



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: June 4, 2012
 To: The Honorable Civil Service Commission
 Through: Micki Callahan
 Human Resources Director *(Micki Callahan)*
 From: Parveen Boparai, MTA
 Rachel Buerkle, ENV
 Jacquie Hale, DPH
 Rebekah Krell, ART
 Diane Lim, ADP
 Jeannie Wong, CON

Subject: Personal Services Contracts Approval Request

This report contains eleven (11) 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* |
|----------------------|---|-------------------------|
| \$27,790,000 | \$3,004,932 | \$771,341,692 |

*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- PSC #4003-11/12 for \$500,000 for Temporary Parking Restriction Signage was withdrawn by SFMTA on 7/28/11
- PSC#4053-11/12 for \$3.4million for Design for University Mound North Basin Upgrades was withdrawn by PUC on 11/15/11
- PSC#4060-11/12 for \$500,000 for Lighting Design Services – Build LED Streetlight Conversion was withdrawn by PUC on 11/21/11
- Modification of PSC#4097-08/09 for \$2.2million for regional water and energy washing machine rebate program was withdrawn on 11/30/11
- PSC#4075-11/12 for \$1.5million for Outreach and Marketing Services Power Enterprise withdrawn by PUC on 1/9/12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
6/4/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

| PSC No | Dept No. | Dept Name | Approval Type | Contract Amount | Description of Work | Duration |
|------------|----------|-----------------|---------------|-----------------|---|----------------------|
| 4126-11/12 | 13 | Adult Probation | Regular | \$500,000 | APD needs individuals that have dual expertise in reentry and evidence based criminal justice strategies and Technical Services: facilitation, grant writing, strategic planning, evaluation, capacity building and communications. The expertise of the technical services providers is unique, unrepresented and greatly needed in the SFAPD. | 7/1/2012 - 6/30/2017 |
| 4127-11/12 | 13 | Adult Probation | Regular | \$12,500,000 | Reentry Services include mental health, substance abuse, housing, education, employment and financial literacy services to criminal justice system involved individual who have complex and intersecting challenges and barriers. Reentry Service providers have expertise in understanding the needs and how to successfully tailor service delivery to offenders. | 7/1/2012 - 6/30/2017 |
| 4128-11/12 | 09 | Controller | Regular | \$100,000 | Provide hosting services for historical payroll reports generated prior to October 2012. Payroll reports are accessed by every City department's payroll professionals, time keepers, and managers every pay period to validate payroll and deduction calculations through a partitioned access protocol with predefined search indexes. | 9/1/2012 - 8/31/2017 |
| 4129-11/12 | 82 | Public Health | Regular | \$600,000 | Work includes maintenance and support of the interdepartmental Children's System of Care Shared Youth Database, a web-based application based on proprietary software (DCAR) used to match records of children and adolescent clients served by the DPH, H.S.A., Juvenile Probation, and SFUSD in order to identify opportunities for early intervention, care planning, practice improvement, and research. Work will also include building a data dashboard and associated reports using data obtained from the new Avatar system of Electronic Health Records for behavioral health system clients, in preparation for compliance with health care reform. | 7/1/2012 - 6/30/2017 |
| 4130-11/12 | 82 | Public Health | Regular | \$1,000,000 | This request is for services for the Cities Readiness Initiative (which helps prepare the City for a public health emergency such as a catastrophic bioterrorism attack by providing antibiotic prophylaxis to approximately 1.2 million people in SF within the first 48 hours) by enabling administration of services for specialized review and further development of its protocols and tools for surveillance and investigation to urgent cases and outbreaks of disease, including data forms and the Integrated Case and Outbreak Management System (ICOMS). This will include review of existing protocols and tools developed for both normal operations and for the Department's Infectious Disease Emergency Response Plan (IDER) and the creation of documentation to support disease control and immunization record keeping systems (ICOMS and ICOMS), including functional descriptions, detailed specifications, and guides for configuring, administering, and troubleshooting records systems; purchase, package and inventory of Point of Dispersion (POD) equipment and supplies for all POD trailers; creating multilingual signs for use in POD sites; developing traffic routes and cubic footage requirements for antibiotic distribution between storage, POD sites and regionally agreed upon mass prophylaxis training modules; and developing website and internet screening processes to provide antibiotic prophylaxis. | 8/10/2012 - 8/9/2015 |

POSTING FOR
6/4/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

| PSC No | Dept No. | Dept Name | Approval Type | Contract Amount | Description of Work | Duration |
|------------|----------|---------------------------------|---------------|-----------------|---|----------------------|
| 4131-11/12 | 82 | Public Health | Regular | \$12,000,000 | Subject to the availability of beds and services, Contractor will provide hospital, clinic and other services to medically indigent residents of San Francisco, In Home Support Service patients, and County Jail patients, as well as emergency perfusion services, upon request. Services will include cardiac surgery, angioplasty, neurology procedures, radiation oncology, leukemia treatment, ophthalmology procedures and other services not provided at SFGH. | 7/1/2012 - 6/30/2016 |
| 4132-11/12 | 35 | Municipal Transportation Agency | Regular | \$350,000 | To assist in effectively planning and evaluating its services, and to comply with certain federal funding and regulatory requirements, the San Francisco Municipal Transportation Agency (SFMTA) needs to collect, through an in-person ridership survey at a statistically significant level, the demographics and transportation practices of its riders. The consultant will collect statistically-significant data about customer travel patterns, income levels, ethnic background, language proficiency and fare media usage both on a temporal and geographical basis. Customers on all routes and modes and throughout the service period will need to be surveyed. The consultant shall perform cross-tabulations on data and illustrate results in tables and charts, provide narrative data analysis, and make recommendations to SFMTA staff based upon the resulting data. | 8/1/2012 - 2/28/2014 |

Total Amount - Regular: \$27,050,000

POSTING FOR

6/4/2012

**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 |
|-------------------------|--------|------------------|---------------|-----------------|------------------|---|-----------------------|
| 4107-10/11 | 13 | Adult Probation | Regular | \$20,000 | \$100,000 | PSC Modification requested to extend the PSC duration and increase PSC amount. The Adult Probation Department has not entered into a drug testing contract pending a final department operational Drug Testing policy and procedure. The extended duration will allow the department to enter into a contract and the additional amount is estimated to cover the contract until June 30, 2015. The Court ordered conditions of probation require all probationers to not use any illegal drugs. Drug Testing will enable the Adult Probation Department to better protect public safety by monitoring and enforcing probationer compliance with Court orders. | 7/1/2011 - 6/30/2015 |
| 4086-08/09 | 22 | Environment | Regular | \$120,000 | \$240,000 | SFE requires a contractor to provide Charter Bus transportation for the School Education Program's environmental field trips for grades K-12 students. | 3/1/2009 - 12/31/2015 |
| 3036-11/12 | 28 | Art Commission | Regular | \$50,000 | \$100,000 | A Bay Area consultant who specializes in coordinating multiple City, state and federal requirements for the construction of culturally based renovations and construction, will serve in a critical advisory capacity to assist with the management of a renovation project at Bayview Opera House located at 4705 Third Street. This work entails working with and maintaining relationships, as well as coordinating efforts with other city agencies, principally with the Department of Public Works, MUNI, Mayor's Office of Disability, Department of Real Estate, the Redevelopment Agency, and others. This will also include coordinating with the Bayview Opera House tenant organization and its board, the San Francisco Architectural Heritage Foundation and other neighborhood groups. The consultant will advise on preservation requirements, programmatic use of a cultural facility, coordinate multiple high visibility restoration projects and help to improve project efficiency and coordination. | 9/1/2011 - 6/30/2013 |
| 4115-07/08 | 81 | Public Health | Regular | \$550,000 | \$1,792,000 | To serve as backup to provide year round 24/7 day a week access to telephoen Interpreters for San Francisco General Hospital, the Public Health Centers, Laguna Honda Hospital, Health at Home other Department locations. The telephone interpreters must be skilled in phone based medical interpreting services and must be able to provide two-way, real time interpretation in a multitude of languages. This modification covers the anticipated needs of the Department through December 31, 2013. The Department has experienced an increase in the volume of telephone interpreter services due to the full implementation of Healthy San Francisco, the roll out of videoconferencing, dual handset, and Polycom phones which are used in the Health Centers and Emergency Department. The Department has hired and is in the process of hiring additional interpreters to meet the demand. | 4/1/2008 - 12/31/2013 |
| Total: \$740,000 | | | | | | | |

