City and County of San Francisco

Edwin M. Lee Mayor



Department of Human Resources

Micki Callahan Human Resources Director

Date:

March 3, 2012

To:

The Honorable Civil Service Commission

Through:

Micki Callahan

Human Resources Director

From:

Cynthia Avakian, AIR Gordon Choy, DPW Kendall Gary, DT Shamica Jackson, PUC

William Lee, DEM Brent Lewis, DHR Joan Lubamersky, GSA

Subject:

Personal Services Contracts Approval Request

This report contains ten (10) 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*
\$47,296,164	\$2,050,603	\$500,234,475

*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- PSC #4003-11/12 for \$500,000 for Temporary Parking Restriction Signage was withdrawn by SFMTA on 7/28/11
- PSC#4053-11/12 for \$3.4million for Design for University Mound North Basin Upgrades was withdrawn by PUC on 11/15/11
- PSC#4060-11/12 for \$500,000 for Lighting Design Services Build LED Streetlight Conversion was withdrawn by PUC on 11/21/11
- Modification of PSC#4097-08/09 for \$2.2million for regional water and energy washing machine rebate program was withdrawn on 11/30/11
- PSC#4075-11/12 for \$1.5million for Outreach and Marketing Services Power Enterprise withdrawn by PUC on 1/9/12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 3/5/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept PSC No No. Dept Name	Approval Contract Type Amount		Description of Work	Duration
4093-11/12	33	4093-11/12 33 Human Resources	Regular	\$12,500,000	Contractor will provide complete workers' compensation adjusting services, including investigation and adjudication of claims, data recording, payment processing, support of both litigation and rehabilitation processes, case estimate evaluation and preparation of reports.	9/1/2012 _ 8/31/2017
4094-11/12	40	Public Utilities Commission	Regular	\$2,200,000	The San Francisco Public Utilities Commission (SFPUC) is seeking professional consulting services from vendor with expertise and experience in Sharepoint solutions built upon the Microsoft stack. The Sharepoint environment requires the following features to be established: Develop a design for the infrastructure to meet the long term needs of the SFPUC; Assist in selecting a core set of tools (workflows, lists, libraries, etc.); and Assist in creating an enterprise structure and a Governance Group that would lead the SFPUC with its technical resources and develop policies, procedures, and management tools to ensure the solutions remain stable and meets the SFPUC's needs.	3/5/2012 _ 3/5/2014

Total Amount - Regular: \$14,700,000

POSTING FOR

3/5/2012

MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION PROPOSED PERSONAL SERVICES CONTRACTS

PSC No DeptNo	tNo Dept Description	Approval Type	Modified Amount	Cumulative Total	Description of Work	Start Date - End Date
4017-09/10 40	Public Utilities Commission	Regular	\$20,000,000	\$29,000,000	As-needed services in the areas of wastewater; stormwater; knowledge management; asset management; environmental, hazardous materials, and regulatory compliance; and health and safety.	11/1/2009 - (2/31/2017
				·		
4021-07/08 70	General Services Agency	Regular	\$186,588	\$959,763	OLSE is exercising an option in our contract to continue implementation of an employee outreach and education program on the City's labor laws. Primary activities are: community outreach program, employee workshops and trainings, and counscling and referal services. The program will continue to be conducted in as many languages as possible with a particular emphasis on disadvantaged and minority groups.	[1/15/2007 - 1/31/2013
4165-07/08 70	General Services Agency	Regular	\$1,037,081	\$1,797,781	Under CA Labor Code Section 1776 And SF Admin. Code Section 6.22 (E) all construction contractors working under octinacts issued by the City of Can Francisco awarding bodies and performing work covered by prevailing wage requirements are required to provided certified payroll records (CPRs) to the City. The Office of Labor Standards Enforcement (OLSE) desires to exercise its option to extend a contract with a vendor to provide a software license (subscription to their services) for their web based electronic proprietary certified payroll reporting system hosted on their secure server. The system verifies pay rates or flags and communicates potential violations. Vendor will provide training to City contractors and City employees on use of the system.	7/1/2008 - 6/30/2015
4101-07/08 75	Dept of Technology	Regular	Q ₩	\$2,981,509	The contractor provide system software and special technical support services for the City's mainframe in the following areas: operating system (OS) system upgrades and customization; CICS (customer information control system) transaction server migration, Web-to-Host implementation, exploration of USS (Unix System Services) features, and technical system support for FAMIS (Financial Accounting Management Information System), the City financial and budgeting system.	12/1/2007 - 6/30/2015
4108-08/09 77	Emergency Management	Regular	\$1,772,495	\$3,947,495	The software known as ECAD, for E911 Computer Assisted Dispatch, occasionally requires enhancements or modifications to its software that runs the dispatch program for E911 calls. The modifications/enhancements improve the data collected by or displayed to E911 call takes and dispatchers. Two examples being 1) The ability to playback the historical movement of selected AVL units during a specific period of time; 2) Ability to send multiple messages to medical units on a call.	3/2/2009 -12/31/2014
<u></u>						

Posting Date: February 17, 2012

Page 1 of 2

CCSF: DHR PCSCP Posting

MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION PROPOSED PERSONAL SERVICES CONTRACTS

PSC No DeptNo Dept Description		Approval Type	Modified e Amount	Cumulative Total	Description of Work	Start Date - End Date
4047-07/08 90 Public Works		Regular	\$3,600,000	\$6,298,000	The consultant will provide as-needed environmental, scientific and laboratory consultation services to provide rapid and cost effective resolution of environmental issues encountered in maintenance dredging, dredge spoil disposal, hydrographic survey, coastal engineering and regulatory negotiations. Consultants will review project plans, perform field surveys and sampling activities, perform specialized laboratory analyses, develop reports and assist in regulatory negotiations. Individual CSOs will define job/task specific scopes of work. Two (2) Master Agreements were awarded under the original PSC. DPW intends to award four (4) new Master Agreements under this PSC modification.	1/1/2008 - 1/30/2018
4085-08/09 90 Public Works		Regular	\$3,000,000	\$6,500,000	Consultants will perform highly specialized geotechnical engineering tasks that include conducting geotechnical field explorations, investigations, and laboratory testing; supplemental testing such as seismic borehole logging, seismic refraction profiling, and corrosion testing and evaluation; preparing reports for new and existing building/bridge foundations; recommendations for designing foundation systems, excavation support and underpinning systems, retaining wall systems, embankments, and ground improvement such as grouting, deep soil mixing and dewatering; and other geotechnical/geological consultation related work. The Department of Public Works (DPW) had previously awarded three (3) as-needed contracts at \$1,000,000 each, and intends to award three (3) additional as-needed	4/15/2009 - [2/31/2017
4149-07/08 90 Public Works		Regular	\$3,000,000	87,000,000	The Consultant will provide resident engineers, field engineers, inspectors, specialty engineers, office engineers, scheduling engineers, public outreach staff, construction management support, field office administrative staff, supplemental construction services and other as-needed services to be determined for various types of engineering work on an as-needed basis. Four (4) contracts for \$1,000,000 each were previously awarded under this PSC. The Department of Public Works (DPW) intends to award an additional four (4) Master Agreements, each not-to-exceed \$750,000 for these as-needed services.	6/16/2008 - 6/16/2018
Sum of Modified Amounts:	d Amounts:	√)	\$32,596,164			

Posting Date: February 17, 2012

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

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

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

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

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

Joan Lubamersky General Services Agency One Dr. Carlton B. Goodlett Place Room 362 San Francisco, CA 94102

Table of Contents PSC Submissions

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PERSONAL SERVICES CONTRACT SUMM	IARY
DATE: January 5, 2011 February 13, 2012 - revised	THE DATE AT THE ATT ATT ATT ATT ATT ATT ATT ATT ATT AT
DEPARTMENT NAME: Department of Human Resources	_ DEPARTMENT NUMBER 33
TYPE OF APPROVAL: EXPEDITED	(OMIT POSTING)
CONTINUING ANNUAL	
TYPE OF REQUEST: ✓ INITIAL REQUEST MODIFICATION (PSC#)	
TYPE OF SERVICE: Third Party Administrator for Workers' Compensation Claims	s Administration
FUNDING SOURCE: Administration Budget of Workers' Compensation Section	
PSC AMOUNT: \$12,500,000 PSC DURATION: 09/1/2012 t	o 8/31/2017
A. Concise description of proposed work: Contractor will provide complete workers' compensation adjusting services, including investigate recording, payment processing, support of both litigation and rehabilitation processes, case exceports. B. Explain why this service is necessary and the consequences of denial: These services are necessary to handle the number of claims generated by City employees the	timate evaluation and preparation of at exceed the caseloads that can be
processed by the City's claims administration unit. Denial of this service would adversely affect requirements of the California Labor Code, and could jeopardize the City's license to self insuragenerally undermine the City's ability to control workers' compensation costs. C. Explain how this service has been provided in the past (if this service was Service Commission, indicate most recent personal services contract appreprious services were provided by Intercare Insurance Services under PSC#4064-04/05, app	e for workers' compensation and would previously approved by the Civil oval number):
D. Will the contract(s) be renewed: Subject to evaluation of contract performance and Department needs. 2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organistructions for specific procedures): Local 21 Union Name Signature of person mailing/faxing form MEA Union Name Signature of person mailing/faxing form	nnizations as appropriate (refer to 1/9/12 Original 2//3/12 Revision Date Date
RFP sent to, on	
Union Name Date	Signature
FOR DEPARTMENT OF HUMAN RESOURCE	**************************************
PSC# 4093-11/12	-iginal received Va/12
STAFF ANALYSIS/RECOMMENDATION:	evision received 413/12
CIVIL SERVICE COMMISSION ACTION:	With the same of t

	3,	DESCRIPTION	OF REQUIRED	SKILLS/EXPERTISE
--	----	-------------	-------------	------------------

A. Specify required skills and/or expertise:

Contractor must have expertise and experience in Workers' Compensation claims processing, adjusting and self-insured administration; and must have professional level staff who are ICA/IEA (or comparable) and SIP.

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

Civil Service Classifications that would normally perform this work include: 8141, Workers' Compensation Adjuster; 8165, Workers' Compensation Supervisor; 0932, Workers' Compensation Claims Manager; and 1209, Benefits Technician.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Contractor will maintain an office/storage space sufficient to house its staff and approximately 30,000 files.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: Civil Service Classifications are applicable.

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

No. Civil Service Classifications already exist. This service is necessary to supplement City Staff when caseloads exceed staffing capacity; when City Staff do not have adequate expertise and/or experience to process claims in a timely manner; and when claims are filed by staff members of the Workers' Compensation Division. The Third Party Administrator services will also be available should the City experience an emergency or natural disaster that will generate a spike in workers' compensation claims.

	1 S. Van Ness, 4 th Floor San Francisco, CA 94103		
	Print or Type Name Telephone Number		
	Brent Lewis 415-557-4944		
	Signature of Departmental Personal Services Contract Coordinator		·
	HE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BIEFARTMENT HEAD:	CHALF O	F THE
	contract with your department?		
	F. Will the proposed work be completed by a contractor that has a current personal services		
	E. Has a board or commission determined that contracting is the most effective way to provide this service?		V
	D. Are there federal or state grant requirements regarding the use of contractual services?		V
	C. Are there legal mandates requiring the use of contractual services?		V
	 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. 	· · · · · · · · · · · · · · · · · · ·	
	B. Will the contractor train City and County employees?		V
	A. Will the contractor directly supervise City and County employees?		V
5	ADDITIONAL INFORMATION (if "yes," attach explanation)	Yes	No

Address

From:

Lewis, Brent

Sent:

Monday, February 13, 2012 4:24 PM

To:

L21PSCReview@ifpte21.org; assistant@sfmea.com

Cc:

Ryan, Maria; DHR-PSCCoordinator, DHR

Subject:

RE: L21 PSC Review

Attachments:

DHR_TPA-Workers' Compensation_Rev.pdf

Hi,

Prior to the March CSC meeting, I have revised the attached PSC amount (Additional \$2.6M) and duration (Additional 1 year).

Thanks,

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

From: Lewis, Brent

Sent: Monday, January 09, 2012 12:27 PM

To: 'L21PSCReview@ifpte21.org'; 'assistant@sfmea.com'

Cc: Ryan, Maria; DHR-PSCCoordinator, DHR

Subject: L21 PSC Review

Hi Maria,

Attached for Union Review is the PSC Third Party Administrator for Workers' Compensation claims administration.

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

From:

Lewis, Brent

Sent:

Monday, January 09, 2012 12:27 PM

To:

L21PSCReview@ifpte21.org; assistant@sfmea.com

Cc:

Ryan, Maria; DHR-PSCCoordinator, DHR

Subject:

L21 PSC Review

Attachments:

DHR_TPA-Workers' Compensation.pdf

Hi Maria,

Attached for Union Review is the PSC Third Party Administrator for Workers' Compensation claims administration.

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

From:

Lewis, Brent

Sent:

Monday, January 09, 2012 2:03 PM

To:

 $staff@sfmea.com; \, DHR-PSCCoordinator, \, DHR$

Cc:

Ryan, Maria

Subject:

FW: L21 PSC Review

Attachments:

DHR_TPA-Workers' Compensation.pdf

Hi Maria,

Attached for Union Review is the PSC Third Party Administrator for Workers' Compensation claims administration.

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

- (•	
)ATE: January 24, 2005		
DEPARTMENT NAME: Department of Human Resour	rces DEPARTMENT NUMBER: 33	
TYPE OF APPROVAL: EXPEDITED	igthered REGULAR (OMIT POSTING $igcap$)	
CONTINUING	ANNUAL	
TYPE OF REQUEST:	MODIFICATION (PSC#)	
TYPE OF SERVICE: Third party administration of wo	rkers' compensation claims	
FUNDING SOURCE: General fund		
PSC AMOUNT: <u>\$7,000,000</u>	PSC DURATION: <u>2/1/2005 - 1/31/2008</u>	٠.
1. DESCRIPTION OF WORK		
A. Concise description of proposed work: Contract adjusting services, including investigation and a processing, support of the litigation and rehability preparation of reports.	djudication of claims, data recording, payment	
by the City's in-house claims administration uni beyond industry standards, would adversely affe	yees is significantly greater than what can be handle t. Denial of these services would result in caseloads ect the City's ability to meet benefit requirements of th ity's license to self insure for workers' compensation	ed far he
Civil Service Commission, indicate most recent	ne past (if this service was previously approved by the personal services contract approval number): These ministrator (TPA) since 1993. The most recent contra	
D. Will the contract(s) be renewed: Unknown at th	is time.	
2. <u>UNION NOTIFICATION</u> : Copy of this summary is (refer to instructions for specific procedures):	s to be sent to employee organizations as appropriate	
Union Name SEIU, Local 790 Union Name Signature of person mailing Signature of person mailing Signature of person mailing	1-24-05	
RFP sent to, on		
Union Name Date	Signature	***
	HUMAN RESOURCES USE	
PSC# 4064-04/05	Approved 9	
STAFF ANALYSIS/RECOMMENDATION:	In 3	
CIVIL SERVICE COMMISSION ACTION:	S S FORM 1	10106 3
·	rsc rokm1	<i>(3170)</i>

City and County of San Francisco

2	DESCRIPTION	OF BEOLIBED	SKILLS/EXPERTISE
5.	DESCRIPTION		OVITION

- A. Specify required skills and/or expertise: Workers' compensation claims processing, adjusting and self-insured administration.
- B. Which, if any, civil service class normally performs this work? Skilled staff possessing expertise in some aspects of services required includes 8141 Workers' Compensation Adjuster, 8165 Workers' Compensation Supervisor I, 8166 Workers' Compensation Claims Manager, and 1209 Benefits Technician classifications.
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Contractor will maintain an office and storage space sufficient to house its staff and approximately 30,000 files.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable: Based on a longstanding (1993) policy determination, the City has elected to maintain a dual workers' compensation claims administration function: an in-house claims administration division staffed by City employees, and an external third party administrator (TPA). While appropriate civil service classes exist, the City's caseload has been administered by both the City and a TPA since 1993. The City plans to form a task force during the term of this contract to review the efficacy of this arrangement.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain. No, appropriate classes exist.

