



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: April 2, 2012
 To: The Honorable Civil Service Commission
 Through: Micki Callahan
 Human Resources Director

From: Cynthia Avakian, AIR
 Jesusa Bushong, FIR
 Gordon Choy, DPW
 Jacquie Hale, DPH
 Greg Kato, TTX
 Will Lee, DEM
 Joan Lubamersky, GSA
 Shawn Wallace, POL
 Jeannie Wong, CON

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*
\$609,956,914	\$2,379,103	\$612,336,017

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- PSC #4003-11/12 for \$500,000 for Temporary Parking Restriction Signage was withdrawn by SFMTA on 7/28/11
- PSC#4053-11/12 for \$3.4million for Design for University Mound North Basin Upgrades was withdrawn by PUC on 11/15/11
- PSC#4060-11/12 for \$500,000 for Lighting Design Services – Build LED Streetlight Conversion was withdrawn by PUC on 11/21/11
- Modification of PSC#4097-08/09 for \$2.2million for regional water and energy washing machine rebate program was withdrawn on 11/30/11
- PSC#4075-11/12 for \$1.5million for Outreach and Marketing Services Power Enterprise withdrawn by PUC on 1/9/12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

4/2/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4102-11/12	77	Emergency Management	Regular	\$6,566,042	DEM is upgrading its current CAD software to the new Total Command Computer Aided Dispatching Platform. This will consist of deploying hardware and customized, proprietary software developed by Tiburon Inc. The system connects to several interfaces including Police Records, Fire Records, CLETS/NCIC, 911 Telephones to provide the best form of communications.	4/1/2012 - 11/30/2017
4103-11/12	31	Fire Department	Regular	\$300,000	Provider must be available to perform maintenance and repair, as needed, 24 hours per day, seven days per week. Additionally, work must be performed by a qualified, certified vendor recognized by the exhaust extractor manufacturer; otherwise, the warranty would be nullified.	1/1/2012 - 6/30/2015
4104-11/12	70	General Services Agency	Regular	\$90,000	To provide 22 card key entry systems throughout the building, complete with suppressors, electrical locking, card keys and elevator access control.	1/1/2012 - 6/30/2012
4105-11/12	70	General Services Agency	Regular	\$5,000,000	Contractor will provide structural pest control work for City facilities. This includes inspections of buildings, recommendations for pest prevention, use of mechanical, physical, and chemical controls (including pesticides), monitoring of pest populations, record keeping of infestations, and compliance with the Integrated Pest Management Ordinance. Duties also include the control of mosquitoes in a wide variety of situations such as storm sewer catchment basins and the control of rats in sewers and other structures. Contractor will perform work on an as needed basis dependent on actual levels of infestation and mosquito populations. Contractor will work with IPM managers at Dept. of Environment and Individual City facilities managers to identify IPM needs and review work completed and potential changes to IPM plan at monthly IPM meetings conducted by the Dept of Environment.	4/1/2012 - 3/31/2015
4106-11/12	82	Public Health	Regular	\$1,800,000	For continued support and custom development of the One-e-App system used by the Healthy San Francisco and San Francisco Provides Access to Health Care (SF PATH) programs. The scope of work includes continued use of One-e-App as a system of record or enrollment database, electronic application system, enrollment system, and eligibility system for program providers. One an annual basis, 200 trained application assistants use One-e-App to screen over 70,000 unique San Francisco applicants in the system for eligibility for health care programs. Continuation of the contract will facilitate several thousand new enrollments in Healthy San Francisco and SF PATH. The proposed work requires supporting system end users, completing quarterly system modifications to reflect required program changes, and conducting detailed quality assurance activities to monitor system performance.	7/1/2012 - 6/30/2017

POSTING FOR

4/2/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4107-11/12	90	Public Works	Regular	\$325,000	Consultant shall advance and manage funds related to the Youth and Young Adult Summer Employment Program. Consultant to directly supervise and administer the summer employment program with an anticipated 120 high-risk participants aged 16-24 on various projects, at locations as agreed upon with DPW staff. Activities include litter collection, debris removal, weeding, maintenance of plant material, street sweeping, sidewalk cleaning and maintenance, graffiti removal.	4/1/2012 - 3/31/2013

Total Amount - Regular: \$14,081,042

POSTING FOR

4/2/2012

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

PSC No	DeptNo	Dept Description	Approval Type	Modified Amount	Cumulative Total	Description of Work	Start Date	End Date
4056-10/11	08	Treasurer/Tax Collector	Regular	✓	\$200,000	Conduct audits of utility users tax and access line tax of service providers' records; provide legislative and technological updates and analysis; train City's audit staff to continue to audit and enforcement of UUT and ALT tax requirements; and provide tax revenue enhancement and detection services.	1/4/2011	6/30/2014
3027-11/12	09	Controller	Regular	\$52,000	\$100,000	Augment the scoping of the City's Financial Accounting and Management Information System (FAMIS) replacement project by documenting the financial functions of major ancillary, departmental systems which interface to FAMIS and depend upon FAMIS data for operation. These ancillary systems include purchasing, contract tracking, reporting, inventory, ordering and other key departmental financial related systems that run in parallel with FAMIS. The contractor will review and document, at a high level, the functionality and data of those systems to identify common or unique functions which could be considered for inclusion in the scope of a FAMIS replacement. The contractor will also review and document key, specialized FAMIS processes and related procedures, to help determine which must be included in a FAMIS replacement, and which can also be improved by more immediate, cost-effective, changes in the current environment. The contractor may further define and test those immediate changes. This work will ultimately be used to help define the scope of a new Citywide financial system.	9/6/2011	9/6/2013
4033-10/11	27	Airport Commission	Regular	\$1,800,000	\$2,250,000	To provide SFO Operations & Security with on-site maintenance and technical and installation services for hardware and software upgrades to the Intergraph computer-aided dispatch (I/CAD) system which includes I/Backup, I/LEADS and I-Mobile product software implementation at SFO Airport, integrated into the existing I/CAD, Mapping Upgrade and Maintenance Support. In the past, the Airport's Operations & Security Division, which includes Communications and SFPD Airport Bureau, would each enter into a separate contract. The Airport has determined that is more effective to have one maintenance contract for this system since we estimate the system has at least a five (5) year useful life remaining (possibly 10 years).	10/10/2010	6/30/2017
4093-09/10	38	Police	Regular	\$600,000	\$1,000,000	Contractor will provide pre employment polygraph screening on an as needed basis for entry level police officers, police reserve officers, police cadets and police service aides. Such screening shall include questions about prior police history, criminal activity, illegal drug use, drinking habits and incidents of domestic violence. Contractor shall have a business site with adequate interrogation facilities divided by one way mirrors and equipped with sound devices, and video and audio recording equipment.	7/1/2010	6/30/2014
				Sum of Modified Amounts:	\$2,452,000			

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

Jesusa Bushong
Fire Department
698 2nd Street, Rm 209
San Francisco, CA 94107

Gordon Choy
Department of Public Works
875 Stevenson St, Rm 420
San Francisco, CA 94103

Jacquie Hale
Department of Public Health
101 Grove St, Rm. 307
San Francisco, CA 94102

Greg Kato
Treasurer Tax Collector
City Hall, Room 140
San Francisco, CA 94102

Will Lee
Department of Emergency Mgmt
1011 Turk Street
San Francisco, CA 94102

Joan Lubamersky
General Services Agency
One Carlton Goodlett, Rm 362
San Francisco, CA 94102

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

Jeannie Wong
Controller's Office
City Hall, Room 316
1 Dr. Carlton B. Goodlett Pl.
San Francisco, CA 94102

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 17, 2012

DEPARTMENT NAME: Emergency Management

DEPARTMENT NUMBER 77

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

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

TYPE OF SERVICE: E911 Computer Assisted Dispatch Services

FUNDING SOURCE: General Fund (1A AGF ACP)

PSC AMOUNT: Original: \$6,566,042 PSC DURATION: 4/1/12 - 11/30/17 March 2012 - Nov. 2019 (7 years, 8 months) mkr

1. DESCRIPTION OF WORK

A. Concise description of proposed work: DEM is upgrading its current CAD software to the new Total Command Computer Aided Dispatching Platform. This will consist of deploying hardware and customized, proprietary software developed by Tiburon Inc. The system connects to several interfaces including Police Records, Fire Records, CLETS/NCIC, 911 Telephones to provide the best form of communications for the department.

B. Explain why this service is necessary and the consequences of denial: This is complex, proprietary software system that is critical for public safety. Denial of this service may deprive 911 dispatchers, police officers, and fire fighters accessibility to mission critical information needed to perform their duties.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): PSC#4108-08/09.

D. Will the contract(s) be renewed: Unknown at this time - This contract will cover the deployment of the system and 5 years of maintenance.

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

Local 21 Union Name Signature of person mailing/faxing form Date 2/17/2012
SEIU 1021 Union Name Signature of person mailing/faxing form Date 2/17/2012
RFP sent to N/A, on Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4102-11/12 STAFF ANALYSIS/RECOMMENDATION:

Received 2/17/12 mkr

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Expertise in proprietary application

B. 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).

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:

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.

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

No. The software is proprietary.

ADDITIONAL INFORMATION (if "yes," attach explanation)

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

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

B. Will the contractor train City and County employees?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
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- Describe the training and indicate approximate number of hours.
 - o System administration and end-user training using proprietary software.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.
 - o IT classes: 6-1022s for 40 hours total, 2-1023s for 8 hours total, & 2-1042s & 1-1044 for 56 hours total

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

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

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? The City's current CAD system is maintained by Tiburon, Inc.

