



Edwin M. Lee  
Mayor

Micki Callahan  
Human Resources Director

Date: May 21, 2012  
To: The Honorable Civil Service Commission  
Through: Micki Callahan  
Human Resources Director  
From: Cynthia Avakian, AIR  
Parveen Boparai, MTA  
Maureen Gannon, SHF  
Jacquie Hale, DPH  
Shamica Jackson, PUC  
Brent Lewis, DHR  
Joan Lubamersky, GSA

*Priscilla Morse for*

**Subject: Personal Services Contracts Approval Request**

This report contains eight (8) 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*
\$14,960,600	\$2,994,982	\$743,541,742

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- PSC #4003-11/12 for \$500,000 for Temporary Parking Restriction Signage was withdrawn by SFMTA on 7/28/11
- PSC#4053-11/12 for \$3.4million for Design for University Mound North Basin Upgrades was withdrawn by PUC on 11/15/11
- PSC#4060-11/12 for \$500,000 for Lighting Design Services – Build LED Streetlight Conversion was withdrawn by PUC on 11/21/11
- Modification of PSC#4097-08/09 for \$2.2million for regional water and energy washing machine rebate program was withdrawn on 11/30/11
- PSC#4075-11/12 for \$1.5million for Outreach and Marketing Services Power Enterprise withdrawn by PUC on 1/9/12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

**PROPOSED PERSONAL SERVICES CONTRACTS - Regular**

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4122-11/12	27	Airport Commission	Regular	\$1,000,000	Services include implementation of a Job-Order-Contract (JOC) program. The JOC contract is a unique, variable-quantity type of contract that will enable Airport Design and Construction to accomplish a number of smaller repairs, maintenance and critical construction projects under a single contract, decreasing overall project duration and cost. Services will include: 1) Prepare and update a unit price book containing at least 60,000 to 100,000 unit prices covering material, equipment and labor costs for various units of construction; 2) Provide procurement support, execution procedures and Windows compatible software to manage the contracts for construction; 3) Conduct outreach to maximize contractor participation in bidding; 4) Conduct/attend orientation meetings, program review conferences, and program briefings as needed.	6/1/2012 - 6/1/2017
4123-11/12	70	General Services Agency	Regular	\$800,000	Specialized toxicology analyses performed by an accredited laboratory.	6/1/2012 - 5/31/2017
4124-11/12	33	Human Resources	Regular	\$1,250,000	Contractor will provide services for software upgrades, ongoing software maintenance and support services and software hosting of the Workers' Compensation Division's ("WCD") claims management web-based platform.	9/1/2012 - 8/30/2017
4125-11/12	06	Sheriff	Regular	\$400,000	Services are needed to provide electronic home detention monitoring and case management services for inmates who qualify for home detention as an alternative to jail incarceration. Program participants wear electronic bracelets that communicate via radio frequency to land line telephone, or via cellular transmission, to a centralized system that monitors the participants. Services include adjunct case management to monitor inmates' attendance in outpatient substance abuse and/or mental health programs, and urinalysis test to monitor sobriety.	1/1/2012 - 8/31/2013

**Total Amount - Regular: \$3,450,000**

**POSTING FOR**  
5/21/2012

**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
4040-09/10	35	Municipal Transportation Agency	Regular	\$1,977,000	\$7,908,858	Contractor shall provide SFMTA software updates, non-custom software upgrades that Contractor provides to other customers, equipment repair and maintenance, System Support Services necessary to maintain the operations of the Base AVLS in accordance with the operating standards and specifications set out in the Maintenance Agreement. Contractor will also provide training to SFMTA personnel in AVLS operation and maintenance so that SMTA staff may eventually perform maintenance of th AVLS vehicle equipment.	10/1/2009 - 7/31/2013
4085-07/08	40	Public Utilities Commission	Regular	0	\$2,000,000	The reason for this modification is insure the Water Quality Division (WQD) capability for meeting all sample testing required for regulatory compliance. A full service environmental laboratory will provide "as-needed" reference laboratory testing of drinking water, wastewater, groundwater, soils, sediments, solids, hazardous waste, and biota (tissues). (CS-896).	1/22/2008 - 2/28/2015
4155-05/06	40	Public Utilities Commission	Regular	\$9,500,000	\$20,525,000	The consultant will perform detailed analyses of facility energy use patterns and provide specialized energy-efficiency retrofit recommendations and cost-benefit analysis for Heating Ventilation Air Conditioning (HVAC), controls, and lighting retrofits. Consultant will support retrofit implementation with specialized design, performance specifications, and construction support services, along with project commissioning, benchmarking, building retro-commissioning, energy system training, and measurement and verification services. Consultant also will provide city design teams with better than code design recommendations to incorporate energy efficiency into new construction and major renovations of municipal buildings, water/wastewater facilities and other City facilities. The consultant also will provide technical support for developing and managing new energy efficiency programs, along with financial analysis, environmental services, and guidance of new and emerging energy technologies.	10/1/2006 - 9/30/2017
3035-11/12	82	Public Health	Regular	\$33,600	\$67,200	This temporary shuttle bus service will operate six hours a day during peak commute times to decrease the number of single-occupancy vehicles traveling to the SFGH campus. This service is intended to positively impact air quality and reduce traffic and congestion related to the Rebuild of SFGH. The shuttle will operate between SFGH and major transit hubs as directed by the SFGH Rebuild Environmental Impact Report's Environmental Mitigation Measures while the SFGH Rebuild project is underway. The goal of this project is to reduce motor vehicle emissions.	7/30/2011 - 6/30/2012

**Sum of Modified Amounts: \$11,510,600**

Cynthia Avakian  
Airport Commission  
Contracts Administration Unit  
PO Box 8097  
San Francisco, CA 94128

Parveen Boparai  
Municipal Transportation Agency  
1 South Van Ness, 7<sup>th</sup> Fl.  
San Francisco, CA 94103

Maureen Gannon  
Sheriff  
City Hall, Room 456  
One Carlton B. Goodlett Place  
San Francisco, CA 94102

Jaquie Hale  
Department of Public Health  
101 Grove Street, #307  
San Francisco, CA 94102

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

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

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

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 26, 2012

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

TYPE OF REQUEST: [X] INITIAL REQUEST [ ]

TYPE OF SERVICE: Job Order Contracting (JOC) Implementation Services

FUNDING SOURCE: Airport Capital Funds

PSC AMOUNT: \$1,000,000

PSC DURATION: 6/1/12 to 6/1/17

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Services include implementation of a Job-Order-Contract (JOC) program. The JOC contract is a unique, variable-quantity type of contract that will enable Airport Design and Construction to accomplish a number of smaller repairs, maintenance and critical construction projects under a single contract, decreasing overall project duration and cost. Services will include:

- Prepare and update a unit price book containing at least 60,000 to 100,000 unit prices covering material, equipment and labor costs for various units of construction;
• Provide procurement support, execution procedures and Windows compatible software to manage the contracts for construction;
• Conduct outreach to maximize contractor participation in bidding;
• Conduct/attend orientation meetings, program review conferences, and program briefings as needed.

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

JOC services will reduce the time and expense of completing the design-bid-build cycle for each project.

Denial will jeopardize the completion of repairs and critical construction tasks at the Airport required on an as needed basis and those that are beyond the capabilities of Airport Maintenance.

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

This is a new service.

D. Will the contract(s) be renewed?

Yes, if there continues 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):

Building Inspectors and Carpenters, Local 22, Electrical Worker, Local 6, IFPTE, Local 21

Union Name

Signature of person mailing/faxing form

Signature of person mailing/faxing form

March 26, 2012

Date

PSC # 4122-11/12

RFP sent to:	Building Inspectors and Carpenters, Local 22, Electrical Worker, Local 6, IFPTE, Local 21	on	To be sent in late April 2012	Cynthia Avakian
	<u>Union Name</u>		<u>Date</u>	<u>Signature</u>

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC # 4122-11/12  
STAFF ANALYSIS/RECOMMENDATION:

Received 4/25/12  
CWR

CIVIL SERVICE COMMISSION ACTION:

**3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**

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

Expertise in preparing JOC unit prices, detailed cost estimating, and estimate confirmation at completion with local cost adjustments for most construction trades including hazardous materials abatement, demolition, fencing and guardrails, light architectural and tenant improvements, roofing and window repairing, structural steel and light metals, concrete and cement finishing, masonry, underground utility repairs, electrical, plumbing, heating, and air conditioning, and wall, floor, and ceiling finishes. Equipment use estimates are also required.

JOC unit prices would need to take into account estimating adjustment factors for Airport specific work including work where there are many existing utilities, work in secure areas, work with limited time for shut-downs, and work in active public areas.

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

No professional estimator classifications exist for JOC related contracts. Some Architectural (5268), Engineering (5201-5241) and Project Management classes (5502-5508) estimate or confirm estimations by others. Typically, outside professional estimators are hired through existing design or construction contracts to estimate or to analyze estimates presented on change requests.

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

No.

**4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM**

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

The implementation of such a system requires a wide range of individuals ranging from cost-estimators and computer programmers to construction project managers, and construction industry economic research experts. Services require specialized expertise and knowledge of detailed estimating and adjustment factors for developing unit prices covering material, equipment and labor costs that contractors will propose to do as-is or with an adjustment. Specialized JOC Management firms compile and develop these unit price books and software.

The existing architectural, engineering and project management classifications do not have the required expertise and specialized skills and breadth of knowledge to create such a document.

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

No, since the extent of work to be covered under this service is still unknown. JOC services include estimate prices that are derived from industry data requiring an understanding of various regional and project specific factors that affect unit prices for various construction projects and typically involve an inordinate amount of time and effort to create such a system.