5.	<u>ΑΓ</u>	DITIONAL INFORMATION (if "yes", attach explanation)	Yes	<u>No</u>	
	A.	Will the contractor directly supervise City and County employees?		\boxtimes	
	B.	Will the contractor train City and County employees?		\boxtimes	
		 Describe training and indicate approximate number of hours. 		•	,
,		Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained.			
	C.	Are there legal mandates requiring the use of contractual services?		\boxtimes	
	D.	Are there federal or state grant requirements regarding the use of contractual services?			
	E.	Has a board or commission determined that contracting is the most effective way to provide this service?		\boxtimes	
	Ė.	Will the proposed work be completed by a contractor that has a current personal services contract with your department?			
TH	IE A	ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE	ON BEH	ALF OF	THE

Signature of Departmental Personal Services Contract Coordinator

Ferre N. No

<u>Kerry K. Ko</u> <u>44 Gough Street</u> San Francisco, CA 94103

DEPARTMENT HEAD:

<u>415-557-4875</u> Telephone Number



PERSONAL SERVICES CONTRACT SUMMARY DATE: 12/16/2011 (30-day Union Notice)						
DEPARTMENT NAME: San Francisco Public Utilities Commission	DEPARTMENT NUMBER 40					
TYPE OF APPROVAL: EXPEDITED	(OMIT POSTING)					
TYPE OF REQUEST: ✓ INITIAL REQUEST MODIFICATION (PSC#)						
TYPE OF SERVICE: Business Intelligence Solutions on a Consolidated Wareh	ouse using Sharepoint					
FUNDING SOURCE: Information Technology Services Operating Budget	· · · · · · · · · · · · · · · · · · ·					
PSC AMOUNT: \$2,200,000 PSC DURATION: 03/05/2012 t	to 03/05/2014					
1. DESCRIPTION OF WORK A. Concise description of proposed work: The San Francisco Public Utilities Commission (SFPUC) is seeking professional countries and experience in Sharepoint solutions built upon the Microsoft starequires the following features to be established: Develop a design for the infrast needs of the SFPUC; Assist in selecting a core set of tools (workflows, lists, librarienterprise structure and a Governance Group that would lead the SFPUC with its policies, procedures, and management tools to ensure the solutions remain stable. B. Explain why this service is necessary and the consequences of denial: The focus of SFPUC is Business Intelligence, Automation of Records Retention and Disk Drives, Replace our "Currents" Intranet, Develop Sharepoint Systems, and Interpreted to the past (if this service was previce Commission, indicate most recent personal services contract approximately the contract of the past (if this service was previce Commission, indicate most recent personal services contract approximately the contracts Administration. D. Will the contract(s) be renewed: Unknown at this time.	nck. The Sharepoint environment ructure to meet the long term ies, etc.); and Assist in creating an stechnical resources and develop and meets the SFPUC's needs. Ind Archiving, Replacing Shared Enable Collaboration Websites. Dreviously approved by the Civil val number):					
2. <u>UNION NOTIFICATION</u> : Copy of this summary is to be sent to employee organ instructions for specific procedures): L21 Shamica Jackson	nizations as appropriate (refer to 12/16/2011 (30-day Union Notice) 02/01/2012 (to DHR)					
Union Name Signature of person mailing/faxing form	Date					
FOR DEPARTMENT OF HUMAN RESOURCE PSC#						
CIVIL SERVICE COMMISSION ACTION:						

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

A. Specify required skills and/or expertise:

See Supplemental Attachment A.

No.

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

1042-IS Engineer Journey, 1043-IS Engineer Senior, 1044-IS Engineer Principal

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service Classes are not applicable because employees in the 1040 series do not have all the skills listed in question 3A. Also, SFPUC employees in the aforementioned class series currently do not have the skills listed in question 3A. SFPUC staff has checked with the Department of Public Works, the Department of Public Health and the Controller's Office.

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

No,	o, we are looking for specialized skills which do not exist at this time.		
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 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. 		
	In class instruction will be provided to internal staff, classes 1042, 1043, 1044, 1053, 1054, 10. There will be approximately 40 hours of classroom training. There will also be mentoring of going basis, approximately 100 hours. This does not include the overview and informational will be held.	f staff on	an on
	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
	HE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHA EPARTMENT HEAD:	ALF OF	THE
DΕ	DIANTIMENT HEAD:		1
	Signature of Departmental Personal Services Contract Coordinator		
	Shamica Jackson 415-554-0727		
	Print or Type Name Telephone Number		

A. DEGRAFINRIED

1155 Market Street, 9th Floor San Francisco, CA 94103 Address

Supplemental Attachment A:

- Microsoft Certified Information Technology Professional (MCITP)
- Certified Information Systems Security Professional (CISSP)
- Microsoft Certified Professional (MCP)
- Microsoft Certified Technology Specialist (MCTS)
- Microsoft Certified Solution Developer (MCSD)
- Previous Experience Installing Sharepoint Preferably Within a Government Setting

From:

Jackson, Shamica <SJackson@sfwater.org>

Sent:

Wednesday, February 01, 2012 5:07 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; 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, Larrry; Yun, Pauson

Cc:

Sadler, Oli; Tison, Beth D

Subject:

Business Intelligence Solutions on a Consolidated Warehouse using Sharepoint, PSC

Summary Form (Initial Request)

Attachments:

Business Intelligence PSC Form to DHR 02-01-2012.pdf

Importance:

High

- 1. For Engineering Resources Committee: Attached for your review is the PSC1, Summary Form for Business Intelligence Solutions on a Consolidated Warehouse using Sharepoint, initial request for \$2,200,000 and duration to March 5, 2014.
- 2. For DHR: We will forward to you for posting upon notification of L21 and other applicable unions.
- 3. Thirty-day Union notification required? If no, please explain. Yes. The 30-day period expired on January 16, 2012.
- 4. For March 5, 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@sfwater.org

A Please consider the environment before printing this email

From:

Jackson, Shamica <SJackson@sfwater.org>

Sent:

Friday, December 16, 2011 4:16 PM

To:

Jackson, Prentiss; Isen, Carol; DHR-PSCCoordinator, DHR; Degrafinried, Alaric;

L21PSCReview; Louie, Ging; Brenner, Joe; Wong, Larrry; pcovington@ifpte21.org

Cc:

Tison, Beth D; Salmon, Ken; Sadler, Oli; Angel, Rosiana

Subject:

30 DAY NOTICE PRIOR TO DHR: Business Intelligence draft PSC to Unions for review

Attachments:

Business Intelligence PSC Form.doc

Importance:

High

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

Shamica L. Jackson

San Francisco Public Utilities Commission Contract Administration Bureau

1155 Market Street, 9th Floor

San Francisco, CA 94103

voice: 415-554-0727

fax: 415-554-3225

email:sjackson@sfwater.org

P Please consider the environment before printing this email

PERSONAL S	ERVICES CONTRA		Human Resources
DATE: 10/27/2011 (30-day Union Notice) 1/12/2012 (to DHR)	EXVICES CONTRA	CI SUMMARI	
DEPARTMENT NAME: San Francisco Publ	lic Utilities Commissi	on DEPARTM	ENT NUMBER 40
TYPE OF APPROVAL: EXPEDITED CONTINUING		REGULAR (OMIT POS ANNUAL	TING)
TYPE OF REQUEST: INITIAL REQUEST MODIFIC	CATION (PSC# 4017	7-09/10)	
TYPE OF SERVICE: Wastewater & Stormw	ater Technical Servi	ces	
FUNDING SOURCE: SFPUC Wastewater E	nterprise, Capital and	l Operating Budgets	
Original Amount: \$ 9,000,000 (CS-955)	PSC Duration:	2/14/0 11/01/2009 to 10/31/201	
Mod#1 Amount \$20,000,000 (CS-203)	Mod. 1 Duration:	3/05/2012 to 12/31/2017	
Total Amount \$29,000,000	Total PSC Duration:	11/01/2009 to 12/31/201	7
 DESCRIPTION OF WORK A. Concise description of proposed work: 			
As-needed services in the areas of: wastewater	; stormwater; knowle	edge management; asset n	anagement:
environmental, hazardous materials, and regula			
B. Explain why this service is necessary an See Supplemental Attachment A.	d the consequences of	denial:	
C. Explain how this service has been prov Service Commission, indicate most rec			proved by the Civil
These as-needed services have been provided in	the past by SFPUC	Contract No. CS-955; PSC	C No. 4017-09/10.
D. Will the contract(s) be renewed: N	O		
2. <u>UNION NOTIFICATION</u> : Copy of this sum	many is to be sent to a	nnlavos arcenizations as ar	numamiata (mafamta
instructions for specific procedures):	mary is to be sent to er	iipioyee organizations as ap	opropriate (refer to
		yelhom	
7.04	J. Malling		(30-day Union Notice)
Union Name Signature of		1/12/2012	
Officer Name Signature of	person mailing/faxing	; form	Date
		•	
**************************************			*****
PSC# 4017-09/10 FOR DEPAR	TMENT OF HUMAN	RESOURCES USE Rece	sived V12/12 mk
STAFF ANALYSIS/RECOMMENDATION:			ark
164			
CN/II CEDVICE COMMOSION ACTION		•	
CIVIL SERVICE COMMISSION ACTION:			

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Specialized and technical skills related to wastewater utility operations and management including specially licensed sanitary engineers, combined sewer systems management and planning expertise, hydrologic modeling, regulatory compliance, specialized laboratory services, geotechnical analysis, water quality analyses, process optimization, and risk assessment.

- B. Which, if any, civil service class normally performs this work? See Supplemental Attachment A.
 - C. Will contractor provide facilities and/or equipment not currently possessed by the City? NO If yes, explain:
- 4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
 - A. Explain why civil service classes are not applicable:

See Supplemental Attachment A.

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

No. It would not be practical to adopt a new civil service class to perform this work due to the highly specialized technical nature of the services required (wastewater treatment strategy options analyses; storm water infrastructure and low impact analysis; sewer failure analysis and modeling; etc.), state of the industry standards, and the projects' short-term schedules. However, SFPUC will continue to evaluate possible training of City staff to provide these highly technical services and the use of available staff at other Departments in the future.

				(if "yes," attach exp			. <u> </u>	Yes ·	No
	A.	Will the com	ractor directly s	supervise City and Cou	unty employ	/ees?	, L		X
	В.	Will the con	ractor train City	and County employe	es?				X
		 Describe 	the training and	indicate approximate	number of	hours.			
				e of City and County			e., clerks,		
	٠.	civil engi	neers, etc.) and	approximate number t	o be trained	l.			
	C.	Are there leg	al mandates req	uiring the use of contr	ractual serv	ices?			X
	D.	Are there fee	leral or state gra	nt requirements regard	ding the use	of contractual service	ces?		X
	Ε.	Has a board	or commission of	letermined that contra	cting is the	most effective way	· .	χĪ	
		to provide th	is service? SFP	UC Contract Advert	isement Re	port for June 23, 20	109 Commis	ssion M	leeting.
	F.		oosed work be c your departme	ompleted by a contrac nt?	tor that has	a current personal se	ervices		X
ГН	E A	BOVE INFO	RMATION IS	SUBMITTED AS CO		AND ACCURATE	ON BEHA	LF OI	THE
DE	PAR	RTMENT HE	AD:		Jackson.	•			
				7 Values	#				
				217 45 - 122 - 2 117 112					
		4	Signature of	of Departmental Person	nal Services	Contract Coordinate	or		
			Shom	ica Jackson		415-554-0727			
				r Type Name		Telephone Numbe	<u></u>		
			111110	Type Name		relephone rumbe	L		
				1155 Market S	Street, 9 th F	loor	-		
				San Francis	co, CA 941	03			
				Ado	dress				

B. MCGEE PSC FORM 1 (9/96)

Supplemental Attachment A:

1. DESCRIPTION OF WORK

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

Federal and State environmental and regulatory agencies require permits, compliance and reporting actions by Wastewater Enterprise for its operations and maintenance activities. The increased frequency of some maintenance activities is due largely to the aging of the wastewater infrastructure and new regulatory requirements. The services to be provided by these contracts include, but are not limited to: environmental and regulatory compliance wastewater and stormwater sampling; chronic toxicity testing and analyses; staff development, training and certification/licensing; knowledge management; facility useful life and life cycle assessment and analyses; and low impact design (LID) storm water project development & policy development. City staff does not have the specialized knowledge or skills necessary to provide these services. Denial of these proposed contract services may lead to facility unplanned shutdowns and fines from the regulatory agencies and other civil penalties.

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

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

The following classes (employed at SFPUC) provide expertise for a portion of the proposed work needed for this project, but cannot provide the highly specialized "state of the industry" expertise required in its entirety: 2484 – Biologist III, 2485-Supv. Biologist, 2488-Supv. Chemist, 5211-Senior Engineer/Architect, 5212-Principal Engineer/Architect, 5602-Utility Specialist, and 6138-Industrial Hygienist. To further maximize the use of existing City staff, SFPUC utilizes specialized expertise (hydrology engineers, mechanical engineers, planners, etc.) from other departments, when staffing is available, through work orders (e.g. – Department of Public Works, City Planning, etc.) to augment existing staff expertise. Wastewater Enterprise has currently budgeted over \$4 Million for the 2011-2012 fiscal years for the staffing augmentation from other departments. However, the current workload of staff in these other departments does not always allow for their use by SFPUC and, therefore, these contracts are necessary to complete the time sensitive projects.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The SFPUC is currently utilizing existing staff and civil service classes in other departments (e.g. – 5211, 5212, etc.) through work orders, when necessary. The SFPUC is currently providing training to City staff and will continue to do so in order to deliver some of these services. However, periodically, some tasks require very specific technical expertise (e.g. low impact design; modeling for storm water facilities; toxicity screening for effluent discharges; etc.) that City employees cannot provide; necessitating the use of contracted as-needed services.

From: Sent:

Jackson, Shamica <SJackson@sfwater.org>

To:

Thursday, January 12, 2012 5:45 PM 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, Larrry; Yun,

Pauson

Subject: Attachments: CS-203, PSC Summary Form (Modification Request)
CS-203 PSC Summary Form to DHR 01-12-2012.pdf

Importance:

High

- 1. For Engineering Resources Committee: Attached for your review is the PSC1, Summary Form for CS-203, Wastewater & Stormwater Technical Services, PSC No. 4017-09/10 modification request for \$20,000,000 and duration to December 31, 2017.
- 2. For DHR: We will forward to you for posting upon notification of L21 and other applicable unions.
- 3. Thirty-day Union notification required? If no, please explain. No. This is a modification to an already approved PSC by the Civil Service Commission. Local 21 reviewed this PSC and met with SFPUC staff.
- 4. For March 5, 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@sfwater.org

A Please consider the environment before printing this email



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

MEMORANDUM

DATE:

December 9, 2011

TO:

Maria Ryan, DHR-PSC Coordinator

Department of Human Resources (Dept. 33)

FROM:

David E. Scott, PSC Coordinator

San Francisco Public Utilities Commission (Dept. # 40)

RE:

Request for Administrative Approval of PSC Modification (less

than 50%)

PSC No:

4017-09/10

CSC Approval Date:

07/20/2009 (Original)

Description

of Service(s):

Specialized and technical as-needed services in the areas of wastewater and storm water services; asset management services; security, asset control and emergency response services; environmental, hazardous materials and waste, and regulatory compliance services; health and safety services; specialized technical operation/maintenance services; and Enterprise operations and management services (CS-955).

Amount:	\$ 9,000,000	Original Approved Duration:	07/20/2009 to 10/31/2014
Modification One	\$ 0		
Amount:			12/13/2011 to
		Modification of Duration:	02/14/2015
Total Amount as Modified:	\$ 9,000,000	Total Duration as Modified:	07/20/2009 to 02/14/2015

Reason for the modification:

This modification will align the approved Civil Service authority with the term in the executed contract.