<input checked="" type="checkbox"/>	<input type="checkbox"/>
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THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Signature of Departmental Personal Services Contract Coordinator

William Lee

415 558 3866

Print or Type Name

Telephone Number

1011 Turk Street
San Francisco, CA 94102

Address

Ryan, Maria

From: Lee, William
Sent: Thursday, March 08, 2012 9:37 AM
To: DHR-PSCCoordinator, DHR; Ryan, Maria
Cc: Sutton, Mitch; Geddes, Michelle
Subject: FW: PSC-ES E911 Computer Assisted Dispatch Services -Request for 30-day Wavier
Importance: High

Dear Maria – our request to waive 30-day notice from L21 has been granted by Mr. Larry Wong (see below).

Please let us know if we can be moved from our previously calendared 4/16 meeting date.

Thanks!

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

From: Larry Wong [mailto:lwong@ifpte21.org]
Sent: Thursday, March 08, 2012 9:17 AM
To: Geddes, Michelle; L21PSC Review; Sutton, Mitch
Cc: Lee, William; khughes@ibew6.org
Subject: RE: PSC-ES E911 Computer Assisted Dispatch Services -Request for 30-day Wavier

Michelle,

As discussed, the new PSC will to upgrade the existing and the upgrade will consist entirely of software and no hardware including any electrical work will be involved.

Local #21 has no objection to this PSC and will waiver the 30-day notice.

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

From: Geddes, Michelle [michelle.geddes@sfgov.org]
Sent: Wednesday, March 07, 2012 4:25 PM
To: L21PSC Review; Sutton, Mitch; Larry Wong
Cc: Lee, William; khughes@ibew6.org
Subject: RE: PSC-ES E911 Computer Assisted Dispatch Services -Request for 30-day Wavier

Larry –

Thanks for your time today. As I mentioned there are 2 PSC contracts recently submitted by DEM for the CAD System.

- 1) Modification to the Tiburon Maintenance and Enhancements Contract for eCAD - \$3,497,495 for 3/12 to 12/14. As I mentioned, this was approved by the Civil Service Commission on March 5th and DEM is moving forward with this contract renewal
- 2) PSC for E911 Computer Assisted Dispatch Services for \$6,566,042 for 3/12 to 11/19 term duration. This will be a new contract with Tiburon to upgrade our existing system. We would like to request a waiver of the 30-day rule for this, so we can calendar the hearing sooner than April 16th. As part of this, no electrical work will be included in the contract.

Let us know if you are comfortable with granting the waiver.

Thank you,

Michelle Geddes
Office: 415-558-3825
Cell: 415-518-8126
Email: michelle.geddes@sfgov.org

From: L21PSC Review [mailto:L21PSCReview@ifpte21.org]
Sent: Wednesday, March 07, 2012 11:54 AM
To: Sutton, Mitch; Larry Wong
Cc: Lee, William; Geddes, Michelle; khughes@ibew6.org
Subject: PSC-ES E911 Computer Assisted Dispatch Services -Request for 30-day Wavier

February 17, 2012 email DES submitted a PSC for E911 Computer Assisted Dispatch Services for \$6,566,042 for 3/12 to 11/19 term duration.

March 2, 2012 email from DES is a Modification to E911 Computer Assisted Dispatch for \$3,497,495 for 3/12 to 12/14.

Does DES plan to withdraw the February 17, 2012 PSC and continued with March 2, 2012 email PSC Mod?

If the installation requires electrical work, should IBEW union also be notified?

Larry Wong
L21 PSC Reviewer
(415) 864-2100

From: Sutton, Mitch [mitch.sutton@sfgov.org]
Sent: Friday, March 02, 2012 12:06 AM
To: Larry Wong; L21PSC Review
Cc: Lee, William; Geddes, Michelle
Subject: FW: PSC Submission (Regular) for E911 Computer Assisted Dispatch Services [request for waiver of 30 day union notice period]

Dear Mr. Wong:

The Department of Emergency Management respectfully requests a waiver of the normal 30 day union notice period for this contract. We are sending this request to you because we are told that Local 21 is the only union that could be impacted by this work.

Since this contract involves proprietary software, the work identified in the contract (software programming, system configuration, and software maintenance), cannot be performed by City personnel.

We are asking for a waiver of the normal 30 day notice period in order to move up our CSC meeting date for this critical 9-1-1 system. Our CSC meeting date is currently scheduled on 4/16/12 and this is causing a negative impact on our implementation.

If you have any questions, please call .

Thank you for your consideration.
Mitch Sutton, IT Manager
City of San Francisco
Department of Emergency Management
415-558-3811
415-269-8330 (cell)
Mitch.Sutton@sfgov.org

From: Lee, William
Sent: Friday, February 17, 2012 4:25 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 E911 Computer Assisted Dispatch Services

Dear DHR PSC Coordinator:

On behalf of the Department of Emergency Management, I am submitting the attached PSC request (see attached PDF) for proprietary 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
Tel.: 415-558-3866
Fax: 415-558-3841

Ryan, Maria

From: Lee, William
Sent: Wednesday, February 22, 2012 10:18 AM
To: DHR-PSCCoordinator, DHR
Cc: Sutton, Mitch; Geddes, Michelle
Subject: RE: PSC Submission (Regular) for E911 Computer Assisted Dispatch Services
Attachments: RE: PSC Submission (Regular) for E911 Computer Assisted Dispatch Services

Hi Maria,

Sorry about that! Here's the response to the info you need:

What is the exact startdate and enddate? Those dates are: 4/1/2012 - 11/30/2017

In terms of the meeting date, I know that you stated the 30-day requirement below, but is there any leeway given that this contract involves proprietary software? We are trying to fast-track the approval because this involves the City's critical 9-1-1 CAD System.

Please let me know.

Thanks!

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: November 30, 2011

DEPARTMENT NAME: Fire DEPARTMENT NUMBER 031

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

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

TYPE OF SERVICE: Exhaust extractor maintenance, testing and repair

FUNDING SOURCE: General Fund

Original Amount: \$300,000 PSC Duration: January 1, 2012 through June 30, 2015
Modification Amount _____ PSC Duration: _____
Total Amount \$300,000 Total PSC Duration: Three years

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provider must be available to perform maintenance and repair, as needed, 24 hours per day, seven days per week. Additionally, work must be performed by a qualified, certified vendor recognized by the exhaust extractor manufacturer; otherwise, the warranty would be nullified.

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

If exhaust extractors are not maintained and repaired as necessary, members' health may be compromised and OSHA violations could be found against the SFFD.

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

This service was previously provided through approved PSC #4060-060/07. After an approved extension, that PSC expired on June 30, 2010.

D. Will the contract(s) be renewed: Yes, the service must be provided on an annual basis.

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

Union Name	Signature of person mailing/faxing form	Date
<u>Auto Mach L1414</u>	<u>Jesusa Bushong</u> <i>via email scan</i>	<u>11-30-11</u>
<u>Electricians L 6</u>	<u>Jesusa Bushong</u>	<u>11-30-11</u>
<u>Sheet Metal L 104</u>	<u>Jesusa Bushong</u>	<u>11-30-11</u>

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4103-11/12
STAFF ANALYSIS/RECOMMENDATION:

Received 3/1/12
mlb

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

A certified, authorized vendor recognized by the manufacturer must be able to provide repair and/or maintenance service(s), as needed, 24 hours per day, seven days per week.

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

There is no one civil service class that could perform the necessary work. However, certain parts of the repair/maintenance work could be performed by 7332 Maintenance Machinist, 7345 Electrician, 7376 Sheetmetal Worker. However, since these City employees are not certified by the manufacturer, it would render the warranty null and void.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There is currently no civil service class that meets the certification required by the manufacturer to perform the necessary repair and maintenance work. Additionally, the fluctuating volume and frequency of work would not sustain full-time, civil service classes.

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

It would not be practical to adopt a new civil service class to perform this work due to the certification required from the manufacturer, and the fluctuating volume and frequency of repair and maintenance work.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

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

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

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

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

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

Jesusa Bushong

Signature of Departmental Personal Services Contract Coordinator

Jesusa Bushong, Departmental Personnel Officer

(415) 558-3615

Print or Type Name

Telephone Number

698 2nd Street, Rm 209
San Francisco, CA 94107

Address

SAN FRANCISCO



FIRE DEPARTMENT

TELEFAX TRANSMITTAL COVER SHEET

HUMAN RESOURCES DIVISION

698 Second Street, Room 209

San Francisco, CA 94107

Voice Line: (415) 558-3462

Telefax Line: (415) 558-3463

DATE: November 30, 2011

TO: Timothy O'Connell

FAX NUMBER: 621-2554

FROM: Jesusa Bushong

TOTAL NUMBER OF PAGES (including cover sheet): 3

COMMENTS: Attached for your review and comment is the Fire Department's Personal Services Contract request for maintenance, testing and repair of exhaust extractors at our fire stations. These services were previously approved in fiscal year 2008-09 for three years, and we are now seeking renewal for another three.

If you have any questions or concerns, please contact Tania Fokin in our Division of Support Services at 558-3355 as she is the person most knowledgeable regarding this contract.

Thank you for your consideration.

The faxed document is intended only for the use of the individual or addressee indicated above. The document may contain information that is privileged, confidential, and or exempt from disclosure under applicable law. Should you receive this communication in error, please notify the San Francisco Fire Department immediately and return the original to us at the above address via the U.S. Postal Service. You are hereby notified that any unauthorized dissemination, distribution, and or photocopying of this communication are strictly prohibited.

