: Extensive expertise and knowledge in regional logistics planning, including using Logistics Capabilities Assessment Tool (LCAT) as an assessment tool. This project requires facilitation of State, county, local agencies and subject matter experts in developing a Regional Logistics Plan.
- B. Which, if any, civil service class normally performs this work? Civil service Class 5291 – Planner III is the classification that can perform the work, as noted below in 4A
- 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 contract service is a regional planning project, involving 12 Bay Area counties, and requires extensive logistics planning (LCAT) experience with a preference for a neutral organization not affiliated with any of the participating jurisdictions.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain. No, this project is not a continuing function. A neutral, non-affiliated, organization to facilitate stakeholder participation, and assist participating jurisdictions in assessing their own capabilities and developing a regional logistics plan within a tight time frame is needed.

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

- | | <u>Yes</u> | <u>No</u> |
|--|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> • Describe the training and indicate approximate number of hours. • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. | | |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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



Signature of Departmental Personal Services Contract Coordinator

William Lee

(415) 705-8507

Print or Type Name

Telephone Number

Department of Emergency Management
Division of Emergency Services

1011 Turk Street
 San Francisco, CA 94102



PSC Form 1 - Regional Logistics DEM

Kim-Molina, Mikyung

to:

L21PSC Review, DHR-PSCCoordinator

12/09/2011 07:47 PM

Cc:

"Levarado, Tristan"

Hide Details

From: "Kim-Molina, Mikyung" <mikyung.kim-molina@sfgov.org>

To: L21PSC Review <L21PSCReview@ifpte21.org>, DHR-PSCCoordinator <dhr-psccordinator@sfgov.org>

Cc: "Levarado, Tristan" <tristan.levarado@sfgov.org>

1 Attachment



PSC FORM 1 - Regional Logistics DEM.PDF

Hello – Attached is a PSC Form 1 for the 30 Day Notice to Union. Let me know if you have any questions.

Mikyung Kim-Molina
Grants Management Analyst
Bay Area UASI
10 Lombard Street, Suite 250
San Francisco, CA 94111
(415) 705-8521 (phone)
(415) 705-8510 (fax)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 11.15.11

DEPARTMENT NAME: Department of Human Resources DEPARTMENT NUMBER 33

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

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

TYPE OF SERVICE: Oversee development and administration of two promotional exams.

FUNDING SOURCE: General Funds

PSC AMOUNT: \$260,000 PSC DURATION: July 01, 2012 to June 30, 2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The consultant will oversee the development and administration of promotional exams for the Fire Department ranks of H-20 Lieutenant and H-40 Battalion Chief, and defend those selection processes against legal challenge as necessary.

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

Due to the litigious nature of Fire Department exams, it is imperative to retain an expert who can successfully defend selection processes. Absent successful defense against legal challenge, the Fire Department would be unable to establish eligible lists and promote candidates.

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 approved by the Civil Service Commission numerous times for Fire Department exams, most recently for rank H-30 Captain, PSC# 4036-10/11.

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

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

Local 21 Union Name Signature of person mailing/faxing form 11.15.11 Date
Union Name Signature of person mailing/faxing form Date
RFP sent to Local 21 Union Name, on 11.15.11 Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4084-11/12 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

NOV 15 2011

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractor must have practical experience developing valid and reliable selection instruments for public safety agencies in major metropolitan areas. Contractor must also possess sufficient professional credentials and experience to successfully defend the selection process against legal challenge.

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

1241 Personnel Analyst, 1244 Senior Personnel Analyst, 1246 Principal Personnel Analyst

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Classified Civil Service can and do perform the tasks. However, current staff members do not possess the professional credentials and experience necessary to successfully defend the selection process against legal challenge.

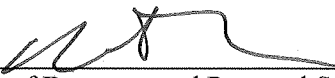
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. The work of overseeing the development and administration of a selection process to be able to defend said process is intermittent at best.

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

	Yes	No
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • Describe the training and indicate approximate number of hours. • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. 		
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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



 Signature of Departmental Personal Services Contract Coordinator

Brent Lewis

 Print or Type Name

557.4944

 Telephone Number

1 South Van Ness Avenue, 4th Floor
San Francisco, CA 94103-5413

 Address

ADDITIONAL INFORMATION

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

There are a limited number of contractors who will provide the service that we are requesting, and it is likely that the contractor we are currently working with will respond to the Request for Proposals. However, until that process is complete, we will not know which contractor is awarded the contract.



1-Expedited, 1-Regular PSC Summaries/DHR - L21 Review

Brent Lewis to: L21PSCReview

Cc: DHR-PSCCoordinator, Dave Johnson

11/15/2011 11:47 AM

Hi,

Attached for your review are two DHR PSC Summary Forms:

- Expedited Q50-Q80:



Q50-Q80_Expedited.pdf

- Regular H20-H40:



H20-H40_Regular.pdf

If you have any questions, please contact Dave Johnson or myself.

Thanks,
Brent Lewis
Director of Finance and IT
Department of Human Resources
City and County of San Francisco
415-557-4944

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 11/29/2011

DEPARTMENT NAME: Juvenile Probation Department DEPARTMENT NUMBER 12

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

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

TYPE OF SERVICE: Ombudsperson services at Juvenile Hall and Log Cabin Ranch

FUNDING SOURCE: Juvenile Probation and Camps Funding (State funds)

PSC AMOUNT: \$ 95,000 PSC DURATION: 4/1/12 to 3/31/14

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: The Ombudsperson is responsible for resolving grievances submitted by detained youth at JPD detention facilities. Contractor will serve as a neutral and independent agent who is a liaison between detainees, their parents/guardians and Department staff. When a youth files a grievance, contractor shall investigate and resolve through appropriate means including mediation between the youth and the Department and where appropriate shall recommend procedural changes as part of the recommended resolution of a grievance.
B. Explain why this service is necessary and the consequences of denial: The provider of the services must be impartial, neutral and an independent agent. If denied, detainees may take legal steps to resolve their grievances.
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): A professional contractor is selected through a request for proposal and has been approved by CSC for the last 9 years. The most recent CSC approval is the Notice of Action for PSC#4076-08/09, approved January 5, 2009. The Civil Service Commission at its Jan 5, 2009 meeting adopted this PSC as amended. Sections 5C and 5D have been amended to indicate that there are no legal mandates and federal or state grant requirements regarding the use of contractual services.
D. Will the contract(s) be renewed:

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

Local 21 Union Name [Signature] Signature of person mailing/faxing form [Date] 12/7/11 Date

SEIU Local 1021 Union Name [Signature] Signature of person mailing/faxing form [Date] 12/7/11 Date

RFP sent to [Union Name], on [Date], [Signature]

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4085-11/12 STAFF ANALYSIS/RECOMMENDATION:

DEC 07 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Demonstrated knowledge of the issues facing youth and families involved in the juvenile justice system in San Francisco and the services available to those clients, Familiarity with juvenile justice laws, regulations and organizational dynamics, Experience with formal mediation, negotiation, advocacy or similar skill.

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: Services require a neutral and impartial person.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No, as this service is specific to Juvenile Probation Department

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

Yes No

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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


Signature of Departmental Personal Services Contract Coordinator

M. Catherine McGuire

753-7560

Print or Type Name

Telephone Number



Required Union Notification for Personal Services Contract (PSC)

Peter Udovch

to:

pattie.tamura, ed.warshauer, Brook.Demmerle, L21PSCReview

12/07/2011 11:56 AM

Cc:

"Ryan, Maria", Catherine McGuire, Local Hire Ordinance

Hide Details

From: Peter Udovch/JUV/SFGOV

To: pattie.tamura@seiu1021.org, ed.warshauer@seiu1021.org, Brook.Demmerle@seiu1021.org, L21PSCReview@ifpte21.org

Cc: "Ryan, Maria" <maria.ryan@sfgov.org>, Catherine McGuire/JUV/SFGOV@SFGOV, Local Hire Ordinance/MAYOR/SFGOV@SFGOV

History: This message has been forwarded.

1 Attachment



SP-BUSINESS11120712480.pdf

To whom it may concern,

This email serves to notify your respective unions as to the attached PSC for Ombudsman services for Juvenile Probation Department. Please don't hesitate to contact me if you have any questions.

Regards,

Peter Udovch
Juvenile Probation Department
(415) 753-7627 Telephone
(415) 753-7566 Fax

PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 9, 2008 (January 5, 2009 - revisions per 1/5/09 CSC meeting)

DEPARTMENT NAME: Juvenile Probation DEPARTMENT NUMBER 12

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

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

TYPE OF SERVICE: Ombudsperson Services at Juvenile Hall and Log Cabin Ranch

FUNDING SOURCE: Juvenile Probation and Camps Funding(State Funds)

PSC AMOUNT: \$150,000 PSC DURATION: 2/1/09 to 1/31/12

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: The Ombudsperson is responsible for resolving grievances submitted by detained youth at JPD detention facilities. Contractor will serve as a neutral and independent agent who is a liaison between detainees, their parents/guardians and Department staff. When a youth files a grievance, contractor shall investigate and resolve through appropriate means including mediation between the youth and the Department and where appropriate shall recommend procedural changes as part of the recommended resolution of a grievance.
B. Explain why this service is necessary and the consequences of denial: The provider of the services must be impartial, neutral and an independent agent. If denied, detainees may take legal steps to resolve their grievances.
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): A professional contractor is selected through a request for proposal and has been approved by CSC for the last 7 years. The most recent CSC approval is the Notice of Action for PSC#3003-08/09, approved July 22, 2008. The Civil Service Commission at its Jan 5, 2009 meeting adopted this PSC as amended. Sections 5C and 5D have been amended to indicate that there are legal mandates and federal or state grant requirements regarding the use of contractual services.
D. Will the contract(s) be renewed: No

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

Local 21 Union Name [Signature] 12/19/08 Date
SEIU Local 1021 Union Name [Signature] 12/19/08 Date
RFP sent to Local 21 & SEIU, on Local 1021 Union Name 12/19/08 Date [Signature] Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4076-08/09

STAFF ANALYSIS/RECOMMENDATION: - COPY -

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: Demonstrated knowledge of the issues facing youth and families involved in the juvenile justice system in San Francisco and the services available to those clients, Familiarity with juvenile justice laws, regulations and organizational dynamics, Experience with formal mediation, negotiation, advocacy or similar skill.
- 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

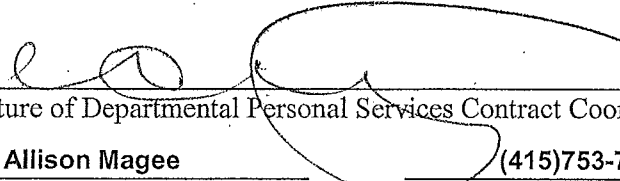
4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable: Services require a neutral and impartial person.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain. No, as this service is specific to Juvenile Probation Department.

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

	Yes	No
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • Describe the training and indicate approximate number of hours. • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. 		
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	<input type="checkbox"/>	<input type="checkbox"/>

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



 Signature of Departmental Personal Services Contract Coordinator
 Allison Magee (415)753-7817

 Print or Type Name Telephone Number

Juvenile Probation Department
 375 Woodside Avenue, San Francisco, CA 94127

 Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: November 28, 2011

DEPARTMENT NAME: Mayor

DEPARTMENT NUMBER: 25

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

[] CONTINUING [] ANNUAL

TYPE OF REQUEST:

[X] INITIAL REQUEST [] MODIFICATION (PSC #)

TYPE OF SERVICE: As-needed professional technical writing and publishing

FUNDING SOURCE: General Fund Mayor's Office

PSC AMOUNT: \$400,000 PSC DURATION: 2/1/2012 - 6/30/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The contractor will assist the Mayor's Office of Public Policy and Finance staff in making decisions on a wide variety of layout, content, design, and production issues related to the annual Mayor's Proposed Budget Book.