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 (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained.

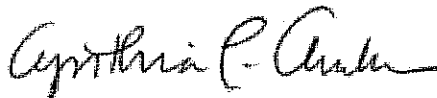
C. Are there legal mandates requiring the use of contractual services?

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

E. Has a board or commission determined that contracting is the most effective way to provide this service? No, however, the Airport Commission has approved Resolution # 12-0005 to issue an RFP for these services.

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? An RFP will be issued in late April so the results of that process are not known at this time.

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



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, April 25, 2012 11:59 PM  
**To:** DHR-PSCCoordinator, DHR  
**Cc:** Rayca, Geri; Breslin, Tony  
**Subject:** FW: PSC-SFO PSC RFP for Job Order Contracting (JOC)  
**Attachments:** PSC JOC .docx; 12-0005.pdf; PSC JOC.pdf

Maria,

Attached is the Airport PSC for Job Order Contract Implementation Services.

Please let me know if you need anything else from me for this request. 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

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**From:** Cynthia Avakian  
**Sent:** Wednesday, April 25, 2012 11:52 PM  
**To:** 'Larry Wong'; L21PSC Review; [cdrescher@nccrc.org](mailto:cdrescher@nccrc.org); [coleson@nccrc.org](mailto:coleson@nccrc.org); [khughes@ibew6.org](mailto:khughes@ibew6.org); [jchiarenza@ualocal38.org](mailto:jchiarenza@ualocal38.org)  
**Cc:** Ging Louie; Joe Brenner; Geri Rayca; Tony Breslin; Geoff Neumayr  
**Subject:** RE: PSC-SFO PSC RFP for Job Order Contracting (JOC)

Larry,

The Airport will contact our internal Facilities.Maintenance staff for first right of refusal and then contact other City Departments to see if they will be able to conduct the work within our budget and timeline before going out with a JOC contract.

Let me know if you have further questions.

Thanks,

*Cynthia*  
Phone: (650) 821-2014

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**From:** Larry Wong [<mailto:lwong@ifpte21.org>]  
**Sent:** Thursday, April 12, 2012 5:06 PM  
**To:** Cynthia Avakian; L21PSC Review; [cdrescher@nccrc.org](mailto:cdrescher@nccrc.org); [coleson@nccrc.org](mailto:coleson@nccrc.org); [khughes@ibew6.org](mailto:khughes@ibew6.org); [jchiarenza@ualocal38.org](mailto:jchiarenza@ualocal38.org)  
**Cc:** Ging Louie; Joe Brenner  
**Subject:** RE: PSC-SFO PSC RFP for Job Order Contracting (JOC)

Cynthia,

Will the Airport be contacting the various City department (in particularly DPW M&O -- for paving, glass work, building, electrical, etc or SFWD -- fo plumbing) if they are interested in doing any small construction work before going out to the JOC contractors?

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

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**From:** Cynthia Avakian [Cynthia.Avakian@flysfo.com]  
**Sent:** Thursday, April 12, 2012 4:41 PM  
**To:** Larry Wong; L21PSC Review; [cdrescher@nccrc.org](mailto:cdrescher@nccrc.org); [coleson@nccrc.org](mailto:coleson@nccrc.org); [khughes@ibew6.org](mailto:khughes@ibew6.org); [jchiarenza@ualocal38.org](mailto:jchiarenza@ualocal38.org)  
**Cc:** Ging Louie; Joe Brenner  
**Subject:** RE: PSC-SFO PSC RFP for Job Order Contracting (JOC)

Larry,

This request is for the administrator to set up the JOC program (we have not had JOC at the Airport in the past) not the actual tasks so we don't have the listing at this time.

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

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**From:** Larry Wong [<mailto:lwong@ifpte21.org>]  
**Sent:** Thursday, April 12, 2012 4:29 PM  
**To:** Cynthia Avakian; L21PSC Review; [cdrescher@nccrc.org](mailto:cdrescher@nccrc.org); [coleson@nccrc.org](mailto:coleson@nccrc.org); [khughes@ibew6.org](mailto:khughes@ibew6.org); [jchiarenza@ualocal38.org](mailto:jchiarenza@ualocal38.org)  
**Cc:** Ging Louie; Joe Brenner  
**Subject:** RE: PSC-SFO PSC RFP for Job Order Contracting (JOC)

Hi Cynthia,

Please provide a summary listing for all the TSOs/COs for the current Job Order Contracting (JOC). After the review, if we have any questions, we will you know.

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

---

**From:** Cynthia Avakian [Cynthia.Avakian@flysfo.com]  
**Sent:** Thursday, April 12, 2012 9:08 AM  
**To:** L21PSC Review; Larry Wong; [cdrescher@nccrc.org](mailto:cdrescher@nccrc.org); [coleson@nccrc.org](mailto:coleson@nccrc.org); [khughes@ibew6.org](mailto:khughes@ibew6.org); [jchiarenza@ualocal38.org](mailto:jchiarenza@ualocal38.org)  
**Cc:** Ging Louie; Joe Brenner  
**Subject:** RE: PSC-SFO PSC RFP for Job Order Contracting (JOC)

All,

Checking back to see if you have any questions about this request.

Thanks,

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

---

**From:** Cynthia Avakian  
**Sent:** Monday, March 26, 2012 4:32 PM  
**To:** 'L21PSC Review'; 'Larry Wong'; 'cdrescher@nccrc.org'; 'coleson@nccrc.org'; [khughes@ibew6.org](mailto:khughes@ibew6.org)  
**Cc:** 'Ging Louie'; 'Joe Brenner'; Tony Breslin; Geoff Neumayr; Geri Rayca; Nishil Bali  
**Subject:** PSC-SFO PSC RFP for Job Order Contracting (JOC)

All,

Attached is the SFO's DRAFT PSC for the RFP for Job Order Contracting (JOC).

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@flysfso.com](mailto:cynthia.avakian@flysfso.com)  
Phone: (650) 821-2014, Fax: (650) 821-2011

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 18, 2012 (Revision)

DEPARTMENT NAME GSA/MEDICAL EXAMINER DEPARTMENT NUMBER 70

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

TYPE OF REQUEST:  INITIAL REQUEST  MODIFICATION (PSC# \_\_\_\_\_)

TYPE OF SERVICE: Specialized toxicological analyses.

FUNDING SOURCE: General Fund.

PSC AMOUNT: \$800,000 PSC DURATION: June 1, 2012 – May 31, 2017

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Specialized toxicological analyses performed by an accredited laboratory.

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

The Office of the Chief Medical Examiner is required by law to accredit its Forensic Laboratory. At present there are required toxicology tests which cannot be performed by the Forensic Lab. These tests must be sent to an accredited reference lab for analysis in order to maintain accreditation.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): A personal services contract was previously approved (CSC 4026-08/09) for 2008 – 2011.

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

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

<u>IFPTE Local 21</u> Union Name	<u>[Signature]</u> Signature of person mailing / faxing form	<u>3/16/12</u> original <u>4/18/12</u> revision Date
Union Name	Signature of person mailing / faxing form	Date
Union Name	Signature of person mailing / faxing form	Date

RFP sent to \_\_\_\_\_, on \_\_\_\_\_, Signature \_\_\_\_\_  
Union Name Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4123-16/12

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

Original received 3/16/12  
Revision received 4/18/12  
mk

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Ability to analyze toxicological specimens. Must be an accredited laboratory.

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

2403 Forensic Laboratory Technician,  
2456 and 2458 Forensic Toxicologist series

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 work is as-needed and sporadic. Tasks required will not be known from day-to-day as they will vary with individual case requirements. There are some required tests which presently cannot be performed in the Forensic Laboratory.

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

No. The work will be temporary and sporadic. We are presently developing methodology on new instruments in order to bring more frequently requested tests back in-house.

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

Yes No

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

554-4859  
Telephone Number

One Carlton B. Goodlett Place #362, San Francisco, CA 94102  
Address



To: L21PSCReview@ifpte21.org, sjenkins@ifpte21.org, glouie@ifpte21.org,  
Cc:  
Bcc:  
Subject: Medical Examiner Specialized Tox Analyses \$1.5 million 2012-2017  
From: Joan Lubamersky/ADMSVC/SFGOV - Friday 03/16/2012 01:58 PM

Please see PSC Form 1 attached for as-needed analyses required for accreditation.



PSC Form 1 CME \$1.5 million 2012-17 specialized tox analyses.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

**Ryan, Maria**

---

**From:** Joan.Lubamersky@sfgov.org  
**Sent:** Wednesday, April 18, 2012 2:27 PM  
**To:** L21PSCReview@ifpte21.org  
**Subject:** Revised Medical Examiner Form 1  
**Attachments:** PSC Form 1 REV - CME \$800K specialized tox analysis 2012 - 17.pdf

Please see attached Form 1 for specialized tox analysis, \$800,000, as we discussed when we met on Friday.

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](mailto:Joan.Lubamersky@sfgov.org)



PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 31, 2008

DEPARTMENT NAME GSA/MEDICAL EXAMINER DEPARTMENT NUMBER 70

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

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

TYPE OF SERVICE: Specialized toxicological analyses.

FUNDING SOURCE: General Fund.

PSC AMOUNT: \$500,000 PSC DURATION: Sept. 15, 2008 - March 14, 2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Specialized toxicological analyses performed by an accredited laboratory.

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

The Office of the Chief Medical Examiner is required by law to accredit its Forensic Laboratory by December 2010. Consequences of denial would be lack of accreditation of the Office of the Chief Medical Examiner, requiring lab work of the office to be contracted out to an accredited lab. City forensic pathologists and forensic toxicologists would no longer be credible witnesses in court, and the District Attorney/Public Defender would be required to pay transportation and witness costs for expert witnesses from the contractor. The Office also would not be accredited to perform forensic work for the Police Department. This would result in longer turn-around time for lab results as well as potential chain of custody issues.