TRANSMISSION VERIFICATION REPORT

TIME : 11/30/2011 10:07
NAME : SFFD HR
FAX : 4155583463
TEL : 4155583462
SER.# : 000G5J413491

DATE, TIME	11/30 10:06
FAX NO./NAME	96212554
DURATION	00:01:12
PAGE(S)	03
RESULT	OK
MODE	STANDARD ECM

SAN FRANCISCO



FIRE DEPARTMENT

TELEFAX TRANSMITTAL COVER SHEET

HUMAN RESOURCES DIVISION

698 Second Street, Room 209

San Francisco, CA 94107

Voice Line: (415) 558-3462

Telefax Line: (415) 558-3463

DATE: November 30, 2011

TO: Business Representative

FAX NUMBER: 861-0734

FROM: Jesusa Bushong

TOTAL NUMBER OF PAGES (including cover sheet): 3

COMMENTS: Attached for your review and comment is the Fire Department's Personal Services Contract request for maintenance, testing and repair of exhaust extractors at our fire stations. These services were previously approved in fiscal year 2008-09 for three years, and we are now seeking renewal for another three.

If you have any questions or concerns, please contact Tania Fokin in our Division of Support Services at 558-3355 as she is the person most knowledgeable regarding this contract.

Thank you for your consideration.

The faxed document is intended only for the use of the individual or addressee indicated above. The document may contain information that is privileged, confidential, and or exempt from disclosure under applicable law. Should you receive this communication in error, please notify the San Francisco Fire Department immediately and return the original to us at the above address via the U.S. Postal Service. You are hereby notified that any unauthorized dissemination, distribution, and or photocopying of this communication are strictly prohibited.

TRANSMISSION VERIFICATION REPORT

TIME : 11/30/2011 10:04
NAME : SFFD HR
FAX : 4155583463
TEL : 4155583462
SER.# : 000G5J413491

DATE, TIME	11/30 10:03
FAX NO./NAME	98610734
DURATION	00:01:08
PAGE(S)	03
RESULT	OK
MODE	STANDARD ECM



Jesusa
Bushong/SFFD/SFGOV
11/30/2011 09:20 AM

To Speedy4864@aol.com
cc Tania Fokin/SFFD/SFGOV@SFGOV
bcc
Subject Personal Services Contract for Review

Good morning Mr. Gonzalez:

Attached for your review and comment is the Fire Department's Personal Services Contract request for maintenance, testing and repair of exhaust extractors at our fire stations. These services were previously approved in fiscal year 2008-09 for three years, and we are now seeking renewal for another three.

If you have any questions or concerns, please contact Tania Fokin in our Division of Support Services at 558-3355 as she is the person most knowledgeable regarding this contract.

Thank you for your consideration.

Jesusa Bushong
Departmental Personnel Officer
Fire Human Resources
(415) 558-3615 - Voice
(415) 558-3463 - Fax



20111130101655554.pdf

Ryan, Maria

From: Jesusa.Bushong@SFGOV.ORG
Sent: Thursday, March 01, 2012 2:54 PM
To: DHR-PSCCoordinator, DHR
Cc: Kotake, Donna; Ryan, Maria
Subject: FIR - Exhaust Extractors - PSC for March 19, 2012
Attachments: PSC Exhaust Extractors Final.doc; 20120301145143236.pdf; 20120301145305955.pdf

To whom it may concern:

Attached is PSC Form 1 (Word), the signed version in PDF, the fax covers and fax transmittals in PDF, the one email notification in PDF, and an email from SFFD staff confirming that issues with Local 104 have been resolved. We respectfully request that the matter be calendared for the March 19, 2012 CSC meeting.

Please let me know if you have any questions or require further information. Thank you for your assistance.

Jesusa Bushong
Departmental Personnel Officer
Fire Human Resources
(415) 558-3615
(415) 558-3463 - FAX

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 6, 2012 DEPT. NAME GSA, Real Estate Division DEPT NUMBER 70

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

[] CONTINUING [] ANNUAL

TYPE OF REQUEST:

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

TYPE OF SERVICE: Card Key Security System at 555 7th Street

FUNDING SOURCE: General Fund

PSC AMOUNT: \$90,000

PSC DURATION: January 01, 2012 to June 30, 2012

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: To provide 22 card key entry systems throughout the building, complete with suppressors, electric locking, card keys and elevator access control.
B. Explain why this service is necessary and the consequences of denial: Security is crucial in this high profile building occupied by Public Defender and Sheriff's Department.
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):
D. Will the contract(s) be renewed: No

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

IFPTE Local 21 Union Name Signature of person mailing / faxing form Date 2/7/12

RFP sent to Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4104-11/12 STAFF ANALYSIS/RECOMMENDATION:

Received 2/7/12 [Signature]

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Extensive experience installing, programming, and running Prowatch server based system running Prowatch 3.8 software over 100 different access levels and 150 plus card readers. Extensive experience using the higher level Prowatch ESG, and Prowatch panels and boards.
- B. Which, if any, civil service class normally performs this work?
1051 Business Analyst Assistant and 1062 Programmer Analyst may perform some of the less complex work similar to the 1062 aspects of this PSC such as analyzing and developing processes. May also generate reports and determine and analyze operating characteristics.
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Yes - See attached

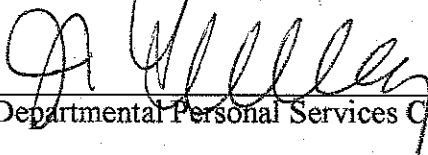
4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable: There is no Civil Service classification that performs the duties required for installing the higher level Honeywell Winpak ESG, and Prowatch panels and boards that the City has chosen to utilize for its access card system. Additionally, if a City employee were to work on the City's existing custom designed system, it would invalidate and void all warranty and maintenance agreements in place. The entire system is interconnected and cannot be parceled into parts
- B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. This is a onetime installation with no ongoing work.

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

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

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


Signature of Departmental Personal Services Contract Coordinator

Joan Lubamersky
Print or Type Name

(415)554-4859
Telephone Number

One Carlton Goodlett Rm 362, San Francisco 94102

Attachment for 3C: Equipment not currently possessed by the City

22	Indala/Motorola Readers Indala FlexPass Arch Wall, 4-16 VDC 5" Black
1	Elevator input/output board, metal enclosure and power supply
1	PW6000 Intelligent Controller PW-6000 Intelligent Controller for 32 I/O and/or reader boards combined. Includes onboard ethernet device
18	HES Electrified Door Strikes
4	8amp 24VDC electrified power supplies individually fused
1	Electrified Schlage Cylindrical Locks and transfer hinge
2	Adams Rite Electrified Crash Bars
2	PW5K1ENC3 PW-Series Remote Enclosure includes plug-in 110V Transformer Power Supply and Battery
21	Suppressor Kit for outputs providing proper protection against electrical spikes
11	PW6K1R2 PW-Series Dual Reader Module Includes 2 inputs/2 outputs per read board
2	PW5K high density enclosure for additional reader boards
1	PW5K2ENC1 PW-Series Small Enclosure Power Supply. Daisy Chain Cable and Battery not included.
2	PW5K2ENC1 PW-Series High Density Enclosure Power Supply.
8	712BNP 12 V, 7 A Battery
2	PW5K1DCC PW-Series Daisy Chain Cable Use with PW5K2ENC1 and PW5K2ENC2
1	Single concurrent user license add-on
1	32 reader license expansion for main Prowatch Server at City Hall



To: L21PSCReview@ifpte21.org, sjenkins@ifpte21.org,
Cc:
Bcc:
Subject: PSC Form 1 OLSE mod add ~\$1 million to 6.30.15
From: Joan Lubamersky/ADMSVC/SFGOV - Tuesday 02/07/2012 01:42 PM

Attached is a proposed modification to the contract with Elation for payroll reporting for OLSE.



Form 1 OLSE mod add ~\$1 million and to 6.30.15.pdf

Joan Lubamersky
General Services Agency/City Administrator
City Hall, Room 362
One Carlton Goodlett Place
San Francisco, CA 94102
Phone: 415-554-4859
Fax: 415-554-4849
e mail address: Joan.Lubamersky@sfgov.org

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 2/6/12

DEPARTMENT NAME: GSA/Office of Contract Administration

DEPARTMENT NUMBER: 70

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

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

TYPE OF SERVICE: Integrated Pest Management Services

FUNDING SOURCE: General Fund and Enterprise Department Budgets

PSC AMOUNT: \$5,000,000

PSC DURATION: 4/1/12 - 3/31/15

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor will provide structural pest control work for City facilities. This includes inspections of buildings, recommendations for pest prevention, use of mechanical, physical, and chemical controls (including pesticides), monitoring of pest populations, record keeping of infestations, and compliance with the Integrated Pest Management Ordinance. Duties also include the control of mosquitoes in a wide variety of situations such as storm sewer catchment basins and the control of rats in sewers and other structures. Contractor will perform work on an as needed basis dependent on actual levels of infestation and mosquito populations. Contractor will work with IPM managers at Dept of Environment and individual City facility managers to identify IPM needs and review work completed and potential changes to IPM plan at monthly IPM meetings conducted by the Dept of Environment.

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

Pests must be managed for both public health/public safety and aesthetic reasons. Lack of structural/public health pest control could result in widespread health hazards such as West Nile virus, various rat-borne diseases, and contamination of food by cockroaches. The City does not employ people who provide structural pest control services.

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

This service has previously been provided as approved by PSC4015-06/07.