POSTING FOR

6/4/2012

**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 |
|--------|--------|------------------|---------------|-----------------|------------------|---------------------|------------|----------|
|--------|--------|------------------|---------------|-----------------|------------------|---------------------|------------|----------|

Sum of Modified Amounts: \$740,000

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

Rachel Buerkle
Department of the Environment
11 Grove Street
San Francisco, CA 94102

Jacquie Hale
Department of Public Health
101 Grove Street, Room 307
San Francisco, CA 94102

Rebekah Krell
Art Commission
25 Van Ness, Suite 345
San Francisco, CA 94102

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

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

Table of Contents
PSC Submissions

| PSC# | Department | Page# |
|------------|---------------------------------|-------|
| 4126-11/12 | Adult Probation | 1 |
| 4127-11/12 | Adult Probation | 8 |
| 4128-11/12 | Controller's Office | 17 |
| 4129-11/12 | Public Health | 22 |
| 4130-11/12 | Public Health | 35 |
| 4131-11/12 | Public Health | 45 |
| 4132-11/12 | Municipal Transportation Agency | 73 |

Modifications

| | | |
|------------|-----------------|----|
| 4107-10/12 | Adult Probation | 76 |
| 4086-08/09 | Environment | 80 |
| 3036-11/12 | Art Commission | 87 |
| 4115-07/08 | Public Health | 93 |

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 3/26/2012

DEPARTMENT NAME: San Francisco Adult Probation Department DEPARTMENT NUMBER 13

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

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

TYPE OF SERVICE: Reentry Technical Services (Facilitator, Grant Writers, Strategic Planners, Evaluators, Capacity Building and Communications)

FUNDING SOURCE: Private Foundation and other sources to be determined

PSC AMOUNT: \$500,000 PSC DURATION: 5 Years (July 1, 2012 - June 30, 2017)

1. DESCRIPTION OF WORK

A. Concise description of proposed work: APD needs individuals that have dual expertise in reentry and evidence based criminal justice strategies and Technical Services: facilitation, grant writing, strategic planning, evaluation, capacity building and communications. The expertise of the technical services providers is unique, unrepresented and greatly needed in the SFAPD.

B. Explain why this service is necessary and the consequences of denial: AB 109 and SB 678 set a new standard for working with offenders. AB 109 requires local supervision of many former state parolees and SB 678 provides incentive funds to counties that see probation violation/prison commitment reductions. These services will help SFAPD sustain and maintain the legislatively required supervision changes and enhancements.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This service has not been provided in the past because APD had not had the responsibility for such initiatives in the past.

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

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

Local 21 Union Name

Signature of person mailing/faxing form

4/2/12 Date

SEIU 1021 Union Name

Signature of person mailing/faxing form

4/2/12 Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4126-11/12 STAFF ANALYSIS/RECOMMENDATION:

Received 4/2/12 MK

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Deep understanding of reentry, corrections and the criminal justice coupled with facilitation, strategic planning, design of evaluation surveys and longitudinal studies, assessment of contractor capacity strengths, deficits and needed growth; reentry branding, marketing, and graphic design.

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

None

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

No

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Projects are varied and short-term, each requiring specialized expertise to complete projects.

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)

Yes No

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

Signature of Departmental Personal Services Contract Coordinator

Diane Lim

553-1058

Print or Type Name

Telephone Number

880 Bryant Street, 2nd Floor
San Francisco, CA 94103

Address

Diane Lim/ADPROB/SFGOV
04/02/2012 11:41 AM

To jbrenner@ifpte21.org
cc Lauren Bell/ADPROB/SFGOV@SFGOV,
Eric.Street@sfgov.microsoftonline.com
bcc
Subject Adult Probation Department - PSC Review for Reentry
General Services and Reentry Technical Services

Hi Mr. Brenner,

The Adult Probation Department is proposing to contract for Reentry General Services and Reentry Technical Services.

Attached please find two completed PSC Form 1 Personal Services Contract Summaries for your review as the representative for L21.

Please let me know if you have questions.

Thank you



SFAPD_SignedReentryGenServicesRFP_PSC.pdf SFAPD_SignedReentryTechServicesRFP_PSC.pdf

For information about Citywide reentry efforts, please see the websites of the Reentry Council and the Community Corrections Partnership

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

Diane Lim/ADPROB/SFGOV
04/02/2012 11:45 AM

To pattie.tamura@seiu1021.org; ed.warshauer@seiu1021.org,
brook.demmerle@seiu1021.org
cc Lauren Bell/ADPROB/SFGOV@SFGOV,
Eric.Street@sfgov.microsoftonline.com
bcc
Subject Adult Probation Department - PSC Review for Reentry
General Services and Reentry Technical Services

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

The Adult Probation Department is proposing to contract for Reentry General Services and Reentry Technical Services.
Attached please find two completed PSC Form 1 Personal Services Contract Summaries for your review as the representative for 1021 SEIU.
Please let me know if you have questions.

Thank you



SFAPD_SignedReentryGenServicesRFP_PSC.pdfSFAPD_SignedReentryTechServicesRFP_PSC.pdf

For information about Citywide reentry efforts, please see the websites of the Reentry Council and the Community Corrections Partnership

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

Ryan, Maria

From: Diane.Lim@sfgov.org
Sent: Friday, April 06, 2012 3:14 PM
To: DHR-PSCCoordinator, DHR
Subject: Fw: Adult Probation Department - PSC Review for Reentry General Services and Reentry Technical Services
Attachments: SFAPD_SignedReentryGenServicesRFP_PSC.pdf;
SFAPD_SignedReentryTechServicesRFP_PSC.pdf

Dear DHR PSC Coordinator/ Maria Ryan,

Attached is the email sent to L21PSCReview@ifpte21.org for the Reentry General Services and Reentry Technical Review

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

----- Forwarded by Diane Lim/ADPROB/SFGOV on 04/06/2012 03:12 PM -----

Diane
Lim/ADPROB/SFGOV

To
04/02/2012 12:31 PM jbrenner@ifpte21.org,
L21PSCReview@ifpte21.org

cc
Lauren Bell/ADPROB/SFGOV@SFGOV,
Eric.Street@sfgov.org

Subject
Adult Probation Department - PSC
Review for Reentry General
Services and Reentry Technical
Services

Please see attached

Diane Lim

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

Hi Mr. Brenner,

The Adult Probation Department is proposing to contract for Reentry General Services and Reentry Technical Services. Attached please find two completed PSC Form 1 Personal Services Contract Summaries for your review as the representative for L21.
Please let me know if you have questions.