Attachments: Copy of PSC Summary sent to DHR.

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION:

Approved

Approval Date:

12/12/11

の⁽²⁾ Micki Callahan, Human Resources Director

Edwin M. Lee Mayor

Francesca Vietor President

> Anson Moran Vice President

Ann Moller Caen Commissioner

> **Art Torres** Commissioner

Vince Courtney Commissioner

Ed Harrington General Manager



PERSONAL SERVICES CONTRACT SUMMARY
DATE: <u>6/17/2009</u>
DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40
TYPE OF APPROVAL: EXPEDITED
CONTINUING ANNUAL
TYPE OF REQUEST: MODIFICATION (PSC#)
TYPE OF SERVICE: Specialized and Technical As-Needed Wastewater Services - (CS-955)
FUNDING SOURCE: SFPUC Wastewater Enterprise, Capital and Operating Budgets
PSC AMOUNT: \$9,000,000 PSC DURATION: 11/01/2009 to 10/31/2014
 DESCRIPTION OF WORK A. Concise description of proposed work: Specialized and technical as-needed services in the areas of wastewater and storm water services; asset management services; security, asset control and emergency response services; environmental, hazardous materials and waste, and regulatory compliance services; health and safety services; specialized technical operation/maintenance services; and Enterprise operations and management services.
2. <u>UNION NOTIFICATION</u> : Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):
L21, L39 and L856 Shamica Jackson Mamin Jackson 06/24/2009
Union Name Signature of person mailing/faxing form Date
FOR DEPARTMENT OF HUMAN RESOURCES USE PSC# STAFF ANALYSIS/RECOMMENDATION:
CIVIT SEDVICE COMMISSION ACTION:

aat A

City and County of San Francisco

Department of Human Resources

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

A. Specify required skills and/or expertise:

Specialized and technical skills related to wastewater utility operations and management including specially licensed sanitary engineers, combined sewer systems management and planning expertise, hydrologic modeling, regulatory compliance, specialized laboratory services, geotechnical analysis, water quality analyses, process optimization, risk assessment, sustainability analysis, performance assessment, and health and safety services.

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

The following classes (employed at SFPUC) provide expertise for a portion of the proposed work needed for this project, but cannot provide the highly specialized "state of the industry" expertise required in its entirety: 5209-Industrial Engineer, 5212-Principal Engineer, 7373-Senior Stationary Engineer,, 2478-Senior Sewage Treatment Chemist, 5602-Utility Specialist, 2464-Senior Microbiologist, and 6139-Senior Industrial Hygienist. To further maximize the use of existing City staff, SFPUC utilizes specialized expertise (hydrology engineers, mechanical engineers, etc.) from other departments, when staffing is available, through work orders (e.g. – Department of Public Works) to augment existing staff expertise. However, the current workload of staff in these other departments does not always allow for their use by SFPUC and, therefore, these contracts are necessary to complete the time sensitive projects.

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 SFPUC is currently utilizing existing staff and civil service classes in other departments through work orders, when necessary. However, periodically, some tasks require very specific technical expertise (e.g. low impact design for storm water facilities) that City employees cannot provide; necessitating the use of contracted as-needed services. The SFPUC is currently providing training to City staff and will continue to do so in order to deliver some of these services.

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

No. It would not be practical to adopt a new civil service class to perform this work due to the highly specialized technical nature of the services required (wastewater treatment strategy options analyses; storm water infrastructure and low impact analysis; sewer failure analysis and modeling; etc.) However, SFPUC will continue to evaluate possible training of City staff to provide these highly technical services in the future.

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

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

B. Will the contractor train City and County employees?

• Describe the training and indicate approximate number of hours.

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

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

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

E. Has a board or commission determined that contracting is the most effective way to provide this service? SFPUC Contract Advertisement Report for June 23, 2009 Commission Meeting.

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

1155 Market Street, 9th Floor San Francisco, CA 94103 Address

415-554-0727

Telephone Number

Shamica Jackson

Print or Type Name



SAN FRANCISCO PUBLIC UTILITIES COMMISSION

1155 Market St., 11th Floor, San Francisco, CA 94103 • Tel. (415) 554-3155 • Fax (415) 554-3161 • TTY (415) 554.3488



WATER
WASTEWATER
POWER

TO:

Ann Moller Caen, Commission President

F. X: Crowley, Commissioner Vice President

Francesca Vietor, Commissioner

Juliet Ellis, Commissioner

ANN MOLLER CAEN

GAVIN NEWSOM MAYOR

F. X. CROWLEY VICE PRESIDENT THRU:

Ed Harrington, General Manager

Harlan Kelly Jr. Assistant General Manager, Infrastructure

FRANCESCA VIETOR COMMISSIONER

FROM:

Ivy Fine, Director of Contracts

JULIET ELLIS COMMISSIONER

DATE:

June 16, 2009

ED HARRINGTON GENERAL MANAGER

SUBJECT:

Contract Advertisement Report: June 23, 2009 Meeting

PROFESSIONAL SERVICES:

Contract Number and Title:

Estimated Cost of Services:

CS-955, Specialized and Technical As-Needed Wastewater Services

\$9,000,000

Program

Wastewater Enterprise 5-Year CIP

Proposal Evaluation Process:

The evaluation process will consist of three (3) phases (written proposal, panel interview & overhead & profit schedule). The points allocated for each phase of the evaluation will be fifty (50) points for the written proposal phase, thirty-five (35) points for the oral interview phase, and fifteen (15) points for the overhead & profit schedule, for a total weight of one-hundred (100) points.

Estimated date of advertisement:

July 21, 2009

Description of contract work:

Contract work consists of specialized and technical as-needed services in the areas of wastewater and storm water services; management improvement services; asset management services; specialized technical operation/maintenance services; security, asset control and emergency response services; environmental, hazardous materials and waste, and regulatory compliance services; and health and safety services.

Project Manager:

Marla Jurosek

Jackson, Shamica

From:

Jackson, Shamica

Sent:

Wednesday, June 24, 2009 3:58 PM

To:

'shatch@local39.org'

Cc:

Ng. Mary

Subject:

FW: CS-955, PSC Summary Form

Importance: High

Attachments: CS-955 PSC Summary Form to DHR 062409.doc

From: Jackson, Shamica

Sent: Wednesday, June 24, 2009 3:29 PM

To: Byrne, Ed; Divine, Peg; Eavis, Ernie; Elwin, Harvey; Isen, Carol; Jindal, Roop; Sadden, Brian; Wang, Jane; Baker, Deborah; Bowman, Lora; 'Brenner, Joe'; 'Chapman, Jet'; 'Delcampo, Frank'; Domingo, Kofo; Jackson, Shamica: Kyaun, Florence; 'Louie, Ging'; McGee, Bonita; Morrison, Emily M.; Ng, Mary; Rockett, Briggette; Scott, David E; Yun, Pauson; 'kohair@iuoe-local39.org'; 'Jlanthier@ibt856.org'

Subject: CS-955, PSC Summary Form

Importance: High

- 1. For Engineering Resources Committee: Attached for your review is the PSC1, Summary Form for CS-955, As-Needed Specialized & Technical Wastewater Services, initial request for \$9,000,000.
- 2. For DHR: We will forward to you for posting upon notification of L21 and other applicable unions.
- 3. For July 20, 2009 Commission Meeting at 2:00 PM, City Hall Room 400.

Shamica L. Jackson Commission Agenda Item & Task Order Manager San Francisco Public Utilities Commission Contract Administration Bureau 1155 Market Street, 9th Floor San Francisco, CA 94103

voice: 415-554-0727 fax: 415-554-3225

email:sjackson@sfwater.org

Jackson, Shamica

From:

Jackson, Shamica

Sent:

Wednesday, June 24, 2009 3:29 PM

To:

Byrne, Ed; Divine, Peg; Eavis, Ernie; Elwin, Harvey; Isen, Carol; Jindal, Roop; Sadden, Brian; Wang, Jane: Baker, Deborah; Bowman, Lora; 'Brenner, Joe'; 'Chapman, Jet'; 'Delcampo, Frank'; Domingo, Kofo; Jackson, Shamica; Kyaun, Florence; 'Louie, Ging'; McGee, Bonita; Morrison, Emily M.; Ng, Mary; Rockett, Briggette; Scott, David E; Yun, Pauson; 'kohair@iuoe-

local39.org'; 'Jlanthier@ibt856.org'

Subject:

CS-955, PSC Summary Form

Importance: High

Attachments: CS-955 PSC Summary Form to DHR 062409.doc

- 1. For Engineering Resources Committee: Attached for your review is the PSC1, Summary Form for CS-955, As-Needed Specialized & Technical Wastewater Services, initial request for \$9,000,000.
- 2. For DHR: We will forward to you for posting upon notification of L21 and other applicable unions.
- 3. For July 20, 2009 Commission Meeting at 2:00 PM, City Hall Room 400.

Shamica L. Jackson Commission Agenda Item & Task Order Manager San Francisco Public Utilities Commission **Contract Administration Bureau** 1155 Market Street, 9th Floor San Francisco, CA 94103 voice: 415-554-0727

fax: 415-554-3225

email:siackson@sfwater.org

CIVIL SERVICE COMMISSION ACTION:

DATE: January 30, 2012	ERVICES CONTRA	ACT SUMM	ARY	
DEPARTMENT NAME: GSA – Office of L	_abor Standards Enfo	orcement	DEPARTMENT NUMBER 70	
TYPE OF APPROVAL: EXPEDITED	X	REGULAR	(OMIT POSTING	•)
CONTINUING	<u> </u>	ANNUAL		•
TYPE OF REQUEST:			•	
1 1 1	TCATION 021-07/08)		
TYPE OF SERVICE: Employee outreach and	d education on San Fra	ncisco Labor l	.aws	,
FUNDING SOURCE: General Fund	,	-		
Original Amount: \$380,000	PSC Duration:	November 1	5, 2007 – November 14, 2009	
Modification 1 Amount: \$10,000	PSC Duration:	November 1	5, 2009 – January 31, 2010	
Modification 2 Amount: \$156,000 Modification 3 Amount: \$35,587	PSC Duration:		2010 – January 31, 2011	
Modification 4 Amount \$191.58%	PSC Duration:		2010 – January 31, 2011 2011 – January 31, 2012	
Modification 5 Amount \$186,587.	PSC Duration: PSC Duration:	February 1,	2012 – January 31, 2013	
Total Amount \$959,763	Total PSC Duration:	November 1	5, 2007 – January 31, 2013	
1 DESCRIPTION OF WORK				
A. Concise description of proposed work:			•	
OLSE is exercising an option in our cont	ract to continue implem	entation of an	employee outreach and education	
program on the City's labor laws. Prim fairs, community events, door-to-door o	ary activities are: commuteach) employee wor	nunity outreach	1 program (e.g. participation in stree	注
services. The program will be conducted	d in as many languages	as possible wi	th a particular emphasis on	
disadvantaged and minority communitie	S.		or partition of	
B. Explain why this service is necessary an	d the consequences of o	lenial:		
Many low wage San Francisco workers	, particularly those fron	minority and	immigrant communities, are unawar	е
of their basic rights under San Francisco	o's labor laws and/or ar	e afraid to com	iplain to a government agency.	
Research indicates that minimum wage models that incorporate community-base	emorcement that relies	exclusively on	public agencies is less effective than	L
Implementation and Enforcement Ordina	ance directed OI SE to	or Supervisor	s, in the ivilnimum wage	_
conduct education and outreach to emplo	ovees." Denial of the co	ontract would	mean a greater lack of understanding	
of these laws by San Franciscan worker	s, particularly in minori	tv communitie	s. As a result San Francisco	5
workers would suffer more violations of	these basic labor stand	ards.		
C. Explain how this service has been prov	ided in the past (if this	service was pre	eviously approved by the Civil	
Service Commission, indicate most reco	ent personal services co	ntract approva	1 number):(PSC# 4021-07/08)	
2. <u>UNION NOTIFICATION</u> : Copy of this sum	mary is to be sent to en	nployee organi	zations as appropriate (refer to	•
instructions for specific procedures):	MILL		1/- /1-	
Local 21			1/30/12	•
Union Name Signature o MEA	f person mailing parting	form	1/30/12	
Union Name Signature o	f person mailing/faxing	form	Date	
RFP sent to, on		·		
Union Name	Date		Signature	
******************			· 法企业业业业业业业业业业业业业业业业业业业业业业业业业业业业业业业业业业业业	
PSC# 4021-07/08 FOR DEPART	MENT OF HUMAN	RESOURCE	SUSE Received V30/12	
STAFF ANALYSIS/RECOMMENDATION:			SUSE Received 1/30/12 CMR	

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Multilingual capabilities and experience in outreach to diverse and minority and disadvantaged communities; extensive knowledge of San Francisco labor laws, including the Minimum Wage Ordinance and the Paid Sick Leave Ordinance; experience with one-on-one counseling services on employment and/or workers rights under San Francisco labor laws.

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

 This work is not normally performed. However, some classes in the 2900 series (social work related) may perform outreach/counseling and work with the target populations. Classes of current staff of OLSE (0932, 2978, 2992, 1823) have extensive knowledge of San Francisco labor laws. OLSE staff coordinates with and advises contractor as needed.
 - C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
 No

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Work requires skills and experience beyond those required for existing City classes. Additionally, because many workers, particularly from minority and immigrant communities, are afraid to complain to a government agency, the use of community-based organizations is necessary for this type of work.

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

No. Many workers, particularly from minority and immigrant communities, are afraid to complain to a government agency; the use of community-based organizations is necessary for this type of work.

			One Dr. Carlton B. G Room 3 San Francisco.	62			
			Print or Type Name	Telephone Number			
			Joan Lubamersky	415-554-4859			
		ABOVE INFO	PRMATION IS SUBMITTED AS COMEAD: Signature of Departmental Personal	166	BEHALF	OF THE	
	F.		posed work be completed by a contractor the your department?	nat has a current personal services	✓		
	E.	Has a board to provide th	or commission determined that contracting is service?	is the most effective way	X		
	D.	Are there fee	leral or state grant requirements regarding	the use of contractual services?		Х	
	C.	Are there leg	al mandates requiring the use of contractua	al services?		X	
	В.	DescribeIndicate of	tractor train City and County employees? the training and indicate approximate number coupational type of City and County employeers, etc.) and approximate number to be	oyees to receive training (i.e., clerks	S,	X	
5 .			INFORMATION (if "yes," attach explana tractor directly supervise City and County of		Yes	<u>No</u>	
			•				



L21PSCReview@ifpte21.org., sjenkins@ifpte21.org., L21PSCReview@ifpte21.org,

staff@sfmea.com,

Cc: Larry Griffin/ADMSVC/SFGOV,

Bcc:

To:

Subject: PSC For OLSE, La Raza community outreach

From: Joan Lubamersky/ADMSVC/SFGOV - Monday 01/30/2012 02:33 PM

Please see attached Form 1 for OLSE, La Raza Centro Legal, add \$186K and extend one year to 1.31.13.



PSC Form 1 La Raza Jan 2.1.12 · 1.31.13 add \$136%.doc Joan Lubamersky General Services Agency/City Administrator City Hall, Room 362 One Carlton Goodlett Place San Francisco, CA 94102

Phone: 415-554-4859 Fax: 415-554-4849

e mail address: Joan.Lubamersky@sfgov.org

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Supervisor Mannet

BOARD OF SUPERVISORS

Hearing Officer's Decision. The decision of the hearing officer is final. If the hearing officer concludes that the violation charged in the citation did not occur or that the person charged in the citation was not the responsible marty, the Office of Labor Standards Enforcement shall refund or cause to be refunded the penalty amount to the person who deposited such amount. The hearing officer's decision shall be served on the appellant by certified mail.