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

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

[] Local 261 Union Name

[Handwritten Signature] Signature of person mailing/faxing form

2/7/12 Date

[] Union Name

Signature of person mailing/faxing form

Date

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

Received 2/7/12 mkr

PSC# 4105-11/12

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

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

B. Which, if any, civil service class normally performs this work? None. Class 3424 Integrated Pest Management (IPM) Specialist and Class 3425 Senior IPM Specialist handle pests in trees, grass, rights of way and bodies of water but do not do structural work.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Yes, a variety of specialized sprayers, vacuums, dust injection equipment, inspection and identification equipment.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Structural pest control requires special licensing, equipment, knowledge and skills not possessed by City employees. The contractor will serve hundreds of facilities Citywide, and efforts to prevent West Nile virus in recent years covered almost 20,000 catchment basins between June-August.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No, the workload in structural/public health pest control is cyclical in nature and varies with the weather. During the mosquito season, for example, the number of staff needed is greatly increased. An outbreak at a health facility must be addressed immediately by multiple workers, some of whom are specialists in abating specific infestations.

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

Yes No

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

B. Will the contractor train City and County employees?

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

100 City employees (e.g., Maintenance Managers Class 7263, Carpenters Classes 7266 and 7272, Airport Facilities Service Managers Class 9248) may be trained on how to prevent pest infestations, recording pest sighting and their responsibilities under IPM Ordinance.

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

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

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

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

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

Signature of Departmental Personal Services Contract Coordinator

Joan Lubamersky

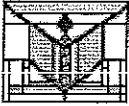
415-554-4859

Print or Type Name

Telephone Number

One Carlton Goodlett Pl, Room 362 San Francisco, CA 94102

Address



To: vince@liuna261.org,
Cc:
Bcc:
Subject: Amended PSC Form 1 Pest Control Office of Contract Administration
From: Joan Lubamersky/ADMSVC/SFGOV - Tuesday 02/07/2012 12:10 PM

This replaces the form sent to you earlier, \$5 million for 2012 - 2015 structural pest control for City buildings.

The text is identical, but the department name and signature are updated. We apologize for any confusion.

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

Thank you.



Form 1 OCA Pest Control \$5 million 2012 - 2015.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



Edwin M. Lee
Mayor

Jaci Fong
Acting Director
Purchasing

Memorandum

Date: November 4, 2011

To: PSC Contract Coordinator, Department of Human Resources

From: Jennifer Browne, Assistant Director
Office of Contract Administration

Re: Request for Administrative Approval of PSC Modification

PSC No. 4015-06/07

Approval Date: 8/7/2006

Description of Services: integrated pest management for City departments including PUC Wastewater, Recreation and Parks Department and Hospitals. Vendor will provide training to City contractor and City employees.

Original Approved Amount: \$5,000,000

Original Approved Duration: ^{1/1/2007}~~02/01/2008~~ - 12/31/2010

Modification #1 Amount: \$2,500,000

Modification #1 Duration: 01/05/2010 - 12/31/2010

Modification #2 Amount: \$0

Modification #2 Duration: 03/15/2010 - 12/31/2011

Modification #3 Amount: \$1,000,000

Modification #3 Duration: 06/20/2011 - 12/31/2011

Modification #4 Amount: \$500,000

Modification #4 Duration: 12/31/2011 - 3/31/2012

Modification #5 Amount: \$750,000

Modification #5 Duration: no change

Total Amount as Modified: \$9,750,000

Total Duration as Modified: 2/01/2008 - 3/31/2012

Reason for Modification: Spike in pest control usage due to weather conditions. OCA putting this contract out for bid but needs additional time to conduct competitive solicitations for new RFP/contract.

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR Action: Approved

Approval Date: 11 / 7 / 11

By:

For Micki Callahan, Human Resources Director

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 10, 2006

DEPARTMENT NAME: OFFICE OF CONTRACT ADMINISTRATION/ PURCHASING

DEPARTMENT NUMBER: 70

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING _____)

CONTINUING ANNUAL

TYPE OF REQUEST:

INITIAL REQUEST MODIFICATION (PSC# _____)

TYPE OF SERVICE: Structural and Public Health Pest Control

FUNDING SOURCE: GENERAL FUNDING

PSC AMOUNT: 5,000,000.00

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

2011 MAY 4 AM 9 39

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

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

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

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

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

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

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

D. Will the contract(s) be renewed:

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

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

Local 261
Union Name

Renee Muckler
Signature of person mailing / faxing form

7/14/06
Date

Union Name

Signature of person mailing / faxing form

Date

RFP not sent to LOCAL 261
RFP not done. Union Name

Date

Signature

06 JUL 10 AM 7:18

RECEIVED BY
OFFICE OF HUMAN RESOURCES

PSC# 4015-06/07 FOR DEPARTMENT OF HUMAN RESOURCES USE
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

Approved
[Signature]
(4)

DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

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

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

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

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

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

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

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

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

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

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

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

B. Will the contractor train City and County employees?

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

- 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. (See attached)

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

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

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

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

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

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

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

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

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

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

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

ATTACHMENT:

ADDITIONAL INFORMATION ON ITEM 5B

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

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

FEB 06 2012 PERSONAL SERVICES CONTRACT SUMMARY

DATE: _____

DEPARTMENT NAME: Public Health DEPARTMENT NUMBER 82

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

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

TYPE OF SERVICE: Ongoing Support and Access to the Web Based One-e-App System

FUNDING SOURCE: General Fund (50%) / Federal Low Income Health Program (50%)

PSC AMOUNT: \$1,800,000 PSC DURATION: 7/1/2012-6/30/2017

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

For continued support and custom development of the One-e-App system used by the Healthy San Francisco and San Francisco Provides Access to Health Care (SF PATH) programs. The scope of work includes continued use of One-e-App as a system of record or enrollment database, electronic application system, enrollment system, and eligibility system for program providers. On an annual basis, 200 trained application assistants use One-e-App to screen over 70,000 unique San Francisco applicants in the system for eligibility for health care programs. Continuation of the contract will facilitate several thousand new enrollments in Healthy San Francisco and SF PATH. The proposed work requires supporting system end users, completing quarterly system modifications to reflect required program changes, and conducting detailed quality assurance activities to monitor system performance.

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

One-e-App is the sole application and enrollment system and system of record for the Healthy San Francisco and San Francisco Provides Access to Health Care (SF PATH) programs. Between 2007 and 2012, the system was significantly customized to reflect the specific business rules for both programs. A contract continuation is critical to ensuring a seamless application and enrollment service experience for new and renewing applicants, as data for over 100,000 clients is stored in this system. A contract denial would compromise CCSF preparation for the successful transition of eligible program participants to programs under federal health reform in 2014.

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

Under contract PSC 4062-04/05

D. Will the contract(s) be renewed: Yes, only if there is a continued need.

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

FEB 06 2012

<u>IFPTE Local 21, MEA</u>	<u>Jacquie Hale</u>	_____
Union Name	Signature of person mailing/faxing form	Date
_____	_____	_____
Union Name	Signature of person mailing/faxing form	Date
RFP sent to _____, on _____	_____	_____
Union Name	Date	Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4106-11/12

Received 3/6/12
mkr

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The contractor must have a commercially available web-based California specific health program application, enrollment, and eligibility system with Healthy Families and Medicaid program logic that can be customized with Healthy San Francisco and San Francisco Provides Access to Health Care business rules. The system must have the capability to 1) exchange HIPPA compliant enrollment data through a 834 two-way interface with a billing system, 2) exchange eligibility data via an interface with the HDX eligibility system at San Francisco General Hospital, 3) perform California birth record index matching, and 4) to serve as a system of record or enrollment database for a local coverage program. The contractor must be able to continually update their product to reflect regulatory changes in health programs.

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

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

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

Yes, contractor will provide the Department with licensed software available only from the developer. In order to maintain the warranties, implementation and support services must be provided by the developer of the software. In addition, the vendor will provide an off-site fully hosted and secure environment for the application.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classes are not applicable because of the complex nature of this non-profit agency's proprietary product.

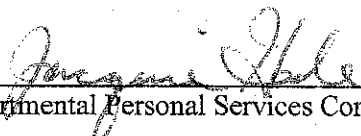
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

It is not practical to adopt a new civil service class because the services are intermittent and as-needed and deal with a proprietary product. Civil service staff will work with the contractor in order to obtain the necessary knowledge for the day to day upkeep of the application. Once implemented, ongoing support agreements are required to maintain licensing for all current versions of the systems, as well as to enable staff support for the implementation of new functions, regulatory changes, customization and emergency response to system problems.

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

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

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



 Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale

 Print or Type Name

554-2609

 Telephone Number

101 Grove St. Rm. 307

San Francisco, CA 94102

 Address

Robert
Longhitano/DPH/SFGOV
02/06/2012 01:50 PM

To L21PSCReview@ifpte21.org
cc
bcc
Subject Fw: Union Notification of PSC Summary to DHR

Resending to Local21PSC review mail box w/ the correct email address.

----- Forwarded by Robert Longhitano/DPH/SFGOV on 02/06/2012 01:49 PM -----

Robert
Longhitano/DPH/SFGOV
02/06/2012 12:11 PM

To atonisson@ifpte21.org, pcovington@ifpte21.org,
sjenkins@ifpte21.org, local21pscreview@ifpte21.org
cc
Subject Union Notification of PSC Summary to DHR

TO: Rebecca Rhine, Executive Director MEA (via FAX / US Mail)
TO: Alex Tonnison, IFPTE, Local 21 (via Email Only)
TO: Sharon Jenkins, IFPTE, Local 21 (via Email Only)
TO: Pam Convington, IFPTE, Local 21 (via Email Only)
TO: Local 21pscreview (via Email Only)

FROM: Jacquie Hale, Director of Contract Management and Compliance

DATE: February 6, 2012

SUBJECT: Union Notification of PSC Summary to DHR

Attached is the following personal services contract summary, which will be submitted to the Department of Human Resources for Civil Service Commission review and approval for the meeting of April 2, 2012:

1. Ongoing Support and Access to the Web Based One-E-App System

The PDF File for the Item listed above is attached to this email.