Thank you

(See attached file: SFAPD_SignedReentryGenServicesRFP_PSC.pdf)(See attached file: SFAPD_SignedReentryTechServicesRFP_PSC.pdf)

For information about Citywide reentry efforts, please see the websites of the Reentry Council and the Community Corrections Partnership _____ Diane Lim Director of Finance and Administrative Services San Francisco Adult Probation Department
415-553-1058
415-575-8895 Fax

Ryan, Maria

From: Diane.Lim@sfgov.org
Sent: Friday, April 06, 2012 3:52 PM
To: DHR-PSCCoordinator, DHR
Subject: Re: Reentry Services and Reentry Technical Services

Dear PSC Coordinator,

The CASC scope of work focused on a one-stop service model. I.e. an operator to provide or broker reentry services for a medium/high risk criminal justice system involved population out of a one-stop reentry center.

Reentry Services scope of work are varied. I.e. multiple proposers will submit applications/scopes of work to provide a wide variety of component reentry services for a medium/high risk criminal justice involved population. Services include: education, work readiness, vocational training, domestic violence prevention, anger management, intensive case management for individuals with serious mental health barriers, parenting, creative arts education, financial literacy, etc.

Reentry Technical Services scope of work are varied. I.e. multiple proposers with criminal justice system acument will submit applications/scopes of work to provide a variety of technical services that increase the SFAPD's capacity to successfully serve medium/high risk, criminal justice system involved individuals. Services include strategic planning, capacity building, grant writing, and evaluation.

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 5/07/2012 - revision

DEPARTMENT NAME: Adult Probation Department (ADP) DEPARTMENT NUMBER 13

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

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

TYPE OF SERVICE: Reentry Services

FUNDING SOURCE: Various - AB109 Realignment, SB 678, Federal DOJ and other sources to be determined

PSC AMOUNT: \$12,500,000 PSC DURATION: 5 Years (July 1, 2012 - June 30, 2017)

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Criminal justice (CJ) research shows that offender recidivism is reduced when reentry services target "criminogenic needs" and "community functioning factors." The SFAPD seeks to expand local reentry services capacity by working with entities that have expert knowledge of the CJ system and demonstrated success delivering a range of evidence based reentry services including substance abuse treatment, mental health, housing, education and employment services.

B. Explain why this service is necessary and the consequences of denial: AB 109 and SB 678 set a new standard for working with offenders. AB 109 requires local supervision of many former state parolees and SB-678 provides incentive funds to counties that see probation violation/prison commitment reductions. Without adequate reentry services, clients will be more likely to re-offend & ADP will fail to meet AB109/SB 678 objectives.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This service has not been provided in the past.

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

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

SEIU 1021 Union Name Signature of person mailing/faxing form Date 4/12/12 original 5/8/12 revision
Local 21 Union Name Signature of person mailing/faxing form Date 4/12/12 original 5/8/12 revision

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4127-11/12 STAFF ANALYSIS/RECOMMENDATION:

Original submitted 4/2/12 Revision submitted 5/9/12 CLK

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Ability to provide case management, substance abuse assessment and referrals, remedial and basic education and connection to higher education, vocational assessment and employment skills, assessment for government benefits, cognitive behavioral groups, parenting and family strengthening advice and housing referrals and assistance.

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

The following classifications perform a portion of the described reentry work: 2903 Eligibility Worker, 2905 Sr. Eligibility Worker, 2910 Social Worker and 8420 Rehabilitation Services Coordinator.

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

Yes. Reentry Services will be provided at contractor sites, as well as at existing CCSF sites such as the Hall of Justice. SFAPD staff will work closely with reentry services providers for services access and quality control purposes.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Services are provided on an as-needed basis. The specific needs of service recipients will vary from day to day and multiple skill sets will be required of contractor's employees that encompass more than one CCSF classification.

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

No. The services to be provided require more than one individual to perform a variety of tasks with a combination of varied skills and abilities.

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

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

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

Signature of Departmental Personal Services Contract Coordinator

Diane Lim

553-1058

Print or Type Name

Telephone Number

880 Bryant Street, 2nd Floor

San Francisco, CA 94103

Address

Diane Lim/ADPROB/SFGOV
05/09/2012 09:46 AM

To pattie.tamura@seiu1021.org, ed.warshauer@seiu1021.org,
brook.demmerle@seiu1021.org
cc Lauren Bell/ADPROB/SFGOV@SFGOV
bcc

Subject Adult Probation Department -PCS Review for Reentry
General Services - Revised

Dear Ms. Tamura, Mr. Warshauer, and Ms Demmerle

The Adult Probation Department is proposing to contract for Reentry General Services.
Attached please find a revised completed PSC Form 1 Personal Services Contract Summaries for your
review as the representative for 1021 SEIU.
Please let me know if you have questions.

Thank you



PCS Reentry Services.pdf

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

Diane Lim/ADPROB/SFGOV
05/09/2012 09:42 AM

To L21PSCReview@lfpte21.org
cc Lauren Bell/ADPROB/SFGOV@SFGOV
bcc

Subject Adult Probation Department -PCS Review for Reentry
General Services - Revised

Dear L21 PSC Review,

The Adult Probation Department is proposing to contract for Reentry General Services.
Attached please find a revised completed PSC Form 1 Personal Services Contract Summaries for your
review as the representative for L21.
Please let me know if you have questions.

Thank you



PCS Reentry Services.pdf

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

Diane Lim/ADPROB/SFGOV
04/02/2012 11:45 AM

To pattie.tamura@seiu1021.org, ed.warshauer@seiu1021.org,
brook.demmerle@seiu1021.org
cc Lauren Bell/ADPROB/SFGOV@SFGOV,
Eric.Street@sfgov.microsoftonline.com
bcc

Subject Adult Probation Department - PSC Review for Reentry
General Services and Reentry Technical Services

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

The Adult Probation Department is proposing to contract for Reentry General Services and Reentry Technical Services.

Attached please find two completed PSC Form 1 Personal Services Contract Summaries for your review as the representative for 1021 SEIU.
Please let me know if you have questions.

Thank you



SFAPD_SignedReentryGenServicesRFP_PSC.pdfSFAPD_SignedReentryTechServicesRFP_PSC.pdf

For information about Citywide reentry efforts, please see the websites of the Reentry Council and the Community Corrections Partnership

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

Diane Lim/ADPROB/SFGOV
04/02/2012 11:41 AM

To jbrenner@lfpte21.org
cc Lauren Bell/ADPROB/SFGOV@SFGOV,
Eric.Street@sfgov.microsoftonline.com
bcc

Subject Adult Probation Department - PSC Review for Reentry
General Services and Reentry Technical Services

Hi Mr. Brenner,

The Adult Probation Department is proposing to contract for Reentry General Services and Reentry Technical Services.