SEC. 12R 2422 REGULATIONS

The Office of Labor Standards Enforcement may promulents and enforce rules and regulations. and issue determinations and interpretations relating to the administrative penalty and citation system nursuant to Sections 12R.4818 through 12R.2220, Inclusive, The Controller may promulgate and enforce rules and regulations, and issue determinations and interpretations relating to the conduct of administrative appeals under Section 12R 2321. Any rules and regulations promulgated by the Office of Labor Standards Enforcement or Controller shall be approved as to legal form by the City Attorney. and shall he subject to not less than one noticed public hearing. The rules and regulations shall become effective 30 days after receipt by the Clerk of the Board of Supervisors, unless the Board of Supervisors by resolution disapproves or modifies the regulations. The Board of Supervisors! determination to modify or disapprove a rule or regulation submitted by the Office of Labor Standards Enforcement or Controller shall not impute the ubility of the Office of Labor Standards Enforcement or Controller to resubmit the same or signtlar rule or regulation directly to the Board of Supervisors if the Office of Labor Standards Enforcement or Controller determines it is necessary to effectuate the purposes of this Chapter,

SEC. 12R.2523. JUDICIAL REVIEW,

Procedures After receipt of the decision of the hearing officer under Section 128 2321. the appellant may file on appeal with the superior court pursuant to California Gavernment Code

Supervisor Maxwell BOARD OF SUPERVISORS

Page 21 6/20/20/36

SEC. 11R.2826 REPORTS

The Office of Labor Standards Enforcement shall provide annual reports to the Bount of Supervisors on the implementation of the Minimum Waye Ordinance,

Seellan 3. The San Francisco Administrative Code is hereby amended by adding Section 10,100-370, to read as fellows:

SEC-10-100-315 SAN FRANCISCO MINIMUM WAGE IMPLEMENTATION AND ENFORCEMENT FUND.

Establishment of Fund. The San Francisco Minimum Wago Implementation And Enforcement Fund in established as a dategory four fund to receive all precords from the Minimum Wage Implementation And Enforcement Fee, as described in Chapter 12R of the San Francisco Administrative Codo, after deduction therefrom to cover the costs incurred by the Office of the Treesurer and Tax Collector to collect, account for and catekees the revenues from the fee

(b) Use of Fund. The fund shall be used setely to fund the Implementation and eglemannet at Chapter 12R of the San Francisco Administrative Code. the Michaum Wang Ordinance, as amended from time to time pursuant to Section 12R.13 thereof, those regulations, rules and guidelines adopted by the Board of Supervisors, the Office of Labor Standards Enforcement or other City agency or entity responsible to administer the Misimum Wage Ordinance, and the administrative and collection costs incurred by the Office of the Treasurer and Tax Collector to collect the fae.

Section 43: The San Francisco Administrative Code is hereby amended by amending Section 2A.23, to read as follows:

Section 53069.4. The appeal shall be submitted within menty (20) days of the date of mailing of the hearing officer's decision, with the applicable filing fee. The append shall state the reasons the appellant objects to the findings or decision.

(b) Review. The superior court shall conduct a de nove hearing, except that the contents of the Office of Labor Standards Enforcement's file feveluding attorney ellent communications and other privileged or confidential documents and materials that are not discoverable or naw by excluded from evidence in judicial proceedings under the Evidence Code, Civil Code, Code of Civil Procedure or other applicable law) shall be received into evidence, A copy of the notice of violation and imposition of penalty shall be entered as prima facie evidence of the facis stated therein.

(c) Filing Fee. The superior court filling fee shall be twenty-five (\$25.00). If the court finds in fivor of the appellant, the amount of the fee shall be reimbrused to the appellant by the City and County of San Francisco. Any deposit of penalty shall be refunded by the City and County of San Francisco in accordance with the judement of the court.

SEC 12R 2024, OTHER REMEDIES NOT AFFECTED.

The administrative citation procedures established in this Chapter shall be in addition to any other criminal, civil, or other remedy established by law which may be pursued to address yielations of this Chapter. An administrative citation issued pursuant to this Chapter shall not prejudice or adversely affect any other action, civil or criminal, that may be brought to about a yiolation or to seek compensation for damages suffered.

SEC 12R 2425, OUTREACH,

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The Office of Labor Standards Enforcement shall establish a community-based outreach program to conduct education and outreach to employees.

Supervisor Maximal BOARD OF SUPERVISORS



SEC, 2A.23. OFFICE OF LABOR STANDARDS ENFORCEMENT.

There is hereby created within the Department of Administrative Services an Office of Labor Standards Enforcement. The Office of Labor Standards Enforcement shall enforce the City's Minimum Wage Ordinance (Chapter 12R of the Administrative Code), Minimum Compensation Ordinance (Chapter 12P of the Administrative Code), Health Care Accountability Ordinance (Chapter 120 of the Administrative Code), Prevailing Wage Ordinances, and shall carry out any additional duties and functions as assigned by Charter or ordinanco. The Office of Labor Standards Enforcement may enforce the provisions of the California Labor Code to the extent permitted by state law. The Office of Labor Standards Enforcement may impose penalties and take any and all appropriate action to enforce the requirements of such provisions, including but not limited to those set forth in San Francisco Administrative Code Chapter 12R, to the extent permitted by state law.

The Office shall be administered by the Labor Standards Enforcement Officer, who shall be appointed by, and shall serve at the pleasure of, the Mayor, in eppointing the Labor Standards Enforcement Officer, the Mayor shall consider, among other relevant factors, the individual's experience enforcing labor standards, including prevaling wage requirements; and the diversity of San Francisco in the construction industry. The Labor Standards Enforcement Officer shall coordinate his or her activities with lederal and state laborstandards agencies.

All City departments shall cooperate with the Labor Standards Enforcement Officer and his or her designees. The Leber Standards Enforcement Officer shall have the authority to subscena the production of books, papers, records or other items relevant to investigations under the jurisdiction of the Office of Labor Standards Enforcement.

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 2/7/2012	_			
DEPARTMENT NAME: O	ffice of Labor Sto	indards Enforcement	DEPARTMENT NUMB	ER: //
TYPE OF APPROVAL:	EXPEDIT CONTINU		GULAR (OMIT POSTI NUAL	NG)
TYPE OF REQUEST: INITIAL REQUEST		ODIFICATION (PSC # 4165-0	07/08)	
TYPE OF SERVICE: Payre	oll Reporting Sof	tware and System		
FUNDING SOURCE: Work	: Order Funds			
Original Approved Amount:	<u>\$344,000</u>	Original Approved Duration:	7.1.08 - 6.30.10	
Modification #1 Amount	<u>\$351,700</u>	Modified Duration:	7.1.10 - 6.30.12	•
Modification #2 Amount:	\$ 65,000			
Modification #3 Amount	\$ <u>1,037,081</u>	Modified Duration	6.30.12 - 7.1.15	
Total Amount as Modified:	\$ <u>1,797,781</u>	Total Duration as Modified:	7.1.08 - 6.30.15	·
Contractors would not be able to using paper. The aftermath would in penalties received by the City. C. Explain how this service Commission, indicate to D. Will the contract(s) be	render to provide ring system hoster provide training to be is necessary an upload their certification of the reduced compose has been provided to the recent personal renewed? Unknown of this sur	a software license (subscription d on their secure server. The system of City contractors and City employed the consequence of denial: fied payroll records into the system liance, which could result in lower ded in the past (if this service what services contract approval in	to their services) for their well am verifies pay rates or flags by yees on use of the system. In and would need to submit to rwages to workers and secont as previously approved by the sumber): PSC 4165-07/08	b based electronic and communicates these documents adarily, a reduction the Civil Service
L 21	<u> </u>	HALLE	7/14	oate Mule
Union Name	Signat	ure of person mailing/faxing for	rm/	Jale
Union Name	Signat	ure of person mailing/faxing for	rm I	Date
RFP sent to	, on	Date	Signatu	re
Union N		Date	~	•
		MENT OF HUMAN RESOU	IRCES USE	
3C# 4165-07/0	8		Original received Revision received	2/7/12
\FF ANALYSIS/RECOM \(\section \text{SERVICE COMMISS}\)			Kension received	2/14/12

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The contractor must be proficient in designing web based payroll applications with specific knowledge of the California Labor Code and more specifically prevailing wage law. This is in addition to knowledge of San Francisco's Local Hire Ordinance and Chapter 14B of the SF Administrative Code and how to integrate these laws into a single system. Current knowledge of ongoing system updates necessary to provide training about them.

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

For projects advertised for bid prior to 7/1/08 paper CPRs are collected by individuals in classes in the Engineering series, e.g., 5201, 5203, 5207 and 5241. Both paper and electronic CPRs are evaluated by OLSE employees, Class 2978 and 2992, Contract Compliance Officer I and II. For training tasks, Class 2992 Contract Compliance Officer II is the class that would provide training described in 5B, below.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? Yes If yes, explain: Yes, the contractor will provide and maintain all equipment and facilities necessary to fulfill the contract.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

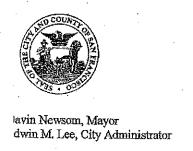
A. Explain why civil service classes are not applicable: yellow language below was in LAST form 1. What are current updates for modified contract?

The contractor was the initial developer of the City's current web based application and has the necessary required skill sets, specifically knowledge of prevailing wage and San Francisco's Local Hire Ordinance and Chapter 14B of the Admin Code, to integrate these laws into a single web based system. Civil Services classes would not have access to the software license. Class 1232 would not have current knowledge of system updates. Recent updates include changes in contractor data input including both an invoicing module to track subcontractor payments and validation of employee residency by craft. Each change allows both HRC and Office of Economic and Workforce Development to better track compliance with Chapters 14B and 6.22G respectively. In addition, the new features eliminate the need for contractor to fill out duplicative forms.

B. Would it be practical to adopt a new civil service class to perform this work? No Explain.

All available systems are proprietary and would require a wide range of skills to develop, implement and operate a new system by the City staff.

5.	ADDITIONAL INFORMATION (if "yes," attach explanation)	Yes	No
	A. Will the contractor directly supervise City and County employees?	a de la companya de l	Х
	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 (i.e., clerks,	٠	
	civil engineers, etc.) and approximate numbers to be trained.		
	48 hours formal class training/year to Engineers, Class 5201, 5203, 5207 and 5241, and Contract		
	Compliance Officer I and II, Class 2978 and 2992. Additional and unlimited training will be performed		
	by phone.	1	V
	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		X
	to provide this service?		
	F. Will the proposed work be completed by a contractor that has a current personal services	X	
	contract with your department? Elation (// // /		
	HE ABOVE INFORMATION IS SUBMITITED AS COMPLETED AND ACCURATE ON BEHAL	F OF TH	E
DE	EPARTMENT HEAD:		
	Signature of Departmental Personal Services Contract Coordinator		
	$\underline{\text{Joan Lubamersky}} \qquad \qquad \boxed{415-554-4859}$		
	Print or Type Name / Telephone Number		
	One Carlton Goodlett Pl #362		
	San Francisco, CA 94102		
	Address		



OFFICE OF THE CITY ADMINISTRATOR

MEMORANDUM

DATE:	Septe	mber 27, 2010	0			•	
TO:		Contract Coor tment of Hum		ot. 33)	0,		b
FROM:			PSC Coordinator ⁽ Iministrator (Dept. 4	st. 33) Han (5)	Lula	MU	W9
RE:	Reque	est for Adminis	strative Approval of	PSC Modifi	ication		
	(Less	than 50%, no	change in duration)			e .
PSC No. 416	5/07/08		Approval Date: _	6.7.10			
Description of reporting system provide training	em that verified	d pay rates or	for a proprietary we flags and communi employees.	b-based ele cates poten	ectronic ce itial violatio	rtified pay ons. Vend	roll or will
Original Appro	ved Amount:	\$344,000	Original Approve	d Duration:	7.1.08 – 6	3.30.10	
Modification #	1 Amount	\$351,700	Modified Duration		7.1.10 -		
Modification #2	2 Amount:	\$ 65,000					
Total Amount	as Modified:	<u>\$760,700</u>	Total Duration as	Modified:	7.1.08 —	6.30.12	
Reason for Mo	odification: Cre	eate additiona	l reports and data d	lownload fe	ature.		
Attachment: C	opy of Approv	ed PSC Sumn	nary			,	
		· · · · · · · · · · · · · · · · · · ·				•	
1 日 村 社 玉 日 月 日 日 東 東 東 地	10000克克斯氏氏病 医环球球球	FOR DEPAR	MENT OF HUMAN RES	SOURCES USE	*****	可可用用品种制造品	
DHR ACTION:	Ò	Approved				SED	2 8 20 10
Approval Date: _	10/7	110				OLI	4 8 2010
By:	an, Human Resou					•	
-							



<u>To:</u> Cc: L21PSCReview@ifpte21.org, sjenkins@ifpte21.org,

Bcc:

Subject: PSC Form 1 Card Key for 555 7th Street \$90K 2012

From:

Joan Lubamersky/ADMSVC/SFGOV - Tuesday 02/07/2012 01:33 PM

Please see Form 1 attached for a card key security system for 555-7th Street.



Form 1 DRE security card key \$50K 2012.pdf

Joan Lubamersky General Services Agency/City Administrator City Hall, Room 362 One Carlton Goodlett Place San Francisco, CA 94102 Phone: 415-554-4859

Fax: 415-554-4849

e mail address: Joan.Lubamersky@sfgov.org

From:

Joan.Lubamersky@sfgov.org

Sent:

Tuesday, February 14, 2012 9:45 PM

To:

L21PSCReview@ifpte21.org

Cc:

DHR-PSCCoordinator, DHR; Graham, Ardis

Subject:

Update version for OLSE modification to Elation PSC Form 1

Attachments:

REVISED Form 1 Elation mod add ~\$1 million and to 6.30,15,pdf

To Local 21:

I've attached an updated version of a PSC Form 1 I recently sent to you. This is for the Elation payroll reporting contract mod.

The only change is a revision of the historical section listing the amounts of previous modifications. The total dollar amount is the same as what was sent to you earlier, and nothing else was changed on the form. We'd listed the dollar amounts of modifications incorrectly in the earlier version.

Please let me know if you should have any questions or desire additional information.