Destination	Start Time	Time	Prints	Result	Note
MEA 989-7077	02-06 11:46	00:02:38	013/013	OK	L1

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

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

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

TRANSMITTAL PAGE

DATE: February 6, 2012

TO: Rebecca Rhine, Executive Director, MEA

FAX NO. (415) 989-7077

FROM: Jacque Hale - Director, Office of Contract Management

FAX NO. (415) 554-2555


RE: Professional Service Contract Summary for the April 2, 2012
 CIVIL Service meeting.

Number of Pages (including this transmittal page)

13

**OFFICE OF CONTRACT MANAGEMENT AND COMPLIANCE
101 Grove Street, Room 307
San Francisco, California 94102
Telephone: 554-2607**

MEMORANDUM

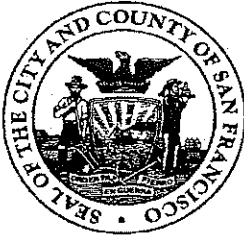
TO: Rebecca Rhine, Executive Director MEA (via FAX / US Mail)
TO: Alex Tonnison, IFPTE, Local 21 (via Email Only)
TO: Sharon Jenkins, IFPTE, Local 21 (via Email Only)
TO: Pam Convington, IFPTE, Local 21 (via Email Only)
FROM: Jacquie Hale, Director of Contract Management and Compliance 
DATE: February 6, 2012

SUBJECT: Union Notification of PSC Summary to DHR

Attached is the following personal services contract summary, which will be submitted to the Department of Human Resources for Civil Service Commission review and approval for the meeting of April 2, 2012:

1. Ongoing Support and Access to the Web Based One-E-App System

cc: Greg Wagner
Mark Morewitz, Health Commission
File, w/a



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

July 22, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

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

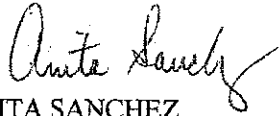
At its meeting of July 20, 2009 the Civil Service Commission had for its consideration the above matter.

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

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

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

CIVIL SERVICE COMMISSION


ANITA SANCHEZ
Executive Officer

Attachment

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

**Amended POSTING FOR
July 20, 2009**

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

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

POSTING FOR
July 20, 2009

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

PSC No.	Depth	Department	Approval Type	Increase Amount	New Amount	Description of work	Duration
4110-08/07	27	Airport Commission	Modification	\$295,000.00	\$595,000.00	Will provide design, build, install, and maintain a smart-card based automatic fare collection system for taxicab Airport trip fees. Services will also include a transaction processing and customer assistance call center to resolve problems.	30-Jun-11
4002-07/06	35	San Francisco Municipal Transportation Agency	Modification	\$5,000,000.00	\$6,500,000.00	Will perform a central control operational study, analyze the MTA's requirements for a new radio communications system, make recommendations based on analysis, design a system to meet those requirements and needs.	31-Mar-14
4046-04/05	82	Department of Public Health	Modification	\$3,000,000.00	\$8,400,000.00	Will provide labor, materials, and equipment necessary to package and remove hazardous wastes on an intermittent and as-needed basis from City work sites, and to transport those wastes to permitted disposal facilities.	31-Dec-18
4082-04/05	82	Department of Public Health	Modification	\$1,948,212.00	\$7,848,212.00	Will provide programmatic and information systems support to various programs and related consulting/training.	30-Jun-15
4020-06/07	89	GSA-Office of Labor Standards Enforcement	Modification	\$0.00	\$100,000.00	Will monitor and report contractors and subcontractors located outside of the San Francisco Bay Area and in countries other than the United States who provide goods to the City in compliance with the City's Sweatfree Contracting Ordinance.	28-Sep-10
4031-08/08	23	Department of Children, Youth and Their Families	Modification	\$0.00	\$75,000.00	Will evaluate \$7.7 million dollars in grants to 41 community based organizations funded to provide violence prevention and intervention.	30-Jun-10

PERSONAL SERVICES CONTRACT SUMMARY

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

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

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

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

TYPE OF SERVICE: Programmatic and Information Systems Support

FUNDING SOURCE: General Fund, Private and Public Grant funds

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

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

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

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

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

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

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

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

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

Table for Union Notification with columns for Union Name, Signature, and Date. Includes a signature line for Jacquie Hale dated APR 03 2009.

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4062-04/05

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

July 20, 2009

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

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

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

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

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

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale

554-2609

101 Grove St. Rm. 307

City and County of San Francisco

Department of Human Resources

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

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

City and County of San Francisco

Department of Human Resources

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

City and County of San Francisco

Department of Human Resources

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

City and County of San Francisco

Department of Human Resources

<p>The Center to Promote Healthcare Access</p>	<p>Healthy San Francisco One-E App application</p>	<p>yes</p>	<p>approved</p>	<p>\$1,828,341</p> <hr/> <p>\$1,828,341</p>	<p>6/1/2007 - 6/30/2012</p>	<p>Services are to provide the One-e-App web-based system for the Healthy San Francisco program. One-e-App was developed specifically by the nonprofit California HealthCare Foundation and the California Endowment to enhance the eligibility determination and enrollment processes in California counties for programs such as MediCal, Healthy Families and local health insurance programs such as Healthy San Francisco. It provides a cost-effective, one-stop approach to improve the efficiency and user-friendliness of the eligibility process for families seeking coverage for county and community based agencies to provide better service to uninsured individuals and families and to maximize the use of State and federal resources.</p>
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PERSONAL SERVICES CONTRACT SUMMARY

DATE: 2/01/2012 (Revised 2/03/2012)

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: Youth and Young Adult Summer Employment Program

FUNDING SOURCE: Support Services/ID Program

PSC AMOUNT: \$325,000 PSC DURATION: 04/1/12 - 03/31/13

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Consultant shall advance and manage funds related to the Youth and Young Adult Summer Employment Program. Consultant to directly supervise and administer the summer employment program with an anticipated 120 high-risk participants aged 16-24 on various projects, at locations as agreed upon with DPW staff. Activities include litter collection, debris removal, weeding, maintenance of plant material, street sweeping, sidewalk cleaning and maintenance, graffiti removal.

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

The Youth and Young Adult Program has been in effect for several consecutive years and provides needed employment and professional development to at risk youth and young adults in San Francisco. Denial of this PSC would result in a direct loss of approximately 120 summer jobs for those with the greatest need.

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

In 2011 this service was provided via a grant from the Department of Children, Youth, and their Families to a non-profit grantee.

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

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

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Rows for Local 21 and Local 1021.

RFP sent to [] on [] Signature []

***** FOR DEPARTMENT OF HUMAN RESOURCES USE Received 2/3/12

PSC# 4107-11/12

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Experience in supervision and administration of youth and young adult employment programs involving high risk populations, including funds management and budgeting. Experience in employment of minors. Experience in invoice generation, file maintenance, and the advance and management of funds for salaries, and related enrichment expenses.

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

None Program management can be done by:
 1823 Sr. Administrative Analyst
 1824 Principal Administrative Analyst
 2217 Program Support Analyst

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

Contractor will be required to furnish tools and personal protective equipment that meet DPW guidelines for field operations in the public rights-of-way for all participants.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

It is not possible to find a single class responsible for administering and supervising a summer employment program. Further, because this is a seasonal program, no permanent position would be applicable were a position to exist. Currently, there are no Civil Service classifications that are able to advance and manage funds for the program.

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

No, because this is by definition a seasonal program, no permanent civil service position could perform this work; it wouldn't be practical to adopt a new class for temporary/seasonal duty of this nature.

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

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

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

B. Will the contractor train City and County employees?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

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

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

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

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

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

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

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

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

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

Gordon Choy

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

Ryan, Maria

From: Carlos, Carina <Carina.Carlos@sfdpw.org>
Sent: Friday, February 03, 2012 2:27 PM
To: Pattie Tamura -; Ed Warshauer -; Brook Demmerle -; Margot Reed -
Cc: Fernandez, Mike; Choy, Gordon; Kim, Sung
Subject: RE: PSC for Youth & Young Adult Summer Employment Program
Attachments: PSC - Youth & Young Adult Summer Employment Program dated 2-01-12 (REVISED 2-03-12).PDF

Good afternoon,

The funding source on the PSC form was changed to "Support Services/ID Program". Everything else remains the same.

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: Carlos, Carina
Sent: Friday, February 03, 2012 11:17 AM
To: 'Pattie Tamura -'; 'Ed Warshauer -'; 'Brook Demmerle -'; 'Margot Reed -'
Cc: Fernandez, Mike; Choy, Gordon; Kim, Sung
Subject: PSC for Youth & Young Adult Summer Employment Program

Good morning,

Please see the attached PSC form.

In Compliance with Local 1021's MOU and the Civil Service Commission's Instructions for Processing Proposed Personal Services Contract Approval Requests, this is your advance notice of the proposed services.

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

Should you have any questions, the Contract Manager is Mike Fernandez, who is cc'd in this email and can also be reached at (415) 641-2668.

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

Ryan, Maria

From: Carlos, Carina <Carina.Carlos@sfdpw.org>
Sent: Friday, February 03, 2012 2:27 PM
To: 'Ging Louie (glouie@ifpte21.org)'; L21PSCReview@ifpte21.org
Cc: Fernandez, Mike; Choy, Gordon; Kim, Sung
Subject: RE: PSC for Youth & Young Adult Summer Employment Program
Attachments: PSC - Youth & Young Adult Summer Employment Program dated 2-01-12 (REVISED 2-03-12).PDF

Good afternoon,

The funding source on the PSC form was changed to "Support Services/ID Program". Everything else remains the same.