Attached please find two completed PSC Form 1 Personal Services Contract Summaries for your review as the representative for L21.

Please let me know if you have questions.

Thank you



SFAPD_SignedReentryGenServicesRFP_PSC.pdf SFAPD_SignedReentryTechServicesRFP_PSC.pdf

For information about Citywide reentry efforts, please see the websites of the Reentry Council and the Community Corrections Partnership

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

Ryan, Maria

From: Diane.Lim@sfgov.org
Sent: Friday, April 06, 2012 3:14 PM
To: DHR-PSCCoordinator, DHR
Subject: Fw: Adult Probation Department - PSC Review for Reentry General Services and Reentry Technical Services
Attachments: SFAPD_SignedReentryGenServicesRFP_PSC.pdf;
SFAPD_SignedReentryTechServicesRFP_PSC.pdf

Dear DHR PSC Coordinator/ Maria Ryan,

Attached is the email sent to L21PSCReview@ifpte21.org for the Reentry General Services and Reentry Technical Review

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

----- Forwarded by Diane Lim/ADPROB/SFGOV on 04/06/2012 03:12 PM -----

Diane
Lim/ADPROB/SFGOV

To
04/02/2012 12:31 PM jbrenner@ifpte21.org,
L21PSCReview@ifpte21.org
cc
Lauren Bell/ADPROB/SFGOV@SFGOV,
Eric.Street@sfgov.org
Subject
Adult Probation Department - PSC
Review for Reentry General
Services and Reentry Technical
Services

Please see attached

Diane Lim

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

Hi Mr. Brenner,

The Adult Probation Department is proposing to contract for Reentry General Services and Reentry Technical Services. Attached please find two completed PSC Form 1 Personal Services Contract Summaries for your review as the representative for L21.

Please let me know if you have questions.

Thank you

(See attached file: SFAPD_SignedReentryGenServicesRFP_PSC.pdf)(See attached file: SFAPD_SignedReentryTechServicesRFP_PSC.pdf)

For information about Citywide reentry efforts, please see the websites of the Reentry Council and the Community Corrections Partnership _____ Diane Lim Director of Finance and Administrative Services San Francisco Adult Probation Department

415-553-1058

415-575-8895 Fax

Ryan, Maria

From: Diane.Lim@sfgov.org
Sent: Friday, April 06, 2012 3:52 PM
To: DHR-PSCCoordinator, DHR
Subject: Re: Reentry Services and Reentry Technical Services

Dear PSC Coordinator,

The CASC scope of work focused on a one-stop service model. I.e. an operator to provide or broker reentry services for a medium/high risk criminal justice system involved population out of a one-stop reentry center.

Reentry Services scope of work are varied. I.e. multiple proposers will submit applications/scopes of work to provide a wide variety of component reentry services for a medium/high risk criminal justice involved population. Services include: education, work readiness, vocational training, domestic violence prevention, anger management, intensive case management for individuals with serious mental health barriers, parenting, creative arts education, financial literacy, etc.

Reentry Technical Services scope of work are varied. I.e. multiple proposers with criminal justice system acument will submit applications/scopes of work to provide a variety of technical services that increase the SFAPD's capacity to successfully serve medium/high risk, criminal justice system involved individuals. Services include strategic planning, capacity building, grant writing, and evaluation.

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 4, 2012

DEPARTMENT NAME: Controller's Office DEPARTMENT NUMBER 09

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

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

TYPE OF SERVICE: Hosting services for historical payroll reports

FUNDING SOURCE: General Fund and Enterprise Departments

PSC AMOUNT: \$100,000 PSC DURATION: September 1, 2012 to August 31, 2017

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide hosting services for historical payroll reports generated prior to October 2012. Payroll reports are accessed by every City department's payroll professionals, time keepers, and managers every pay period to validate payroll and deduction calculations through a partitioned access protocol with predefined search indexes.

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

The City has contracted with DocuLynx (at the time known as Anacomp) since 2002 to convert City payroll data into approximately 175 payroll and deduction reports viewable via secure access on the Internet. Co-incident with implementation of Project eMerge human resource management system this year through the Controller's Office, no new reports will be submitted to DocuLynx for media conversion and/or web presentment, and the original contract will come to conclusion. A new contract is needed, however, because the City has neither the applicable software nor the appropriate infrastructure to provide access to the historical reports prior to October 2012. DocuLynx already has the reports sitting on their servers. No additional professional services are required. A waiver request denial would have a major impact of the City's ability to provide even the most recent historical payroll and deduction information.

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

This specific service - hosting services for historical payroll reports - was previously included in an existing contract. The specific services were not reviewed by the Civil Service Commission.

D. Will the contract(s) be renewed: Yes. The contract will be reviewed and possibly renewed after five 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 include Local 21, 1021, and MEA.

RFP sent to Union Name, on Date, Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4128-11/12 STAFF ANALYSIS/RECOMMENDATION:

Received 4/5/12 [Signature]

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Providing hosting services for historical payroll reports would require knowledge of both the business functionality and the technical structure of programs, file, and fields that comprise the payroll and deduction reports. More importantly, it would require ownership of the proprietary software required to convert and present the City's reports and maintain the repository of all the reports converted and presented. DocuLynx does not sell the proprietary software.

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

1070 IS Project Director, 106x series IS Programmer Analysts, 105x series IS Business Analysts.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

A City employee would need to exactly duplicate the functionality provided by DocuLynx for formatting and web presentation of the historical reports that reside only in DocuLynx's repository, which could constitute infringement of proprietary software services and products. Even if the City took ownership of the historical data, the City would need to pay a new vendor to determine how to maintain and connect the data, reports, indexes, and access protocols to the information duplicating that is provided by DocuLynx.

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

No, the work is not long-term and is highly specialized in nature.

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

Yes No

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

Jeannie Wong

Signature of Departmental Personal Services Contract Coordinator

Jeannie Wong

(415) 554-7604

Print or Type Name

Telephone Number

1 Dr Carlton B Goodlett Pl, Rm 488

San Francisco, CA 94102

Address

From: Kurylo, Richard
To: "L21PSCReview@ifpte21.org"
Subject: PSC Submittal For Hosting Services for Historical Payroll Reports
Date: Thursday, April 05, 2012 2:59:00 PM
Attachments: [DocuVix 2012 PSC Submittal.PDF](#)

Dear Local 21 Representative(s):

Attached, please find a Controller's Office PSC submittal for hosting services for historical payroll reports.

Thank you.

Richard Kurylo

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

From: Kurylo, Richard
To: "pattie.tamura@seiu1021.org"; "ed.warshauer@seiu1021.org"; "Brook.Demmerle@seiu1021.org"
Subject: PSC Submittal For Hosting Services for Historical Payroll Reports
Date: Thursday, April 05, 2012 2:59:00 PM
Attachments: [DocuVlnx 2012 PSC Submittal.PDF](#)

Dear SEIU Representatives:

Attached, please find a Controller's Office PSC submittal for hosting services for historical payroll reports.

Thank you.

Richard Kurylo

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

From: Kurylo, Richard
To: "staff@sfmea.com"
Subject: PSC Submittal For Hosting Services for Historical Payroll Reports
Date: Thursday, April 05, 2012 2:59:00 PM
Attachments: [DocuInx 2012 PSC Submittal.PDF](#)

Dear Ms. Rebecca Rhine or other MEA Representative(s):

Attached, please find a Controller's Office PSC submittal for hosting services for historical payroll reports.