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 Office has had a purchase order since 2005 for toxicological analyses on an as-needed basis.

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

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

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

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

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4026-08/09

STAFF ANALYSIS/RECOMMENDATION: - COPY -

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Ability to analyze toxicological specimens. Must be an accredited laboratory.

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

2403 Forensic Laboratory Technician,  
2456, 2457 and 2458 Forensic Toxicologist series, and  
0931 Forensic Laboratory Manager

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 work is as-needed and sporadic, in order to complete the accreditation process. Tasks required will not be known from day-to-day as they will vary with individual case requirements. If additional City employees were hired to perform these tasks, they would be idle at some times if accreditation tasks were not ready to be performed that day. Additionally, new employees would be required to be trained for at least six months on CME protocols.

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

No. The work will be temporary and sporadic. At the end of 2010, the work should transition back to the existing Civil Service staff, with only as-needed work to be done by the contractor if the staff need to address any follow-up issues that arise from the accreditation process.

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

Yes No

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

\_\_\_\_\_  
554-4859  
Telephone Number

\_\_\_\_\_  
One Carlton B. Goodlett Place #362, San Francisco, CA 94102  
Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 4, 2012 (Revision)

DEPARTMENT NAME: Human Resources DEPARTMENT NUMBER 33

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

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

TYPE OF SERVICE: Maintenance, Support and Hosting for Workers' Compensation Claims Software

FUNDING SOURCE: Administration budget of Workers' Compensation Division

PSC Amount: \$ 1,250,000 PSC DURATION: 9/1/12 to 8/30/17

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor will provide services for software upgrades, ongoing software maintenance and support services and software hosting of the Workers' Compensation Division's ("WCD") claims management web-based platform.

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

WCD's claims management web based platform is required to stay current with City, State, and Federal requirements that the City must meet to provide workers' compensation claims services. The claims management software, a proprietary product for which the City does not have access to the source code, must be upgraded and supported to avoid obsolescence and discontinuance of manufacturer support. Denial of this modification will severely impact the City's ability to meet benefit requirements of the California Labor Code.

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 are currently provided by Aon eSolutions, formerly known as Valley Oaks Systems, Inc., under PSC# 4112-06/07, previously approved May 5, 2011.

D. Will the contract(s) be renewed:

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

Local 21 Union Name Signature of person mailing/faxing form Date 3/16/12 original

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4124-11/12 STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

Original received 3/16/12 Revision received 4/5/12

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*Contractor must have computer and information systems personnel who have knowledge of California workers' compensation laws, claims handling systems & practices, legal requirements for self-insured & self-administered public agencies & employers, risk management information system operations, and familiarity with City and departmental requirements for customized reports and services.*

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

*Limited aspects of the work could potentially be performed by Civil Service Class 1041, IS Engineer, Asst.; 1042, IS Engineer, Journey; 1043, IS Engineer, Sr.; 1052, IS Business Analyst; 1053, IS Business Analyst, Sr.; 1054, IS Business Analyst, Principal; 1063, IS Programmer Analyst, Sr. However, there are no City employees currently trained and available for this one-time implementation.*

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

*Yes. The Contractor will host the claims management software.*

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

*Civil Services are applicable, but the City does not have access to the source codes to the proprietary software programs and the necessary documentation and training materials to perform the work.*


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

*No. Civil Service Classes already exist. The software is proprietary, and only the Contractor has the expertise and knowledge required to provide the upgrade and implementation services as well as the software maintenance and support services.*

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

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

Brent Lewis

Print or Type Name

(415) 557-4944

Telephone Number

1 South Van Ness Ave., 4<sup>th</sup> Floor

San Francisco, CA 94103

Address

## Ryan, Maria

---

**From:** Lewis, Brent  
**Sent:** Thursday, April 05, 2012 4:51 PM  
**To:** L21PSC Review; DHR-PSCCoordinator, DHR  
**Cc:** Ryan, Maria; Alexander Tonisson; Pam Covington; Vallejo, Gus  
**Subject:** RE: DHR/WCD PSC for Web Based Workers' Compensation Claims Management System  
**Attachments:** DHR\_PSC WC Claims Web Based System.pdf

Hi Larry,

The system is proprietary and complies with Federal State Workers' Compensation requirements.

Also, I updated the original PSC # that is referenced within the newly submitted PSC.

Thanks,

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

---

**From:** L21PSC Review [<mailto:L21PSCReview@ifpte21.org>]  
**Sent:** Thursday, April 05, 2012 1:27 PM  
**To:** Lewis, Brent; DHR-PSCCoordinator, DHR  
**Cc:** Ryan, Maria; Alexander Tonisson; Pam Covington; Vallejo, Gus  
**Subject:** RE: DHR/WCD PSC for Web Based Workers' Compensation Claims Management System

L21 has a few questions.

1. Has DHR contacted IT Dept concerning their interest and capability to perform this work?
2. If not, why not?
3. If yes, what was their response. Please include copy of your initial inquirer and their response.

Larry Wong  
L21 PSC Reviewer

---

**From:** Lewis, Brent [[brent.lewis@sfgov.org](mailto:brent.lewis@sfgov.org)]  
**Sent:** Friday, March 16, 2012 5:02 PM  
**To:** DHR-PSCCoordinator, DHR; L21PSC Review  
**Cc:** Ryan, Maria  
**Subject:** DHR/WCD PSC for Web Based Workers' Compensation Claims Management System

Hi,

Attached for your review and approval is a PSC from DHR/Workers' Compensation Division to provide web-based workers' compensation claims software maintenance, support and hosting services.

If you have any questions, please contact me.

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 26, 2009

DEPARTMENT NAME: Human Resources DEPARTMENT NUMBER 33

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [x] MODIFICATION (PSC# 4112-06/07)

TYPE OF SERVICE: Implementation of Upgraded Workers' Compensation Claims Software

FUNDING SOURCE: Administration budget of Workers' Compensation Division

Table with 2 columns: Amount and PSC DURATION. Rows include Original Amount (\$ 600,000), Modification#1 Amount (\$ 900,000), Modification#2 Amount (\$ 125,000), Total Amount (\$ 1,625,000), PSC DURATION (7/1/06 to 6/30/08), Mod PSC DURATION (7/1/08 to 6/30/11), and Total PSC Duration (7/1/06 to 6/30/11).

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor will provide services to implement the Workers' Compensation Division's ("WCD") claims management software program to web-based platform that will allow the claims function to go paperless. Services will also include training for City staff, software maintenance and support services, and software hosting services.

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

WCD's claims management software requires the upgrade to stay current with City, State, and Federal requirements that the City must meet to provide workers' compensation claims services. The claims management software, a proprietary product for which the City does not have access to the source code, must be upgraded to avoid obsolescence and discontinuance of manufacturer support. Denial of this modification will severely impact the City's ability to meet benefit requirements of the California Labor Code.

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 are currently provided by Aon eSolutions, formerly known as Valley Oaks Systems, Inc., under PSC# 4112-06/07, previously approved August 4, 2008.

D. Will the contract(s) be renewed:

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

Local 21 Union Name Signature of person mailing/faxing form August 28, 2009 Date

Union Name Signature of person mailing/faxing form Date

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

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4112-06/07 STAFF ANALYSIS/RECOMMENDATION:

Handwritten signature and circled number 43

CIVIL SERVICE COMMISSION ACTION:

DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractor must have computer and information systems personnel who have knowledge of California workers' compensation laws, claims handling systems & practices, legal requirements for self-insured & self-administered public agencies & employers, risk management information system operations, and familiarity with City and departmental requirements for customized reports and services.

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

Several aspects of the work could potentially be performed by Civil Service Class 1041, IS Engineer, Asst.; 1042, IS Engineer, Journey; 1043, IS Engineer, Sr.; 1052, IS Business Analyst; 1053, IS Business Analyst, Sr.; 1054, IS Business Analyst, Principal; 1063, IS Programmer Analyst, Sr. However, there are no City employees currently trained and available for this one-time implementation.

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

The Contractor will host the claims management software.

WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Services are applicable, but the City does not have access to the source codes to the proprietary software programs or the necessary documentation and training materials to perform the work.

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

Civil Service Classes already exist. The software is proprietary, and only the Contractor has the expertise and knowledge required to provide the upgrade and implementation services as well as the software maintenance and support services.

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"> <li>• Describe the training and indicate approximate number of hours. 7 days of training to include system administration, intermediate end-user training on upgraded features, and on IVOS Report Designer.</li> <li>• Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. 34 Claims administrator; 6 system administrators, IS engineers, &amp; IS programmer analysts; and 10 administrative support staff.</li> </ul> |                                     |                                     |
| 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? Aon eSolutions, Inc., formerly known as Valley Oaks Systems, Inc.   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

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

Mary M. C. Ng  
Signature of Departmental Personal Services Contract Coordinator

Mary Ng  
Print or Type Name

(415) 557-4957  
Telephone Number

1 South Van Ness Ave., 4<sup>th</sup> Floor  
San Francisco, CA 94103

44





Gavin Newsom  
Mayor

Micki Callahan  
Human Resources Director

**MEMORANDUM**

DATE: May 4, 2011  
TO: Micki Callahan  
Human Resources Director  
FROM: Brent Lewis, Finance Director  
Department of Human Resources (Dept. 33)  
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4112-06/07 Approval Date: 9/21/2009

Description of Service(s): Workers' Compensation Claims Software

Original Approved Amount: \$600,000 Original Approved Duration: 7/1/06 – 6/30/08

Modification Amount #1: \$900,000 Modification of Duration: 7/1/08 – 6/30/11

Modification Amount#2: \$125,000 Modification of Duration: \_\_\_\_\_

Modification Amount#3: \$500,000 Modification of Duration: 7/01/11 – 6/30/13

Total Amount as Modified: \$2,125,000 Total Duration as Modified: 7/1/06 – 6/30/13

Reason for the modification:

DHR is seeking a two-year contract extension through the sole source process.