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: Carlos, Carina
Sent: Friday, February 03, 2012 11:17 AM
To: 'Ging Louie (glouie@ifpte21.org)'; 'L21PSCReview@ifpte21.org'
Cc: Fernandez, Mike; Choy, Gordon; Kim, Sung
Subject: PSC for Youth & Young Adult Summer Employment Program

Good morning,

Attached is the PSC Summary Form for Youth & Young Adult Summer Employment Program Services.

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 Mike Fernandez, who is cc'd in this email and can also be reached at (415) 641-2668.

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 13, 2012

DEPARTMENT NAME: Office of the Treasurer & Tax Collector DEPARTMENT NUMBER 08

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

TYPE OF REQUEST:
 INITIAL REQUEST MODIFICATION (PSC# 4056-10/11)

TYPE OF SERVICE: Utility Users Tax (UUT) and Access Line Tax (ALT) Audit Services

FUNDING SOURCE: Percentage of UUT and/or ALT tax income recovered on City's behalf.

Original Amount: \$ 200,000 PSC Duration: January 4, 2011 – December 31, 2011
Modification Amount \$ _____ PSC Duration: January 1, 2012 – June 30, 2014
Total Amount \$ 200,000 Total PSC Duration: January 4, 2011 – June 30, 2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Conduct audits of utility users tax and access line tax of service providers' records; provide legislative and technological updates and analysis; train City's audit staff to continue audit and enforcement of UUT and ALT tax requirements; and provide tax revenue enhancement and detection services.

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

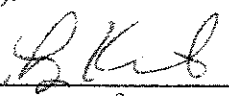
Underreporting or non-reporting of these taxes occur due to various reporting or categorization errors in this highly technological field. Without expertise in auditing, consultation, data collection and review in this specialized field, the City will continue to lose potential tax revenue.

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

No such service has been provided in the past. Previous Civil Service Commission approval did not result in an agreement.

D. Will the contract(s) be renewed: *The contract may be renewed for one year depending on whether all services have been provided.*

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

<u>Local 21</u> Union Name	 Signature of person mailing/faxing form	<u>3/9/12</u> (original) <u>3/13/12</u> (revision) Date
_____ Union Name	_____ Signature of person mailing/faxing form	_____ Date
RFP sent to _____ Union Name	n/a, on _____ Date	will be published on Controller's website Signature _____

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4056-10/11
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

*Received original 3/9/12
Revision received 3/13/12
CME*

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Selected contractor is required to have experience conducting UUT and/or ALT audit services for cities in CA, including knowledge of procedures and practices of major public utilities providers and of the Public Utilities Commission regulations and requirements, as well as proof of successfully providing revenue to local governments as a direct outcome of its services. The contractor must work closely with City departments, businesses including service providers, taxpayers, and monitor changes in proposed related legislation and technology.

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

No civil service class has performed this specific function. Classes appropriate to perform such auditing services are: 4220 Personal Property Auditor, 4222 Senior Personal Property Auditor, and 4224 Principal Personal Property Auditor.

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:

City employees do not possess the specialized expertise to audit UUT and/or ALT areas. Such expertise includes knowledge of the various utility services utilized, including electricity, gas, water, steam, and telephone communication services utilized, and the various trunk lines that are taxable. Such expertise also includes keeping abreast of the legislative and technological changes, and analyze its impact on tax revenue.

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

No. The service is highly specialized, but included in the service is training for existing City audit staff.

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

Yes No

- A. Will the contractor directly supervise City and County employees? Yes No
- B. Will the contractor train City and County employees? Yes No
 - Describe the training and indicate approximate number of hours. Training includes written manual, on site guidance, workshops, and technical assistance for 3 months.
 - Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. Classes receiving training include: 4222 Senior Personal Property Tax auditors (6), 4224 Principal Auditors (2), 0931 Chief Auditor (1) and 0935 Business Tax Director (1).
- C. Are there legal mandates requiring the use of contractual services? Yes No
- D. Are there federal or state grant requirements regarding the use of contractual services? Yes No
- E. Has a board or commission determined that contracting is the most effective way to provide this service? Yes No
- F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Yes, subject to the outcome of the RFP process. Yes No

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


Signature of Departmental Personal Services Contract Coordinator

GREG KATZ
Print or Type Name

554-6818
Telephone Number

Office of the Treasurer & Tax Collector, City Hall, Room 140, San Francisco, CA 94102
Address

Ryan, Maria

From: Greg.Kato@sfgov.org
Sent: Tuesday, March 13, 2012 4:53 PM
To: DHR-PSCCoordinator, DHR; sjenkins@ifpte21.org; L21PSCReview@ifpte21.org
Cc: Shah, Tajel
Subject: PSC: Modifying 4056-10/11
Attachments: PSC Modification 4056 10.11 3.13.12.pdf

Good afternoon-

Please find the PSC modifying 4056-10/11 to add time. I have corrected the dates in the form.

Thank you.

(See attached file: PSC Modification 4056 10.11 3.13.12.pdf)

Greg M Kato
Policy and Legislative Manager
Office of the Treasurer & Tax Collector
City & County of San Francisco
City Hall - Room 140
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102
Phone: 415/554-6888
Fax: 415/554-5507
Email: Greg.Kato@sfgov.org
Twitter: @gregkato

Ryan, Maria

From: Greg.Kato@sfgov.org
Sent: Friday, March 09, 2012 4:51 PM
To: sjenkins@ifpte21.org; L21PSCReview@ifpte21.org
Cc: Shah, Tajel; Ryan, Maria
Subject: PSC: Modifying 4056-10/11 to Add Time
Attachments: PSC Modification 4056 10.11.PDF

Good afternoon-

Attached, please find the Office of Treasurer-Tax Collector's PSC modifying 4056-10/11 to add time. I am happy to answer any questions.

Thank you.

(See attached file: PSC Modification 4056 10.11.PDF)

Greg M Kato
Policy and Legislative Manager
Office of the Treasurer & Tax Collector
City & County of San Francisco
City Hall - Room 140
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102
Phone: 415/554-6888
Fax: 415/554-5507
Email: Greg.Kato@sfgov.org
Twitter: @gregkato

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 6, 2012

DEPARTMENT NAME: Office of the Controller DEPARTMENT NUMBER 09
TYPE OF APPROVAL: [] EXPEDITED [x] REGULAR (OMIT POSTING)
[] CONTINUING [] ANNUAL

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC# 3027-11/12)

TYPE OF SERVICE: As-needed software analysis and documentation

FUNDING SOURCE: General Fund

Original Amount: \$48,000 PSC DURATION: September 6, 2011 through September 6, 2013
1st Mod Amount: \$52,000
Total Amount: \$100,000

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Augment the scoping of the City's Financial Accounting and Management Information System (FAMIS) replacement project by documenting the financial functions of major ancillary, departmental systems which interface to FAMIS and depend upon FAMIS data for operation.
B. Explain why this service is necessary and the consequences of denial: The City plans to replace the current financial system and requires unique expertise to augment City staff in understanding and scoping the functionality needed in replacing the City's highly complex requirements prior to implementation.
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This specific service is currently being provided by Mardave Compu, Inc, a San Francisco Local Business Enterprise.
D. Will the contract(s) be renewed: Yes, however, the work continues to be a short-term project. If longer-term services are required, they will be solicited under a formal RFP process.

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

Local 1021 Union Name Signature of person mailing/faxing form Date 2-6-12
Local 21 Union Name Signature of person mailing/faxing form Date 2-6-12
MEA Union Name Signature of person mailing/faxing form Date 2-6-12
RFq sent to Local 21, Local 21, MEA, on 9-19-11 Signature Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3027-11/12
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

Received 2/6/12
[Signature]

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractor will be required to have expert knowledge of the capabilities and functions of the City's FAMIS suite, including ADPICIS. The contractor must have experience working with large City Enterprise departments and must have worked as a project lead on financial system project implementations. The contractor will be required to have a strong understanding of FAMIS interfaces and how to manipulate instances of data structure.

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

City employees generally do not perform this work as it is short-term, time sensitive, and highly specialized in its nature. The Contractor may assist 1070, 1054, 1053, and 1657.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

This is a unique, short-term project requiring focused, specialized expertise not currently available from City staff as they are fulfilling existing responsibilities.

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

No. This is a temporary need for specialized skills.

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

Yes No

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

Jeanne M. Wong

Signature of Departmental Personal Services Contract Coordinator

Jeanne M Wong
Print or Type Name

554-7604
Telephone Number

Address



PSC Review - RFq#CON2011-06 Modification
Rachel Cukierman to: staff

02/06/2012 05:19 PM

Attached for your review is the PSC Modification for the Controller's Office, Accounting Operations and System Department.

Please let me know if you have any questions.



RFq#CON2011-06 PSC Form 1st Mod.PDF
Rachel Cukierman
Office of the Controller, City Services Auditor
City & County of San Francisco
(415)554-5391
rachel.cukierman@sfgov.org

I am out of the office on Fridays.



PSC Review - RFq#CON2011-06 Modification
Rachel Cukierman to: L21PSCReview

02/06/2012 05:18 PM

Attached for your review is the PSC Modification for the Controller's Office, Accounting Operations and System Department.

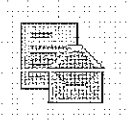
Please let me know if you have any questions.



RFq#CON2011-06 PSC Form 1st Mod.PDF

Rachel Cukierman
Office of the Controller, City Services Auditor
City & County of San Francisco
(415)554-5391
rachel.cukierman@sfgov.org

I am out of the office on Fridays.



PSC Review - RFq#CON2011-06 Modification
Rachel Cukierman to: pattie.tamura, ed.warshauer,
Brook.Demmerle

02/06/2012 05:18 PM

Attached for your review is the PSC Modification for the Controller's Office, Accounting Operations and System Department.