Thank you.

Richard Kurylo

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 1, 2012

DEPARTMENT NAME: Department of Public Health

DEPARTMENT NUMBER 82

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

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

TYPE OF SERVICE: Children's System of Care database information systems support

FUNDING SOURCE: General Fund

Original Amount: \$600,000 PSC Duration: 07/01/12 -- 06/30/17

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Work includes maintenance and support of the interdepartmental Children's System of Care Shared Youth Database, a web-based application based on proprietary software (DCAR™) used to match records of children and adolescent clients served by the DPH, HSA, Juvenile Probation, and SFUSD in order to identify opportunities for early intervention, care planning, practice improvement, and research. Work will also include building a data dashboard and associated reports using data obtained from the new Avatar system of Electronic Health Records for behavioral health system clients, in preparation for compliance with health care reform.

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

Denial of this request will severely diminish the ability of the City departments' involved to serve their child and adolescent clients and will likely result in corresponding risk to clients' personal safety and health/mental health, as well as agencies' lack of compliance with regulations related to Federal and State requirements for Electronic Health Records and possible future loss of funding due to lack of preparation for full implementation of health care reform.

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

Services under this PSC were previously approved under 4062-04/05. This request is a subset of that previous PSC.

D. Will the contract(s) be renewed: Yes, as 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 Signature of person mailing/faxing form Date 3/12/12
Union Name Signature of person mailing/faxing form Date
RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4129-11/12

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

Received 5/1/12
CWR

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Knowledge of data integration and matching system for the interdepartmental Children's System of Care Shared Youth Database; proven and relevant project management and software implementation, integration, and training experience; analysis and programming skills as well as Local Area (LAN) and Wide Area (WAN) network technical support, including the ability to maintain and establish secure communication through a multitude of firewall applications; expertise with SQL programming and Crystal Reports.

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

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

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

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The contract represents proprietary products and services which meet specific business and functional needs for the Department, and which contain technical components that are beyond the scope of expertise of existing Civil Service classes to develop within practical time and quality parameters. DPH must continue support agreements in order to maintain licensing for current versions of the required systems, as well as to enable staff support for the implementation of new functions, regulatory changes, customization and emergency response to system problems.

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

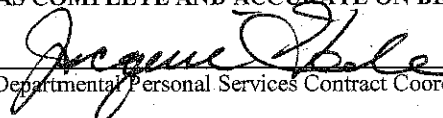
No. Existing civil service classes continue working in conjunction with contract providers on projects and ongoing system support, and DPH regularly incorporates effective ways to transfer knowledge and develop City staff to maximize their involvement in the various projects affected. Specifically, reports utilizing the data collected here are being built by the contractor in Crystal Reports. The contractor will hold two full-day training sessions with the designated IT staff (two IS Business Analysts) responsible for writing and maintaining Crystal Reports in order to describe the coding for the reports and how to update these reports as needed. The contractor will also be available for up to six (6) additional hours of consultation on these reports regarding their coding and maintenance, in order to ensure accurate and effective knowledge transfer. The training component is critical in that these reports require more complex programming than is typically done within Avatar, and we are committed to building internal capacity to produce and maintain reports with the Avatar environment.

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? (Pls. see 4B above for detail) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Describe the training and indicate approximate number of hours. <i>Approximately 22 hours</i> | | |
| • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. <i>2 IS Business Analysts</i> | | |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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

YS


Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale
Print or Type Name

(415) 554-2609
Telephone Number

101 Grove Street, Room 307, San Francisco, CA 94102
Address

0023

Jacquie Hale/DPH/SFGOV

03/12/2012 04:56 PM

To l21pscreview@ifpte21.org


cc

bcc Yoshimi Saito/DPH/SFGOV@SFGOV; Yvonne
Eckhoff/DPH/SFGOV@SFGOV


Subject PSCs for (1) DPH Children's System of Care db info systems
support and (2) Methadone Maintenance (planned for May 7,
2012 CSC meeting)

Please find attached the a draft of the following personal services contract summary, which we plan to
request for calendaring on the May 7, 2012, Civil Service Commission meeting agenda:

- Children's System of Care database information systems support


PSC DPH CSOC db IS spt.pdf

- Methadone Maintenance


PSC DPH Methadone.pdf

Please let us know if you need further information. Thank you.

Jacquie Hale
Director
Office of Contract Management and Compliance
Department of Public Health
101 Grove Street, Room 307
San Francisco, CA 94102
(415) 554-2609
(415) 554-2555 (fax)
Jacquie.Hale@SFDPH.org



CIVIL SERVICE COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

July 22, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

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

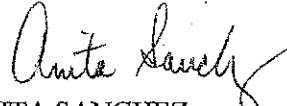
At its meeting of July 20, 2009 the Civil Service Commission had for its consideration the above matter.

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

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

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

CIVIL SERVICE COMMISSION


ANITA SANCHEZ
Executive Officer

Attachment

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

**Amended POSTING FOR
July 20, 2009**

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

| PSC No. | Depth/No | Dept/Name | Approval Type | Contract Amount | Description of work | Duration |
|------------|----------|---|---------------|-----------------|---|-----------|
| 4012-09/10 | 22 | Environment | Regular | \$25,000,000.00 | Will provide implementation support for major elements of a three-year energy efficiency partnership program with PG&E and for projects funded through AARA Energy Block Grants (Federal stimulus funds to San Francisco. | 01-Jul-14 |
| 4013-09/10 | 81 | Public Health | Regular | \$200,000.00 | Will provide 15-20 hours of art instruction for a maximum of 100 residents at Laguna Honda Hospital. As part of the Art with Elders program, services also include developing and coordinating art exhibits. | 30-Jun-14 |
| 4014-09/10 | 81 | Public Health | Regular | \$80,000.00 | Will provide approximately 80 hours per month of neurology services for residents of Laguna Honda Hospital. | 30-Jun-10 |
| 4015-09/10 | 81 | Public Health | Regular | \$80,000.00 | Will provide a medical doctor (MD) with a specialization in the field of radiology for approximately (70) hours per month of professional and clinical radiologist services for LHH. | 30-Jun-10 |
| 4016-09/10 | 35 | San Francisco Municipal Transportation Agency | Regular | \$100,000.00 | Will provide federally mandated urine analysis for safety-sensitive employees with the San Francisco Municipal Transportation Agency (SFMTA). | 31-Oct-12 |
| 4017-09/10 | 40 | San Francisco Public Utilities Commission. | Regular | \$9,000,000.00 | Will provide specialized and technical as-needed services in the area of wastewater and storm water services; asset management services; security, asset control and emergency response services; environmental, hazardous material and waste. | 31-Oct-14 |
| 4018-09/10 | 90 | Department of Public Works | Regular | \$4,800,000.00 | Will provide highly specialized Architectural and Structural, Mechanical, Electrical and Plumbing Engineering services related to Cruise Terminal design, programming, planning and operations, maritime engineering, and geotechnical engineering. | 31-Mar-14 |
| 4019-09/10 | 77 | Department of Emergency Management | Regular | \$145,000.00 | Will develop a list of the Bay Area UASI region's most important and critical infrastructure assets, identify potential vulnerabilities, perform a customized Risk Analysis on the identified data, and draft a risk assessment report. | 30-Jun-12 |