Attachment: Copy of Approved PSC Summary

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

DHR ACTION:  Approved

Approval Date: 5/5/11

By: *Micki Callahan*

FOR Micki Callahan, Human Resources Director

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 13, 2012

DEPARTMENT NAME: Sheriff DEPARTMENT NUMBER 06

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

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

TYPE OF SERVICE: Electronic Home Detention and Monitoring Services

FUNDING SOURCE: General Funds

Original Amount: \$400,000 PSC Duration: January 1, 2012 - August 31, 2013
Modification Amount PSC Duration:
Total Amount \$400,000 Total PSC Duration: January 1, 2012 - August 31, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Services are needed to provide electronic home detention monitoring and case management services for inmates who qualify for home detention as an alternative to jail incarceration.

B. Explain why this service is necessary and the consequences of denial: These services are needed to help maintain the jail population (to reduce possible overcrowding).

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): These services have been provided through personal services contracts with an electronic monitoring home detention and case management program. PSC #1002-09/10

D. Will the contract(s) be renewed: No, the Sheriff's Department will issue an RFP in early 2013 and a new contract will be issued upon completion.

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 emailing form, Date. Rows include DSA, MSA, SEIU 1021, IFPTE Local 21, and a summary row for DSA and MSA.

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4125-11/12

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

Final Submission Received 4/13/12
MK





**PSC for Electronic Monitoring**

Marybeth Long to: ed.warshauer, Brook.Demmerle, pattie.tamura

03/13/2012 02:42 PM



SEIU.PDF

Please find a cover letter, and the two page PSC for Electronic Monitoring for your review. Please email me with any questions or concerns. If after your review, you approve, please sign on the appropriate line beneath my signature, on page one of the PSC.

Thank you,

Marybeth

Marybeth Long  
Senior Administrative Analyst  
1 Dr. Carlton B. Goodlett Place, Room 456  
San Francisco, CA 94102-4676  
Tel: 415 554-7241  
Fax: 415 554-7050

Response from L#21

PSC-Sheriff Electronic Monitoring - \$400K

L21PSC Review

to:

Marybeth.Long@sfgov.org

03/15/2012 02:46 PM

Show Details

L#21 has no objection to this PSC.

Larry Wong

L21 PSC Reviewer

---

**From:** Marybeth.Long@sfgov.org [Marybeth.Long@sfgov.org]

**Sent:** Tuesday, March 13, 2012 2:42 PM

**To:** L21PSC Review

**Subject:** PSC for Electronic Monitoring

Please find a cover letter, and the two page PSC for Electronic Monitoring for your review. Please email me with any questions or concerns. If after your review, you approve, please sign on the appropriate line beneath my signature, on page one of the PSC.

Thank you,

Marybeth Long

Marybeth Long  
Senior Administrative Analyst  
1 Dr. Carlton B. Goodlett Place, Room 456  
San Francisco, CA 94102-4676  
Tel: 415 554-7241  
Fax: 415 554-7050



PSC for Electronic Monitoring  
Marybeth Long to: L21PSCReview

03/13/2012 02:42 PM

Please find a cover letter, and the two page PSC for Electronic Monitoring for your review. Please email me with any questions or concerns. If after your review, you approve, please sign on the appropriate line beneath my signature, on page one of the PSC.

Thank you,

Marybeth Long



L21.PDF

Marybeth Long  
Senior Administrative Analyst  
1 Dr. Carlton B. Goodlett Place, Room 456  
San Francisco, CA 94102-4676  
Tel: 415 554-7241  
Fax: 415 554-7050



PSC for Electronic Monitoring  
Marybeth Long to: donald.wilson  
Cc: dwilson1877

03/13/2012 02:41 PM

Please find a cover letter, and the two page PSC for Electronic Monitoring for your review. Please email me with any questions or concerns. If, after your review, you approve, please sign on the appropriate line beneath my signature, on page one of the PSC.

Thank you,

Marybeth Long



SFDSA.PDF

Marybeth Long  
Senior Administrative Analyst  
1 Dr. Carlton B. Goodlett Place, Room 456  
San Francisco, CA 94102-4676  
Tel: 415 554-7241  
Fax: 415 554-7050



**PSC for Electronic Monitoring**  
Marybeth Long to: sfmsa, Lisette Adams

03/13/2012 02:39 PM

Please find a cover letter, and the two page PSC for Electronic Monitoring for your review. Please email me with any questions or concerns. If after your review, you approve, please sign on the appropriate line beneath my signature, on page one of the PSC.

Thank you,

Marybeth Long



SFMSA.PDF

Marybeth Long  
Senior Administrative Analyst  
1 Dr. Carlton B. Goodlett Place, Room 456  
San Francisco, CA 94102-4676  
Tel: 415 554-7241  
Fax: 415 554-7050





To: sfmsa@gmail.com,  
Cc:  
Bcc:  
Subject: Fw: PSC for Electronic Monitoring

I'm sorry the first time I sent this was to the wrong address and it was returned. Hopefully, you were able to access it yesterday at your SFSD email site. Let me know if you received.

Thank you,  
Marybeth Long

Marybeth Long  
Senior Administrative Analyst  
1 Dr. Carlton B. Goodlett Place, Room 456  
San Francisco, CA 94102-4676  
Tel: 415 554-7241  
Fax: 415 554-7050

----- Forwarded by Marybeth Long/SFSD/SFGOV on 03/14/2012 11:36 AM -----

From: Marybeth Long/SFSD/SFGOV  
To: sfmsa@gmail.com, Lisette Adams/SFSD/SFGOV@SFGOV  
Date: 03/13/2012 02:39 PM  
Subject: PSC for Electronic Monitoring

Please find a cover letter, and the two page PSC for Electronic Monitoring for your review. Please email me with any questions or concerns. If after your review, you approve, please sign on the appropriate line beneath my signature, on page one of the PSC.

Thank you,

Marybeth Long



SFMSA.PDF

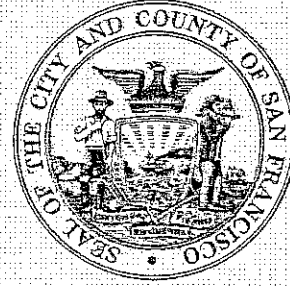
Marybeth Long  
Senior Administrative Analyst  
1 Dr. Carlton B. Goodlett Place, Room 456  
San Francisco, CA 94102-4676

## Return Receipt

Your message: PSC for Electronic Monitoring  
was received by: Lisette Adams/SFSD/SFGOV  
at: 03/15/2012 07:48:06 AM

# City and County of San Francisco

## OFFICE OF THE SHERIFF



Michael Hennessey  
SHERIFF

(415) 554-7225

Date: July 22, 2011  
To: Maria Ryan, DHR-PSC Coordinator  
From: Maureen Gannon, CFO *mej*  
Re: Request for Administrative Approval of PSC Modification (less than 50%)

PSC NO: 1002-9/10 Approval Date: 04-05-2010

Description Of Service(s): Services are needed to provide electronic home detention monitoring and case management services for inmates who qualify for home detention as an alternative to jail incarceration. Program participants wear electronic bracelets that communicate via radio frequency to land line telephone, or via cellular transmission, to a centralized system that monitors the participants. Services include adjunct case management to monitor inmates' attendance in outpatient substance abuse and/or mental health programs, and urinalysis test to monitor sobriety.

Original Approved Amount:	\$750,000	Original Approved Duration:	06-01-2010 to 06-30-2011
Modification One Amount:	\$0	Modification of Duration:	07-01-2011 to 12-31-2011
Total Amount as Modified:	\$750,000	Total Duration as Modified:	06-01-2010 to 12-31-2011

Reason for the modification:

To extend the contracting authority and services as the Sheriff's Department assesses the increased need for the state realignment of prisoners.

Attachments: Copy of PSC Summary sent to DHR

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION:  Approved

Approval Date: 7 / 22 / 11

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 9, 2010

DEPARTMENT NAME San Francisco Sheriff's Department

DEPARTMENT NUMBER 06

TYPE OF APPROVAL:  EXPEDITED  REGULAR (OMIT POSTING \_\_\_\_\_)

CONTINUING  ANNUAL

TYPE OF REQUEST:

INITIAL REQUEST  MODIFICATION (PSC# \_\_\_\_\_)

*COPY OF ORIGINAL*

TYPE OF SERVICE: Electronic Home Detention and Monitoring Services

FUNDING SOURCE: General Fund

PSC AMOUNT: \$750,000

PSC DURATION: 07/01/2010-06/30/2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Services are needed to provide electronic home detention monitoring and case management services for inmates who qualify for home detention as an alternative to jail incarceration. Program participants wear electronic bracelets that communicate via radio frequency to land line telephone, or via cellular transmission, to a centralized system that monitors the participants. Services include adjunct case management to monitor inmates' attendance in outpatient substance abuse and/or mental health programs, and urinalysis tests to monitor sobriety.

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

These services are needed to reduce jail overcrowding and allow inmates who pose no danger to society to complete their sentences in an electronic home detention/monitoring programs.

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

These services have been provided through personal services contracts with an electronic monitoring home detention and case management program. (Previous PSC #1020-08/09).