Please let me know if you have any questions.



RFq#CON2011-06 PSC Form 1st Mod.PDF
Rachel Cukierman
Office of the Controller, City Services Auditor
City & County of San Francisco
(415)554-5391
rachel.cukierman@sfgov.org

I am out of the office on Fridays.

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 6, 2012

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

[] CONTINUING [] ANNUAL

TYPE OF REQUEST:

[] INITIAL REQUEST [X] MODIFICATION [PSC No. 4033-10/11]

TYPE OF SERVICE: Maintenance, Technical Service Support and Upgrades to the Intergraph computer-aided dispatch (CAD) system

FUNDING SOURCE: Airport Operating Funds

Original PSC Amount: \$450,000

Original PSC Duration: 10/10/10 - 10/9/11

Admin. Mod. 1 Amount --

Admin. Mod. 1 Duration: 10/10/11 - 4/8/12

Proposed Modification# 2 \$1,800,000

Modification PSC Duration# 2 4/9/12 - 6/30/17

TOTAL PSC AMOUNT: \$2,250,000

TOTAL PSC DURATION: 10/10/10 - 6/30/17

1. DESCRIPTION OF WORK

A. Concise description of proposed work: To provide SFO Operations & Security with on-site maintenance and technical and installation services for hardware and software upgrades to the Intergraph computer-aided dispatch (I/CAD) system which includes I/Backup, I/LEADS and I-Mobile product software implementation at SFO Airport, integrated into the existing I/CAD, Mapping Upgrade and Maintenance Support. In the past, the Airport's Operations & Security Division, which includes Communications and SFPD Airport Bureau, would each enter into a separate contract. The Airport has determined that is more effective to have one maintenance contract for this system since we estimate the system has at least a five (5) year useful life remaining (possibly 10 years).

B. Explain why this service is necessary and the consequences of denial: CAD is a mission critical Public Safety system. Maintenance and support of the system is essential to Airport Operations and Security. Vendor is the sole provider and no one else can provide/implement the software. Without this service, the Airport would not be able to maintain this system, which could impact public safety.

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

The services have been previously provided through a contract, most recently under PSC # 4033-10/11.

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

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

IFPTE Local 21 and SEIU 1021

Signature of person mailing/faxing form

February 6, 2012

Union Name

Signature of person mailing/faxing form

Date

RFP sent to:

on

Union Name

Date

Signature

PSC # 4033-10/11

Received 3/17/12
Revision received 3/8/12
gwr

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4033-10/11
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Knowledge and expertise with the Intergraph system is required to ensure that maintenance and upgrade installation are handled appropriately. The knowledge and experience are the intellectual property of Intergraph Corporation. Currently, Intergraph doesn't release this information or provide training for its software and systems upgrade. The maintenance portion of the service provides for routine software improvements that only Intergraph employees are allowed to create and distribute.

B. Which, if any, civil service class normally performs this work? None. The Airport Communication Supervisor - CAD administrator (9204 Communications Supervisor) updates the database and the Airports Information Technology section (1043 IS Engineer Senior and 1044 IS Engineer Principal) maintains the proprietary system that the contractor developed for use at the Airport.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: Civil service classifications are not applicable because the services needed must include access to proprietary software and at this time the developer of the system has not granted access to anyone outside of the company.

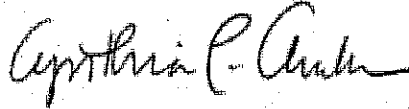
B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. Civil service classifications are not applicable because the services needed must include access to proprietary software.

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

- A. Will the contractor directly supervise City and County employees? Yes No
B. Will the contractor train City and County employees? Yes No
C. Are there legal mandates requiring the use of contractual services? Yes No
D. Are there federal or state grant requirements regarding the use of contractual services? Yes No
E. Has a board or commission determined that contracting is the most effective way to provide this service? Yes No

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? If approved, the Airport will enter into a maintenance contract with Intergraph Corporation.

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



Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

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

Address

Ryan, Maria

From: Cynthia Avakian <Cynthia.Avakian@flysfo.com>
Sent: Wednesday, March 07, 2012 3:44 PM
To: DHR-PSCCoordinator, DHR
Cc: Nishil Bali; Enriquez, Jelina; Adams, William; Lee, Lily
Subject: PSC 4033-10/11 Mod 2-SFO Maintenance, Technical Service Support and Upgrades to the Intergraph computer-aided dispatch (CAD) system
Attachments: PSC 4033-10_11 Form 1 Intergraph 2012 Mod 2 120307 Final .docx; PSC 4033-10_11 Form 1 Intergraph 2012 Mod 2 120307 Final.pdf; PSC 4033-10_11 Form 1 Intergraph.pdf; PSC 4033-10_11 Form 1 Intergraph 2011 Admin approval.pdf

Maria,

Attached is the Airport's PSC 4033-10/11 Mod 2-SFO Maintenance, Technical Service Support and Upgrades to the Intergraph computer-aided dispatch (CAD) system.

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

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

-----Original Message-----

From: Larry Wong [<mailto:lwong@ifpte21.org>]
Sent: Tuesday, March 06, 2012 6:07 PM
To: Cynthia Avakian; L21PSC Review
Cc: Ging Louie; Joe Brenner; Pam Covington; Alexander Tonisson
Subject: RE: PSC-SFO Main, Tech Support and Upgrades to the Intergraph CAD - \$1.8M/5 years MOD

Forward around for comments.

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

From: Cynthia Avakian [Cynthia.Avakian@flysfo.com]
Sent: Tuesday, March 06, 2012 5:59 PM
To: Larry Wong; L21PSC Review
Cc: Ging Louie; Joe Brenner; Pam Covington; Alexander Tonisson
Subject: RE: PSC-SFO Main, Tech Support and Upgrades to the Intergraph CAD - \$1.8M/5 years MOD

Larry,

Just checking back to see if Local 21 has further questions.

Thanks,

Cynthia
Phone: (650) 821-2014

From: Cynthia Avakian
Sent: Friday, March 02, 2012 5:05 PM
To: 'Larry Wong'; L21PSC Review
Cc: Ging Louie; Joe Brenner; Pam Covington; Alexander Tonisson
Subject: RE: PSC-SFO Main, Tech Support and Upgrades to the Intergraph CAD - \$1.8M/5 years MOD

Larry,

Please see the answers to your questions below in bold red and let me know if I answers your concerns.

Thanks,

Cynthia
Phone: (650) 821-2014

From: Larry Wong [mailto:lwong@ifpte21.org]
Sent: Friday, March 02, 2012 4:40 PM
To: Cynthia Avakian; L21PSC Review
Cc: Ging Louie; Joe Brenner; Pam Covington; Alexander Tonisson
Subject: PSC-SFO Main, Tech Support and Upgrades to the Intergraph CAD - \$1.8M/5 years MOD
Importance: High

Cynthia,

The original PSC was for \$450K for very define work scope while the Modification is for \$1.8M for similiar work scope but not in as great detail.

1. What is the exact nature of the modification? **It is for the 5 year maintenance of the proprietary software for the Intergraph CAD system. The SFPD Airport Bureau and Airport Communications are part of the Airport Operations Division and both areas were submitting requests for the Intergraph product maintenance. We have decided to consolidate this maintenance under one approval.**
2. Is Intergraph quoting two prices for the same work? **No, this is the estimated cost for 5-years.**
3. Why was L21 made aware that there would be an additional modification? **Airport staff has recently determined a 5-year maintenance is a better approach for this service than an annual maintenance.**
4. Is there another modification in the future? **We don't know at this time. We believe that the system has at least 5 more years of useful life (maybe 10 years) so that is why we chose 5-year increments.**

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

From: Cynthia Avakian [Cynthia.Avakian@flysfo.com]
Sent: Friday, March 02, 2012 11:35 AM
To: L21PSC Review; Larry Wong
Cc: Ging Louie; Joe Brenner

Subject: FW: PSC-SFO Maintenance, Technical Service Support and Upgrades to the Intergraph computer-aided dispatch (CAD) system Larry,

I don't recall if Local 21 had any questions about this item. Please let me know since we would like to get this on the April 2nd CSC meeting.

Thanks,

Cynthia
Phone: (650) 821-2014

From: Cynthia Avakian
Sent: Monday, February 06, 2012 4:57 PM
To: 'L21PSC Review'; Larry Wong; jtanner940@aol.com; pattie.tamura@seiu1021.org; 'Brook.Demmerle@seiu1021.org'; 'Ed.Warshauer@seiu1021.org'
Cc: Ging Louie; Joe Brenner
Subject: PSC-SFO Maintenance, Technical Service Support and Upgrades to the Intergraph computer-aided dispatch (CAD) system

All,

Attached is the SFO's DRAFT MODIFICATION to PSC 4033-10/11 Maintenance, Technical Service Support and Upgrades to the Intergraph computer-aided dispatch (CAD) system as well as the original PSC 4033-10/11 and the Administrative Modification.

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

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 3, 2010 - Amended

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

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

TYPE OF SERVICE: I/Backup and I-Mobile product software implementation at SFO Airport, integrated into the existing I/CAD (Computer Aided Dispatch) System, Mapping Upgrade and Maintenance Support.

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$450,000

PSC DURATION: 10/10/1010 - 10/09/2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Intergraph will provide the technical services and training for revising the CAD map with new graphics to their existing Terminal 1 floor plan and associated secure connector area. Contractor will utilize SFO Auto CAD format which defines the updated data for the CAD map, convert the data to Micro Station dgn output files, and then incorporate the data to the CAD map. The scope of the effort consists of remote CAD mapping followed by SFO installation training while the Intergraph map developer is on-site performing the implementation and test of the CAD map. Intergraph will provide Maintenance on-line/Telephone support to SFO's IT Division. Intergraph's onsite implementation services to install and configure software onto 13 licenses of I/Mobile for the SFFD Airport emergency vehicles and test operation/connectivity of the units.