0026

POSTING FOR
July 20, 2009

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

| PSC No. | Dept/ID | Dept/Name | Approval Type | Increase Amount | New Amount | Description of work | Duration |
|------------|---------|--|---------------|-----------------|----------------|---|-----------|
| 4110-06/07 | 27 | Airport Commission | Modification | \$295,000.00 | \$995,000.00 | Will provide design, build, install, and maintain a smart-card based automatic fare collection system for taxicab Airport trip fees. Services will also include a transaction processing and customer assistance call center to resolve problems. | 30-Jun-11 |
| 4002-07/08 | 35 | San Francisco Municipal Transportation Agency | Modification | \$5,000,000.00 | \$8,500,000.00 | Will perform a central control operational study, analyze the MTA's requirements for a new radio communications system, make recommendations based on analysis, design a system to meet those requirements and needs. | 31-Mar-14 |
| 4048-04/05 | 82 | Department of Public Health | Modification | \$3,000,000.00 | \$9,400,000.00 | Will provide labor, materials, and equipment necessary to package and remove hazardous wastes on an intermittent and as-needed basis from City work sites, and to transport those wastes to permitted disposal facilities. | 31-Dec-18 |
| 4082-04/05 | 82 | Department of Public Health | Modification | \$1,948,212.00 | \$7,848,212.00 | Will provide programmatic and information systems support to various programs and related consulting/training. | 30-Jun-15 |
| 4020-09/07 | 69 | GSA-Office of Labor Standards Enforcement | Modification | \$0.00 | \$100,000.00 | Will monitor and report contractors and subcontractors located outside of the San Francisco Bay Area and in countries other than the United States who provide goods to the City in compliance with the City's Sweatfree Contracting Ordinance. | 28-Sep-10 |
| 4031-08/09 | 23 | Department of Children, Youth and Their Families | Modification | \$0.00 | \$75,000.00 | Will evaluate \$7.7 million dollars in grants to 41 community based organizations funded to provide violence prevention and intervention. | 30-Jun-10 |

0827

PERSONAL SERVICES CONTRACT SUMMARY

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

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

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

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

TYPE OF SERVICE: Programmatic and Information Systems Support

FUNDING SOURCE: General Fund, Private and Public Grant funds

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

1. DESCRIPTION OF WORK

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

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

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): These services were previously approved and are currently accessed through PSC 4062-04/05.

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

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

Table for Union Notification with columns: Union Name, Signature of person mailing/faxing form, Date. Includes entries for IFPTE Local 21 and RFP sent to.

APR 03 2009

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4062-04/05

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

July 20, 2009

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

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

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

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

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

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

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

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

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

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

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

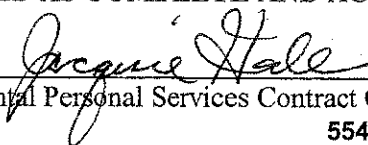
E. Has a board or commission determined that contracting is the most effective way to provide this service?

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

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

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

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


Signature of Departmental Personal Services Contract Coordinator
Jacquie Hale 554-2609

101 Grove St. Rm. 307

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

| Contractor | Service Description | Pro-prietary? | New? Already approved? | | 7/1/2008 - 6/30/2012 | 7/1/2009 - 6/30/2012 | Service Description (expanded) |
|----------------|---|---------------|------------------------|--|----------------------|----------------------|---|
| Andrew J. Wong | Children's System of Care database | yes | approved new | \$349,216 <u>\$300,000</u> \$649,216 | | | Services are to develop and maintain an integrated, web-based Shared Youth Database of child and adolescent clients who are part of the interdepartmental Children's System of Care and are served by Public Health's Community Behavioral Health Services, the Human Services Agency, and the Juvenile Probation Department. The existing, proprietary database enables DPH to track clients' progress in a specialized security environment for sharing of data and workflows among these departments. Enhancements will include incorporation of a new database to track the use of evidence-based practices, and instituting a case management system to integrate performance and outcome tracking report protocols. All services are to allow for in-house customization and editing of protocols and forms, providing 24/7/365 support and access for the application, and maintenance of security protocols consistent with HIPAA guidelines and local and State privacy laws. |
| Catalyst | Nurse acuity program for level of care mgt. | yes | approved | \$66,000 <u>\$66,000</u> | | 10/1/2005-9/30/2009 | Services are to provide support, maintenance, and any needed upgrades for a proprietary Patient Classification System (PCS) at San Francisco General Hospital, enabling better management of the care of groups of patients according to the most cost effective nursing skill levels required and compliance with State licensing requirements which include maintenance of a valid PCS tied to staffing by shift and unit. |

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

City and County of San Francisco

Department of Human Resources

| | | | | | | |
|---------------|--------------------------------|-----|----------|------------------------|----------------------|--|
| Health Stream | Online computer-based training | yes | approved | \$411,235 \$411,235 | 9/1/2005 - 8/31/2009 | Provides computer based training specifically designed for healthcare organizations to help meet annual training requirements for the Joint Commission, Office of Safety and Health and California Medical Services. Concentrating regulatory training requirements online allows better use of educators through nearly 50 online courses, including bilingual courses. Course content, especially that specifically related to State requirements, is usually created by City staff. Courses cover a broad range of topics, including advance directives, diversity, ergonomics, hand hygiene, domestic violence, HIV, pain management, bloodborne pathogens, medical ethics, and fire safety. |
|---------------|--------------------------------|-----|----------|------------------------|----------------------|--|

| | | | | | | |
|-----|--------------------------------------|-----|-----------------|---|--|---|
| RTZ | Web-based long-term care application | yes | approved new | \$2,168,788 \$1,048,212 \$3,217,000 | 7/1/2005-6/30/2015 7/1/2009-6/30/2015 | Services are to continue access to "SF GetCare," a proprietary, web-based application developed for DPH to manage the discharge of Laguna Honda Hospital (LHH) residents and the diversion of San Francisco General Hospital (SFGH) patients, and to develop tools to implement the settlement agreement related to Chambers, et al. v. CCSF by creating a Diversion and Community Integration Program (DCIP), in collaboration with the Department of Aging and Adult Services (DAAS). The contractor will provide a service planning tool which will include standardized assessments linked to available services to enable creation of a Community Living Plan (CLP), electronic referrals to DCIP, scheduling and documentation of follow-ups, monitoring of waiver referrals, management of waitlists, and facilitation of provider outreach and coordination efforts. It will include OOA service data, SFGH diversion data, DPH housing placement data, and LHH/TCM intake, assessment, and discharge planning data, as well as DPH consumer preference data. |
|-----|--------------------------------------|-----|-----------------|---|--|---|

5502

The Center to Promote

Healthcare Access Healthy San Francisco One-E App application

yes approved

\$1,828,341 \$1,828,341

6/1/2007 - 6/30/2012

Services are to provide the One-e-App web-based system for the Healthy San Francisco program. One-e-App was developed specifically by the nonprofit California HealthCare Foundation and the California Endowment to enhance the eligibility determination and enrollment processes in California counties for programs such as MediCal, Healthy Families and local health insurance programs such as Healthy San Francisco. It provides a cost-effective, one-stop approach to improve the efficiency and user-friendliness of the eligibility process for families seeking coverage for county and community based agencies to provide better service to uninsured individuals and families and to maximize the use of State and federal resources.