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

The Mayor's Office is legally mandated by the City Charter to provide a budget for the coming fiscal year to the Board of Supervisors by June 1st. Given the cyclical nature of the budget process, the bulk of the work for the budget book is developed in the last few weeks of the project and requires extended hours. If this contract is denied, the Mayor's Office will have a hard time publishing the budget book by the June 1st deadline.

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

This service has previously been contracted out and approved by the Civil Service commission with a PSC in the past (PSC number 4068-07/08; PSC number 4102-03/04).

D. Will the contract(s) be renewed?

Contractor selection will occur in the next few months through an open, competitive solicitation and selection process. The contract shall have an original term of one year. In addition, the City shall have four options to extend the term for a period of one year each, which the City may exercise in its sole, absolute discretion. The contract may be renewed depending on funding, availability and contractor performance.

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

SEIU 1021 Union Name, Signature of person mailing/faxing form, Date 11-28-11

Local 21 Union Name, Signature of person mailing/faxing form, Date 11-28-11

RFP sent to SEIU 1021, Local 21 Union Name, on 11-28-11 Date, Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4086-11/12

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Key personnel should have recent experience with professional technical writing. This should include extensive professional experience with book design, printing and publishing techniques, and forms design. Applicants should have excellent editing skills in the English language including spelling, grammar, usage and punctuation. In addition, personnel should have extensive experience with professional publishing, printing and web-posting software, including but not limited to InDesign, Adobe PDF file creation, Microsoft Word, Excel, Access and Postscript. Proposers should have the ability to convert and integrate component files (Word, Excel, Access, Adobe PDF) into print-ready files. Critically, personnel must be willing to work with the Mayor's Office of Public Policy and Finance on weekends, and during a very short timeframe, in particular, at the end of May to ensure the City meets the May 1 and June 1 deadlines to issue the proposed budget books.

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

City employees generally do not perform this work as it is short-term, time sensitive, and highly specialized in its 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 office inquired with ReproMail as to whether the project could be conducted in-house, but we were informed that ReproMail would need to contract out the work. This is a unique, short-term project requiring focused, specialized expertise not currently available from City staff as they are fulfilling existing responsibilities.

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

No, this is a temporary need for specialized skills only for a few months each year. It is not practical to adopt a new civil service classification for this as-needed work.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

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

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

F. Will the proposed work be completed by a contractor that has a current personal services

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

contract with your department? *Unknown. Possible subject to the outcome of the department's competitive solicitation and selection process.*

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

Signature of Departmental Personal Services Contract Coordinator

Anabel Simoncelli
Print or Type Name

554-6657

Telephone Number

City Hall, Rm 443-A

Address



PSC and RFP review - Mayor's Budget Book RFP

Melissa Howard to: L21PSCReview

11/28/2011 05:16 PM

Cc: Antonio Guerra

Good afternoon,

Attached for your review is a PSC summary for the Mayor's Budget Book and the associated RFP. Please let us know if you have any questions or concerns.

Sincerely,

Melissa



FY 12-13 Budget Book RFP_MBO FINAL.pdf 12-13 Budget Book PSC Form 1_MBO Final.PDF

Melissa Howard
Fiscal and Policy Analyst
Mayor's Office of Public Policy and Finance
City and County of San Francisco
Ph: (415) 554-6253
Melissa.Howard@sfgov.org



PSC and RFP review - Mayor's Budget Book RFP

Melissa Howard to: pattie.tamura, ed.warshauer,
Brook.Demmerle

11/28/2011 05:17 PM

Cc: Antonio Guerra

Good afternoon,

Attached for your review is a PSC summary for the Mayor's Budget Book and the associated RFP. Please let us know if you have any questions or concerns.

Sincerely,

Melissa



FY 12-13 Budget Book RFP_MBO FINAL.pdf 12-13 Budget Book PSC Form 1_MBO Final.PDF

Melissa Howard
Fiscal and Policy Analyst
Mayor's Office of Public Policy and Finance
City and County of San Francisco
Ph: (415) 554-6253
Melissa.Howard@sfgov.org

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 02/10/09

DEPARTMENT NAME: Mayor's Office of Public Policy and Finance DEPARTMENT NUMBER 25

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

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC# 4068-07/08)

TYPE OF SERVICE: Graphic Design and Technical Writing

FUNDING SOURCE: General Fund, Mayor's Office

Original Amount: \$59,548 PSC Duration: 02/01/08 - 06/15/08
Modification Amount \$119,096 PSC Duration: 02/01/09 - 01/31/11
Total Amount \$178,644 Total PSC Duration: 02/01/08 - 01/31/11

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Technical Writing/Editing, Graphic Design, and Project Management of the cover and interior of the Mayor's annual Budget Book (includes: Proposed May Budget, Proposed Budget, Summary of the Proposed Budget, and an Electronic CD version of Proposed Budget). Edit copy provided by budget staff. Work with Reprographics on physical production of Budget Book. Create print-ready files for final delivery of product to Reprographics. Ensure overall consistency and quality of design, editing and publication.

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

The Mayor's Office is legally mandated by the City Charter to provide a budget for the coming fiscal year to the Board of Supervisors every June 1st. Given the nature of budget process a bulk of the work is developed in the last few weeks of the project and requires extended hours and quick turnaround of proofs to the Mayor's Budget Office. Without approval of this request, our office runs the risk of not producing a final budget book on time.

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

This service has previously been contracted out with a PSC in the past (PSC #4068-07/08). This is the first of three options to extend our contract by one year. Last year the Contractor completed the contents of the book, while Reprographics completed the cover design and final print.

D. Will the contract(s) be renewed: Yes; this is the first year out of three that we have the option to extend.

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

Local 21 (F: 415-864-2166) Union Name Signature of person mailing/faxing form Date

Local 1021 (F: 415-431-6241) Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4068-07/08 Mod STAFF ANALYSIS/RECOMMENDATION:

- COPY -

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Minimum 6 years experience graphic design and project management. Proficiency with Adobe design software: design and produce the Budget Book cover and contents in Adobe In-design, Adobe Illustrator, and Adobe Photoshop. Ability to manage a large project working with multiple authors under extremely high deadline pressure. Ability to move Access data into editable Word format and then into Adobe.

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

Civil Services Classes: 5322 Graphic Artist; there is not Technical Writing civil service class.

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 one classification that performs the full range of services and in the time constraints required.

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

It is not practical to adopt a new civil service classification for this as-needed/seasonal work.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

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

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

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

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

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

Signature of Departmental Personal Services Contract Coordinator

Print or Type Name

Telephone Number

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 12/12/07

DEPARTMENT NAME Mayor

DEPARTMENT NUMBER 25

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

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

TYPE OF SERVICE: Technical Writing

FUNDING SOURCE: General Fund Mayor's Office

PSC AMOUNT: \$59,548

PSC DURATION : 2/1/08 - 6/15/08

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Manage production of the Mayor's annual budget book.
B. Explain why this service is necessary and the consequences of denial: The Mayor's Office is legally mandated by the City Charter to provide a budget for the coming fiscal year to the Board of Supervisors every June 1st.
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 previously been contracted out with a PSC in the past.
D. Will the contract(s) be renewed: Contract may be renewed depending on funding, availability and contractor performance.

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

Local 21 (Fax 864-2166) Union Name Signature of person mailing / faxing form Date 12/12/07
Local 790 (Fax 431-6241) Union Name Signature of person mailing / faxing form Date 12/12/07

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4068-07108

STAFF ANALYSIS/RECOMMENDATION:

- COPY -

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Minimum 6 years experience technical writing and project management. Proficiency with Quark publishing software. Ability to manage a large project working with multiple authors under extremely high deadline pressure. Ability to move Access data into editable Word format and then into Quark.

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

There is no technical writer classification.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There is no one classification that performs the full range of services required.

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

It is not practical to adopt a new civil service classification for as-needed work.

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

Yes No

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

X

B. Will the contractor train City and County employees?

X

- 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?

X

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

X

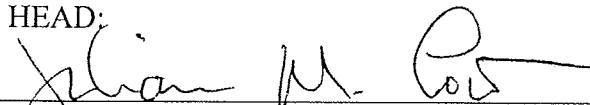
E. Has a board or commission determined that contracting is the most effective way to provide this service?

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:



Signature of Departmental Personal Services Contract Coordinator

JULIAN M. LAS

Print or Type Name

554-6491

Telephone Number

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 9, 2011

DEPARTMENT NAME: San Francisco Municipal Transportation Agency DEPARTMENT NUMBER: 68

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

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

TYPE OF SERVICE: Workers' Compensation Medical Claims Review Services ("Managed Care")

FUNDING SOURCE: SFMTA General or Project Funds

PSC AMOUNT: \$5,400,000.00 PSC DURATION: 07/1/2012 - 9/30/2022

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The San Francisco Municipal Transportation Agency (SFMTA) requires medical cost containment services for workers' compensation claims administration.

B. Explain why this service is necessary and the consequences of denial: This service is necessary to contain excess costs for medical treatment for accepted worker's compensation claims.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This service has been provided under PSC # 4043-05/06.

D. Will the contract(s) be renewed: Yes. Near the conclusion of this contract duration, the SFMTA will issue a Request for Proposal as required by the City and County contracting rules in order to continue these services.

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

IFPTE Local 21 Cynthia Hamada 12/12/11
Union Name Signature of person mailing / faxing form Date

RFP sent to Union Name, on Date, Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4087-11/12

SFMTA Approved
12-12-11
DEC 12 2011

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: This service must be provided by employees who have had at least three of their past five years of on-the-job experience reviewing California workers' compensation medical bills and are designated as "Experienced Medical Bill Reviewer(s)" by a medical billing entity or insurer. Knowledge of medical bills practice and medical treatment protocols as they apply to workers' compensation. Must be able to administer individual medical contracts with providers at reduced rates based on volume.

B. Which, if any, civil service class normally performs this work? No civil service class has been identified that performs this specialized work.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
Yes. The contractor selected may maintain facilities outside of the city, and will utilize equipment and proprietary software that the SFMTA does not currently possess.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: The State of California has set minimum qualifications for staff performing this service that is not met by any current civil service classification. Contractors that provide this service use proprietary software that was developed by their in-house specialists for these specific services. The time and expense that the City would need to develop comparable software for its own use would be prohibitive. Furthermore, there is a potential conflict of interest if City employees were to process their co-workers' claims.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. There is no classification to perform such specialized and skilled services. The SFMTA does not possess the specialized software that is proprietary to potential contractors and cannot produce workers' compensation cost containment without the contractor's tools, expertise and experience in medical bill review methodology. There is also a potential conflict of interest if City employees process co-workers' claims.

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

Yes No

- | | | |
|---|-----|-------|
| A. Will the contractor directly supervise City and County employees? | () | (X) |
| B. Will the contractor train City and County employees? | () | (X) |
| - Describe training and indicate approximate number of hours. | | |
| - Indicate occupational type of City and County employees to receive training (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? | () | (X) |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | () | (X) |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | () | (X) |

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

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

415-701-5377
Telephone Number

San Francisco Municipal Transportation Agency

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 10/21/05

DEPARTMENT NAME: MTA - MUNI /DPT DEPARTMENT NUMBER 35

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

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

TYPE OF SERVICE: Workers' Compensation cost containment services to include: medical bill review & re-pricing, preferred provider organization, Medical Treatment Utilization Review and related managed care services

FUNDING SOURCE: Operating Budget

PSC AMOUNT: 3,125,000.00 PSC DURATION :09/30/05 - 09/30/10

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor will provide a complete range of managed care and medical cost containment services for the Municipal Transportation Agency (MTA), i.e., Muni and DPT employees claiming or receiving workers' compensation benefits; including medical bill review and re-pricing, Preferred Provider Organization (PPO) administration, medical treatment utilization review and case management.