Joan

Joan Lubamersky General Services Agency/City Administrator City Hall, Room 362 One Carlton Goodlett Place San Francisco, CA 94102 Phone: 415-554-4859

Fax: 415-554-4849

e mail address: Joan Lubamersky@sfgov.org

PERSONAL SERVICES CONTRACT SUMMARY

DATE: <u>2-7-2012</u> DEPARTMENT NAME	3: Telecom & I	nformation Services		DEPARTMENT NUMBER: _	75
TYPE OF APPROVAL:	3	EDITED		AR (OMIT POSTING)	
	L CON	ITINUING	ANNUA	1L	
TYPE OF REQUEST: INITIAL REQU	UEST [MODIFICATION	(PSC# <u>4101-07/08)</u>		
TYPE OF SERVICE:	Computer Progr	ramming and Testing]		
FUNDING SOURCE:	Interdepartment	tal work order			* 2 *
Original PSC Amount:	**************************************		cember 1, 2007 - No	Wember 30, 2010	
1st Modification:	(\$98,491)		ne 1, 2008 - Novemb	·	
2 nd Modification	\$480,000		ecember 1, 2010 – Ju		•
3 rd Modification	\$0.00		ly 1, 2012 – June 30,		
Total PSC Amount:	\$2,981,509		cember 1, 2007 – Ju		
 A. Concise describe City's mainjinformation conservices) feature City's financial B. Explain why the several of the Codepartments. The mainframe problems are not conducting their conducting their conducting their provided under 	use of a operation of proposed with the following introl system) transactives, and technical system is service is necessarily is critical processed his service is necessarile. For justice systems of resolved quickly. For informal business open is service has been in an approved City contains the contains in the service has been in an approved City contains the service has been in an approved City contains the service has been in the service has been	proprietary softwall ns on the City's many on the City's many ork: The contractor pays areas: operating systems in server migration, but the support for FAMILY. It is any and the consequences, financial systems, pays to maintain operating, the public and office for the citywide system, perations. In provided in the pass st recent personal sentract; PSC No. 4101-11	re system that Containframe. rovides system softwar em (OS) system upgrace Veb-to-Host implement S (Financial Accounting uence of denial: The ayroll, business tax, an ag system infrastructure r safety measures could serious performance p t (if this service was ervices contract appro 07/08.	the duration for the continuatractor provides to support the and special technical support des and customization; CICS (cutation, exploration of USS (Unixed Management Information System and record management for law ender that support these mission critical des seriously jeopardized if technology approved by the Coval number): This service has three one-year renewal options.	services for ustomer constant tem, the services to enforcement ical systems artments in
2. <u>UNION NOTIFICA</u> instructions for spe		summary is to be se	ent to employee orga	unizations as appropriate (refe	er to
mondonons for spe	some procedure).	A /	-	•	•
X IFPTE Loc	al 21 She	ila A Maxwell		1-12-2012) .
Uπion Nam		Signature of person n	nailing/faxing form	Date	
		organization in	idding lanning tottin	Bate	
Union Name	e	Signature of person n	nailing/faxing form	Date	
RFP sent to	N/A , or	n	4.		
	Union Name	Dat	e	Signature	
*****		•	**************************************	**************************************	1 1/12
11.101 - 6	•	•			, w mgs
PSC# 4101-0 STAFF ANALYSIS/RE	. , •				WR-
CIVIL SERVICE COM	•				
O:/FORMS/CONTRACT/PSCFORM	1.D OC			PSC FORM	M 1 (9/96)

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: Expert knowledge, experience in the advanced systems programming disciplines, problem analysis and resolution skills, which are essential to support mission critical systems on the mainframe.
- B. Which, if any, civil service class normally performs this work? 1043, Senior IS Engineer; 1044, Principal IS 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:

No single City employee possess the multiple skill sets and expansive working knowledge needed to support the more than 75 software programs that run on the City's mainframe. The contractor uses a pool of specialists to support our needs. The contractor is required to have its own data center, which enables it to implement and test

system enhancements at its own site, leaving City operations unaffected. Also, this project requires only 40% of one person's time.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. IS Engineers 1042 through 1044 classes apply.

5.	<u>AC</u>	DDITIONAL INFORMATION (if "yes," attach explanation)	Yes	N
	A.	Will the contractor directly supervise City and County employees?		X
	В.	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 (i.e., clerks,		
		civil engineers, etc.) and approximate numbers to be trained. As needed, IS Engineers (1042, 1043, and 1044) if the Department encounters		
		production problems associated with mainframe operations or with the 75 software	:	٠
		programs running on it; for period less than 50 hours per year.		
	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? (BOS Resol. No. 293-10, Prop J contract).	X	
	F,	Will the proposed work be completed by a contractor that has a current personal services contract with your department?	X	
H	IE A	BOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHAL	F OF THE	Ξ.
DI	EPAJ	RTMENT HEAD:		
		Signature of Departmental Personal Services Contract Coordinator	5 .	
			•	
٠		Kendall Gary 581-4066	÷	
		Print or Type Name Telephone Number		
		1 South Van Ness, 2nd Floor San Francisco, CA 94103	•	
		Address		

ØØ33

Maxwell, Sheila

From:

Maxwell, Sheila

Sent:

Thursday, January 12, 2012 3:41 PM

To:

'Pam Covington'

Subject:

PSC Notification, Computer Programming and Testing

Attachments: PSC Notification Computer Programming-Testing,1-12-12 pdf

PSC Summary attached.

Thank you.

Sheila Maxwell CCSF Department of Technology (415) 581-4088

Maxwell, Sheila

From:

Pam Covington [pcovington@ifpte21.org] Maxwell, Sheila

To:

Sent:

Subject:

Friday, January 13, 2012 10:22 AM Read: PSC Notification, Computer Programming and Testing

Your message was read on Friday, January 13, 2012 10:22:20 AM (GMT-08:00) Pacific Time (US & Canada).

D. Amerika and Amerika		SERVICES CONTR	ACT SUMM	ARY	
DATE: <u>January 19, 2</u> DEPARTMENT NAME	in the second of the second	agement		DEPARTMENT NUMBE	R 77
TYPE OF APPROVAL:	EXPEDITED CONTINUING	X] REGULAR] ANNUAL	(OMIT POSTING)
IYPE OF REQUEST: INITIAL REQUI	EST MODIF	FICATION (PSC# 41	08-08/09)		e ger
TYPE OF SERVICE:	E911 Computer Ass	isted Dispatch Servi	ces		· .
FUNDING SOURCE:	General Fund (1A AGF	FAAA)	: · · · · · · · · · · · · · · · · · · ·		
PSC AMOUNT: Origina Mod#		PSC DURATION:		9 to March 1, 2012 2 to December 31, 2014	:
DESCRIPTION OF A. Concise description of the software known as E to its software that runs the proof of the control of the co	₩ORK WORK otion of proposed work: CAD, for E911 Compute e dispatch program for all takers and dispatche	 ier er Assisted Dispatch, o E911 calls. The modif ers. Two examples bei	ccasionally required in the contractions of the contractions of the contraction of the co	iires enhancements or modi ements improve the data co to playback the historical m es to medical units on a call	llected ovement
B. Explain why th This is proprietary softwar service may deprive 911 c	is service is necessary a e that occasionally nee dispatchers, police office	and the consequences of ds to be updated to inte ers, and fire fighters ac	of denial: erface with other cessibility to mis	r software products. Denial ssion critical information nee es of improvements that wo	of this ded to
C. Explain how the Service Comm	nis service has been pro dission, indicate most re	ovided in the past (if the ecent personal services	is service was p contract approv	reviously approved by the Coral number): <i>PSC#4108-08</i> /	Civil 709.
D. Will the co	ontract(s) be renewed:	No – The CAD system	will be upgrade	d, thus, a new agreement is	being
UNION NOTIFICA instructions for spec	FION: Copy of this surfic procedures):	mmary is to be sent to $\int_{-\infty}^{\infty} 2$	employee organ	izations as appropriate (refe	r to
Union Name	Signature of	of person mailing/faxir	ig form	Date	
SEIU 1021	T			1/19/2012	. d
Union Name	Signature of	of person mailing/faxir	ng form	Date	-
RFP sent to	<i>N/A</i> , on				
Unio	n Name	Date		Signature	

TAFF ANALYSIS/RECOMMENDATION:

SC# 4108-08/09

IVIL SERVICE COMMISSION ACTION:

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	TOP CONTINUES A				\T TTT\ TTT\	COTTAIN Y	Y 1777		aran:
k :	1.18 1. 8 18 1 11 11		1100	R HI	31 11 12 1-1 1				
<i>,</i> ,	DESCRIPTION	•	71.	ILL	JULKLIJ		3/ II 2/X.I	1 12 1	1.315

Specify required skills and/or expertise: Expertise in proprietary application

Which, if any, civil service class normally performs this work? A combination of positions equivalent to the 104x series (to provide software engineering expertise and system administration), a 1043 IS Senior Engineer (to provide DB support), and a 1064 IS Principal Programmer Analyst (to provide programming support).

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

WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

Explain why civil service classes are not applicable:

A combination of classes 1044 IS Principal Engineer, 1043 IS Senior Engineer and 1064 IS Principal Programmer Analyst is applicable. However, the software is proprietary and the City does not have access to the software's source code.

Would it be practical to adopt a new civil service class to perform this work? Explain. No. The software is proprietary.

	1011 Turk Street San Francisco, CA 94103		
	Print or Type Name Telephone Number		
	William Lee 415 558 3866		
	Signature of Departmental Personal Services Contract Coordinator		
	EPARTMENT HEAD:		
Ή	HE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BE	HALF O)F THE
	F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?		X
	E. Has a board or commission determined that contracting is the most effective way to provide this service?		X
	D. Are there federal or state grant requirements regarding the use of contractual services?		X
	C. Are there legal mandates requiring the use of contractual services?		X
	 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. 	· · · · · · · · · · · · · · · · · · ·	
	B. Will the contractor train City and County employees?		X
•	A. Will the contractor directly supervise City and County employees?	Yes	No X
	ADDITIONAL INFORMATION (if "yes," attach explanation)	* T	

Address

From:

Lee, William

Sent:

Thursday, January 19, 2012 6:11 PM

To:

DHR-PSCCoordinator, DHR

Cc:

Sutton, Mitch; Geddes, Michelle; L21PSCReview@ifpte21.org; pattie.tamura@seiu1021.org; ed.warshauer@seiu1021.org;

Brook.Demmerle@seiu1021.org

Subject:

PSC Submission (Regular) for Modification to PSC#4108-08/09 [E911 Computer Assisted

Dispatch Services]

Attachments:

PSC-Mod_CAD Dispatch Services_01-19-2012.pdf

Dear DHR PSC Coordinator:

On behalf of the Department of Emergency Management, I am submitting the attached PSC modification request (see attached PDF) to #4108-08/09 for E911 Computer Assisted Dispatch Services.

Please note that the appropriate unions have been included as part of this email correspondence.

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

Thank You!

Will

William T. Lee
Deputy Director of Administration and Support
Department of Emergency Management
1011 Turk Street
San Francisco, CA, 94102

San Francisco, CA 94102

Tel.: 415-558-3866 Fax: 415-558-3841

Meeting Information

Archive Center >> Civil Service Commission >> 2009

back to Civil Service Commission home page

Year: 2009 go

AMENDED

MINUTES

Regular Meeting
March 2, 2009

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

CALL TO ORDER

2:45 p.m.

ROLL CALL

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

Present Present

Present Present Present

President Donald A. Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Debbi Lerman, San Francisco Human Services Network spoke on the effect of the delay in approving the PSC's submitted by the Human Services Agency.

Hakam Ibrahim spoke on Agenda Item #11 and indicated that he was present to speak on the item.

APPROVAL OF MINUTES

Regular Meeting of February 2, 2009

Action:

Approve. (Vote of 5 to o)

Special Meeting of February 23, 2009

Action:

Approve. (Vote of 5 to o)

0024-09-8

Review of request for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
.2000-08/09	Human Services Agency	\$7,500,000	Will provide orientations, induction training, home studies and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	Continuing	06/30/14
2001-08/09	Human Services Agency	\$65,000,000	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	Continuing	06/30/14
2002-08/09 Postpone to March 16, 2009	Human Services Agency	\$26,500,000	Will provide services to Community-based family resource centers that operate to serve all patients for specific parenting skills, parenting guides, crisis counseling and intervention.	Continuing	06/30/14
2003-08/09 Postpone to March 16, 2009	Agency ostpone to larch 16,		Will provide childcare services to low-income and CalWorks families through partnerships with other state licensed providers in various identified target neighborhoods.	Continuing	06/30/14

2004-08/09	Human Services Agency	\$230,000,000	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	Continuing	06/30/14
2005-08/09 Postpone to March 16, 2009	Human Services Agency	\$38,500,000	Will provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support and follow-up to CalWorks and PAES (Personal Assisted Employment Services) and other low-income individuals.	Continuing	06/30/14
2006-08/09	Human Services Agency	\$25,415,000	Will provide support services to the Agency, including but limited to the following: legal process service, courier service, fiscal intermediary (employer agent/payroll services for welfare to work clients), credit checks and equipment maintenance.	Continuing	06/30/14
2007-08/09	Human Services Agency	\$327,750,000	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 16,000 homecare workers. Provides the contract mode IHSS as mandated.	Continuing	06/30/14
2008-08/09	Human Services Agency	\$75,750,000	Will provide homeless individuals and families with emergency shelter services and meals. Service may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities and voluntary case management.	Continuing	06/30/14
2009-08/09	Human Services Agency	\$14,950,000	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	Continuing	06/30/14

February 2, 2009:

Postpone PSC #2000-08/09 through 2009-08/09 to the meeting of March 2, 2009 at the request of SEIU Local 1021.

Speakers:

Alexis Torres, IFPTE Local 21 spoke on PSC #2000-08/09 through 2009-08/09.

Patti Tamura, SEIU Local 1021 spoke on PSC #2000-08/09 through 2009-08/09.

Margot Reed, SEIU Local 1021 spoke on PSC #2000-08/09 through 2009-08/09.

Sin Yee Poon, SEIU Local 1021 spoke on PSC #2000-08/09 through 2009-08/09.

Dave Curto, Human Services Agency

Action:

- (1) Postpone PSC #2002-08/09; 2003-08/09 and 2005-08/09 to the meeting of March 16, 2009 at the request of SEIU Local 1021. The Commission stipulated this will be the last continuance granted. (Vote of 5 to 0)
 - (2) Adopt the Human Resources Director's report on PSC #2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09 on the condition that: 1) IFPTE Local 21 and the Human Services Agency meet to discuss their concerns regarding funding options for the transition of work performed by Class 2819 and 2822 Health Educators and Assistant Health Educators back to the City, in conjunction with the Department of Public Health; 2) a written report on the progress submitted to the Civil Service Commission no later than six (6) months (September 7, 2009) and 3) Human Services Agency continue to meet and discuss in good faith with IFPTE Local 21 other classifications, the work of which could possibly be transitioned back to the City. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)
 - (3) Adopt the Human Resources Director's report on PSC #2006-08/09. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0055-09-8

Review of request for approval of proposed personal services contracts. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4098-08/09	Municipal Transportation Agency	\$99,000	Will provide technical assistance with the procurement of a new Closed Circuit Television (CCTV) system to be installed in subway stations and other SFMTA facilities.	Regular	03/30/12
4099-08/09	/09 Municipal \$250,000 Transportation Agency		Will provide services to conduct a three part Nexus study to support existing and proposed transportation related development impact and mitigation fees.	Regular	11/15/09
4100-08/09	Municipal Transportation Agency	\$3,000,000	Will provide as-needed specialized professional and technical engineering services in transit engineering specialities including systems hazard analysis, mechanical, electrical, analysis and mitigation of noise and vibration in transit operations.	Regular	03/01/14
4101-08/09	8/09 Port \$4,500,000		Will establish a pool of three qualified consultant teams capable of providing a wide range of engineering and related services on an as-needed basis for Port capital and on-going projects.	Regular	06/30/14

4102-08/09	Public Utilities Commission	\$1,000,000	Will provide financial advisory services in connection with general financial planning and transaction-specific activities related to the Water,	Regular	08/01/12
4103-08/09	Public Utilities Commission	\$14,000,000	Wastewater and Power Enterprises. Will provide professional construction management services to oversee the Water System Improvement Program (WISP) construction project of the New Irvington Tunnel, on behalf of the SFPUC.	Regular	07/31/14
4104-08/09	Public Utilities Commission	\$500,000	Will evaluate effects of climate change on San Francisco's natural and built environment and on City departments and their missions and/or infrastructure in particular.	Regular	12/31/10
4105-08/09	Public Utilities Commission	\$5,000,000	Will provide either a liquidity facility and/or an irrevocable direct-pay letter of credit to secure the payment of principal and interest on the subordinate Hen tax-exempt commercial paper ("CP") program.	Regular	04/01/14
4106-08/09	Children and Families Commission	\$500,000	Will provide materials, training, and support to parents and preschool, classroom staff to affect early literacy and family engagement, cognitive	Regular	08/01/12
.4107-08/09	GSA-Medical Examiner	. \$100,000	and language skills. Will design, develop and implement a Case Manage- ment System to automatically generate daily case and work list, track case progress, and related tasks.	Regular	01/01/12
4108-08/09 Department of Technology		\$1,725,000	Will provide enhancements or modifications to its software that runs the dispatch program for E911 calls. The modifications/enhancements improve the data collected by or displayed to E911 call takers and dispatchers.	Regular	03/01/12
4109-08/09	Department of Technology	\$435,000	Will provide as-needed modifications to ICAD a proprietary software system used to run the Police Message Switch.	Regular	03/01/12
4110-08/09	Department of Emergency Management	\$5,050,000	Will develop four region-wide plans and assist Bay Area counties and cities with developing local plans for responding to a major catastrophic event.	Regular	05/31/11
4111-08/09	Department of Emergency Management	\$1,648,000	Will provide assistance to Bay Area counties and cities with developing plans for managing the deployment of volunteers after a major catastrophic event.	Regular	05/31/10
4112-08/09 Withdrawn	Department of Emergency Management	\$1,566,00 0	Will provide assistance to Bay Area counties and cities with developing plans for the Mass care of special needs populations in the event of a major catastrophic event.	Regular	05/31/10
4113-08/09	Department of Public Health	\$22,000,000	Will provide provision of health, dental and vision insurance through a publicly funded health insurance program to children and young adults who live in the City and County of San Francisco.	Regular	06/30/10
4068-07/08	Mayor's Office of Public Policy & Finance	Increase Amount \$119,096 New Amount \$178,644	Will provide management production of the Mayor's annual budget book. Edit copy provided by budget staff. Work with reproduction department in layout and physical production of budget book.	Modi- fication	01/31/11
4172-07/08	Public Works	Increase Amount \$7,000,000 New Amount \$15,000,000	Will provide construction management services associated with Laguna Honda Hospital Replacement Program. Contract includes pre-construction and construction phase services for the Program.	Modi- fication	12/31/12
4114-08/09	Public Works	Increase Amount \$5,300 New Amount \$7,800	Will design, engineer and provide protocol to refurbish the existing window washing equipment system located at 1 South Van Ness rooftop for compliance with OSHA safety and health standards.	Modi- fication	06/01/09

Speakers:

Jay de los Reyes, Municipal Transportation Agency spoke on PSC

Jay de los Reyes, Municipal Transportation Agency spoke on PSC #4099-08/09.