D. Will the contract(s) be renewed: Yes the contract will be renewed, providing the Department determines that there is a need to continue to provide these services, and funding is available.

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

X IFPTE Local 21  
Union Name

*Marybeth Kong*  
Signature of person mailing / faxing form

*March 9, 2010*  
Date

X SEIU 1021  
Union Name

*Marybeth Kong*  
Signature of person mailing / faxing form

*March 9, 2010*  
Date

RFP sent to \_\_\_\_\_, on \_\_\_\_\_, Union Name Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 1002-09/10

STAFF ANALYSIS/RECOMMENDATION:

*-COPY-*

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Contractor's staff must be trained and experienced in monitoring electronic bracelets via a specialized communications system, administering urinalysis tests, and providing case management services to arrested persons who meet the criteria for home detention as an alternative to jail incarceration.

B. Which, if any, civil service class normally performs this work? There is currently no civil service classification that combines the following duties: monitoring persons who are sentenced to home detention via a specialized system that communicates with electronic bracelets, case management, and urinalysis services.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Yes, the Contractor must possess a facility to house its communications system, provide case management, electronic bracelets, and urinalysis services.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: No civil service classification provides all the duties enumerated in 3B above. Furthermore, these services are provided to qualifying inmates on an as needed, intermittent basis. The Sheriff's Dept cannot accurately predict, on a month-to-month basis, how many jail inmates will qualify for these services as an alternative to incarceration.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. Given the intermittent/as-needed basis of the duties association with these services, it would not be practical to adopt a specialized civil service classification to combine electronic bracelet monitoring via specialized communications system with case management and urinalysis duties.

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?<br>- Describe training and indicate approximate number of hours.<br>- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained. | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Yes, G4S Justice Services, LLC.  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

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

*Maureen Gannon CFO*

Signature of Departmental Personal Services Contract Coordinator

**Maureen Gannon, CFO**  
Print or Type Name

**415-554-4316**  
Telephone Number

**City Hall, Room 456**  
**San Francisco, CA 94102**

PERSONAL SERVICES CONTRACT SUMMARY

DATE: DRAFT

DEPARTMENT NAME: Department of Public Health DEPARTMENT NUMBER 82

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

TYPE OF REQUEST:  
 INITIAL REQUEST  MODIFICATION (PSC# 3035-11/12 )

TYPE OF SERVICE: Employee Shuttle Bus Services during the SFGH rebuild

FUNDING SOURCE: Grant from the Bay Area Air Quality District and General Fund

Original Amount:	<u>\$33,600</u>	PSC Duration:	<u>7/30/11-6/30/12</u>
Modification	<u>\$33,600</u>		<u>7/30/11-6/30/12</u>
Total	<u>\$67,200</u>		<u>7/30/11-6/30/12</u>

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

*This temporary shuttle bus service will operate six hours a day during peak commute times to decrease the number of single-occupancy vehicles traveling to the SFGH campus. This service is intended to positively impact air quality and reduce traffic and congestion related to the Rebuild of SFGH. The shuttle will operate between SFGH and major transit hubs as directed by the SFGH Rebuild Environmental Impact Report's Environmental Mitigation Measures while the SFGH Rebuild project is underway. The goal of this project is to reduce motor vehicle emissions.*

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

*This shuttle bus service addresses several needs for SFGH. First, this shuttle service meets environmental mitigation requirements set forth above. SFGH has lost over 100 parking spaces due to construction and Rebuild related congestion has punctuated the need for alternative transportation sources to reduce congestion. Finally, the service also meets staff preferences, as the shuttle stops chosen for this service directly correspond to the SFGH 2009 Travel Survey Data.*

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

*This is a continuing service approved under PSC# 3035-11/12.*

D. Will the contract(s) be renewed: As needed.

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

<u>Local 250-A (9163)</u>	<u>Jacque Hale</u>	<u>3/26/12</u>
<u>Muni Transit Workers</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# 3035-11/12  
STAFF ANALYSIS/RECOMMENDATION:

*Original submission received 4/25/12  
Revision w/correct PSC# received 5/12/12  
mk*

CIVIL SERVICE COMMISSION ACTION:



Kelly Jackson/DPH/SFGOV  
03/26/2012 10:05 AM

To ewilliams@twustf.org  
cc  
bcc

Subject Modification to the Transmetro PSC

Dear Mr. Williams,

3035-4/12

Please find attached the request for the modification to the PSC ~~4002-10/11~~.

This will be anticipated to be calendared for May 21, 2012.



Modification Transmetro PSC.pdf

Feel free to contact me with any questions.

Sincerely,

Kelly Jackson, MPA  
Contract Analyst  
Office of Contract Management and Compliance  
Department of Public Health  
City and County of San Francisco  
101 Grove St., Room 307  
San Francisco, CA 94102  
Phone: 415-554-2612  
Fax: 415-554-2555  
Kelly.Jackson@SFDPH.org



## Ryan, Maria

---

**From:** Kelly Jackson <Kelly.Jackson@sfdph.org>  
**Sent:** Wednesday, May 02, 2012 9:50 AM  
**To:** ewilliams@twusf.org  
**Cc:** DHR-PSCCoordinator, DHR; Jacquie Hale  
**Subject:** Please see administrative change  
**Attachments:** Modification to 3035-11.12.pdf

Dear Union Leader (Mr. Eric Williams),

This is a modification to be heard on May 21, 2012. I have already sent this into your office (within the 30 day period).

(See attached file: Modification to 3035-11.12.pdf)

I had to modify PSC form 1 by adding the most updated PSC#. I am sorry for this secretarial error. Please see this administrative change and email verification.

Feel free to contact me with any questions-

Thank you,

Kelly Jackson, MPA  
Contract Analyst  
Office of Contract Management and Compliance Department of Public Health City and County of San Francisco  
101 Grove St., Room 307  
San Francisco, CA 94102  
Phone: 415-554-2612  
Fax: 415-554-2555  
[Kelly.Jackson@SFDPH.org](mailto:Kelly.Jackson@SFDPH.org)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 23, 2012

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

TYPE OF APPROVAL: ( ) EXPEDITED ( ) REGULAR (OMIT POSTING\_\_\_\_)

( ) CONTINUING ( ) ANNUAL

TYPE OF REQUEST: ( ) INITIAL REQUEST (X) MODIFICATION (PSC# 4040-09/10)

TYPE OF SERVICE: Maintenance of Automatic Vehicle Location System ("AVLS")

FUNDING SOURCE: General Fund

PSC AMOUNT: \$3,954,858.00
Mod 1: \$1,977,000.00
Mod 2: \$1,977,000.00
Total: \$7,908,858.00

PSC DURATION: October 1, 2009 - July 31, 2011
PSC DURATION: August 1, 2011 - July 31 2012
PSC DURATION: August 1, 2012 - July 31 2013
PSC DURATION: October 1, 2009 - July 31, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor shall provide San Francisco Municipal Transportation Agency (SFMTA) software updates, non-custom software upgrades that Contractor provides to other customers, equipment repair and maintenance, System Support Services necessary to maintain the operations of the Base AVLS in accordance with the operating standards and specifications set out in the Maintenance Agreement. Contractor will also provide training to SFMTA personnel in AVLS operation and maintenance so that SFMTA staff may eventually perform maintenance of the AVLS vehicle equipment.

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

This service is necessary as the software and equipment is proprietary to the Contractor. Denial would result in loss of "Tracker Suite" capabilities; meaning the AVLS Equipment installed on a transit vehicle comprising of the following components; Tracker and cable (includes GPS receiver, wireless modem, and serial interface); GPS antenna and cable (Internal Units); radio antenna and cable; charge guard. This would lead to losses in cost savings, accountability, and efficiency opportunities to SFMTA in the management of the City's public transit fleet.

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

These services were provided through PSC #4040-09-10.

D. Will the contract(s) be renewed:

Yes.

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

IFPTE, Local 21 Union Name Signature of person mailing / faxing form Date 4/23/12
IBEW, Local 6 Union Name Signature of person mailing / faxing form Date 4/23/12

RFP sent to Union Name on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4040-09/10

SFMTA approved
Received 4/23/12
4-23-12
mk

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Extensive knowledge of application software development, computer engineering, database management, as well as, website management and integration, GPS classification systems, and AVLS proprietary systems.

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

There are no civil service classifications that can perform this work, however, 7318 Electronic Maintenance Technicians have been trained to provide fleet and facility maintenance on equipment.

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 proprietary system that is only available through the vendor. However, existing 7318 Electronic Maintenance Technicians have been trained and have the experience to maintain the hardware equipment related to the AVLS operating system.