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

Vendor is the sole provider and no one else can provide/implement the software. This is a safety related purchase.

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

These services have been previously provided through a maintenance contract in the past.

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

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

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Rows include IFPTE Local 21 and SEIU 1021, both signed by Cynthia P. Avakian on August 13, 2010.

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4033-10/11
STAFF ANALYSIS/RECOMMENDATION:

Approved 10/4/10

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Knowledge and expertise with the vendor's proprietary system are required to ensure the upgrade installation is handled appropriately. The vendor does not release this information, nor do they provide training to clients to do the software and systems upgrade work in this contract.

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

None. The Airport Communications Supervisor – CAD administrator (9204 Communications Supervisor) updates the database and the Airport's Information Technology section (1043 IS Engineer Senior and 1044 IS Engineer Principal) maintains the proprietary system that the contractor developed for use at the Airport.

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

No

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classifications are not applicable because the services needed must include access to proprietary software.

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

No, because the vendor does not release this information, nor do they provide clients with the source code to do the software or systems upgrades.

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

- | | Yes | No |
|--|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Describe the training and indicate approximate number of hours.
Training will be provided to IT personnel on the use of I/Backup, I-Mobile and how to maintain it.
Additional training will be provided to the Dispatch Supervisor who administers CAD by Intergraph's cartographer on how to manipulate the Map functions for Dispatch purposes. • Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained.
Approximately 40 hours training for two (2) IS Engineers class 1043/1044.
Approximately 8 hours training for one (1) 9204 Communications Dispatch Supervisor | | |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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

Cynthia P. Avakian

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

Print or Type Name

(650) 821-2014

Telephone Number

Airport Commission, Contracts Administration Unit

P.O. Box 8097, San Francisco, CA 94128

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 29, 2012

DEPARTMENT NAME: Police DEPARTMENT NUMBER 38

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

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC# 4093-09/10)

TYPE OF SERVICE: Pre Employment Polygraph Services

FUNDING SOURCE: General Fund

Original Amount: \$400,000 PSC Duration: 7-1-10 - 6-30-14
Modification Amount \$600,000 PSC Duration: 7-1-12 - 6-30-14
Total Amount \$1,000,000 Total PSC Duration: 7-1-10 - 6-30-14

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor will provide pre employment polygraph screening on an as needed basis for entry level police officers, police reserve officers, police cadets and police service aides. Such screening shall include questions about prior police history, criminal activity, illegal drug use, drinking habits and incidents of domestic violence. Contractor shall have a business site with adequate interrogation facilities divided by one way mirrors and equipped with sound devices, and video and audio recording equipment.

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

Screening is extremely useful and a necessary tool in the pre employment selection process. The Police Department is about to go through an accelerated hiring period and denial will adversely affect the background investigation process of the candidates.

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

Through PSC 4093 - 09/10

D. Will the contract(s) be renewed: The service will be going out to bid.

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

Local 1021 Union Name Signature of person mailing/faxing form Date 2-29-12

Local 21 Union Name Signature of person mailing/faxing form Date 2-29-12

RFP sent to Local 1021 / 21 Union Name , on 2-29-12 Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4093-09/10

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Pre Employment Polygraph screening is an essential element in the background process. The examiner must be highly skilled to interpret test data and read body language. The examiner must also have graduated from a polygraph school that is certified with the American Polygraph Association, (APA) and must be in possession of a final polygraph certificate from an APA certified school. Examiner must be an active member of the following associations: American Polygraph Association, American Association of Polygraphists and the California Association of Polygraph Examiners

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

There is no civil service class that performs this work.

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

Yes, the contractor will have their own unique equipment, and all of the screening is done at their facility.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service classes are not applicable because the specialized knowledge, experience and training are not classified in the City.

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

No the service is provided on an as needed basis. The contractual service will include all of the necessary facilities and equipment, which the City is unable to provide.

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

Yes No

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

B. Will the contractor train City and County employees?

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

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

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

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? **Service is going back out to bid.**

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

Signature of Departmental Personal Services Contract Coordinator

Officer Shawn Wallace #1104

553-1096

Print or Type Name

Telephone Number

850 Bryant Street
San Francisco, Calif. 94103

Address



PSC and RFP for Polygraph Services

Wednesday, February 29, 2012 7:24 AM

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

To: "pattie tamura" <pattie.tamura@seiu1021.org>, "ed warshauer" <ed.warshauer@seiu1021.org>, "Brook Demmerle" <Brook.Demmerle@seiu1021.org>, "Margot Reed" <Margot.Reed@seiu1021.org>, "Kim Carter" <kcarter@ifpte21.org>, "Local 21" <L21PSCReview@ifpte21.org>

2 Files (347KB)



Pre Empl...



Pre Empl...

Hello All,

Please see the above PSC and RFP for Polygraph Services. If you have any questions, please contact Sgt. Mike Zurcher at 553-7966 or Michael.Zurcher@sfgov.org

Thanks
Shawn

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 1-6-2010

DEPARTMENT NAME: Police DEPARTMENT NUMBER 38

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

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

TYPE OF SERVICE: Pre Employment Polygraph Services

FUNDING SOURCE: General Fund

PSC AMOUNT: \$400,000.00 PSC DURATION: 7-1-10 - 6-30-14

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Vendor will provide pre employment polygraph screening on an as needed basis for entry level police officers, police reserve officers, police cadets and police service aides. Such screening shall include questions regarding prior police history, criminal activity, illegal drug use, drinking habits and incidents of domestic violence. Contractor shall have a business site with adequate interrogation facilities divided by one way mirrors and equipped with one way sound devices, video and audio recording equipment.

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

Screening is extremely useful and a necessary tool in the pre employment selection process. Denial will adversely affect the background investigation process of the candidates.

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

The service was previously provided through PSC # 4132-06/07.

D. Will the contract(s) be renewed: Service is currently out to bid.

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

Local 1021 Union Name Signature of person mailing/faxing form Date 1-13-10

Local 21 Union Name Signature of person mailing/faxing form Date 1-13-10

RFP sent to Local 1012/21 Union Name, on 1-11-10 Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The polygraph screening is an essential element in the background process. The examiner must be highly skilled to interpret test data and read body language. The examiner must also have graduated from a polygraph school that is certified with the American Polygraph Association, (APA) and must be in possession of a final polygraph certificate from an APA certified school. Examiner must be an active member of the following Associations: American Polygraph Association, American Association of Polygraphists and the California Association of Polygraph Examiners.

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

There is no Civil Service Class that performs this work.

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

Yes, The contractor will has their own unique equipment, and all screening is done at their facility.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service classes are not applicable because the specialized knowledge, experience and training are not classified in the City.

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

No, The service is provided on an as needed basis. The contractual service will include all necessary facilities and equipment, which the City is unable to provide.

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

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

Yes No

B. Will the contractor train City and County employees?

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

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

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

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

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

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

Signature of Departmental Personal Services Contract Coordinator

Officer Shawn Wallace #1104

553-1096

Print or Type Name

Telephone Number

850 Bryant Street

San Francisco, CA 94103

Address



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

March 18, 2010

MORGAN R. GORRANO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

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

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

PLEASE NOTE:

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

It was the decision of the Commission to:

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

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

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

POSTING FOR
3/1/2010

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4093-09/10	38	Police	Regular	\$400,000	Provide pre-employment polygraph screening on an as-needed basis for entry level police officers, police reserve officers, police cadets and police service aides. Such screening shall include questions regarding prior police history, criminal activity, illegal drug use, drinking habits and incidents of domestic violence. Services also include providing a business site with adequate interrogation facilities divided by one-way mirrors, and equipped with one way sound devices, video and audio recording equipment.	6/30/2014
4094-09/10	82	Public Health	Regular	\$1,300,000	Provide as-needed and after-hours security guard services, and as-needed guard/driver services for the Community Health Network, specifically for the Substance Abuse Services Unit of Ward 93, Oplate Treatment Outpatient Program (OTOP) at San Francisco General Hospital, the Silver Avenue Health Center Methadone/Office based opiate treatment program, Building 80/90 adjacent to the OTOP program, and armed guard/driver services for the operation of the Mobile Methadone Van(s).	6/30/2015
4095-09/10	90	Public Works	Regular	\$3,000,000	Provide architectural services on an as-needed basis, for public building projects including but not limited to master plans, environmental reviews, programming and planning studies, assessments of existing facilities, green building evaluations, utility studies, design drawings, specifications, cost estimates, project schedules, adaptive re-use of existing facilities, modifications to life safety systems and other infrastructure, and new facilities.	8/30/2015
4096-09/10	90	Public Works	Regular	\$1,200,000	The Materials Testing & Special Inspection (MTSI) Team will provide specialized materials testing & special inspection services for the SF PUC Headquarters Building Project located at 525 Golden Gate Ave. Consultant will be City's representative leading & coordinating the materials testing & special inspection activities for the Project to ensure compliance with all requirements of state & local regulatory agencies including the International Building Code, California Building Code, SF Dept. of Building Inspector, Special Inspection & Structural Observation, and Contract Documents.	8/1/2012



EDWIN M. LEE
MAYOR

POLICE DEPARTMENT
CITY AND COUNTY OF SAN FRANCISCO

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



GREGORY P. SUHR
CHIEF OF POLICE

February 29, 2012

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

Maria,

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

Sincerely,

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

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