Shanam Farhangi, Municipal Transportation Agency and Norma Nelson, Port spoke on PSC #s 4100-08/09 and 4101-08/09.

Bonita McGee and Harvey Elwin, Public Utilities Commission spoke on PSC #4103-08/09.

Pauson Yun, Public Utilities Commission spoke on PSC #4104-08/09.

Joan Lubamersky, General Services Agency, Dr. Amy Hart, Chief Medical Examiner and Cries Romero. IEPTE Local 21 spoke on PSC

Medical Examiner and Criss Romero, IFPTE Local 21 spoke on PSC #4107-08/09.

Meghan Wallace, Mayor's Office of Public Policy and Finance spoke on PSC #4068-07/08.

- (1) PSC #4112-08/09 withdrawn at the request of the Department of Emergency Management. (Vote of 5 to 0)
 - Adopt the Human Resources Director's report on PSC #4098-08/09; 4102-08/09; 4105-08/09; 4106-08/09; 4108-08/09 through 4111-08/09; 4113-08/09; 4172-07/08 and 4114-08/09. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0; Commissioner Gorrono missed vote)
 - (3) Adopt the Human Resources Director's report on PSC #4099-08/09. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0; Commissioner Boatwright missed vote)
 - (4) Adopt the Human Resources Director's report on PSC #4107-08/09. Notify the offices of the Controller and the

From:

Lee, William

Sent:

Thursday, February 16, 2012 11:44 AM

To:

DHR-PSCCoordinator, DHR; Ryan, Maria

Cc:

Sutton, Mitch; Geddes, Michelle

Subject:

RE: PSC#4108-08/09 - 2 questions

Attachments:

RE: PSC#4108-08/09 - 2 questions

Hi Maria – sorry for not responding to you sooner, but I was covering for my Director at the Mayor's Dept. Head meeting.

Here are responses to your questions:

- 1. You send me the original PSC form 1 for this PSC. Why is it that DT is not making this submission, and DEM is? Is there any documentation to show this change? Was the Civil Service Commission ever noticed?
 - In FY 2009-2010, as part of a budget consolidation strategy, DT and DEM agreed to a Transfer of Function whereby 12.0 FTEs were transferred from DT to DEM. Along with that transfer, there was also an agreement to migrate the administration of two personal service contracts from DT to DEM. One was tied to Stratus Technologies, Inc. and the other involved this requested modification.
 - The only document that I can show would be budget narratives.
 - No, the CSC was never notified. My apology for that, but I was unaware there was a formal notification process for these types of changes.
- 2. The recent submission shows: Original amount: \$1.7million, mod amount: \$3.5million. I'm unclear. Is this a request to add \$3.5million more, for a cumulative total of \$5.2million? OR Is there a request to add \$X more, such that the cumulative total is \$3.5million.
 - Sorry for not including a total line on the mod form. The mod request is to bring the cumulative total to \$3,497,495.

Hope that helps. Please let me know if you have any additional questions.

Will

William T. Lee
Deputy Director of Administration and Support
Department of Emergency Management
1011 Turk Street
San Francisco, CA 94102

Tel.: 415-558-3866 Fax: 415-558-3841

CIVIL SERVICE COMMISSION ACTION:

	RSONAL SERVICES CONTI	RACT SUMM	ARY
DATE: January 26, 2012		•	
DEPARTMENT NAME: PUBL	IC WORKS		DEPARTMENT NUMBER 90
TYPE OF APPROVAL: EX	(PEDITED	REGULAR	(OMIT POSTING)
co	ONTINUING	ANNUAL	
TYPE OF REQUEST:			
INITIAL REQUEST	✓ MODIFICATION (PSC# 40	47-07/08	•
TYPE OF SERVICE: As-Neede	d Sediment Characterization and	d Coastal Engir	neering Consultation Services
FUNDING SOURCE: Interdepar	tmental Work Orders	,	
Original Amount: \$2,698,000.00	PSC Duration:	01/01/2008 -	
Mod Amount: \$3,600,000.00 Total Amount: \$6,298,000.00	PSC Mod Duration		
	Total Duration:	01/01/2008 -	- 01/30/2018
DESCRIPTION OF WORK A. Concise description of pro-	moded world		
CSOs will define job/task specific sco intends to award four (4) new Master B. Explain why this service is These specialized services are neces regulatory environmental regulations, which dredging project planning and C. Explain how this service Service Commission, ind Similar contractual services were provide Consultation Services (under PSC#4047 expires in 2012. Modification of this PSC current contracts only allow completion of D. Will the contract(s) b	platory negotiations. Consultants were laboratory analyses, develop responses of work. Two (2) Master Agree Agreements under this PSC modifies necessary and the consequences assary for DPW and other City Departments of these services may respond of these services are than been provided in the past (if the icate most recent personal services are through the current As-Needed Section 11/5/2007). Three is required to issue new solicitation to for ongoing work. The renewed: Yes. This PSC will be sent to the past to the summary is to be sent to the past to the summary is to be sent to the past to the past to the summary is to be sent to the past to	vill review project ports and assist ements were aw fication. of denial: artments to comput in delays to direquired. his service was possible contract approvilment Sampling, to award new contract which is experient to award new contract which were renewed which is a ward new contract which is a ward new c	t plans, perform field surveys and in regulatory negotiations. Individual rarded under the original PSC. DPW only with Federal, State, and Local dredging and construction projects for previously approved by the Civil val number): Characterization and Disposal and work for current Master Agreements acts as the remaining two years of the en new solicitation is needed.
	Made alla 1:	•	1/6/12
Local 24 Union Name	Michelle Lim Signature of person mailing/faxing	ng form	1/6/12 mike
Cinon Name	Signature of person marining faxing	ng torm	Date
Union Name	Signature of person mailing/faxing	ng form	Date
RFP sent to	, on		
Union Name	Date		Signature
**************************************	DEPARTMENT OF HUMAN F		

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Consultants must have expertise and experience in preparing Sampling and Analysis Plans (SAPs); knowledge of Federal State and Local dredging regulations, sediment regulation and analyses, wetland regulations, and dredge spoil disposal guidelines. Consultants must also have experience in regulatory agency negotiations, and permitting, hydrographic survey methods, benthic studies and reports, and coastal engineering.

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

None – The City does not have civil service classes for specialized dredging issues, aquatic and wetland regulations and studies, coastal engineering, hydrographic survey and reporting and City Laboratories are neither equipped nor State accredited to perform specialized sediment, and marine analyses.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Yes. They would provide specialized equipment, trained personnel, and monitoring equipment which is not cost effective for the City to purchase and maintain.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: There aren't any civil service classes to perform these services.

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

No. It would not be practical to hire full time Civil Service Employees when any work is on an as-needed basis and based on unknown future construction projects.

5.	5. <u>ADDITIONAL INFORMATION</u> (if "yes," attach explanation)	<u>Yes</u>	<u>No</u>
	A. Will the contractor directly supervise City and County employees?		V
	B. Will the contractor train City and County employees?		V
	 Describe the training and indicate approximate number of hours. 		
	 Indicate occupational type of City and County employees to receive training (i.e., cler 	ks,	
	civil engineers, etc.) and approximate number to be trained.		
-	C. Are there legal mandates requiring the use of contractual services?		Y
	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		V
	to provide this service?	<u> </u>	
	E Well the manner of most be a small to the state of the		
	F. Will the proposed work be completed by a contractor that has a current personal services		
	contract with your department? Unknown, an RFP will be in process to select new const		
	THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON I	BEHALF O	FTHE
ĐΙ	DEPARTMENT HEAD: Soldon Chory		
	Signature of Departmental Personal Services Contract Coordinator	•	
	Gordon Choy (415) 554-6230		
	Print or Type Name Telephone Number		
	875 Stevenson Street, Room 420		
	San Francisco, CA 94103		
	Address		

City and County of San Francisco



Edwin M. Lee. Mayor Edward D. Reiskin, Director

San Francisco Department of Public Works

Office of Financial Management and Administration **Division of Contract Administration** 875 Stevenson Street, Room 420 San Francisco, CA 94103 (415) 554-6230 www.sfdpw.org



Gordon Choy, Division Manager

MEMORANDUM

August	10,	201	1
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TO:

Personal Services Contract Coordinator

Department of Human Resources

FROM:

Department of Public Works (90) Jahr Chry

SUBJECT:

Civil Service Commission PSC Modification Less than 50% of Approved Amount or Time

The Public Works Department is proposing to modify an approved Personal Services Contract Summary (PSC) and is requesting your consideration for an administrative review of the PSC Modification because the proposed modification is less than 50% of the Civil Service Commission's approved PSC amount and/or duration.

Following is the information about the PSC modification:

PSC No. 4047-07/08

Approved on: November 5, 2007

Description: As Needed Sediment Characterization and Coastal Engineering Consultation Services

Original Approved Amount

\$1,800,000.00

Original Approved Duration

1/1/2008 - 12/30/2012

Modification Amount:

898,000.00

Modification of Duration

20 Months

Total Modified Amount:

\$2,698,000.00

Total Modified Duration:

1/1/2008 - 8/30/2014

Reason for the modification: The two (2) Master Agreements awarded under this PSC will be increased by \$449,000 and extended by additional two (2) years to complete on-going Contract Service Orders. The following consultants were awarded a Master Agreement: Science Applications International Corporation (SAIC) and Anchor QEA, L.P.

Attachment: Copy of Approved PSC Summary

Thank you for your consideration in issuing an administrative decision on this PSC Modification. Please call me at (415) 554-6230 if there are any questions.

Cc:

Stanley DeSouza, DPW/PCS-SAR - Contract Manager

Tammy Wong, GSA Human Resources

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION:

Approved

Approval Date:

8/12

Micki Callahan, Human Resources Birector



San Francisco Department of Public Works Making San Francisco a beautiful, livable, vibrant, and sustainable city.

City and County of San Francisco

Department of Human Resources

DATE: October 5, 2007	PERSONAL SERVICES CONTRACT SUM	IMARY
DEPARTMENT NAME: P	UBLIC WORKS	DEPARTMENT NUMBER 90
TYPE OF APPROVAL:	EXPEDITED	
TYPE OF REQUEST: ✓ INITIAL REQUEST TYPE OF SERVICE: As No.	MODIFICATION (PSC#)
	eded Sediment Sampling, Characterization and Disp epartmental Work Orders	osai Consultation Services
PSC AMOUNT: \$1,800,000		nrough 12/30/12
negotiations. Consultants will relaboratory analyses, develop repto award two (2) master agreement work B. Explain why this services are not regulatory environmental regulation which dredging project planning at the Commission. Past services were provided by a Corporation (SAIC) through PSC	ded environmental, scientific and laboratory consultation of in maintenance dredging, dredge spoil disposal, view project plans, perform field surveys and sampling orts and assist in regulatory negotiations. The Departments, each at \$900,000. Individual contract service or ce is necessary and the consequences of denial: eccessary for DPW and other City Departments to contain these services may result in delays to and dredge spoil disposal services are required. The idea of these services are required in the past (if this service was indicate most recent personal services contract approprint awarded to Anchor Environmental CA, LP, and #4032-04/05, approved 10/4/2004.	nydrographic survey and regulatory g activities, perform specialized ment of Public Works (DPW) intends ders will define job/task specific scopes apply with Federal, State, and Local dredging and construction projects for previously approved by the Civil and number):
D. Will the contract(s)	De renewed: NO	
<u>UNION NOTIFICATION</u> : instructions for specific proc	Copy of this summary is to be sent to employee organ cedures):	nizations as appropriate (refer to
Local 21	Mary M. C. L	10-5-2007
Union Name	Signature of person mailing/faxing form	Date
Union Name	Signature of person mailing/faxing form	Date
RFP sent to Local 21	on When available	
Union Name		Signature
**************************************		**************************************

DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

Specify required skills and/or expertise:

Consultants must have expertise and experience in prepaing Sampling and Analysis Plans (SAPs); knowledge of Federal State and Local dredging regulations, sediment regulation and analyses, wetland regulations, and dredge spoil disposal guidelines. Consultants must also have experience in regulatory agency negotiations, and permiting, hydrographic survey methods, benthic

Which, if any, civil service class normally performs this work? None - The City does not have civil service classes for specialized dredging issues, aquatic and wetland regulations and studies, hydrographic survey and reporting and City Laboratories are neither equipped nor State accredited to perform specialized sediment, and marine analyses.

Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Yes. They would provide specialized equipment, trained personnel, and monitoring equipment which is not cost effective for the City

WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

Explain why civil service classes are not applicable: Because there are none.

Would it be practical to adopt a new civil service class to perform this work? Explain. No. It would not be practical to hire full time Civil Service Employees when any work is on an as-needed basis and based on

5.	<u>ADDITIONAL INF</u>	ORMATION (if "yes," attach exp	lanation)		
	A. Will the contract	ctor directly supervise City and Cou	unty employees?	Yes	No
	B. Will the contract	tor train City and County employe	es?		
	 Describe the 	training and indicate approximate	number of hame		Y
•	marcale occi	apational type of City and County ers, etc.) and approximate number to	employees to receive testing at the contract of the contract o	ks,	
		nandates requiring the use of contra			7
			ing the use of contractual services?		
	E. Has a board or c to provide this se	ommission determined that contractivice?	ting is the most effective way		7
	Tollizact With you	u department? Unknown, an i	or that has a current personal services	onsultant	
EI	E ABOVE INFORM PARTMENT HEAD ——	ATION IS SUBMITTED AS CO	MPLETE AND ACCURATE ON BI	EHALF OF	THE
			ar-services Contract Coordinator		
		Gordon Choy	(415) 554-6230		
		Print or Type Name	Telephone Number		
		875 Stevenson St	reet, Room 420		
	•	San Francisco			
		Addre	ess	* :	•

From:

Lim, Michelle < Michelle.Lim@sfdpw.org>

Sent:

Thursday, January 26, 2012 1:52 PM

To:

DHR-PSCCoordinator, DHR .

Cc:

Wong, Tammy; Choy, Gordon; DeSouza, Stanley; Kim, Sung

Subject:

RE: PSC for As-Needed Sediment Characterization and Coastal Engineering Consultation

Services

Attachments:

ASQ 2012 PSC#4047-0708 Mod.pdf; ASQ 2012 PSC#4047-0708 Mod.doc; PSC# 4047-0708 approved 11-5-2007.PDF; PSC#4047-0708 Mod approved 8-12-2011.pdf

Good Afternoon,

Per DHR and CSC conversation with Gordon Choy, we are resubmitting the PSC for As-Needed Sediment Characterization and Coastal Engineering Consultation Services as a modification to the current PSC#4047-07/08. This PSC modification supersedes previously submitted PSC, dated December 21, 2011.