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

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

- |  | <u>Yes</u> | <u>No</u> |
|--|------------|-----------|
| A. Will the contractor directly supervise City and County employees?   | ( )        | ( X )     |
| B. Will the contractor train City and County employees?<br>- Describe training and indicate approximate number of hours.<br><i>One month classroom plus six months field training for both fleet and facility equipment.</i><br>- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.<br><i>Approximately six (6) 7318 Electronic Maintenance Technicians.</i> | ( X )      | ( )       |
| B. Are there legal mandates requiring the use of contractual services?   | ( )        | ( X )     |
| D. Are there federal or state grant requirements regarding the use of contractual services?  | ( )        | ( X )     |
| E. Has a board or commission determined that contracting is the most effective way to provide this service?<br><i>SFMTA Board approved at its meeting of August 4, 2009 Board Resolution #09-136.</i>  | ( X )      | ( )       |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?<br><i>Yes. The current contractor is "NextBus, Inc."</i>  | ( X )      | ( )       |

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

*Parveen Boparai*

\_\_\_\_\_  
Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai  
Print or Type Name

415-701-5377  
Telephone Number

San Francisco Municipal Transportation Agency

1 South Van Ness Ave, 7<sup>th</sup> Floor, San Francisco, CA 94103  
Address

Edwin M. Lee | Mayor  
 Tom Nolan | Chairman  
 Jerry Lee | Vice-Chairman  
 Cameron Beach | Director  
 Leona Bridges | Director  
 Cheryl Brinkman | Director  
 Malcolm Heinicke | Director  
 Bruce Oka | Director  
 Nathaniel P. Ford Sr. | Executive Director/CEO

**MEMORANDUM**

**TO:** DHR-PSC Coordinator  
 Department of Human Resources

**FROM:** Parveen Boparal, Sr. Personnel Analyst *PB*  
 Personal Services Contract Coordinator  
 San Francisco Municipal Transportation Agency (SFMTA)

**DATE:** April 22, 2011

**RE:** Request to Increase Amount and Extend Duration of: PSC # 4040 - 09/10  
 Approved on 10/06/09 - Awarded to: Nextbus, Inc..  
 Type of Service: Maintenance of Automatic Vehicle Location System (AVLS)

This memo is to request an increase in amount and extension of duration for Personal Services Contract (PSC) listed above. The SFMTA Board resolution allows an extension of up to two years, however, SFMTA is requesting an extension for one year only at this time.

A personal service contract does not require approval from Civil Service Commission (CSC) if an increase is less than fifty percent (50%) of the contract amount or duration approved by CSC/DHR or SFMTA.

Initial Contract for:	\$3,954,858.00	07/01/09 -- 07/31/11
Modification to Increase Amount & Duration	<u>\$1,977,000.00</u>	<u>08/01/11 -- 07/31/12</u>
Total	\$5,931,858.00	07/01/09 -- 07/31/12

Should you have any questions, please contact me at 415.701.5377.

Attachment: SFMTA Board Resolution No. 09-136

Cc: Trinh Nguyen, SFMTA Operations  
 PSC File

Approval Date: 4/28/11 *Modification Approved*  
*OW*

By: *[Signature]*  
 FOR Micki Callahan, Human Resources Director

PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 31, 2009

DEPARTMENT NAME: San Francisco Municipal Transportation Agency (SFMTA)

DEPARTMENT NUMBER: 35

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

( ) CONTINUING ( ) ANNUAL

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

TYPE OF SERVICE: Maintenance of Automatic Vehicle Location System ("AVLS")

FUNDING SOURCE: General Fund

PSC AMOUNT: \$3,954,858.00

PSC DURATION: October 1, 2009 - July 31, 2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor shall provide SFMTA software updates, non-custom software upgrades that Contractor provides to other customers, equipment repair and maintenance, System Support Services necessary to maintain the operations of the Base AVLS in accordance with the operating standards and specifications set out in the Maintenance Agreement. Contractor will also provide training to SFMTA personnel in AVLS operation and maintenance so that SFMTA staff may eventually perform maintenance of the AVLS vehicle equipment.

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

This service is necessary as the software and equipment is proprietary to the Contractor. Denial would result in loss of "Tracker Suite" capabilities; meaning the AVLS Equipment installed on a transit vehicle comprising of the following components; Tracker and cable (includes GPS receiver, wireless modem, and serial interface); GPS antenna and cable (Internal Units); radio antenna and cable; charge guard. These elements lead to cost savings, greater accountability, and higher efficiency opportunities to SFMTA in the management of the City's public transit fleet.

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

These specific services have not been provided, however under a construction contract, the agreement between Contractor (NextBus) and City, dated July 15, 2002 and as subsequently amended for the purchase and implementation of an AVLS for the SFMTA's bus and rail transit fleet the Base System was installed which provided for support services until the contract was accepted.

D. Will the contract(s) be renewed:

This contract may extend this Agreement for up to two additional years.

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 IFPTE, Local 21 and IBEW, Local 6.

RFP sent to Union Name, on Date, Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#

SFMTA approved 8-31-09

STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Extensive knowledge of application software development, computer engineering, database management, as well as website management and integration, GPS classification systems, and AVLS systems.

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

There are no civil service classification that can perform this work; however, 7318 Electronic Maintenance Technicians can be trained to maintain the AVLS system.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Existing 7318 Electronic Maintenance Technicians do not have the experience and expertise to maintain this equipment and currently there is inadequate staff to accept this assignment. The hiring and training cycle is lengthy to perform this work. After hire, employees would be subject to a one month vendor provided classroom training, plus, six months on the job training for both fleet and fixed facility equipment associated with the AVLS system.

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

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

- |  | <u>Yes</u> | <u>No</u> |
|--|------------|-----------|
| A. Will the contractor directly supervise City and County employees?   | ( )        | (X)       |
| B. Will the contractor train City and County employees?<br>- Describe training and indicate approximate number of hours.<br><i>One month classroom plus six months field training for both fleet and facility equipment.</i><br>- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.<br><i>Approximately six 7318 Electronic Maintenance Technicians.</i> | (X)        | ( )       |
| B. Are there legal mandates requiring the use of contractual services?   | ( )        | (X)       |
| D. Are there federal or state grant requirements regarding the use of contractual services?  | ( )        | (X)       |
| E. Has a board or commission determined that contracting is the most effective way to provide this service?<br><i>SFMTA Board approved at its meeting of August 4, 2009 Board Resolution #09-136.</i>  | (X)        | ( )       |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?   | ( )        | (X)       |

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

*Parveen Bopara*

Signature of Departmental Personal Services Contract Coordinator

Parveen Bopara  
Print or Type Name

415-701-5377  
Telephone Number

San Francisco Municipal Transportation Agency, Human Resources

1 South Van Ness Ave, 7<sup>th</sup> Floor, San Francisco, CA 94103  
Address

SAN FRANCISCO  
MUNICIPAL TRANSPORTATION AGENCY  
BOARD OF DIRECTORS  
RESOLUTION No. 09-136

WHEREAS, NextBus, Inc., formerly NextBus Information Services, Inc. ("Nextbus") was awarded Contract No. MR-1138 on December 18, 2001 to provide the San Francisco Municipal Transportation Agency (SFMTA) an Automatic Vehicle Location System ("AVLS") including associated vehicle hardware, passenger information display signs and proprietary predictive software; and

WHEREAS, NextBus has completed the work under Contract No. MR-1138; and

WHEREAS, The SFMTA wishes to obtain software, hardware, and related professional services for ongoing maintenance, operations, and improvement of the AVLS; and,

WHEREAS, SFMTA seeks to maintain the AVLS in a good state of repair, current with system upgrades as technology evolves and as changes to SFMTA's operating environment are implemented; and,

WHEREAS, SFMTA seeks to train SFMTA staff in operating, maintenance, and repair of the system under that agreement; and,

WHEREAS, SFMTA has committed to support the Metropolitan Transportation Commission's regional 511 real-time transit information system; and,

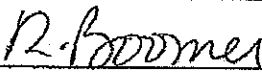
WHEREAS, This contract will assist SFMTA in meeting the goals and objectives of the agency's Strategic Plan: to improve service delivery, to improve communication to patrons, to provide an improved transit management tool, and to improve service by leveraging technology; and,

WHEREAS, Contract No. SFMTA 2009/10-60 is contingent upon approval by the Civil Service Commission; now, therefore, be it

RESOLVED, That the SFMTA Board of Directors accepts the work performed under Contract MR-1138 by NextBus and authorizes the Executive Director/CEO to execute the Final Modification and Close-out Agreement with NextBus, Inc.; and be it further

RESOLVED, That the SFMTA Board of Directors approves and authorizes the Executive Director/CEO to execute the Contract No. SFMTA 2009/10-60, Software and Equipment Maintenance Services Agreement for Automatic Vehicle Location System, with NextBus, Inc., for an amount not to exceed \$1,977,429 per year and an initial term of two years with options to extend the term for up to an additional two years.

I certify that the foregoing resolution was adopted by the San Francisco Municipal Transportation Agency Board of Directors at its meeting of AUG 04 2009.

  
Secretary to the Board of Directors  
San Francisco Municipal Transportation Agency

**Ryan, Maria**

---

**From:** Hamada, Cynthia <Cynthia.Hamada@sfmta.com>  
**Sent:** Monday, April 23, 2012 2:56 PM  
**To:** 'L21PSCReview@ifpte21.org'; atonisson@ifpte21.org  
**Cc:** Nguyen, Trinh; Patel, Ashish; Boparai, Parveen; DHR-PSCCoordinator, DHR  
**Subject:** PSC - Maintenance of Automatic Vehicle Location System Modification  
**Attachments:** 20120423144017406.pdf

For your information.

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

Scan Date: 04.23.2012 14:40:17 (-0400)



**Ryan, Maria**

---

**From:** Hamada, Cynthia <Cynthia.Hamada@sfmta.com>  
**Sent:** Monday, April 23, 2012 2:58 PM  
**To:** 'khughes@ibew6.org'  
**Cc:** Nguyen, Trinh; DHR-PSCCoordinator, DHR; Patel, Ashish; Boparai, Parveen  
**Subject:** PSC: Maintenance of Automatic Vehicle Location System Modification  
**Attachments:** 20120423144045677.pdf

For your information.

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

Scan Date: 04.23.2012 14:40:45 (-0400)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 04/18/2012

DEPARTMENT NAME: San Francisco Public Utilities Commission (SFPUC) DEPARTMENT NUMBER 40

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [x] MODIFICATION (PSC# 4085-07/08)

TYPE OF SERVICE: Analytical Laboratory Services for Drinking Water and Wastewater Characterization (CS-896)

FUNDING SOURCE: Operating Budget

Table with 4 columns: Amount, PSC Duration, Modification Amount, PSC Duration Mod. Rows include Original Amount (\$900,000), Modification 1 (\$1,100,000), Modification 2 (\$0), Modification 3 (\$0), and Total Amount (\$2,000,000).