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

Medical providers typically bill at rates of 25% higher than rates allowed under the California Official Medical Fee Schedule (COMFS). This Contractor will review and reduce such bills to the appropriate level per the fee schedule. In addition, many providers are willing to discount rates another 15% to 20% under PPO Agreements. This discount represents a tremendous reduction of 55% in medical cost savings annually, for the MTA. Therefore, access to PPO's is critical for containing costs. Further medical cost savings can be achieved by analysis of data gathered in the bill review process, such as review of medical treatment patterns (utilization review) and referral of high cost claims to case management. Without these services MTA would not be able to contain cost on these medical bills.

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

This service was provided in the past by Diversified Health Services under contract to CCSF Department of Human Resources prior to Proposition E which gave the MTA authority to contract with its own Third Party Administrator. This arrangement for Medical Bill Review has continued to the present. This is the first time that MTA has issued a RFP and conducted a competitive bid process and selected a qualified vendor to provide these services under the auspices of the MTA.

D. Will the contract(s) be renewed: Yes: This contract will run concurrently with the current contract we have with our Third Party Administrator, Sedgwick Claims Management Services and both contracts allow for 2 successive 1-year terms. At the end of these terms, CCSF contracting rules would require that we issue RFP's to continue these services.

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

Table with 3 columns: Union Name, Signature of person mailing / faxing form, Date. Two rows for union notification.

RFP sent to Union Name on Date Signature

PSC# 4043-05/06 FOR DEPARTMENT OF HUMAN RESOURCES USE

STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION: MTA Approved PB 10-21-05

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

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

Knowledge of medical bills practice and medical treatment protocols as they apply to workers' compensation. Ability to attract a large number of physicians to a Preferred Provider Organization and administer individual contracts with providers at reduced rates based on volume.

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

This work is not being performed by any Civil Service classification within the City and County of San Francisco due to the specialized knowledge and skills required for this work.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

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

Contractor utilizes proprietary bill review and medical treatment protocol software to review and process approximately 24,000 medical bills annually. These tools would have to be purchased or developed by the City in order to duplicate contractor's services. The contractor has highly specialized expertise and experience and a proven track record in contracting with PPO's. These contracts are essential in controlling MTA's worker's compensation costs.

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

No. There is no appropriate class in existence available to perform such specialized and skilled services. Therefore, without the contractor's tools, expertise and experience in medical bill review methodology the MTA would not be able to achieve the desired medical cost savings in its workers' compensation program.

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

Yes No

- A. Will the contractor directly supervise City and County employees? () (X)
- B. Will the contractor train City and County employees? () (X)
- C. Are there legal mandates requiring the use of contractual services? () (X)
- D. Are there federal or state grant requirements regarding the use of contractual services? () (X)
- E. Has a board or commission determined that contracting is the most effective way to provide this service? MTA Board of Directors approved contracting of these services at its meeting of September 7, 2004 – Resolution No. 04-132 (X) ()
- F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? () (X)

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

Parveen Boparai, Sr. Personnel Analyst

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

(415) 554-4160
Telephone Number

Municipal Transportation Agency, Human Resources

401 Van Ness Rm. 320, S. F. CA 94102
Address

MUNICIPAL TRANSPORTATION AGENCY BOARD
CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION No. 04-132

WHEREAS, The Municipal Transportation Agency ("MTA") assumed responsibility for administration of its Workers' Compensation claims as of July 1, 2000 under authority granted to MTA under the San Francisco Charter section 8A.104 (C),; and,

WHEREAS, Through the use of Workers' Compensation Medical Bill Review, the MTA reduced its workers' compensation treatment costs by more than 50 percent, resulting in annual savings of more than 5 million dollars; and,

WHEREAS, The MTA requires the services of an experienced medical bill review provider to control workers' compensation medical expenses; and,

WHEREAS, Recently enacted Workers' Compensation laws requires that employers apply nationally recognized Utilization Review guidelines for Workers' Compensation medical treatment; and,

WHEREAS, The MTA lacks the personnel and expertise to perform Workers' Compensation Medical Bill Review and Medical Treatment Utilization Review; and

WHEREAS, Staff recommends that the MTA issue a Request For Proposals to solicit proposals from vendors qualified to provide Workers' Compensation Bill Review Services and Medical Treatment Utilization Review Services; now therefore be it;

RESOLVED, That the Municipal Transportation Agency Board authorizes the Executive Director to issue a Request For Proposals to solicit proposals from vendors qualified to provide Workers' Compensation Bill Review Services and Medical Treatment Utilization Review Services.

I hereby certify that the foregoing resolution was adopted by the Municipal Transportation Agency Board at its meeting of SEP 07 2004

R. Boomer

Secretary, Municipal Transportation Agency Board

Ryan, Maria

From: Hamada, Cynthia <Cynthia.Hamada@sfmta.com>
Sent: Monday, December 12, 2011 2:30 PM
To: L21PSCReview@ifpte21.org; atonisson@ifpte21.org; DHR-PSCCoordinator
Cc: Roach, Dan; Xie, Winnie; Boparai, Parveen
Subject: PSC: Workers' Compensation Medical Claims Review Services ("Managed Care")
Attachments: 20111212142136327.pdf

IFPTE L21 and DHR PSC Coordinator.

For your review and approval.

Cynthia Hamada
Senior Personnel Analyst
SFMTA Employee and Labor Relations
415.701.5381 office - 415.701.5397 fax

Edwin M. Lee | Mayor
 Tom Nolan | Chairman
 Jerry Lee | Vice-Chairman
 Leona Bridges | Director
 Cheryl Brinkman | Director
 Malcolm Heinicke | Director
 Bruce Oka | Director
 José Ramos | Director
 Edward D. Reiskin | Director of Transportation

FAX/SCAN

DATE:	December 12, 2011		
FROM:	Cynthia Hamada/Betsy Moy	TO:	Alex Tonisson and IFPTE, Local 21
PHONE:	(415) 701-5381	FAX:	(415) 864-2166
FAX:	(415) 701-5397	PHONE:	
SUBJECT: Personal Services Contract Summary Workers' Compensation Medical Claims Review Services ("Managed Care")			
COMMENTS: Any questions regarding this PSC should be directed to Dan Roach at (415) 701-4351 (office) or email him at Dan.Roach@SFMTA.com. Thank you, Cynthia			

NO. OF PAGES (Including fax/scan cover): 6

PERSONAL SERVICES CONTRACT SUMMARY

DATE: November 18, 2011

DEPARTMENT NAME: San Francisco Municipal Transportation Agency

DEPARTMENT NUMBER 68

TYPE OF APPROVAL: () EXPEDITED (x) REGULAR (OMIT POSTING____)

() CONTINUING () ANNUAL

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

TYPE OF SERVICE: Workers' Compensation Claims Administration Services

FUNDING SOURCE: SFMTA General or Project Funds

PSC AMOUNT: \$34,000,000.00

PSC DURATION: January 1, 2012 -August 30, 2022

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The San Francisco Municipal Transportation Agency (SFMTA) is self-insured for Workers' Compensation (Workers' Comp) and existing claims are currently adjusted by a third party administrator (TPA). The contractor will provide claims adjusting and consulting services for existing and new claims for Workers' Comp benefits filed by SFMTA employees. Services include: claims review and compensability determination; payment of statutory benefits, medical providers and ancillary claims services; vendor management for bill review; investigative services; coordination of claims defense with the City Attorney; management of benefit delivery system; and data collection and management.

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

SFMTA is required by State law to provide Workers' Comp benefits to its employees. As a certified self-insured employer, SFMTA is required to provide claims administration services. Rather than purchase insurance, self-insured employers usually choose to self-insure their workers' compensation liabilities for the reasons of cost effectiveness, greater control over their claims programs, and increased safety and loss control management.

The success of a Workers' Comp self-insurance program is often dependent upon the effectiveness of loss control activities and claims supervision. If this service is denied, SFMTA would have neither the expertise nor staffing to address workers' compensation claims brought on by its employees.

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

These services were provided by CSC No. 4088-03/04.

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 *Cynthia Damala* 11/28/11
Union Name Signature of person mailing / faxing form Date

IFPTE, Local 21 *Cynthia Damala* 11/28/11
Union Name Signature of person mailing / faxing form Date

RFP sent to _____ on _____
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4088-11/12

SFMTA approved

11-21-11

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

A Claims Examiner is responsible for determining the validity of a workers' comp claim. The Workers' Comp adjuster may establish a case reserve, approve and process indemnity and medical benefits, may hire investigators, attorneys or other professionals and may negotiate settlements of claims. The Claims Adjuster is required to possess specialized knowledge, have five (5) years in the last eight (8) years of on-the-job experience adjusting California workers' compensation claims, and possess certification with "Experienced Claims Adjuster Designation".

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

8141 Workers' Compensation Adjuster, 8165 Workers' Compensation Supervisor I, and 1209 Benefits Technician classifications can perform some services. Historically, these classes are unique to the Department of Human Resources (DHR), Workers' Comp Division, and SFMTA does not employ staff in these classes.

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

explain: Yes. The contractor must have proprietary claims adjusting procedures and claims management software that will be accessible to SFMTA. The contractor will also maintain office and storage space sufficient to house claims management staff and nearly 2,000 open Workers' Comp claims files.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

A contracted TPA had been successfully demonstrated as the most effective way to meet statutory requirements governing the provision of workers' compensation benefits to SFMTA employees.

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

No. Classifications already exist. SFMTA retains a Workers' Compensation Manager and support staff assigned to manage the disability and return to work programs. However SFMTA does not employ a workers' comp claims adjusting staff that could be viewed as a conflict of interest.

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

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	()	(x)
B. Will the contractor train City and County employees? - Describe training and indicate approximate number of hours. - Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.	()	(x)
C. Are there legal mandates requiring the use of contractual services?	()	(x)
D. Are there federal or state grant requirements regarding the use of contractual services?	()	(x)
E. Has a board or commission determined that contracting is the most effective way to provide this service? SFMTA Board Resolution No. 03-190 adopted December 2, 2003.	(x)	()
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	()	(x)

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

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai

Print or Type Name

415-701-5377

Telephone Number

San Francisco Municipal Transportation Agency

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

Address

DEC - 5 2003

MUNICIPAL TRANSPORTATION AGENCY BOARD
CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION No. 03 - 190

WHEREAS, The Municipal Transportation Agency assumed responsibility for administration of its Workers' Compensation claims as of July 1, 2000; and,

WHEREAS, The current contract for Workers' Compensation Third Party Claims Administration Services expires on March 26, 2004; and,

WHEREAS, The MTA requires the services of an experienced Workers' Compensation Third Party Administrator; and,

WHEREAS, Staff recommends that a formal RFP be issued to provide said services; and, now therefore be it;

RESOLVED, That the Municipal Transportation Agency Board authorizes the Director of Transportation to issue an Request for Proposals for Workers' Compensation Third Party Claims Administration.

I hereby certify that the foregoing resolution was adopted by the Municipal Transportation Agency Board at its meeting of DEC 02 2003

R. Boomer
Secretary, Municipal Transportation Agency Board

Edwin M. Lee | Mayor
 Tom Nolan | Chairman
 Jerry Lee | Vice-Chairman
 Leona Bridges | Director
 Cheryl Brinkman | Director
 Malcolm Heinicke | Director
 Bruce Oka | Director
 Joél Ramos | Director
 Edward D. Reiskin | Director of Transportation

FAX

DATE:	November 28, 2011		
FROM:	Cynthia Hamada/Betsy Moy <i>CHM</i>	TO:	Leah Berlanga
PHONE:	(415) 701-5381	FAX:	(415) 431-6241
FAX:	(415) 701-5397	PHONE:	
SUBJECT: Personal Services Contract Summary Workers' Compensation Claims Administration Services			
COMMENTS Please contact Dan Roach at 415.701.4351(office) or Dan.Roach@sfmta.com. should you have additional questions.			