The attached documents are as follows:

- 1. PDF of PSC modification dated 1/26/2012
- 2. Word version of PSC modification dated 1/26/2012
- 3. PDF of PSC#4047-07/08, approved 11/5/2007
- 4. PDF of PSC#4047-07/08, administratively approved 8/12/2011

Please kindly confirm if this submission is on track for the March 5th CSC meeting.

Thank you!

Michelle Lim

Department of Public Works
Contract Administration Division

875 Stevenson Street, Room 420

San Francisco, CA 94103

Ph: (415) 554-6233 | Fax: (415) 554-6232

Michelle.Lim@sfdpw.org

From: DHR-PSCCoordinator, DHR [mailto:dhr-psccoordinator@sfgov.org]

Sent: Monday, January 09, 2012 3:19 PM

To: Lim, Michelle

Cc: Wong, Tammy; Choy, Gordon; DeSouza, Stanley

Subject: RE: PSC for As-Needed Sediment Characterization and Coastal Engineering Consultation Services

Michelle,

The 30-day notice period for this PSC will expire on 2/4/12. I will contact you if I have any questions. Otherwise this submission is on track for the March 5, 2012 CSC meeting.

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

From: Lim, Michelle [mailto:Michelle.Lim@sfdpw.org]

Sent: Friday, January 06, 2012 11:18 AM

To: DHR-PSCCoordinator, DHR

Cc: Wong, Tammy; Choy, Gordon; DeSouza, Stanley

Subject: PSC for As-Needed Sediment Characterization and Coastal Engineering Consultation Services

Good Morning,

Attached are documents related to the PSC for As-Needed Sediment Characterization and Coastal Engineering Consultation Services. The documents are as follows:

- 1. PDF of PSC Form 1 dated 12/21/2011
- Word version of PSC Form 1 dated 12/21/2011
 PDF of approved PSC#4047-07/08
- 4. Email notification sent to the union

Thank you,

Michelle

Michelle Lim Department of Public Works Contract Administration Division 875 Stevenson Street, Room 420 San Francisco, CA 94103 Ph: (415) 554-6233 | Fax: (415) 554-6232 Michelle Lim@sfdpw.org

From:

Lim, Michelle < Michelle.Lim@sfdpw.org >

Sent:

Friday, January 06, 2012 11:13 AM

To:

'glouie@ifpte21.org'; 'L21PSCReview@ifpte21.org'

Cc:

Choy, Gordon; DeSouza, Stanley

Subject:

PSC for As-Needed Sediment Characterization and Coastal Engineering Consultation

Services

Attachments:

ASQ 2012 PSC.PDF

Good Morning,

Attached is the PSC for As-Needed Sediment Characterization and Coastal Engineering Consultation Services. The Contract Manager is Stanley DeSouza and he can be reached at (415) 554-8369.

Best Regards,

Michelle

Michelle Lim
Department of Public Works
Contract Administration Division
875 Stevenson Street, Room 420
San Francisco, CA 94103
Ph: (415) 554-6233 | Fax: (415) 554-6232
Michelle.Lim@sfdpw.org

CIVIL SERVICE COMMISSION ACTION:

PEI DATE: January 26, 2012	RSONAL SERVICES CONTRA	ACT SUMMARY
DEPARTMENT NAME: PUBL	IC WORKS	DEPARTMENT NUMBER 90
	XPEDITED	REGULAR (OMIT POSTING)
—	ONTINUING	ANNUAL
TYPE OF REQUEST: INITIAL REQUEST	MODIFICATION (PSC# 408	5-08/09)
TYPE OF SERVICE: Geotechni	ical Engineering Services on an As-N	leeded Basis
FUNDING SOURCE: Department	ntal Work Orders	
Original Amount: \$3,000,000	PSC Duration:	05/01/2009 – 05/01/2014
Mod #1 Amount \$0 Mod #2 Amount \$500,000	Mod #1 Duration:	04/15/2009 – 08/01/2014
	Mod #2 Duration:	No change
Mod #3 Amount \$3,000,000 Total Amount \$6,500,000	Mod #3 Duration:	04/15/2009 - 12/31/2017
Total Amount \$0,500,000	Total PSC Duration:	05/01/2009 – 12/31/2017
explorations, investigations, and la refraction profiling, and corrosion test recommendations for designing found embankments, and ground imply geotechnical/geological consultation as-needed contracts at \$1,000,000 each. B. Explain why this service is Services are needed to assist DP engineering expertise beyond the call department resources. Denial of this that would increase construction confidence in the service of the	aboratory testing; supplemental testing and evaluation; preparing report adation systems, excavation support rovement such as grouting, de related work. The Department of Puleach, and intends to award three as necessary and the consequences of a word in the consequences of a word of the word of the consequences of a service could result in failure to meet a service could result in failure to meet a service could result in failure to meet a service could result in the past (if this icate most recent personal services could section of the part of this icate most recent personal services could section of the part of this icate most recent personal services could to award more work, because the ars used to complete ongoing work.	that require specialized geotechnical / geological et scheduling demands when the workload exceeds at client department requirements and project relays also be negatively impacted for the mitigation of service was previously approved by the Civil
2. <u>UNION NOTIFICATION</u> : Copinstructions for specific procedu	by of this summary is to be sent to enures):	aployee organizations as appropriate (refer to
Local 21	canlos	./26/2012
Union Name	Signature of person mailing/faxing	form Date
	1 5	
RFP sent to	_ , on	
Union Name	Date	Signature
	OR DEPARTMENT OF HUMAN	**************************************

3.

DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Requires licensed geotechnical engineers with expertise and familiarity with public works projects; expertise in current engineering and construction practices; familiarity with the natural geotechnical formation of San Francisco; and the ability to provide service to the City on short notice.

- B. Which, if any, civil service class normally performs this work? Civil Services Classifications: 5207 (Associate Engineer) and 5241 (Engineer)
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Yes. The Contractor will provide appropriate field exploration and laboratory testing equipment.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classifications are applicable and City staff will be utilized when feasible. Consultants will only be contacted to meet abrupt scheduling demands when the workload exceeds City resources, or during the occurrence of emergency events. Such workload is expected to be seasonal but unpredictable (e.g., responding to landslide, rockfall or other emergencies at multiple locations).

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

No, Civil Service Classes already exist. The as-needed services are required to augment City staff during peak workload periods, for those projects that require specialized expertise and knowledge, and emergency situations, such as those that may occur during landslides or rockfalls.

li ia	it iiie	ay occur durin	y lariuslides or rocktalis.		•	
5.	<u>AI</u>	DDITIONAL	INFORMATION (if "yes," attach expla	nation)	Yes	No
•	A.	Will the cor	ntractor directly supervise City and Cour	ty employees?		V
	В.		ntractor train City and County employees			V
		 Indicate 	the training and indicate approximate noccupational type of City and County en ineers, etc.) and approximate number to	oployees to receive training (i.e., clerks	·,	
	C,	Are there le	gal mandates requiring the use of contrac	ctual services?		~
	D.	Are there fe	deral or state grant requirements regarding	ng the use of contractual services?		✓
	E.	Has a board to provide the	or commission determined that contract is service?	ing is the most effective way		V
	F.		posed work be completed by a contracton your department?	r that has a current personal services	V	~
CH DE	E A PAF	BOVE INFO	DRMATION IS SUBMITTED AS COREAD:	MPLETE AND ACCURATE ON BE	HALF OF	THE
			Signature of Departmental Persona	Services Contract Coordinator		
			Gordon Choy	(415) 554-6230		
		•	Print or Type Name	Telephone Number		
			875 Stevenson St	reet, Room 420		
			San Francisco	CA 94103		

Address

DATE: November 24		ERVICES CONTRA	CI SUMM	IAKY	
DEPARTMENT NAME	: PUBLIC WORKS			DEPARTMENT NUMBER	90
TYPE OF APPROVAL:	EXPEDITED CONTINUING		REGULAR ANNUAL	(OMIT POSTING)
TYPE OF REQUEST: INITIAL REQU	EST MODIFI	CATION (PSC#)		
TYPE OF SERVICE:	Geotechnical Engineerir	ng Services on an As-Ne	eeded Basis		
FUNDING SOURCE:	Departmental Work Ord	ers			
1. DESCRIPTION OF A. Concise descri Consultants will perform explorations, investigation refraction profiling, and of recommendations for desembankments, and gri geotechnical/geological of more as-needed contract B. Explain why the Services are needed to engineering expertise be department resources. Exthat would increase con emergencies such as lan C. Explain how the Service Commendations of the contraction	iption of proposed work: In highly specialized geo- priss, and laboratory tests corrosion testing and eval- signing foundation system round improvement su- ponsultation related work its, each not to exceed \$1, mis service is necessary ar assist DPW on difficult yond the capabilities of ex- penial of this service could struction costs. DPW's desiruction costs. DPW's de	stechnical engineering ting; supplemental test uation; preparing report as grouting, decided in the past (if this sent personal services collected Geotechnical Engal Consultants, Inc., and	tasks that ing such as s for new an and underpine works denial: denial: denial: t scheduling t client deparalso be neguero service was pontract approgineering Se Metcalf & Ec	5/01/2009 – 5/01/2014 Include conducting geotechnics seismic borehole logging, if existing building/bridge foundating systems, retaining wall systems, retaining wall systems and dewatering; and (DPW) intends to award three demands when the workload estiment requirements and project atively impacted for the mitigatively incompletely	seismic dations; ystems, l other e (3) or ological exceeds trelays ation of
UNION NOTIFICA instructions for spec		mary is to be sent to em	ployee orgai	nizations as appropriate (refer t	to
Local 21	una.Co	arina C. Carlos		11/24/08	
Union Name	Signature of	person mailing/faxing	form	Date	
Union Name	Signature of	person mailing/faxing	form	Date	
and the first of the control of the first terms of the control of	ocal 21, on on Name	Date		Signature	
PSC#408≤08/ STAFF ANALYSIS/REC	09 COMMENDATION:	MENT OF HUMAN F —COPY		S USE	• 4***
CIVIL SERVICE COMM	IISSION ACTION:				

															TS.	

A. Specify required skills and/or expertise:

Requires licensed geotechnical engineers with expertise and familiarity with public works projects; expertise in current engineering and construction practices; familiarity with the natural geotechnical formation of San Francisco; and the ability to provide service to the City on short notice.

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

 Civil Services Classifications: 5207 (Associate Geotechnical Engineer) and 5241 (Geotechnical Engineer)
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Yes. The Contractor will provide appropriate field exploration and laboratory testing equipment.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classifications are applicable and City staff will be utilized when feasible. Consultants will only be contacted to meet abrupt scheduling demands when the workload exceeds City resources, or during the occurrence of emergency events. Such workload is expected to be seasonal but unpredictable (e.g., responding to landslide, rockfall or other emergencies at multiple locations).

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

No, Civil Service Classes already exist. The as-needed services are required to augment City staff during peak workload periods, for those projects that require specialized expertise and knowledge, and emergency situations, such as those that may occur during landslides or rockfalls.

5.	ADDITIONAL INFORMATION (if "yes," attach explanation)	Yes	<u>No</u>
	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?		
	HE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEI EPARTMENT HEAD: Gran Chox	IALF O	f THE
	Signature of Departmental Personal Services Contract Coordinator		
	Gordon Choy (415) 554-6230		
:: :.:i :::: : : ::::	Print or Type Name Telephone Number		
	875 Stevenson Street, Room 420		
	San Francisco, CA 94103		
	Address		

From:

Carlos, Carina < Carina. Carlos@sfdpw.org>

Sent:

Thursday, January 26, 2012 2:45 PM

To:

DHR-PSCCoordinator, DHR

Cc:

Caranto, Severino; Kim, Sung; Choy, Gordon; Wong, Tammy

Subject:

RE: PSC-DPW As-Needed Geotechnical Engineering Services - \$3M/5yrs

Attachments:

PSC#4085-0809 Mod #3 - As-Needed Geotechnical Services.PDF; PSC#4085-0809 Mod

#3 - As-Needed Geotechnical Services.doc; PSC#4085-0809 approved by CSC

1-05-09.pdf; PSC#4085-0809 Mod #2 approved by DHR 3-23-11.pdf; PSC#4085-0809

Mod #1 approved by DHR 4-10-09.pdf

Good afternoon,

Per the instructions we received regarding Gordon Choy's discussions with DHR and CSC, we are resubmitting the attached PSC as a 3rd modification to the current PSC#4085-08/09. This PSC modification supersedes the previously submitted PSC dated 1/05/2012.

Attached are the following:

- 1. PSC Modification #3 (in PDF format) dated 1/26/2012
- 2. PSC Modification #3 (in Word format) dated 1/26/201
- 3. Original PSC #4087-08/09 (in PDF format), approved on 1/05/2009
- 4. PSC Modification #1 (in PDF format), approved by DHR on 4/10/09
- 5. PSC Modification #2 (in PDF format), approved by DHR on 3/23/2011

Thank you,

Carina

Carina C. Carlos Department of Public Works Contract Administration Division 875 Stevenson Street, Room 420 San Francisco, CA 94103

Tel: (415) 554-6416 | Fax: (415) 554-6232

Carina.Carlos@sfdpw.org

From: DHR-PSCCoordinator, DHR [mailto:dhr-psccoordinator@sfgov.org]

Sent: Thursday, January 12, 2012 5:03 PM

To: Choy, Gordon

Cc: Caranto, Severino; Kim, Sung; Carlos, Carina

Subject: RE: PSC-DPW As-Needed Geotechnical Engineering Services - \$3M/5yrs

Gordon,

Your submission for As-Needed Geotechnical Engineering Services cannot yet be forwarded to the Civil Service Commission for inclusion in the February 6th meeting. It references PSC#4085-08/09, which is currently active through 8/1/14 (having been modified twice). Your submission is for the same type of work as the referenced PSC. Having spoken to Sandra Eng at Civil Service, we are unclear as to why this is being submitted at this early date for an initial request, instead of modifying the currently active PSC.

Discuss with your project manager and let us know so that we can continue our review for inclusion in the March CSC meeting. I will be out of the office 1/13, returning on 1/23. The DHR-PSCCoordinator email box will be checked.

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

From: Carlos, Carina [mailto:Carina.Carlos@sfdpw.org]

Sent: Wednesday, January 11, 2012 1:27 PM

To: Ryan, Maria

Cc: Caranto, Severino; Choy, Gordon; Kim, Sung

Subject: FW: PSC-DPW As-Needed Geotechnical Engineering Services - \$3M/5yrs

Good afternoon Maria,

Local 21 has waived the 30-day review period for the As-Needed Geotechnical Services PSC. Is it possible to include this in the February 6, 2012 CSC meeting?

Thank you.

Carina

Carina C. Carlos Department of Public Works Contract Administration Division 875 Stevenson Street, Room 420 San Francisco, CA 94103 Tel: (415) 554-6416 | Fax: (415) 554-6232

Carina.Carlos@sfdpw.org

From: L21PSC Review [mailto:L21PSCReview@ifpte21.org]

Sent: Wednesday, January 11, 2012 12:59 PM

To: Caranto, Severino; Ging Louie

Cc: Choy, Gordon; Rivera, Patrick; Williams, Maurice; Carlos, Carina; Chan, Norman; Joe Brenner; Ging Louie; Larry

Wong

Subject: RE: PSC-DPW As-Needed Geotechnical Engineering Services - \$3M/5yrs

Local #21 has no objections to this PSC. Local #21 wavies the 30-day review period.