1. DESCRIPTION OF WORK

A. Concise description of proposed work: A full service environmental laboratory will provide "as needed" reference laboratory testing of drinking water, wastewater, groundwater, soils, sediments, solids, hazardous waste, and biota (tissues).

B. Explain why this service is necessary and the consequences of denial: The reason for this modification is insure the Water Quality Division (WQD) capability for meeting all sample testing required for regulatory compliance. An "as needed" laboratory service is needed to provide sample laboratory analysis for: 1) sample testing that WQD does not have the capability and/or capacity to perform; 2) additional capacity and specialized testing during water quality emergencies; and 3) backup testing capabilities required WQD laboratory equipment failures.

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 PSC# 4085-07/08 (CS-896).

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):

Signature block with fields for Union Name (L21), Signature of person mailing/faxing form (Shamica Jackson), and Date (04/19/2012).

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4085-07/08

STAFF ANALYSIS/RECOMMENDATION:

Received 4/19/12 MK

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Certification in the State of California, Department of Public Health, Environmental Laboratory Accreditation Program (ELAP) for the requested analytical methods. Ability to meet reporting limits and turnaround time.

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

2486 Chemist I/II, 2488 Supervising Chemist, 2483 Biologist I/II, 2485 Supervising Microbiologist

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

Yes. Certain of the requested analytical tests, such as dioxin analysis and radiochemistry applications, require specialized analytical instrumentation such as a High Resolution Gas Chromatograph Mass Spectrometer or gross alpha/beta counters that not present in the WQD laboratories.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service chemists can perform many of the routine analysis; however, many of the requested analyses such as dioxin and radiochemistry analyses require specialized training and instrumentation that are not present within the WQD Laboratories. Also an outside laboratory is required to supplement the capability to process regulatory compliance samples for testing on an as needed basis and when the capacity of WQD laboratories is exceeded.

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

No. It would be impractical to adopt a new civil service class to perform this work as no one class or individual could accommodate the complete set of requirements.

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? SFPUC Resolution No. 09-0020.

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

Shamica Jackson

415-554-0727

Print or Type Name

Telephone Number

1155 Market Street, 9<sup>th</sup> Floor

San Francisco, CA 94103

Address



# San Francisco Water Power Sewer

Services of the San Francisco Public Utilities Commission

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

## MEMORANDUM

DATE: December 5, 2011  
 TO: Maria Ryan, DHR-PSC Coordinator  
 Department of Human Resources (Dept. 33)  
 FROM: David E. Scott, PSC Coordinator *(D)*  
 San Francisco Public Utilities Commission (Dept. # 40)  
 RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No:	<u>4085-07/08</u>	CSC Approval Date (Original):	<u>01/22/2008</u>
Description of Service(s):	A full service environmental laboratory will provide "as needed" reference laboratory testing of drinking water, wastewater, groundwater, soils, sediments, solids, hazardous waste, and biota (tissues). (CS-896).		
Original Approved Amount:	<u>\$ 900,000</u>	Original Approved Duration:	<u>01/22/2008 to 06/30/2011</u> CSC
Modification One Amount:	<u>\$ 1,100,000</u>	Modification of Duration:	<u>03/17/2008 to 6/30/2012</u> CSC
Modification Two Amount:	<u>\$ 0</u>	Modification of Duration:	<u>12/08/2011 to 02/28/2013</u>
Total Amount as Modified:	<u>\$ 2,000,000</u>	Total Duration as Modified:	<u>01/22/2008 to 02/28/2013</u>

Reason for the modification:

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

Attachments: Copy of PSC Summary sent to DHR.

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

DHR ACTION:  Approved

Approval Date: 12/9/11

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

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

DEC 07 2011





# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

January 25, 2008

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

ALICIA D. BECERRIL  
PRESIDENT

DONALD A. CASPER  
VICE PRESIDENT

MORGAN R. GORRONG  
COMMISSIONER

MARY Y. JUNG  
COMMISSIONER

YU-YEE WU  
COMMISSIONER

ANITA SANCHEZ  
EXECUTIVE OFFICER

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4081-07/08; 4083-07/08 THROUGH 4085-07/08; 4087-07/08; 4080-07/08; 4082-07/08; 4347-00/01; 4081-05/06; 4064-06/07 AND 4086-07/08.**

At its meeting of January 22, 2008 the Civil Service Commission had for its consideration the above matter.

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

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

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

CIVIL SERVICE COMMISSION

  
ANITA SANCHEZ  
Executive Officer

### Attachment

c: Micki Callahan, Human Resources Director  
Parveen Boparai, Municipal Transportation Agency  
Connie Chang, Public Utilities Commission  
Gordon Choy, Department of Public Works  
Nancy Gonchar, Arts Commission  
Ed Harrington, Controller  
Mikhael Hart, Planning Department  
Jennifer Johnston, Department of Human Resources  
Naomi Kelly, Office of Contract Administration  
Julian Low, Mayor's Office of Business & Economic Development  
Sean McFadden, Recreation & Parks Department  
Jonathan Nelly, Department of Human Resources  
Commission File  
Chron

POSTING FOR  
January 22, 2008

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
4081-07/08	21	Mayor's Office of Economic and Workforce Development	Regular	\$500,000.00	Will provide real estate planning and development consulting services for mixed-use planning and development projects.	31-Dec-13
4083-07/08	29	Planning Department	Regular	\$100,000.00	Will provide a complete environmental document that analyzes the environmental impacts for the Enterprise Zone Project.	28-Feb-09
CS-203 4084-07/08	40	San Francisco Public Utilities	Regular	\$7,000,000.00	Will provide power distribution scheduling coordination services as defined by the California Independent System Operator.	30-Jun-12
CS-576 4085-07/08	40	San Francisco Public Utilities	Regular	\$900,000.00	Will provide as needed reference laboratory testing of drinking water, wastewater, groundwater, soils, sediments, solids, hazardous waste, and biota (tissues).	30-Jun-11
4087-07/08	90	Public Works	Regular	\$8,000,000.00	Will provide preconstruction and construction services, and establish and maintain overall project controls during the design and construction phases of the SFGH Rebuild Project.	31-Dec-18

# MINUTES

Regular Meeting

March 17, 2008

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

## CALL TO ORDER

2:03 p.m.

## ROLL CALL

President Alicia D. Becerril	Not present (Notified absence)
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present (Left at 2:55 p.m. Missed Item #s 7,9,10 & 11)
Commissioner Mary Y. Jung	Present
Commissioner Yu-Yee Wu	Present

Vice President Donald Casper presided.

## PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Lois Scott, IFPTE Local 21 asked for clarification on when she should speak on Item #7.

	Agency (MTA)		transit only traffic lanes through the use of video image evidence.		
4114-07/08	Municipal Transportation Agency (MTA)	\$5,000,000	Will provide transit service related to the San Francisco Municipal Transportation Agency's (SFMTA's) implementation phase of the Transit Effectiveness Project (TEP).	Regular	03/01
4115-07/08	Department of Public Health	\$828,000	Will provide year round 24 hour 7 day a week access to telephone interpreters for San Francisco General Hospital, the Public Health Centers, Laguna Honda Hospital, Health at Home and other Department locations.	Regular	12/31
4116-07/08	Department of Public Health	\$0.0	Will provide retroactive electronic claims submissions to Medi-Cal, Medicare and commercial insurance payers and processing of those claims for the Community Health Network (CHN).	Regular	06/30
1009-06/07	Health Service System	Increase Amount \$250,000 New Amount \$672,055	Will provide health benefit plan actuarial and consulting service. Services will include developing rates; consulting with HSS staff; conducting studies of alternative healthcare plans; and developing an estimated budget for all core benefit services.	Annual	06/30
4085-07/08	Public Utilities Commission	Increase Amount \$1,100,000 New Amount \$2,000,000	Will provide as-needed reference laboratory testing of drinking water, wastewater, groundwater, soils, sediments, solids, hazardous waste, and biota (tissues).	Regular	06/30

**Speakers:**

Mark Westlund, Department of the Environment spoke on PSC #4109-07/08.  
 September Jarrett and Artina Lim, Department of Children, Youth & Their Families spoke on PSC #4110-07/08.  
 Elaine Forbes and Neil Hrushowy, Planning Department spoke on PSC #4107-07/08.  
 Virgil Dennis, Municipal Transportation Agency spoke on PSC #4113-07/08.

Ashish Patel, Municipal Transportation Agency spoke on PSC #4114-07/08.  
 Gladys Solivan and David Dao, Department of Public Health spoke on PSC #4115-07/08.  
 Robin Courtney, Health Service System and Steve Ponder, Department of Resources spoke on PSC #1009-06/07.  
 David Scott and Jagan Samudrala, Public Utilities Commission spoke on PSC #4085-07/08.