NO. OF PAGES (Excluding fax cover): 3

Date/Time: Nov. 28. 2011 1:28PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
4729 Memory TX	94316241	P. 4	OK	

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

MTA Municipal Transportation Agency

Harold Lee | Mayor
 Tom Mello | Chairman
 Joseph J. Vogt | Chairman
 Laura Anderson | Director
 George R. Berman | Director
 Elizabeth H. Hertz | Director
 Bruce S. Lee | Director
 Scott Murray | Director
 Edward O. Roberts | Director of Transportation

FAX

DATE:	November 28, 2011		
FROM:	Cynthia Hamada/Betsy Moy <i>Call</i>	TO:	Leah Berfanga
PHONE:	(416) 701-5381	FAX:	(416) 431-6241
FAX:	(416) 701-5307	PHONE:	

SUBJECT: Personal Services Contract Summary
 Workers' Compensation Claims Administration Services

COMMENTS
 Please contact Dan Roach at 416.701.4351 (office) or Dan.Roach@sfmta.com.
 should you have additional questions.

NO. OF PAGES (Excluding fax cover): 3

San Francisco Municipal Transportation Agency
 One South Van Ness Avenue, Suite 400, San Francisco, CA 94103 | Tel: 415.291.4500 | Fax: 415.291.4160 | www.sfmta.com



Workers' Compensation Claims Admin. Services PSC
Hamada, Cynthia to: atonisson, L21PSCReview
Cc: "DHR-PSCCoordinator"

11/28/2011 01:56 PM

1 attachment



20111128131732477.pdf

For your review.

Cynthia Hamada
Senior Personnel Analyst
SFMTA Employee and Labor Relations
415.701.5381 office - 415.701.5397 fax

4088 - 03/04
App'd 3/15/04

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 02/18/04

DEPARTMENT NAME MTA - S. F. Municipal Railway

DEPARTMENT NUMBER 35

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING _____)

CONTINUING ANNUAL

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

TYPE OF SERVICE: Third Party Administration of MTA Workers' Compensation Claims

FUNDING SOURCE: Operating Budget

PSC AMOUNT: \$3,300,000.00

PSC DURATION: 3/27/04 - 03/27/2009

RECEIVED
04 FEB 19 PM 12:40
PUBLIC TRANSPORTATION
HUMAN RESOURCES

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor will provide claims adjusting and consulting services for existing and new claims for workers' compensation benefits brought by MTA employees. Services include: claims review and investigation; nurse case management monitoring of medical care; payment of benefits to employees; payment of medical bills and bills for ancillary claims services; coordination with bill review subcontractors; coordination of defense claims with the City Attorney; management, provision and maintenance of electronic claims files, database, and electronic payment systems; administration of vocational rehabilitation claims and plans and preparation of reports. Contractor will also provide consulting services under a pilot project assisting MTA's study of new workers' compensation legislation and utilization on injury prevention programs, Health Care Organizations, and Preferred Provider medical plans.

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

MTA is required by State law to provide workers' compensation benefits to its employees. Under proposition E, amending the SF Charter, responsibility for MTA workers' compensation claims and costs transferred from the Department of Human Resources to MTA. As a newly certified self-insured employer, MTA is required to contract claims administration services for the first three years of certification. MTA has just completed a competitive bid process and will begin negotiations with a new Third Party Administrator to manage its claims. MTA does not have the expertise or staff to adjust workers' compensation claims brought by its employees, nor is it allowed to do so under State law. Denial would result in MTA's inability to pay or adjust its workers' compensation claims. The contract with the current TPA provider will expire on March 26, 2004.

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 Cambridge Intergrated Services Group, Inc and Intercare Insurance Service Inc. approved by CSC for PSC No.: 4348 - 00/01 on April 17, 2001 - Amended: March 25, 2002.

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

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

Union Name Signature of person mailing / faxing form Date

Union Name Signature of person mailing / faxing form Date

RFP sent to, on _____
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4088 - 03/04
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

MTA Approved
PB 2/18/04
- COPY -

OK -
[Signature]

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. State Specify required skills and/or expertise: The adjusting agency (Contractor) must be licensed by the State of California to adjust and administer workers' compensation claims for self-insured employers. The adjusting agency is required to have experience in adjusting workers' compensation claims for large public entities in California. The adjusting agency must have sufficient expertise and resources to adjust and manage 2119 claims totaling nearly \$20,000,000 in benefits (paid annually).

B. Which, if any, civil service class normally performs this work? Skilled staff include 8141 Workers' Compensation Adjuster, 8165 & 8166 Workers' Compensation Supervisor I & II, and 1209 Benefits Technician classifications. MTA does not employ employees in these classes. Historically, these classes are unique only to the Department of Human Resources. Clerical support is provided by 1424 Clerk Typist, 1426 Sr. Clerk Typist, 1404 Clerk and 1636 Health Care Billing Clerk classifications (MTA does not employ anyone in this position).

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Yes. Contractor has proprietary claims adjusting procedures and database software, to which MTA will have access through the Contract. Contractor will also maintain office and storage space sufficient to house its staff and 2119 claims files.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: MTA is required as a self-insured employer to contract with an independent adjusting agency to administer its workers' compensation claims. MTA has a Workers' Compensation Manager and several support staff assigned to manage disability and return to work programs, but MTA does not employ claims management personnel.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. DHR (Workers' Compensation Division) informs MTA that appropriate classes exist within the Civil Service system, but that recruiting problems prevent it from being able to meet MTA claims service requirements. MTA would face these same obstacles in establishing its own workers' compensation claims unit.

ADDITIONAL INFORMATION (if "yes", attach explanation)

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	()	(X)
B. Will the contractor train City and County employees? - Describe training and indicate approximate number of hours. - Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained.	()	(X)
C. Are there legal mandates requiring the use of contractual services?	()	(X)
D. Are there federal or state grant requirements regarding the use of contractual services?	()	(X)
E. Has a board or commission determined that contracting is the most effective way to provide this service? MTA Board Resolution No. 03-190 Adopted December 2, 2003	(X)	()
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	()	(X)

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

Parveen Boparai, Sr. Personnel Analyst

Signature of Departmental Personal Services Contract Coordinator

PARVEEN BOPARAI

415-554-4160

Print or Type Name

Telephone Number

MTA, S.F. MUNICIPAL RAILWAY. HUMAN RESOURCES

401 VAN NESS AVE. RM. 320. S.F. 94102

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 12-06-11

DEPARTMENT NAME: Police DEPARTMENT NUMBER 38

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

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

TYPE OF SERVICE: Evidence Freezer Repair and Maintenance

FUNDING SOURCE: General Fund

PSC AMOUNT: \$100,000 PSC DURATION: 2-1-12 - 1-31-15

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor will regularly inspect, maintain and perform all repairs on the Police Departments four evidence freezers. Three of the freezers are located at Building # 606 at Hunters Point Shipyard and one freezer is located at the Hall of Justice, 850 Bryant Street.

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

This service is necessary because evidence stored in these freezers is vital to the prosecution of criminal cases and if the evidence were to be damaged due to lack of functioning freezers many criminal cases would be dismissed.

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

This service has not been performed under a previous PSC.

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

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

Local 39 Union Name Signature of person mailing/faxing form Date 12-6-11
Local 6 (IBEW) Union Name Signature of person mailing/faxing form Date 12-6-11

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4089-11/12 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Skills required would be freezer and refrigeration skills needed to inspect maintain and perform repairs, including emergency repairs.

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

7334 Stationary Engineer, 7319 Electric Motor Repairer.

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

Contractor will provide all parts necessary to maintain and repair the freezers.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Maintenance and repairs are unpredictable, intermittent and would not justify the services of a fulltime employee.

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

No, due to the unpredictable nature of the work.

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

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

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

Shawn Wallace

Signature of Departmental Personal Services Contract Coordinator

Officer Shawn Wallace #1104

553-1096

Print or Type Name

Telephone Number

850 Bryant Street

San Francisco, CA 94103

Address



Fw: PSC for Evidence Freezer maintenance

Tuesday, December 6, 2011 8:40 AM

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

To: khughes@ibew6.org, GROJO@Local39.org

1 File (104KB)



Property ...

Please see attached PSC.

Thanks
Shawn

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

--- On Tue, 12/6/11, Shawn Wallace <sfpd.contracts@sbcglobal.net> wrote:

From: Shawn Wallace <sfpd.contracts@sbcglobal.net>
Subject: PSC for Evidence Freezer maintenance
To: KHughes@ibewg.org, Kohair@iuoe-Local39.org
Date: Tuesday, December 6, 2011, 7:37 AM

Please see attached PSC for freezer maintenance.

Thanks
Shawn

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



EDWIN M. LEE
MAYOR

POLICE DEPARTMENT
CITY AND COUNTY OF SAN FRANCISCO

THOMAS J. CAHILL HALL OF JUSTICE
850 BRYANT STREET
SAN FRANCISCO, CALIFORNIA 94103-4603



GREGORY P. SUHR
CHIEF OF POLICE

January 6, 2012

Department of Human Resources
Attn: PSC Coordinator
#1 South Van Ness Ave 4th Floor
San Francisco, CA 94103

Re: PSC Approval

Enclosed is a PSC approval request.
If you should have any questions, please do not hesitate to contact me.
I still don't have any scanning capabilities, Sorry.

Sincerely,

OFFICER SHAWN T. WALLACE
Contract Coordinator
San Francisco Police Department
Hall of Justice
Legal Division, Room #575
850 Bryant Street
San Francisco, CA 94104
Phone # 553-1096

E-Mail Address: SFPD.Contracts@SBCGLOBAL.net

PERSONAL SERVICES CONTRACT SUMMARY

DATE: November 3, 2011

DEPARTMENT NAME: Police DEPARTMENT NUMBER 38

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

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

TYPE OF SERVICE: Equine Veterinary Care

FUNDING SOURCE: General Fund

PSC AMOUNT: \$140,000 PSC DURATION: July 1, 2012 - June 30, 2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Veterinarian will provide routine and emergency medical care for up to twenty horses assigned to the SFPD Mounted Unit. The service averages fifteen visits per year. The Veterinarian will also perform pre purchase horse examinations.

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

The service is necessary in order to keep the horses healthy and ready to provide services to the citizens of San Francisco. If the horses do not receive routine and emergency medical care, they may become sick or lame and the Mounted Unit will not be able to carry out its required duties. Additional expense will be incurred to replace the unserviceable horses.

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 performed through PSC # 4092-09/10

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

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

UAPD Union Name, Signature of person mailing/faxing form, November 3, 2011 Date

Local 1021 Union Name, Signature of person mailing/faxing form, NOV. 3, 2011 Date

RFP sent to UAPD, Local 1021 Union Name, on November 3, 2011 Date, Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4090-11/12 STAFF ANALYSIS/RECOMMENDATION:

DEC 14 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Must be a licensed Equine Veterinary Doctor.

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

Class 2292 Shelter Veterinarian works at Animal Care and Control and does not provide medical treatment to horses.

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

Yes, Contractor has specialized medical equipment and facilities for diagnosis, treatment and extended care.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Service is used only on an as needed basis and class 2292 Shelter Veterinarian does not provide medical treatment for horses.

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

No, the amount of work varies. The number of required hours depends upon the number of horses in the Mounted Unit and their condition.

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? Service is currently out to bid.

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

Shawn Wallace

Signature of Departmental Personal Services Contract Coordinator

Officer Shawn Wallace #1104

553-1096

Print or Type Name

Telephone Number

**850 Bryant Street
San Francisco, CA 94103**

Address



PSC for Equine Veterinary Services and RFP

Thursday, November 3, 2011 7:18 AM

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

To: "pattie tamura" <pattie.tamura@seiu1021.org>, "ed warshauer" <ed.warshauer@seiu1021.org>, Brook.Demmerle@seiu1021.org

2 Files (356KB)



Equine V... Equine V...