65000

GRM - EAccess SanFran - 09100598 - SF Department of Human Resources

Inventory Online Order Settings Tools Help

SEARCH BROWSE DELIVERY PICKUP

Account:
09100598 - SF Department of Human Resources



The Delivery request # 12N0626472 has been sent to GRM operator.
The copy of the request has been sent to the address(es): patricia.m.lew@sfgov.org, Patricia.M.Lew@sfgov.org

ONLINE DELIVERY REQUEST

Account #: 09100598
Account Name: SF Department of Human Resources
Reference #: 12N0626472
Service Date: 05/04/12
Service Priority: Next Day Service

| Item | GRM Barcode # | Alt.Code # | Container | Requestor A | Requestor B | Location | Description |
|---------------------------|---------------|------------|-----------|--------------|--------------|----------|-------------|
| Container | 510857044 | DHR05545 | | Patricia Lew | Patricia Lew | A1408202 | |
| Container | 510857041 | DHR05542 | | Patricia Lew | Patricia Lew | A1408277 | |
| Container Total: 2 | | | | | | | |
| Grand Total: 2 | | | | | | | |

Billing Account: 09100598 - SF Department of Human Resources
Service Address: 1 South Van Ness 4th Floor San Francisco, CA 94103 - Brent Lewis 415-557-4812

Instructions:

Call the front desk when boxes arrive. I'm here from 8:30-1:30. If you arrive after, please the boxes with them. Have a great Thursday! Thank you.

Request was made by:

Patricia Lew Tel. 415-577-4812
 Patricia.M.Lew@sfgov.org

Attachments:12N0626472_c.txt

PERSONAL SERVICES CONTRACT SUMMARY

DATE: _____

DEPARTMENT NAME: DEPARTMENT OF PUBLIC HEALTH

DEPARTMENT NUMBER 81 & 82

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

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

TYPE OF SERVICE: Emergency Preparedness Independent Protocol Documentation

FUNDING SOURCE: Federal through State CDC Emergency Preparedness Grant and CDC Readiness Initiative Grant

PSC AMOUNT \$1,000,000 PSC DURATION: 8/10/12-8/09/15

1. DESCRIPTION OF WORK

A. Concise description of proposed work: This request is to increase the PSC for services for the Cities Readiness Initiative (which helps prepare the City for a public health emergency such as a catastrophic bioterrorism attack by providing antibiotic prophylaxis to approximately 1.2 million people in SF within the first 48 hours) by enabling administration of services for specialized review and further development of its protocols and tools for surveillance and investigation of urgent cases and outbreaks of disease, including data forms and the Integrated Case and Outbreak Management system (ICOMS). This will include review of existing protocols and tools developed for both normal operations and for the Department's Infectious Disease Emergency Response Plan (IDER) and the creation of documentation to support disease control and immunization record keeping systems (ICOMS and ICMS), including functional descriptions, detailed specifications, and guides for configuring, administering, and troubleshooting records systems; purchase, package and inventory of Point of Dispensation (POD) equipment and supplies for all POD trailers; creating multilingual signs for use in POD sites; developing traffic routes and cubic footage requirements for antibiotic distribution between storage, POD sites and regionally agreed upon mass prophylaxis training modules; and developing website and internet screening processes to provide antibiotic prophylaxis.

B. Explain why this service is necessary and the consequences of denial: DPH has the responsibility of ensuring the provision of antibiotic prophylaxis to approximately 1.2 million people in San Francisco (daytime population) within a 48 hour period of a bioterrorism attack. To provide for a seamless epidemiologic response of this magnitude and urgency, with minimal disruption in procedures and data collection, current systems need to be efficient and allow ongoing upgrades.

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): Approved on April 16, 2009 PSC 4147-08/09

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

SEIU Local 1021; and IFPTE Loca 21

Jacquie Hale

4/9/12

Union Name

Signature of person mailing/faxing form

Date

RFP sent to Locals 1021 and 21, on March 12, 2012

Union Name

Date

Signature

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

PSC# 4130-11/12

STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

received 5/9/12 MR

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Must have relevant experience in capacity development and program enhancement for medicine and supplies delivery in large scale emergencies and expertise in regional collaboration of these strategies; tracking for health services and programs such as the immunization clinic management system (ICMS) and ICOMS; experience in system specifications and various recordkeeping systems and using different data sets used for an all operational infectious disease hazardous response.

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

None. While both the CDC and the Department of Emergency Management employ 2818 planners, their levels of expertise is to create and maintain preparedness plans and conduct exercises. None of the current employees have the expertise to create deliverables such as regional websites, internet compatible screening programs; multi lingual signs, multi-media training modules, or technical documents in a timely manner. It is the most efficient strategy to call on outside parties to accomplish these.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There are currently no civil services which provide these highly specialized services. They are short term, intermittent, as needed. Funding has been provided by PHEP to local health departments so that they may maintain these important services.

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

Not at this time. These services are short term, intermittent and as needed.

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

Yes No

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

Jacquie Hale

Signature of Departmental Personal Services Contract Coordinator
Jacquie Hale 554-2609

Print or Type Name

Telephone Number

101 Grove St. Rm. 307

San Francisco, CA 94102

Address

Kelly Jackson/DPH/SFGOV
04/09/2012 04:52 PM

To ed.warshauer@seiu1021.org, pattie.tamura@seiu1021.org,
brook.demmerle@seiu1021.org
cc Jacquie Hale/DPH/SFGOV@SFGOV
bcc
Subject PSC Request

TO: Pattie Tamura, 1021
Ed Warshauer, 1021
Brook Demmerle, 1021


FROM: Jacquie Hale, Director of Contract Management and Compliance

DATE: April 9, 2012

SUBJECT: Notice of PSC Request

Attached is the following personal services contract summary, which we will also submit to the Department of Human Resources for review and approval on May 9, 2012 for the CSC meeting scheduled for June 4, 2012:

1. Emergency Preparedness Independent Protocol Documentation


PSC Request Emergency Preparedness Independent Protocol Documentation.pdf

Thanks,

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

Kelly Jackson/DPH/SFGOV
04/09/2012 05:00 PM

To L21PSCReview@ifpte21.org
cc Jacquie Hale/DPH/SFGOV@SFGOV
bcc
Subject PSC Request

TO: Local 21, Robert Muscat

FROM: Jacquie Hale, Director of Contract Management and Compliance

DATE: April 9, 2012

SUBJECT: Notice of PSC Request

Attached is the following personal services contract summary, which we will also submit to the Department of Human Resources for review and approval on May 9, 2012 for the CSC meeting scheduled for June 4, 2012:

1. Emergency Preparedness Independent Protocol Documentation



PSC Request Emergency Preparedness Independent Protocol Documentation.pdf

Thanks,

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 16, 2009 APR 25 2011

DEPARTMENT NAME: DEPARTMENT OF PUBLIC HEALTH

DEPARTMENT NUMBER 81 & 82

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC# 4147-08/09)