# PUBLIC UTILITIES COMMISSION

City and County of San Francisco

RESOLUTION NO. 09-0020

WHEREAS, The mission of the Water Quality Division is to ensure that the SFPUC complies with all current and future water quality regulations and customer expectations through sampling and laboratory analyses, applied research, inspections, field project oversight, regulatory reporting, performing regional laboratory analysis by contract for internal and external clients and support to treatment plant operations.; and

WHEREAS, It is necessary to procure the services of a qualified Water Quality Testing Laboratory to provide specialized Analytical Laboratory Services to supplement SFPUC staff; and

WHEREAS, The estimated cost of services is \$2,000,000; and

WHEREAS, The proposal was advertised on October 10, 2008; and

WHEREAS, Services are anticipated to begin in February, 2009 and end in March, 2013 and the duration of this agreement is forty eight (48) months; and

WHEREAS, SFPUC staff and HRC review of the proposals resulted in the establishment of MWH Laboratories, Inc. as the best qualified consulting firm; and

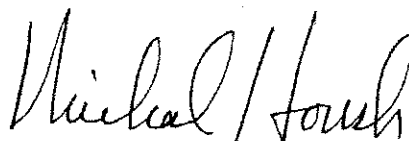
WHEREAS, Failure to reach successful agreement on contract terms and conditions within 30 days of the date of the Commission award may result in award of the contract to the next highest ranked proposer, or re-advertising and re-selecting consultants at the discretion of the City; and

WHEREAS, The firms being awarded a contract by the SFPUC must be in compliance with the Equal Benefits Provisions of Chapter 12B of the City's Administrative Code either at the time of the award, or within 2 weeks of the date of the Commission award; failure of the bidder to obtain compliance certification from HRC may, in the General Manager's sole discretion, result in award of the agreement to the next highest ranked proposer, or re-advertising and re-selecting consultants at the discretion of the City; and

WHEREAS, Funds for this agreement will be available at the time of award of the agreement from ongoing operating budgets of the Water Enterprise (Index Code 470440) and Wastewater Enterprise (Index Code 921020); now, therefore, be it

RESOLVED, That this Commission hereby approves the selection of MWH Laboratories, Inc.; awards Agreement No. CS-896, As-Needed Laboratory Analytical Services, to provide analytical testing of drinking water, wastewater, groundwater, soils, sediments, solids, hazardous waste, water and wastewater treatment chemicals, and Biota and authorizes the General Manager of the San Francisco Public Utilities Commission to negotiate and execute a professional services agreement with MWH Laboratories, Inc. for an amount not to exceed \$2,000,000, and with a duration of forty eight (48) months, or, in the event negotiations are not successful or City requirements are not satisfied, to negotiate and execute a professional services agreement with the next highest ranked proposer.

*I hereby certify that the foregoing resolution was adopted by the Public Utilities Commission at its meeting of* \_\_\_\_\_ *January 27, 2009*



\_\_\_\_\_  
*Secretary, Public Utilities Commission*

## Ryan, Maria

---

**From:** Jackson, Shamica <SJackson@sfwater.org>  
**Sent:** Thursday, April 19, 2012 5:53 PM  
**To:** Bowman, Lora; Brenner, Joe; Byrne, Kyra; Carter, Kim; Demmerle, Brook; DHR-PSCCoordinator, DHR; Domingo, Kofo; Jackson, Prentiss; Jackson, Shamica; Jenkins, Sharon; Jones, LaWan; Kyaun, Florence; L21PSCReview; Lee, Tedman; Louie, Ging; McGee, Bonita; Scott, David; Tamura, Pattie ; Warshauer, Ed ; Wong, Larry; Yun, Pauson; Birrer, Joe; Byrne, Ed; Chan, Norman; Divine, Peg; Elwin, Harvey; How, Kathryn; Isen, Carol; Koleini, Amir; Lee, Tedman; Rivera, Patrick; Wang, Jane; Degrafinried, Alaric  
**Cc:** Samudrala, Jagan  
**Subject:** CS-896, PSC Summary Form (Modification Request)  
**Attachments:** CS-896 PSC Mod 3 to DHR 04192012.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-896, Analytical Laboratory Services for Drinking Water and Wastewater Characterization, modification request for duration to February 28, 2015.**
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. Thirty-day Union notification required? If no, please explain. **No. This is a modification to an already approved PSC.**
4. For **May 21, 2012** Commission Meeting at 2:00 PM, City Hall Room 400.

---

Shamica L. Jackson  
San Francisco Public Utilities Commission  
Contract Administration Bureau  
1155 Market Street, 9th Floor  
San Francisco, CA 94103  
voice: 415-554-0727  
fax: 415-554-3225  
email:sjackson@sfwater.org

 Please consider the environment before printing this email

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 04/25/2012

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

TYPE OF REQUEST:  
 INITIAL REQUEST  MODIFICATION (PSC# 4155-05/06 )

TYPE OF SERVICE: Professional Energy Engineering Consulting Services

FUNDING SOURCE: Power Enterprise Project Funds

Original Amount:	<u>\$9,800,000 (CS-812)</u>	PSC Duration:	<u>10/01/2006 to 09/13/2013</u>
Mod.1 Amount:	<u>\$1,225,000 (CS-812)</u>	PSC Duration:	<u>11/30/2010 to 10/12/2013</u>
Mod.2 Amount:	<u>\$9,500,000 (CS-193)</u>		<u>05/21/2012 to 09/30/2017</u>
Total Amount:	<u>\$20,525,000</u>	Total PSC Duration:	<u>10/01/2006 to 09/30/2017</u>

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The consultant will perform detailed analyses of facility energy use patterns and provide specialized energy-efficiency retrofit recommendations and cost-benefit analysis for Heating Ventilation Air Conditioning (HVAC), controls, and lighting retrofits. Consultant will support retrofit implementation with specialized design, performance specifications, and construction support services, along with project commissioning, benchmarking, building retro-commissioning, energy system training, and measurement and verification services. Consultant also will provide city design teams with "better than code" design recommendations to incorporate energy efficiency into new construction and major renovations of municipal buildings, water/wastewater facilities and other City facilities. The consultant also will provide technical support for developing and managing new energy efficiency programs, along with financial analysis, environmental services, and guidance of new and emerging energy technologies.

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

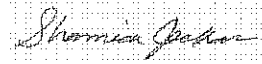
This modification is necessary to provide specialized energy efficiency industry knowledge, skills and equipment that cannot be provided by City staff. Denial of services would prevent cost-effective energy efficiency projects and the associated savings from being achieved for municipal department and City facilities.

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 are currently being provided under PSC 4115-05/06 (CS-812).

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

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

<u>L21</u>	<u>Shamica Jackson</u> 	<u>04/25/2012</u>
Union Name	Signature of person mailing/faxing form	Date

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4155 - 05/06  
STAFF ANALYSIS/RECOMMENDATION:

Received 4/25/12  
mlk

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The consulting firm needs extensive experience in conducting technical energy audits of existing buildings; preparing specialized design and performance specifications to bid out retrofit projects; specialized lighting design; utility-scale energy-efficiency program design; computerized energy modeling of buildings and design of buildings that exceed Title 24 requirements; and evaluation of emerging energy technologies.

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

5601: Utility Analyst; 5602: Utility Specialist

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classes are not applicable because consultant scope is specialized engineering services and requires specialized skills in design and modeling of building systems, energy efficiency measures and technologies and strategies that affect building energy performance. The required skills and experience normally requires a team of specialists to fill the broad range of specialties. Civil service classes do not specifically require this type of experience to fulfill the scope of work under this contract.

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

No. The services provided by this contract are varied and broad with any one skill required only on an intermittent basis (dependent upon many changing factors such as facility type, schedule of new construction projects and future funding). This variability makes employment by Civil Service personnel impractical. The variety of specialized knowledge required would likely not be possessed by any single classification as many years of training and experience in each specialty are normally required to attain the level of requisite expertise.

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? See Supplemental Attachment A.

- 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

Shamica Jackson

415-554-0727

Print or Type Name

Telephone Number

1155 Market Street, 9<sup>th</sup> Floor

San Francisco, CA 94103

Address

## Supplemental Attachment A

B. Will the contractor train City and County employees? **Yes.**

- 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.

Energy retrofits with new energy efficiency technology will include 1-3 hr. tech transfer workshops as needed for stationary engineers, maintenance personnel, building occupants. Also, proposed scope calls for "brown-bags" for city engineering staff to describe new energy efficiency technologies. Also design assistance for municipal capital projects provides direct hands-on training to City electrical, mechanical and civil engineers and architects to improve Energy Engineering in their own designs. Hours depend on number of projects assisted and size of design teams.

**Ryan, Maria**


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**From:** Jackson, Shamica <SJackson@sfwater.org>  
**Sent:** Wednesday, April 25, 2012 4:44 PM  
**To:** Bowman, Lora; Brenner, Joe; Byrne, Kyra; Carter, Kim; Demmerle, Brook; DHR-PSCCoordinator, DHR; Domingo, Kofo; Jackson, Prentiss; Jackson, Shamica; Jenkins, Sharon; Jones, LaWan; Kyaun, Florence; L21PSCReview; Lee, Tedman; Louie, Ging; McGee, Bonita; Scott, David; Tamura, Pattie ; Warshauer, Ed ; Wong, Larry; Yun, Pauson; Birrer, Joe; Byrne, Ed; Chan, Norman; Divine, Peg; Elwin, Harvey; How, Kathryn; Isen, Carol; Koleini, Amir; Lee, Tedman; Rivera, Patrick; Wang, Jane; Degrafinried, Alaric  
**Cc:** Oto, Gary  
**Subject:** CS-812 (CS-193), PSC Summary Form (Modification Request)  
**Attachments:** CS-812\_CS-193 Mod2 PSC to DHR 042520121.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-812 (CS-193), Professional Energy Engineering Consulting Services, modification request for \$9,500,000 and duration to September 30, 2017.**
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. Thirty-day Union notification required? If no, please explain. **No. This is a modification to an already approved PSC.**
4. For **May 21, 2012** Commission Meeting at 2:00 PM, City Hall Room 400.

---

Shamica L. Jackson  
San Francisco Public Utilities Commission  
Contract Administration Bureau  
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San Francisco, CA 94103  
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fax: 415-554-3225  
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