Please see attached PSC and RFP.

Thanks
Shawn

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



PSC and RFP for Equine Veterinary Services for the SFPD

Thursday, November 3, 2011 7:38 AM

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

To: uapd@uapd.com

2 Files (356KB)



Equine V...

Equine V...

See attached PSC and RFP.

Thanks

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 2, 2010

DEPARTMENT NAME: Police DEPARTMENT NUMBER 38

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC# 3065-08/09)

TYPE OF SERVICE: Equine Veterinary Care

FUNDING SOURCE: Police General Fund

Original Amount: \$30,000.00 PSC Duration: 7-1-09 - 6-30-10
Modification Amount \$60,000.00 PSC Duration: 7-1-10 - 6-30-12
Total Amount \$90,000.00 Total PSC Duration: 7-1-09 - 6-30-12

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The San Francisco Police Department Mounted Unit patrols Golden Gate Park and the City streets on horseback. They also police demonstrations, special events and ceremonies. The Veterinarian will provide routine and emergency medical care for up to twenty horses. This averages fifteen visits per year. The veterinarian will also perform pre purchase horse examinations.

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

This service is necessary in order to keep the horses healthy and ready to provide services to the citizens of San Francisco. If the horses do not receive routine and emergency medical care, they may become sick or lame and the Mounted Unit will be unable to carry out its required duties. Additional expense will be incurred to replace the unserviceable horses.

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

This service was provided through PSC# 3065-08/09.

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):

UAPD [Signature] 1-13-10
Union Name Signature of person mailing/faxing form Date

Local 1021 and 21 [Signature]
Union Name Signature of person mailing/faxing form Date

RFP sent to [Signature], on [Date] Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Must be a licensed Equine Veterinary Doctor.

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

None. Class 2292 Shelter Veterinarian works at Animal Care and Control and does not provide medical treatment to horses.

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

Contractor has specialized medical equipment and facilities for diagnosis, treatment and extended care.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Service is needed on an as needed basis, and Class 2292 Shelter Veterinarian does not provide medical treatment for horses.

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

No, the amount of work varies. The number of required hours depends upon the number of horses in the Mounted Unit and their condition.

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

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

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

Signature of Departmental Personal Services Contract Coordinator

Officer Shawn Wallace #1104

553-1096

Print or Type Name

Telephone Number

850 Bryant Street, Room #575

San Francisco, CA 94103

Address

MESSAGE CONFIRMATION

01/13/2010 06:23
ID=SFPD LEGAL DIVISION

DATE	S,R-TIME	DISTANT-STATION ID	MODE	PAGES	RESULT
01/13	00'49"	5107638756	CALLING	02	OK 0000

UAPD

01/13/2010 06:22 SFPD LEGAL DIVISION → 915107638756 NO.242 001

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 2, 2010

DEPARTMENT NAME: Police DEPARTMENT NUMBER 38

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

TYPE OF REQUEST:
 INITIAL REQUEST MODIFICATION (PSC# 3065-08/09)

TYPE OF SERVICE: Equine Veterinary Care

FUNDING SOURCE: Police General Fund

Original Amount:	<u>\$30,000.00</u>	PSC Duration:	<u>7-1-09 - 6-30-10</u>
Modification Amount:	<u>\$60,000.00</u>	PSC Duration:	<u>7-1-10 - 6-30-12</u>
Total Amount:	<u>\$90,000.00</u>	Total PSC Duration:	<u>7-1-09 - 6-30-12</u>

DESCRIPTION OF WORK

A. Concise description of proposed work:

San Francisco Police Department Mounted Unit patrols Golden Gate Park and the City streets on horseback. They also provide demonstrations, special events and ceremonies. The Veterinarian will provide routine and emergency medical care for up to twenty horses. This averages fifteen visits per year. The veterinarian will also perform pre purchase horse examinations.

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

This service is necessary in order to keep the horses healthy and ready to provide services to the citizens of San Francisco. If the horses do not receive routine and emergency medical care, they may become sick or lame and the Mounted Unit will be unable to carry out its required duties. Additional expense will be incurred to replace the unserviceable horses.

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 PSC#):

Service Commission indicates most recent PSC# 3065



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

March 18, 2010

NOTICE OF CIVIL SERVICE COMMISSION ACTION

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4093-09/10 THROUGH 4101-09/10; 4092-09/10 AND 4102-07/08.

At its meeting of March 15, 2010 the Civil Service Commission had for its consideration the above matter.

PLEASE NOTE: *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.*

It was the decision of the Commission to:

- (1) Approve request for proposed personal services contract #4096-09/10 on the condition that the Department of Public Works engage in discussions with SEIU Local 1021. Should SEIU continue to have concerns about the contract, it may be put back on calendar for further discussion and action at the next regular meeting of April 5, 2010. In no case will the approval of the contract be delayed beyond the April 5, 2010 meeting. Notify the offices of the Controller and the Office of Contract Administration.
- (2) Approve request for proposed personal services contract #4097-09/10 on the condition that contact be made with SEIU Local 1021 within 24 hours to address concerns they have with the PSC. In addition, that a response be provided to Local 1021 by the Recreation and Parks Department within the following 24 hours addressing their concerns after which the conditions of the Civil Service Commission approval would have been met. Notify the offices of the Controller and the Office of Contract Administration.
- (3) Approve request for proposed personal services contracts on all remaining contracts. Notify the offices of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

c: Cynthia Avakian, Airport Commission
Micki Callahan, Human Resources Director
Gordon Choy, Department of Public Works
Jacquie Hale, Department of Public Health
Mary Ng, Department of Human Resources
Shawn Wallace, San Francisco Police Department
Commission File
Chron

POSTING FOR
3/1/2010

PROPOSED PERSONAL SERVICES CONTRACTS
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION

Dept No	PSC No	Dept Description	Approval Type	Change	Contract Amount	Description of Work	Duration
38	4092-09/10	Police	Modification	\$60,000	\$90,000	The Veterinarian will provide routine and emergency medical care for up to twenty horses that are part of the San Francisco Police Department Mounted Unit. Routine services average fifteen visits per year. The Veterinarian will also perform pre-purchase horse examinations.	6/30/2012
82	4102-07/08	Public Health	Modification	\$4,000,000	\$6,000,000	Will provide medical transportation services between medical facilities or a patient's home on an on-call basis, available 24 hours a day, 7 days a week. Contractor(s) may transport ambulatory or non-ambulatory patients to and from medical facilities utilizing specialized vehicles. Transportation services include patient discharges from San Francisco General Hospital, Public Health Centers or Laguna Honda Hospital; transporting voluntary mental health cases to appropriate psychiatric centers; providing Department with taxi vouchers or scripts for non-emergency services.	12/31/2018

51545

PERSONAL SERVICES CONTRACT SUMMARY

DATE: November 3, 2011

DEPARTMENT NAME: Police DEPARTMENT NUMBER 38

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

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

TYPE OF SERVICE: Horseshoeing for Police Horses

FUNDING SOURCE: General Fund

PSC AMOUNT: \$140,000 PSC DURATION: July 1, 2012 – June 30, 2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Shoeing and trimming the hooves of each police horse, once every six weeks, for a herd of up to twenty police horses. Contractor must also be able to advise on any possible horses that may be fit for possible purchase by the SFPD. Contractor will be available for emergency calls to replace thrown shoes, and to consult with the veterinarian regarding special or corrective needs.

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

The service is necessary to ensure that the hooves are in good condition for riding. If a horse is not shod, it can not be ridden and the SFPD Mounted unit would not be able to perform Police duties for the citizens of San Francisco. Consequences of denial would be that the horse would become lame and require medical care or euthanasia.

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

This service was provided through PSC 4127-05/06

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

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

Local 1021 *Shantel Will* November 3, 2011
Union Name Signature of person mailing/faxing form Date

Union Name Signature of person mailing/faxing form Date

RFP sent to Local 1021, on November 3, 2011 *Shantel Will*
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4091-11/12
STAFF ANALYSIS/RECOMMENDATION:

DEC 14 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Ability to shoe and trim horses hooves. Ability to use anti slip alloy and borium on horseshoes.

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

Class 3310 Stable Attendant cares for the horses but does not have the training and expertise to perform the work.

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

Yes, specialized horseshoeing tools and furnace.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The City does not possess the tools and the furnace required to do this work.

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

No, the amount of work varies. The number of required hours depends upon the number of horses in the Mounted Unit and the condition of their hooves and shoes.

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

- | | <u>Yes</u> | <u>No</u> |
|--|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> • Describe the training and indicate approximate number of hours. • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. | | |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Service is out to bid at this time. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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

Signature of Departmental Personal Services Contract Coordinator

Officer Shawn Wallace #1104

553-1096

Print or Type Name

Telephone Number

850 Bryant Street

San Francisco, CA 94103

Address



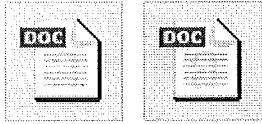
PSC and RFP for Horseshoeing for Police Horses.

Thursday, November 3, 2011 7:19 AM

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

To: "pattie tamura" <pattie.tamura@selu1021.org>, "ed warshauer" <ed.warshauer@selu1021.org>, Brook.Demmerle@selu1021.org

2 Files (356KB)



Horsesho... Horsesho...

Please see attached PSC and Request for Proposal for Horseshoeing for Police Horses.

Thanks
Shawn

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



GAVIN NEWSOM
MAYOR

POLICE DEPARTMENT
CITY AND COUNTY OF SAN FRANCISCO
THOMAS J. CAHILL HALL OF JUSTICE
850 BRYANT STREET
SAN FRANCISCO, CALIFORNIA 94103-4603



GEORGE GASCÓN
CHIEF OF POLICE

MEMORANDUM

DATE: January 5, 2011
TO: DHR PSC Coordinator
Department of Human Resources (Dept. 33)
FROM: Officer Shawn Wallace #1104, PSC Coordinator
San Francisco Police Department (Dept. #38)
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4127-05/06 Approval Date: June 5, 2006

Description of Service(s): Contractor provides shoeing and trimming of the hooves of each horse assigned to the Police Departments Mounted Patrol. Contractor is available to respond to emergency calls to replace thrown shoes and to consult with the veterinarian regarding special or corrective needs.

Original Approved Amount:	<u>\$150,000</u>	Original Approved Duration:	<u>7-1-06 -- 6-30-11</u>
Modification Amount:	<u>\$30,000</u>	Modification of Duration:	<u>7-1-11-6-30-12</u>
Total Amount as Modified:	<u>\$180,000</u>	Total Duration as Modified:	<u>7-1-06 -- 6-30-12</u>

Reason for the modification:

Contract option is being renewed for one year. 7-1-11 = 6-30-12

Attachment: Copy of Approved PSC Summary

.....
FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 1/6/11

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 9, 2006.

DEPARTMENT NAME: Police DEPARTMENT NUMBER 38

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

TYPE OF REQUEST:
X INITIAL REQUEST [] MODIFICATION (PSC# [])
Horseshoeing for Police Horses

TYPE OF SERVICE: Police General Fund

FUNDING SOURCE: \$150,000.00 PSC DURATION: 7-1-06-6-30-11

PSC AMOUNT: PSC DURATION:

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Horses must have properly maintained hooves in order to be ridden. The work includes: Shoeing and trimming the hooves of each Police Horse, once every six weeks, for a herd of up to twenty Police Horses. Vendor must be available for emergency calls to replace thrown shoes, and to consult with the Veterinarian regarding special or corrective needs.