Larry Wong L21 PSC Reviewer

From: Caranto, Severino [Severino.Caranto@sfdpw.org]

Sent: Wednesday, January 11, 2012 12:15 PM

To: L21PSC Review; Ging Louie

Cc: Choy, Gordon; Rivera, Patrick; Williams, Maurice; Carlos, Carina; Chan, Norman Subject: RE: PSC-DPW As-Needed Geotechnical Engineering Services - \$3M/5yrs

Hi Larry,

Thank you for your quick review of this PSC. Please see attached memo from DPW confirming the conditions per your email.

Please let me know if you have any questions.

Thanks,

Severino (Jun) Caranto, Jr., PE

Section Manager
Contract Preparation & Project Controls
Department of Public Works
City and County of San Francisco
30 Van Ness Avenue, 5th Floor
San Francisco, CA 94102
Ph: 415-558-4595

From: L21PSC Review [mailto:L21PSCReview@ifpte21.org]

Sent: Tuesday, January 10, 2012 9:41 AM

To: Carlos, Carina; Ging Louie **Cc:** Caranto, Severino; Choy, Gordon

Subject: PSC-DPW As-Needed Geotechnical Engineering Services - \$3M/5yrs

Local #21 will have no objections provided DPW place in writing the following:

DPW will provided six-month report summary for the duration of the contract of all CSO/TSO for each consultant for this PSC to the Union.

Up receipt of the DPW letter, Local #21 is prepared to waive the 30-day requirement so that this PSC can proceed.

Larry Wong L21 PSC Reviewer 864-2100 x-225

From: Carlos, Carina [Carina.Carlos@sfdpw.org]

Sent: Friday, January 06, 2012 9:38 AM

To: Ging Louie; L21PSC Review **Cc:** Caranto, Severino; Choy, Gordon

Subject: PSC for Geotechnical Engineering Services

Good morning,

Attached is the PSC Summary Form for Geotechnical Engineering Services on an As-Needed Basis.

An RFP will be sent to you at a later date when this office has received a copy.

Should you have any questions, the Contract Manager is Jun Caranto, who is carbon copied in this email and can also be reached at (415) 558-4595.

Carina

Carina C. Carlos
Department of Public Works
Contract Administration Division
875 Stevenson Street, Room 420
San Francisco, CA 94103

Tel: (415) 554-6416 | Fax: (415) 554-6232

Carina Carlos@sfdpw.org

From:

Carlos, Carina < Carina. Carlos@sfdpw.org>

Sent:

Friday, January 06, 2012 9:38 AM

To:

'Ging Louie (glouie@ifpte21.org)'; L21PSCReview@ifpte21.org

Cc:

Caranto, Severino; Choy, Gordon

Subject:

PSC for Geotechnical Engineering Services

Attachments:

PSC - As-Needed Geotechnical Services dated 1-05-12.pdf

Good morning,

Attached is the PSC Summary Form for Geotechnical Engineering Services on an As-Needed Basis.

An RFP will be sent to you at a later date when this office has received a copy.

Should you have any questions, the Contract Manager is Jun Caranto, who is carbon copied in this email and can also be reached at (415) 558-4595.

Carina

Carina C. Carlos
Department of Public Works
Contract Administration Division
875 Stevenson Street, Room 420
San Francisco, CA 94103

Tel: (415) 554-6416 | Fax: (415) 554-6232

Carina.Carlos@sfdpw.org

City and County of San Francisco



Edwin M. Lee, Mayor Edward D. Reiskin, Director

San Francisco Department of Public Works

Office of Financial Management and Administration
Division of Contract Administration
875 Stevenson Street, Room 420
San Francisco, CA 94103
(415) 554-6230 www.sfdpw.org



MEMORANDUM

Gordon Choy, Division Manager

March	22	201	11

TO:

Citywide Personal Services Contract Coordinator

Department of Human Resources

FROM:

Gordon Choy, PSC Coordinator

Department of Public Works (90)

SUBJECT.

Civil Service Commission PSC Modification Less than 50% of Approved Amount or Time

The Public Works Department is proposing to modify an approved Personal Services Contract Summary (PSC) and is requesting your consideration for an administrative review of the PSC Modification because the proposed modification is less than 50% of the Civil Service Commission's approved PSC amount and/or duration.

Following is the information about the PSC modification:

PSC No. 4085-08/09

Approved on: 1/05/2009

Description:

Original Approved Amount

\$3,000,000

Original Approved Duration

05/01/2009 - 05/01/2014

Modification 1 Amount: Modification 2 Amount:

\$0 \$500,000 Modification of Duration Modification of Duration 04/15/2009 - 08/01/2014

Total Modified Amount:

\$3,500,000

Total Modified Duration:

04/15/2009 - 08/01/2014

(none)

Reason for the modification: Work on some Contract Service Orders issued under this PSC requires some modifications that will exceed the original approved amount.

Attachment: Copy of Approved PSC Summary

Thank you for your consideration in issuing an administrative decision on this PSC Modification. Please call me at (415) 554-6230 if there are any questions.

Cc:

Jun Caranto, BOE - Contract Manager Tammy Wong, GSA Human Resources

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION:

 \mathbb{X}

Approved

Approval Date:

72/11

Micki Callahan, Human Resources Director



City and County of San Francisco



Gavin Newsom, Mayor Edward D. Reiskin, Director



(415) 554-6229 FAX (415) 554-6232 http://www.sfdpw.com

Department of Public Works
Contract Administration Division
Financial Management and Administration
875 Stevenson Street, Room 420
San Francisco, CA 94103-0903
Gordon Choy, Division Manager

MEMORANDUM

		NOUNITUON	ı	•
April 6, 2009				
TO: .	Mary Ng, Citywide Personal Service Department of Human Resources	S Contract Coord	inator	
FROM:	Gordon Choy, PSC Coordinator Department of Public Works (90)	Gordon Chay		
SUBJECT:	Civil Service Commission PSC Mod	lification Less thar	n 50% of Approved	Amount or Time
is requesting y	orks Department is proposing to modif our consideration for an administrative less than 50% of the Civil Service Co	e review of the PS	C Modification beca	ause the proposed
Following is the	e information about the PSC modifica	tion:	•	
PSC No. 4085	-08/09 [/] Approved on: January 5, 2	:009 [.]		
Description: As	s-Needed Geotechnical Engineering	g Services		
Original Appro	ved Amount: \$3,000,000	Modified Am	ount: \$3,000,000	
Original Appro	ved Duration: 05/01/09 - 05/01/14	Modified Du	ration: 04/15/09 – 0	8/01/14
stagger the av	modification: The contract negotiat ward of the three master contracts	about two month	ns apart starting in	April 2009.
Thank you for (415) 554-6230	your consideration in issuing an admi Dif there are any questions.	nistrative decision	on this PSC Modifi	cation. Please call me at
· · · · · · · · · · · · · · · · · · ·	·	24-	_n Chan	
	anto, BOE - Contract Manager Wong, GSA Human Resources		-	
		*		Sind Sind
Adminis for du	strative Approval greated ation modification of less than	50%,		
Approva	1 Date: April 10, 2009	<u> </u>		
Ву:	Man M. C. M. icki Callahan, Human Resources I			
$\mathcal{L}_{w}M$	icki Callahan, Human Resources I	Director	* 1	•

CIVIL SERVICE COMMISSION ACTION:

	RSONAL SERVICES CONTI	RACT SUMMA	ARY	
DATE: <u>January 26, 2012</u>				
DEPARTMENT NAME: PUBL	IC WORKS		DEPARTMENT NUMBER	₹ 90
TYPE OF APPROVAL: EX	XPEDITED	REGULAR	(OMIT POSTING)
CC	ONTINUING	ANNUAL		
TYPE OF REQUEST:	 	_		
INITIAL REQUEST	MODIFICATION (PSC#	4149-07/08)		
TYPE OF SERVICE: Multi-Disci	ipline Construction Management S	ervices		
FUNDING SOURCE: Individual	Project Funding			-
Original Amount: \$ 4,000,000.00		6/16/08 - 6/1		
Modification Amount \$ 3,000,000.00		6/16/08 - 6/16		
Total Amount \$ 7,000,000.00	Total PSC Duration	: 6/16/08 – 6/16	5/18	
1. <u>DESCRIPTION OF WORK</u> A. Concise description of pro	anagad marke		• .	
The Consultant will provide resident eng- public outreach staff, construction mana- as-needed services to be determined for each were previously awarded under this Agreements, each not-to-exceed \$750,0 B. Explain why this service is Services are required to augment the wo in the City for many emergency jobs and cause delays to construction projects, wh	gement support, field office administrary various types of engineering work on s PSC. The Department of Public Word for these as-needed services, and the consequences of the Department of Public Word short term/duration projects that some	tive staff, suppleme an as-needed basi ks (DPW) intends to of denial: orks (DPW) and to p etimes require dive	ental construction services and is. Four (4) contracts for \$1,000 to award an additional four (4) M	other 0,000 Master
C. Explain how this service Service Commission, indi Past contractual services were provided through PSC #4149- 07/08 dated April 2 two years of their contract term. We mus	1, 2008. Under Admin Code Sec. 6.64	contract approva Discipline Construct Lithe current contra	al number): tion Management Services con acts cannot be issued new work	tracts
D. Will the contract(s) b	e renewed: Yes. This PSC wil	l be renewed whe	en new solicitation is needed	
2. <u>UNION NOTIFICATION</u> : Copinstructions for specific procedu	by of this summary is to be sent to ures):	employee organiz	zations as appropriate (refer	to
Local 21	Rochelle Delavega		1/6/12	
Union Name	Signature of person mailing/faxir	ng form	Date out	2
Union Name	Signature of person mailing/faxir	ng form	Date	
RFP sent to	, on			
Union Name	Date		Signature	<u> </u>
*************************************	OR DEPARTMENT OF HUMAN	*		

BOO PODER 1 /0/0/

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

A. Specify required skills and/or expertise:

Licensed and/or certified resident engineers, field engineers, construction inspectors, specialty engineers, schedulers, estimators, office engineers, claims specialist, with broad experience in managing construction projects, claims prevention, pre-construction survey/cost estimating, bid evaluation, scheduling analysis, value engineering, project control, and field inspection

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

 Resident Engineers are provided by the following Civil Service Classes: Administrative Engineer-5174, Junior Engineer-5201, Associate Engineer-5207, Senior Engineer-5211, Engineer-5241 and Mechanical Engineer-5256. Construction Inspection is provided by the following Classes: Construction Inspector-6318, Junior Engineer-5201, and Assistant Engineer-5203.
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Yes, if used in performance of contract and paid for by the City. Specialized field monitoring equipment and/or computer software may be provided.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Several positions do not exist in Civil Service: Scheduling Engineers, Cost Estimators, Claims Specialists, etc. Where applicable, civil service classifications will be utilized; these contractual services will be used to augment City staff when there are peak loads on City staff's time or emergencies. Projects assigned on short term/duration on a part-time as-needed basis.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No, because the work is on an if and as-needed basis. It would be impractical to adopt new classifications without a consistent need for these classifications.

5.	AI	DDITIONAL INFORMATION (if "yes," attach explanation)	Yes	No
,	Α.	Will the contractor directly supervise City and County employees?		X
	В.	 Will the contractor train City and County employees? Describe the training and indicate approximate number of hours. — As and if needed traprovided in Construction Cost Estimating and Scheduling Indicate occupational type of City and County employees to receive training (i.e., clerks civil engineers, etc.) and approximate number to be trained. — Construction Inspectors Engineers 		
	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 DEP	A AF	BOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BERTMENT HEAD: Signal Chan	HALF OI	THE
		Signature of Departmental Personal Services Contract Coordinator	•	
		CHARLE Allow		•

875 STEVENSON ST. #420 SANFRANCISCO, CA 94103

Print or Type Name

Address

Telephone Number

From:

Delayega, Rochelle < Rochelle, Delayega@sfdpw.org>

Sent:

Thursday, January 26, 2012 2:08 PM

To:

DHR-PSCCoordinator, DHR

Cc:

Wong, Tammy; Choy, Gordon; DeSouza, Stanley; Chang, Su-Wan; Kim, Sung; Lim,

Michelle

Subject:

RE: 4149-07/08 - PSC for Multi-Discipline Construction Management Services

Attachments:

MDCM PSC 1-26-12.pdf; PSC MDCM 1-26-2012.docx; PSC #4149 - 07 - 08.pdf

Good Afternoon,

Per the discussion between DHR, CSC and Gordon Choy, I am resubmitting this PSC for Multi-Discipline Construction Management Services as a modification to the current MDCM PSC #4149-07/08. This modification supersedes the new MDCM PSC sent to DHR on January 6, 2012. Attached are the following documents related to the PSC modification for MDCM:

- 1. PDF of PSC Modification Form 1 dated 1/26/12
- 2. Word version of PSC Modification Form 1 dated 1/26/12
- 3. PDF of PSC #4149-07/08 approved 4/21/08

Please let me know if this PSC modification is still on track for the March 5, 2012 CSC meeting.

Thank you,

Rochelle Delavega

DPW contract administration 875 stevenson street, room 420 san francisco, ca 94103 tel 415.554.6225 rochelle.delavega@sfdpw.org

From: DHR-PSCCoordinator, DHR [mailto:dhr-psccoordinator@sfgov.org]

Sent: Monday, January 09, 2012 4:23 PM

To: Delavega, Rochelle

Cc: Wong, Tammy; Choy, Gordon; DeSouza, Stanley; Chang, Su-Wan; Lim, Michelle

Subject: RE: PSC for Multi-Discipline Construction Management Services

Rochelle,

The 30-day notice period for this PSC will expire on 2/4/12. I will contact you if I have any questions. Otherwise this submission is on track for the March 5, 2012 CSC meeting.

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

From: Delavega, Rochelle [mailto:Rochelle.Delavega@sfdpw.org]

Sent: Friday, January 06, 2012 5:13 PM

To: DHR-PSCCoordinator, DHR

Cc: Wong, Tammy; Choy, Gordon; DeSouza, Stanley; Chang, Su-Wan; Lim, Michelle

Subject: PSC for Multi-Discipline Construction Management Services

Good Afternoon,

Attached are the following documents related to the PSC for Multi-Discipline Construction Management Services:

- 1. PDF of PSC Form 1 dated 12/23/11
- 2. Word version of PSC Form 1 dated 12/23/11
- 3. PDF of PSC #4149-07/08 approved 4/21/08
- 4. Email notification sent to Union

Thank you,

Rochelle Delavega

DPW contract administration 875 stevenson street, room 420 san francisco, ca 94103 tel 415.554.6225 rochelle.delavega@sfdpw.org

From:

Delavega, Rochelle < Rochelle. Delavega@sfdpw.org>

Sent:

Wednesday, January 11, 2012 11:55 AM

To:

'glouie@ifpte21.org'; 'lwong@ifpte21.org'; 'L21PSCReview@ifpte21.org'

Cc:

Lim, Michelle, DeSouza, Stanley, Chang, Su-Wan

Subject:

RE: PSC for Multi-Discipline Construction Management Services

Attachments:

MDCM PSC 1-10-12.pdf

Good Morning,

Attached is the edited PSC for Multi-Discipline Construction Management Services, originally sent on January 6, 2012 and revised January 10, 2012. The Contract Manager is Stanley DeSouza, and he can be reached at (415) 554-8369.

Thank you,

Rochelle Delavega

DPW contract administration 875 stevenson street, room 420 san francisco, ca 94103 tel 415.554.6225 rochelle.delavega@sfdpw.org

From: Delavega, Rochelle

Sent: Friday, January 06, 2012 4:37 PM

To: 'glouie@ifpte21.org'; 'lwong@ifpte21.org'; 'L21PSCReview@ifpte21.org'

Cc: Lim, Michelle; DeSouza, Stanley; Chang, Su-Wan

Subject: PSC for Multi-Discipline Construction Management Services

Good Afternoon,

Attached is the PSC for Multi-Discipline Construction Management Services. The Contract Manager is Stanley DeSouza, and he can be reached at (415) 554-8369.

Thank you,

Rochelle Delavega

PW contract administration 875 stevenson street, room 420 san francisco, ca 94103 tel 415.554.6225 rochelle.delavega@sfdpw.org