B. Explain why this service is necessary and the consequences of denial. This service is necessary to ensure that the hooves are in good condition for riding. If a horse is not shod, it cannot be ridden, and the Mounted Unit would be unable to perform Police duties for the citizens of San Francisco. Consequences of denial would be that the horses would become lame, and require medical care or euthanasia.

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 through PSC # 3042-04/05.

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

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

SEIU #790

5-9-06

Union Name Signature of person mailing / faxing form Date

Union Name Signature of person mailing / faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

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

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise. Ability to shoe and trim horses hooves. Ability to use anti slip alloy, and borium on horseshoes.

B. Which, if any, civil service class normally performs this work? The class 3310 Stable Attendant cares for the horses, but does not have the training and expertise to perform this work.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: The City does not possess the tools and furnace required to do this work.

B. Would it be practical to adopt a new civil service class to perform this work? Explain: No, the amount of work needed varies. The number of required hours depends upon the number of horses in the Mounted Unit and the condition of their hooves and shoes.

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

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

Yes No

B. Will the contractor train City and County employees?

X

- 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?

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:

Shawn Wallace

Signature of Departmental Personal Services Contract Coordinator

Officer Shawn Wallace
Print or Type Name

553-1096
Telephone Number

Hall of Justice, Room 575
850 Bryant Street
San Francisco, Calif. 94103



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

June 7, 2006

GAVIN NEWSOM
MAYOR

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 1006-06/07
THROUGH 1010-06/07, 4123-05/06 THROUGH 4128-05/06,
4020-04/05, 4088-04/05 AND 4098-03/04.

LINDA RICHARDSON
PRESIDENT

At its meeting of June 5, 2006 the Civil Service Commission had for its consideration the above matter.

THOMAS T. NG
VICE PRESIDENT

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

ALICIA D. BECERRIL
COMMISSIONER

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

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRANO
COMMISSIONER

CIVIL SERVICE COMMISSION

KATE FAVETTI
Executive Officer

KATE FAVETTI
EXECUTIVE OFFICER

Attachment

c: Parveen Boparai, Municipal Transportation Agency
Gordon Choy, Department of Public Works
Philip Ginsburg, Human Resources Director
Ed Harrington, Controller
Elizabeth Jacobi, Department of Human Resources
Richard Kimball, Recreation & Park
Naomi Little, Office of Contract Administration
John Marquez, Airport Commission
Patti Martin, Department of Human Resources
Anne Marie Monroe, Airport Commission
Emily Morrison, Department of Human Resources
Jonathan Nelly, Department of Human Resources
Marc Rosaaen, Department of Telecommunications & Info Services
Shawn Wallace, San Francisco Police Department
Commission File
Chron

POSTING FOR
June 5, 2006

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
4125-05/06	90	Public Works	Regular	\$3,000,000.00	Will provide as-needed professional architectural design services for public building projects including but not limited to design and production documents for renovation, relocation, and adaptive re-use existing City owned facilities.	30-Sep-09
4126-05/06	75	Telecommunications & Information Services	Regular	\$60,000.00	Will modify the TeleWeb system, which is a Web-based software package that allows employees to see their phone bills and other telephony charges, to add additional web-enabled features to facilitate data management and security.	31-Dec-06
4127-05/06	38	Police	Regular	\$150,000.00	Will shoe and trim the hooves of each Police Horse, once every six weeks, for a herd of up to twenty Police Horses.	30-Jun-11
4128-05/06	27	Airport Commission	Regular	\$220,000.00	Will provide bus service between SFO and San Francisco to the north and Palo Alto to the south. This is a late night service that operates 7 days per week between the hours of 12:45 a.m. and 6:00 a.m.	30-Jun-07

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 11/16/2011 (30-day Union Notice)
1/09/2012 (to DHR)

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

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

TYPE OF SERVICE: Capital Project Control Systems Support Services (CS-224)

FUNDING SOURCE: Various SFPUC Capital Improvement Programs and projects Including Sewer System Improvement and Hetchy Improvements programs and projects

PSC AMOUNT: \$9,000,000 PSC DURATION: 2/06/2012 to 2/06/2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The scope of work is to augment, assist and support Program Controls & Support Bureau (PCSB) staff in the administration, improvement and programming of PCSB's Primavera-based Program Control System to integrate it with various other databases, and generate reports and update capital program and project data. (This is not to provide scheduling and cost estimating services.)

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

The development of a cost control tracking system, implementation of customized dashboards to track project cost & schedule, and support of SFPUC's capital planning is the responsibility of PCSB. Manpower with specialized expertise in system integration is required to augment City staff. Failure to meet these objectives would impact the ability of the SFPUC to successfully complete SSIP and other critical capital improvement programs and projects on time and within the schedule.

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

The PCSB group does not have staff with the required expertise to perform this work. Similar services have been provided in the past utilizing PSC No. 4173-07/08 (CS-939A&B).

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

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

Handwritten signature of Shamica Jackson

L21
Union Name

Shamica Jackson
Signature of person mailing/faxing form

11/16/2011 (30-day Union Notice)
1/09/2012 (to DHR)
Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4092-11/12

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

1) Extensive knowledge with Oracle/ Primavera products (P6 & OPPM), 2) Java scripts programming, 3) experienced with design and analysis of Oracle, Microsoft SQL, and Microsoft Access data bases, and 4) specialized in integrating data among various databases.

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

1041 IS Engineer-Assistant; 1042 IS Engineer-Journey; 1043 IS Engineer-Senior; 1044 IS Engineer-Principal; 1051 IS Business Analyst-Assistant; 1052 IS Business Analyst; 1053 IS Business Analyst-Senior; 1054 IS Business Analyst-Principal

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The tasks associated with this work are specialized. It has been difficult to recruit city resources with specialized skill sets for tasks related to customization and integration of P6 and OPPM products with other databases to meet PUC's needs.

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

No. Consultants are not needed after program integration is completed. Maintenance of the system will be performed by Civil Service Classes (1041, 1042, 1043, 1044, 1051, 1052, 1053, 1054) after improvements are made.

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. Ongoing plus (16 x 4) = 64 hours, the consultant will work with City Staff to integrate off the shelf software to benefit SFPUC's Infrastructure Bureau, transferring that knowledge as part of the integration so that maintenance of the software and its future use is preserved by City Staff.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. (1) 5602, (1) 5601(1) 104X IS Engineer series, (1)105X, IS Bus. Analyst.

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

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

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

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

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

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

415-554-0727

Print or Type Name

Telephone Number

1155 Market Street, 9th Floor

San Francisco, CA 94103

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 5/19/08

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

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

TYPE OF SERVICE: Professional services for Program and Project Controls, schedule and cost control (CS-939)
 FUNDING SOURCE: Program and project specific (Water System Improvement Program (WSIP) and other capital projects)
 PSC AMOUNT: \$20,000,000 PSC DURATION: 10/1/2008 to 9/30/2014

1. DESCRIPTION OF WORK:

A. Concise description of work: The scope of work is to assist and support Program Controls staff in program and project scheduling, CPM scheduling, forecasting, change control, systems integration, cost controls, cost estimating, and other program/project controls related services.

B. Explain why this service is necessary and the consequences of denial: The development, maintenance, monitoring, controlling and reporting of project /program level schedules and budgets are the responsibility of Program Controls and Support Bureau (PCSB). Manpower with expertise in scheduling and cost estimating is required to augment SFPUC staff. Failure to meet these objectives would impact the ability of SFPUC to successfully complete WSIP and other critical capital improvement projects on time and within budget.

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 SFPUC personnel, and consultant staff under CS-765 (Approval No. PSC 4069-04/05) in the past; however, this contract authority will be depleted in November 2008, and the current work load demand continues to exceed staff capacity. The consultant would augment PCSB staff at the same level as under the current contract, and as required (approximately a 50/50 ratio of City staff to consultant staff). After completion of the WSIP, the City staff will remain, and consultant staff will be released.

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

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

Local 21 Shamica Jackson 5/19/08
 Union Name Signature of person mailing/faxing form Date

 Union Name Signature of person mailing/faxing form Date

RFP sent to _____ on _____
 Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# _____

STAFF ANALYSIS/RECOMMENDATION:
 CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: 1) skill and expertise in CPM Scheduling, 2) experience in implementing Earned Value Method for progress reporting, 3) proficient in utilizing P3, P3e and Expedition, 4) expertise in cost engineering and estimating, and 5) experience with change management/control.

B. Which, if any, civil service class normally performs this work? Associate Civil Engineer (5207), Full Engineer (5241) & Utilities Specialist (5602)

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

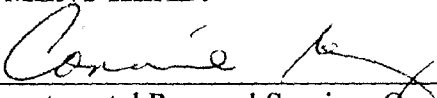
A. Explain why civil service classes are not applicable: The civil service classes listed above is applicable; however, consultants are needed to meet peak workload level as PCSB continues to hire a few additional City staff. Hiring consultant to augment City staff in PCSB during peak will allow us to avoid layoffs after completion of the WSIP.

B. Would it be practical to adopt a new civil service class to perform this work? Explain No, project is scheduled to end in 2014. Consultants will not be needed after that time.

5. ADDITIONAL INFORMATION (if yes, attach explanation)

- | | YES | NO |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City & County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City & County employees?
<i>Describe the training and indicate approximate number of hours. Indicate occupational type of City & County employees to receive training (i.e., clerks, civil engineers, etc) and approximate number of hours to be trained.</i> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? 12/15/03 PUC Res.# 03-0245. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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



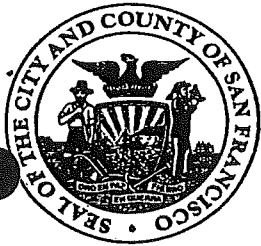
 Signature of Departmental Personal Services Contract Coordinator
 Connie Chang (415) 554-3497

 Print or Type Name Telephone

1155 Market Street, 9th Floor

 San Francisco, CA 94103

 Address



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

YU-YEE WU SHERIDAN
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

June 20, 2008

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 1007-08/09 THROUGH 1009-08/09; 2004-07/08 THROUGH 2007-07/08; 4173-07/08 THROUGH 4181-07/08 AND 4049-05/06.

At its meeting of June 16, 2008 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

- (1) Postpone PSC #2005-07/08 through 2007-07/08 to the meeting of July 7, 2008 by mutual agreement of the Department of Public Health, SEIU Local 1021 and IFPTE Local 21.
- (2) Adopt the Human Resources Director's report on PSC #2004-07/08 as amended. Notify the offices of the Controller and the Purchaser.
- (3) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c:
- Cynthia Avakian, San Francisco International Airport
 - Micki Callahan, Human Resources Director
 - Connie Chang, Public Utilities Commission
 - Gordon Choy, Department of Public Works
 - Eugene Clendinen, District Attorney
 - Maureen Gannon, Sheriff's Department
 - Nancy Gonchar, Arts Commission
 - Jacque Hale, Department of Public Health
 - Shamica Jackson, Public Utilities Commission
 - Jennifer Johnston, Department of Human Resources
 - Naomi Kelly, Office of Contract Administration
 - Joan Lubamersky, Administrative Services
 - Sheila Maxwell, Department of Telecommunications and Information Services
 - Jonathan Nelly, Department of Human Resources
 - Ben Rosenfield, Controller
 - Commission File
 - Chron

POSTIN - FOR
June 16, 2008

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS


PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
1007-08/09	6	Sheriff Department	Annual	\$200,000.00	Will provide timely transportation of prisoners throughout California and the United States, pursuant to court orders or lawful arrest warrants. Transportation could possibly include required overnight lodging of the prisoners.	30-Jun-09
1008-08/09	6	Sheriff Department	Annual	\$700,000.00	Will provide electronic home detention/monitoring services for inmates who qualify for home detention as an alternative to jail incarceration.	30-Jun-09
1009-08/09	6	Sheriff Department	Annual	\$190,000.00	Will facilitate an evaluation process; develop logic model and performance indicators; conduct the evaluation and present findings; and make recommendations to all stakeholders involved.	19-Jul-09
2004-07/08	4	District Attorney's Office	Continuing	\$90,000.00	Will provide services women and transgender individuals who have experience sexual exploitation and violence. The special focus is low-income drug addict women and girls who are currently in the criminal justice system.	30-Jun-09
2005-07/08	81	Public Health	Continuing	\$300,000,000.00	Will provide the following services to residents of San Francisco affected by HIV: case management, advocacy, mental health, psychosocial support, benefits eligibility, money management/representative payee, and transportation/vouchers.	30-Jun-18
2006-07/08	81	Public Health	Continuing	\$140,000,000.00	Will provide HIV Prevention programs, including individual risk reduction prevention targeting behavioral risk populations; evaluation of prevention case managements and outreach.	30-Jun-18
2007-07/08	81	Public Health	Continuing	\$110,000,000.00	Will provide the following services to residents of San Francisco affected by HIV: comprehensive primary/clinical health care; TB-related diagnosis, monitoring, treatment, prevention education, community support, and training/technical assistance.	30-Jun-18
CS-939 4173-07/08	40	San Francisco Public Utilities Commission	Regular	\$20,000,000.00	Will provide support to Program Controls staff in program and project scheduling, CPM scheduling, forecasting, change control, systems integration, cost controls, cost estimating, and other program/project controls related services.	30-Sep-14
DB-117 4174-07/08	40	San Francisco Public Utilities Commission	Regular	\$2,650,000.00	Will provide services to design, permit, supply, install and commission three (3) fully integrated and operational solar PV systems.	31-Aug-09
PS-108 4175-07/08	40	San Francisco Public Utilities Commission	Regular	\$150,000.00	Will provide bait, trap, dispatch and removal of feral pigs from watershed lands to control the pig population on the Alameda and Peninsula Watersheds.	30-Jul-11

Ryan, Maria

From: Jackson, Shamica <SJackson@sflower.org>
Sent: Monday, January 09, 2012 3:53 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; 1021@seiu.org; Baker, Deborah; Bowman, Lora; Brenner, Joe; Byrne, Kyra; Carter, Kim; Demmerle, Brook; DHR-PSCCoordinator, DHR; Domingo, Kofo; Jackson, Prentiss; Jackson, Shamica; Jenkins, Sharon; Jones, LaWan; Kyaun, Florence; L21PSCReview; Lee, Tedman C; Louie, Ging; McGee, Bonita; Scott, David E; Tamura, Pattie ; Warshauer, Ed ; Wong, Larry; Yun, Pauson
Subject: CS-224, PSC Summary Form (Initial Request)
Attachments: CS-224 PSC Form to DHR 01092012.pdf
Importance: High

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-224, Capital Project Control Systems Support Services, initial request for \$9,000,000 and duration to February 6, 2018.**
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. The 30-day period expired on December 16, 2011. Local 21 met with SFPUC staff on December 21, 2011.**
4. For **February 6, 2012** 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@sflower.org

 Please consider the environment before printing this email

Ryan, Maria

From: Jackson, Shamica <SJackson@sfgwater.org>
Sent: Wednesday, November 16, 2011 11:35 AM
To: Larry Wong; Joe Brenner; Jackson, Prentiss; Lee, Tedman C; Ging Louie; Isen, Carol; DHR-PSCCoordinator; L21PSCReview; Degrafinried, Alaric; Yun, Pauson
Subject: 30 DAY NOTICE PRIOR TO DHR: CS-224 draft PSC to Unions for review
Attachments: CS-224 DRAFT PSC FORM TO UNIONS 11162011.DOC

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

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 5, 2011

DEPARTMENT NAME: Mayor's Office of Housing DEPARTMENT NUMBER 25

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

TYPE OF REQUEST:
 INITIAL REQUEST MODIFICATION (PSC# 4000-09/10)

TYPE OF SERVICE: Title and Escrow Services

FUNDING SOURCE: Local Bond Fees

Original Amount:	<u>\$180,000</u>	PSC Duration:	<u>July 1, 2009 – June 30, 2011</u>
1 st Modification	<u>\$0</u>	1 st PSC Duration:	<u>July 1, 2009 – March 30, 2012</u>
2 nd Modification	<u>\$0</u>	2 nd PSC Duration:	<u>March 30, 2012 – March 30, 2015</u>
	<u>\$180,000</u>	Total PSC Duration:	<u>69 months</u>

Total Amount

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Processing title changes for below market rate condominium conversion low/moderate income homeowners according to precise instructions from the City and County of San Francisco. Recording closing documents and ensuring completeness. Disbursing and collecting escrow fees when appropriate.

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

This scope of work is mandated by newly enacted legislation – Board Of Supervisors Ordinance No. 320-08. Denial of this service may result in legal action against the City. (Please see attached memo explaining the need for extending the duration of the contract)

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

This service has not been provided in the past.

D. Will the contract(s) be renewed: Only if legislation requiring this service is renewed or extended.

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

<u>n/a</u>	_____	_____	_____
Union Name	Signature of person mailing/faxing form	Date	

<u>n/a</u>	_____	_____	_____
Union Name	Signature of person mailing/faxing form	Date	

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4000 - 09/10
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Knowledge and ability to set up escrow; oversee and coordinate complex real estate title changes for a maximum of 300 individually owned units in which the City has a regulatory interest.

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:

Contractors will utilize their own existing equipment, staff and IT systems to meet the requirements of the specified scope of work.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There are currently no civil service classes that perform this function, as it is not a service normally provided by the City.

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

No. This is a service that has been mandated by legislation for a limited time (24 months) for a limited number of people in a City program.

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

- | | Yes | No |
|--|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> • Describe the training and indicate approximate number of hours. • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. | | |
| C. Are there legal mandates requiring the use of contractual services? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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

Signature of Departmental Personal Services Contract Coordinator

Oliver Hack

415-701-5512

Print or Type Name

Telephone Number

1 South Van Ness Ave

SF, CA 94103

Address

**MAYOR'S OFFICE OF HOUSING
CITY AND COUNTY OF SAN FRANCISCO**



**EDWIN M LEE
MAYOR**

**OLSON LEE
DIRECTOR**

To: DHR- PSC Coordinator
From: Oliver Hack – Chief Operating Officer, MOH *EA*
Re: Extension of Duration for PSC 4000-09/10
Date: January 5, 2012

On December 1, 2009, the Mayor's Office of Housing entered into a professional services contract with Chicago Title Company to provide escrow and title services for the implementation of Ordinance #320-08 as it relates to the Condo Conversion Below Market Rate Program. The contract was entered into with an expiration date of June 30, 2011 and a contract amount of \$180,000.

With the assistance of Chicago Title, MOH successfully met its Ordinance-mandated deadline of January 18, 2011 and processed 76 transactions. To date, MOH has expended \$43,745 toward this contract.

A lawsuit objecting to various aspects of the Ordinance was filed at Federal Court on May 13, 2009 and later re-filed at State Court on August 6, 2010. There are currently 65 named plaintiffs in the case who were granted a preliminary injunction and waiver to the Ordinance deadline of January 18, 2011.

On June 15, 2011 the professional services contract was amended and extended to accommodate the processing of applications for these owners, if they should choose to apply for one of the available options in the Ordinance. On Tuesday, January 3, 2012, MOH began receiving applications from plaintiffs to begin executing their options under the Ordinance necessitating additional time to process these applications.

As this legal matter is ongoing, MOH's single family (homeownership) division expects to have escrow and title search needs into the foreseeable future.

MOH is therefore requesting to extend PSC #4000-09/10 for an additional 3 years to meet this need. Please note, as the total contract amount has not been surpassed, we are not currently seeking to modify the approved contract amount.

REQUEST FOR CORRECTION TO APPLICANT FINGERPRINT SUBMISSION

PLEASE ATTACH A COPY OF THE BCII 8016, REQUEST FOR LIVE SCAN SERVICE FORM

TRANSACTION INFORMATION (MANDATORY)

Submitting Agency ORI: A0543 ATI No: I350FLM895

Submitting Agency Name: CITY & COUNTY OF SF DEPT. OF HUM Transaction Date: 12-16-2011

Applicant Name: MICHAEL E FLAHERTY Applicant Date of Birth: 12-06-1962

INFORMATION TO BE CORRECTED (Attach additional sheets if necessary)

Field: SS #

Incorrect Information: 572-45-5839

Correct Information: 572-45-5893

Field: _____

Incorrect Information: _____

Correct Information: _____

Field: _____

Incorrect Information: _____

Correct Information: _____

REQUEST SUBMITTED BY

Transmitting Agency Agency Name: CITY & COUNTY OF SF DEPT. OF H LSID No. _____

Operator Name: _____ Certification No. _____

Submitting Agency Agency Name: CITY & COUNTY OF SF DEPT. OF HUMAN RESOURCES

Contact Person Name: MARTIN ISIDRO

Contact Person Telephone Number: 415-557-4851

MAIL OR FAX TO

California Department of Justice
Bureau of Criminal Identification and Information
Applicant Processing Program
PO Box 903417
Sacramento, CA 94203-4170

Fax: 916-227-2000

Telephone: 916-227-3823

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 10, 2012

DEPARTMENT NAME: Port of San Francisco DEPARTMENT NUMBER 39

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

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC# 4098-07/08)

TYPE OF SERVICE: Professional Services for marine, structural, and electrical engineering, architecture, landscape architecture, irrigation design, construction cost estimating and public art design, and other related services necessary to design and secure entitlements for a major waterfront public space.

FUNDING SOURCE: Port Capital Funds

Table with 4 columns: PSC AMOUNT, Original Amt, Mod Amt #1-3, Total Amount, PSC DURATION, Original Duration, Duration Mod #1-3, Total Duration.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Evaluate and design from concept through construction observation, a proposed 1.3 acre public space to be built adjacent to the historic seawall and within San Francisco Bay in the South Beach neighborhood.

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

The Brannan Street Wharf Project is moving forward with bidding and construction. The design agreement with Winzler & Kelly / Structus (Joint Venture) included, but did not authorize Phase 3 Bid and Construction Support Services, as it was unclear if the Project would move beyond final design. Now that the project is moving ahead, the services of the engineer of record are required for clarifying the design, responding to questions on the design, reviewing contractor submittals, responding to contractor RFI's, providing structural observation and general design oversight, and providing necessary re-design. These support services are necessary part of the overall Construction Management required for the Project. Authorizing Phase 3 Bid and Construction Support Services, plus contingency of 10% will increase the agreement amount bringing the total to \$1,906,276.

The time extension is based on the estimated construction completion date with contingency. During final design, it was apparent that project funding was insufficient. To help close the gap, the Port sought and obtained funding from the Federal Government for the removal of Pier 36. The funds include restrictions and require the Pier 36 removal portion to be a US Army Corps of Engineers Project. Seeking and accepting the funds, negotiating an agreement with USACE, and having USACE execute the removal project has resulted in an approximately 1 year delay for the overall Brannan Street Wharf Project.

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

In the past similar type of services were provided by consultants. Examples include the Downtown Ferry Terminal (PSC #4118-97/98); Hyde Street Harbor (PSC #4107-96/97); and the Public Boat Ramp (PSC #4033-95/96). All these projects relied on outside consulting teams which is necessary for the marine engineering components to be coordinated with other architecture and engineering needs of the project.

D. Will the contract(s) be renewed:

The need to renew this contract is not anticipated.

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

IFPTE, Local 21 Union Name Signature of person mailing/faxing form Date 01/10/2012

PSC # 4098-07/08

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4098-07/08

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Marine, structural, and electrical engineering, architecture, landscape architecture, irrigation design, construction cost estimating and public art design, and other related services necessary to design and secure entitlements for a major waterfront public space.

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

5268 - Architect (IFPTE, Local 21)

5218 - Structural Engineer (IFPTE, Local 21)

5274 - Landscape Architect (IFPTE, Local 21)

5241 - Engineer (IFPTE, Local 21)

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:

Size of project and coordination with services not provided by City classifications require services of a single design team.

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

No. The limited demand for this type of work would not justify adoption of a new civil service class.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

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

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

Lavena Holmes
Signature of Departmental Personal Services Contract Coordinator

Lavena Holmes
Print or Type Name

(415) 274-0305
Telephone Number

Pier 1 - The Embarcadero
San Francisco, CA 94111
Address

Ryan, Maria

From: Lorceli.Braganza@sfport.com
Sent: Tuesday, January 10, 2012 3:06 PM
To: kcarter@; L21PSCReview@ifpte21.org
Cc: DHR-PSCCoordinator, DHR; Holmes, Lavena
Subject: PSC Modification - Professional Services for marine, structural, and electrical engineering...
Attachments: PSC 4098 - 0708 Modification 011012.pdf

For your review... please see attached Modification of Personal Services Contract Summary for: PSC #4098-07/08

Type of Service: Professional Services for marine, structural, and electrical engineering, ...

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

(See attached file: PSC 4098 - 0708 Modification 011012.pdf)

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

PORT of San Francisco


Human Resources * Pier 1, San Francisco, Ca 94111 * Tel 415-274-0422 * Fax 415-274-0583 * TTY 415-274-0587



MEMORANDUM

DATE: January 5, 2012

TO: Maria Ryan, Personal Services Contract Coordinator
Department of Human Resources

FROM: Elaine Forbes, Chief Financial Officer, Port of San Francisco *for* 
Layena Holmes, Human Resources Manager
Port of San Francisco (Dept #39)

RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No:	<u>4098 - 07/08</u>	Approval Date:	Initial Rqst Approval: <u>02/19/2008</u> Modif #1 Rqst Apprvl: <u>02/05/2009</u>
Description of Service(s):	Will provide services necessary to design and secure entitlements for a proposed 1.3 acre public space to be built adjacent to the historic seawall at a major waterfront within San Francisco Bay in the South Beach neighborhood.		
Original Approved Amount:	<u>1,200,000.00</u>	Original Approved Duration:	<u>02/01/2008 - 02/01/2012</u>
Modification Amount #1:	<u>500,000.00</u>	Duration Modif #1:	<u>02/01/2008 - 02/01/2013</u>
Modification Amount #2:	<u>100,000.00</u>	Duration Modif #2:	<u>02/01/2008 - 12/31/2013</u>
Total Amount as Modified:	<u>\$1,800,000.00</u>	Total Duration as Modified:	<u>02/01/2008 - 12/31/2013</u>

Reason for the modification:

The Brannan Street Wharf Project is moving forward with bidding and construction. The design agreement with Winzler & Kelly / Structus (Joint Venture) included, but did not authorize Phase 3 Bid and Construction Support Services, as it was unclear if the Project would move beyond final design. Now that the project is moving ahead, the services of the engineer of record are required for clarifying the design, responding to questions on the design, reviewing contractor submittals, responding to contractor RFT's, providing structural observation and general design oversight, and providing necessary re-design. These support services are necessary part of the overall Construction Management required for the Project.

The time extension is based on the estimated construction completion date with contingency. During final design, it was apparent that project funding was insufficient. To help close the gap, the Port sought and obtained funding from the Federal Government for the removal of Pier 36. The funds include restrictions and require the Pier 36 removal portion to be a US Army Corps of Engineers Project. Seeking and accepting the funds, negotiating an agreement with USACE, and having USACE execute the removal project has resulted in an approximately 1 year delay for the overall Brannan Street Wharf Project.

Attachment: Copy of PSC 4098 - 07/08
Copy of CSC approval (initial), 02/19/2008
Copy of DHR approval (modification #1), 02/05/2009

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved Not Approved

Approval Date: 1 / 9 / 12

By: 
~~FOR~~ Micki Callahan, Human Resources Director



Gavin Newsom
Mayor

Micki Callahan
Human Resources Director

MEMORANDUM

09 FEB -9 PM 2:44
PERSONNEL OFFICE
SAN FRANCISCO
PORT COMMISSION

Date: February 05, 2009

To: *MHW* Davena Holmes-Williams
Human Resources Manager

From: Mary Ng, DHR Personal Services Contract Analyst

Subject: Approval of Amount Increase and Extension of Time Duration for the Port of San Francisco Department Personal Services Contract #4098-07/08

This is to confirm that your request to extend the duration of time to February 2013, and increase the amount from \$1,200,000 to \$1,700,000 for Personal Services Contract #4098-07/08 has been approved.

If you have any questions, please contact me at (415) 557-4957.



Ms. Mary Ng
Contracts Manager/PSC Analyst
Department of Human Resources
1 South Van Ness, 4th Floor
San Francisco, CA 94103

RE: Personal Services Contract Modification – PSC 4098 – 07/08

Dear Ms. Ng:

Please modify PSC 4098-07/08 to increase the amount and extend the duration as follows:

Original PSC Amount:	\$1,200,000
Modification Amount:	\$ 500,000
Total Amount:	\$1,700,000

Original PSC Duration:	February, 2008 – February, 2012
Modified Duration:	February, 2012 – February, 2013
New PSC Duration:	February, 2008 – February 2013

*Requested modification
for contract amount and for
duration less than 50%.
Approved by 2/4/09*

A copy of the PSC is attached for your reference.

Thank you for your assistance with this contract modification. Please call me at 274-0421 if you have any questions.

Very truly yours,

Lavena Holmes-Williams
Human Resources Manager
Port of San Francisco

Attachment: PSC Summary

09 FEB -3 AM 8:12

PERSONAL SERVICES CONTRACT SUMMARY

COPY

DATE: January 22, 2008

DEPARTMENT NAME: PORT OF SAN FRANCISCO DEPARTMENT NUMBER 39

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

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

TYPE OF SERVICE : Professional Services for marine, structural, and electrical engineering, architecture, landscape architecture, irrigation design, construction cost estimating and public art design, and other related services necessary to design and secure entitlements for a major waterfront public space.

FUNDING SOURCE Port Capital funds

PSC AMOUNT: \$ 1,200,000 PSC DURATION: February, 2008 - February, 2012

1. DESCRIPTION OF WORK:

A. Concise description of proposed work:

Evaluate and design from concept through construction observation, a proposed 1.3 acre public space to be built adjacent to the historic seawall and within San Francisco Bay in the South Beach neighborhood.

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

Design requires close coordination between several design fields and construction cost estimating to design a public space to be built over the water, which includes a public float for use by small craft and human powered watercraft. Construction over the water requires unique engineering experience for designing floating structures that must conform to tidal and bay currents, and significant wave action in this unsheltered location. The project program including construction over the water and a public float for docking craft is required by the Port's agreement with the Bay Conservation and Development Commission (BCDC). Construction of the required open spaces allows the Port's revenue generating uses to go forward and qualify for permits from BCDC. The revenue projects are necessary for the Port to carry out its State mandated mission of providing for maritime services and facilities that attract people to the waterfront. Denial may place at risk the Port's ability to fulfill this State mandated mission.

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):

In the past similar type of services were provided by consultants. Examples include the Downtown Ferry Terminal (PSC #4118-97/98); Hyde Street Harbor (PSC #4107-96/97); and the Public Boat Ramp (PSC #4033-95/96). All these projects relied on outside consulting teams which is necessary for the marine engineering components to be coordinated with other architecture and engineering needs of the project.

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

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

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Row 1: IFPTE, Local 21, Peter C. Waddle, 1/22/08. Row 2: (blank), (blank), (blank).

RFP sent to: Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4098-07/08 April 2/19/08 STAFF ANALYSIS/RECOMMENDATION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise

Marine, structural, and electrical engineering, architecture, landscape architecture, irrigation design, construction cost estimating and public art design, and other related services necessary to design and secure entitlements for a major waterfront public space.

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

- Class 5268 Architect
- Class 5274 Landscape Architect
- Class 5218 Structural Engineer
- Class 5241 Civil 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:

Size of project and coordination with services not provided by City classifications require services of a single design team.

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

No. The limited demand for this type of work would not justify adoption of a new civil service class.

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?

X

- 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?

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:

Janet L. Reed

Signature of Departmental Personal Services Coordinator

Lavena Holmes-Williams

Print or Type Name

415-274-0421

Telephone Number

Pier 1

San Francisco, CA 94111

Address



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

SAN FRANCISCO
PORT COMMISSION
08 FEB 22 PM 2:44
PERSONNEL OFFICE

February 21, 2008

NOTICE OF CIVIL SERVICE COMMISSION ACTION

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4095-07/08
THROUGH 4102-07/08; AND 4127-02/03.

At its meeting of February 19, 2008 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to: 1) Adopt the Human Resources Director's report on PSC #4097-07/08 with the stipulation that the Municipal Transportation Agency annually report to the Commission on the selection of and work performed by the actuaries. Notify the offices of the Controller and the Purchaser; 2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c: Parveen Bopara, Municipal Transportation Agency
- Micki Callahan, Human Resources Director
- Nancy Gonchar, Arts Commission
- Jacque Hale, Department of Public Health
- Lavena Holmes-Williams, Port
- Jennifer Johnston, Department of Human Resources
- Galen Leung, San Francisco International Airport
- Sheila Maxwell, Department of Telecommunications & Information Services
- Jonathan Nelly, Department of Human Resources
- Jeannie Wong, Office of the Controller
- Commission File
- Chron

POSTIN - FOR
February 19, 2008

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

4085-07/08	27	Airport Commission	Regular	\$1,100,000.00	Will design, develop, install and implement an integrated solution for managing ground transportation information from radio frequency identification (RFID) transponders on commercial vehicles at the Airport.	31-Mar-11
4086-07/08	28	Art Commission	Regular	\$150,000.00	Will provide services for artworks in the collection of the City and County of San Francisco, including, transportation, packing, storing of fine art, installation of artworks, design and fabrication of pedestals and cases.	31-Dec-12
4097-07/08	35	Municipal Transportation Agency	Regular	\$600,000.00	Will provide a detailed actuarial study outlining the economic value of wages and benefit liabilities based on the provisions of the existing labor contracts in accordance with Governmental Accounting Standards Board (GASB) 46 will be conducted annually.	30-Jun-13
4098-07/08	39	Port of San Francisco	Regular	\$1,200,000.00	Will provide services necessary to design and secure entitlements for a proposed 1.3 acre public space to be built adjacent to the historic seawall at a major waterfront within San Francisco Bay in the South Beach neighborhood.	28-Feb-12
4099-07/08	75	Telecom & Information Services	Regular	\$10,000,000.00	Will provide an upgrade to the City's existing wireless communications network to standard's based 800MHz Project 25 infrastructure.	19-Feb-10
4100-07/08	75	Telecom & Information Services	Regular	\$206,000.00	Will provide transportation for printed checks among several City offices daily, semi-monthly, and monthly. The City's checks are printed at the Datacenter at 1 Market Plaza.	31-Dec-12
4101-07/08	75	Telecom & Information Services	Regular	\$2,600,000.00	Will provide system software and special technical support services for the City's mainframe.	30-Nov-10
4102-07/08	81	Department of Public Health	Regular	\$2,000,000.00	Will provide medical transportation services between medical facilities or a patient's home on an on-call basis. Contractor(s) may transport ambulatory or non-ambulatory patients to and from medical facilities utilizing specialized vehicles.	31-Dec-12

POSTIA FOR
February 19, 2008

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

4127-02/03	9	Controller	Regular	\$400,000.00	\$795,000.00	Will work with the State Controller's staff in the research and preparation of detailed SB-80 cost claims on behalf of the City & County to recover costs related to compliance with state mandates.	30-Jun-13
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5 11 11