TYPE OF SERVICE: Emergency Preparedness Independent Protocol Documentation

FUNDING SOURCE: Federal through State CDC Emergency Preparedness Grant and CDC Readiness Initiative Grant

Table with 2 columns: PSC AMOUNT and PSC DURATION. Rows include Original, Modification Amount, and Requesting amounts and durations.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

DPH needs specialized review and further development of its protocols and tools for surveillance and investigation of urgent cases and outbreaks of disease, including data forms and the Integrated Case and Outbreak Management system. (ICOMS) This will include review of existing protocols and tools developed for both normal operations and for the Departments Infectious Disease Emergency Response Plan. (IDER) This requires a special technical writer and documentation specialist to create documentation to support disease control and immunization record keeping systems (ICOMS and ICMS). Consulting organizations will create functional descriptions, detailed specifications, and guides for configuring, administering, and troubleshooting record systems, will purchase, package and inventory Point of Dispensation (POD) equipment and supplies for all POD trailers, will create multilingual signs for use in POD sites, will develop traffic routes and cubic footage requirements for antibiotic distribution between the storage and POD sites, and regionally agreed upon mass prophylaxis training modules, a website, and Internet screening process to provide anti biotic prophylaxis.

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

DPH has the responsibility of ensuring the provision of antibiotic prophylaxis to approximately 1.2 million people in San Francisco (daytime population) within a 48 hour period of a bioterrorism attack. To provide for a seamless epidemiologic response of this magnitude and urgency, with minimal disruption in procedures and data collection, current systems need to be efficient and allow ongoing upgrades.

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):

Approved on April 16, 2009 PSC 4147-08/09

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

Locals 1021 and 21 Union Name, Jacquie Hale Signature of person mailing/faxing form, APR 25 2011 Date

RFP sent to Locals 1021 and 21, on April 21, 2011 Union Name, Date, Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4147-08/09 STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

-COPY-

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Must have relevant experience in capacity development and program enhancement for medicine and supplies delivery in large scale emergencies and expertise in regional collaboration of these strategies; tracking for health services and programs such as the Immunization clinic management system (ICMS) and ICOMS; experience in system specifications and various recordkeeping systems and using different data sets used for an all operational infectious disease hazardous response.

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

None. While both the CDC and the Department of Emergency Management employ 2818 planners, their levels of expertise is to create and maintain preparedness plans and conduct exercises. None of the current employees have the expertise to create deliverables such as regional websites, internet compatible screening programs; multi lingual signs, multi-media training modules, or technical documents in a timely manner. It is the most efficient strategy to call on outside parties to accomplish these.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There are currently no civil services which provide these highly specialized services. They are short term, intermittent, as needed. Funding has been provided by PHEP to local health departments so that they may maintain these important services.

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

Not at this time. These services are short term, intermittent and as needed.

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

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

Yes No

B. Will the contractor train City and County employees?

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

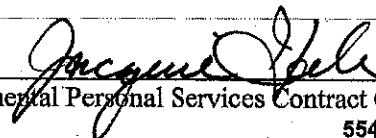
C. Are there legal mandates requiring the use of contractual services?

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

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

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

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


Signature of Departmental Personal Services Contract Coordinator
Jacquie Hale 554-2609
Print or Type Name Telephone Number

101 Grove St. Rm. 307
San Francisco, CA 94102



PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 16, 2009 (Revised)

DEPARTMENT NAME: DEPARTMENT OF PUBLIC HEALTH

DEPARTMENT NUMBER: 81 & 82

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

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

TYPE OF SERVICE: Emergency Preparedness Independent Protocol Documentation

FUNDING SOURCE: Federal through State CDC Emergency Preparedness Grant & CDC Cities Readiness Initiative Grant

PSC AMOUNT: \$325,400 PSC DURATION: 6/01/09 - 8/09/11

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

In order to fulfill its responsibility to prepare efficiently for the event of a bioterrorism attack, DPH needs specialized review and further development of its protocols and tools for surveillance and investigation of urgent cases and outbreaks of disease, including data collection forms and the Integrated Case and Outbreak Management System (ICOMS). This will include review of existing protocols and tools developed for both normal operations and for the Department's Infectious Disease Emergency Response (IDER) Plan. This requires a specialized technical writer and documentation specialist to create documentation to support disease control and immunization record-keeping systems (Integrated Case and Outbreak Management System (ICOMS) and Immunization Clinic Management System (ICMS). Consulting organizations will create functional descriptions, detailed specifications, and guides for configuring, administering, and troubleshooting recordkeeping systems, will purchase, package, and inventory Point Of Dispensing (POD) equipment and supplies for all POD trailers, will create multi-lingual signs for use in POD sites, will develop traffic routes and cubic footage requirements for antibiotic distribution between the storage warehouse and POD sites, will develop regionally agreed-upon mass prophylaxis training modules, a regional mass prophylaxis website and an internet-based screening process to provide antibiotic prophylaxis.

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

DPH has the responsibility of ensuring the provision of antibiotic prophylaxis to approximately 1.2 million people in San Francisco (daytime population) within a 48-hour period in the event of a bioterrorism attack. To provide for a seamless epidemiologic response of this magnitude and urgency with minimal disruption in procedures and data collection current systems need to be made more efficient through the establishment of technical documentation that will allow ongoing maintenance and upgrades. Tools and protocols must be customized to DPH's business processes, both during normal operations and during an IDER, in order to be able to use these forms, tools and procedures in both the initial response and the recovery phase.

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, only if funding is available.

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

[X] Locals 1021 & 21 Union Name, Jacquie Hale Signature of person mailing/faxing form, MAR 24 2009 Date
[] Locals 1021 Union Name, Signature of person mailing/faxing form, Date
RFP sent to Locals 1021 & 21 Union Name, on 8/4/2008 Date, Mahlet Girma Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4147-80/09

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

May 18, 2009

- COPY -

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Must have relevant experience in capacity development and program enhancement for medicine and supplies delivery in large-scale emergencies and expertise in regional collaboration of these strategies; tracking of health services programs such as the Immunization Clinic Management System (ICMS) and Integrated Case and Outbreak Management System (ICOMS); experience in system specifications and various recordkeeping systems and expertise using complex and differing datasets used for an operational all-infectious disease hazards response.

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

None. While both the Communicable Disease Control and Prevention Section and the Department of Emergency Management employ 2818 planners, their levels of expertise is to create and maintain preparedness plans as well as conduct and evaluate exercises. None of the current employees have the level of expertise to create deliverables such as regional websites, internet-compatible screening programs, multi-lingual signs, multi-media training modules (incorporating video, audio and graphic design), or technical documents in a timely manner. It is the most efficient strategy to call on outside parties to accomplish these

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There are currently no civil service classes, which provide these highly specialized services. These services are short term, intermittent and as needed. Funding for these services is part of the Public Health Emergency Preparedness Program (PHEP), a federal grant program to aid state and local health departments to develop and maintain public health preparedness for both natural and human-caused disasters. Funding is also from the Cities Readiness Initiative, a Federal grant program to aid U.S. cities and surrounding areas to develop their capacity to deliver medicines and medical supplies in a timely manner during a large-scale public health emergency such as a catastrophic bioterrorism attack.

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

Not at this time. The services are short term, intermittent and as needed. Once the services are delivered, only periodic updates, possibly performed by existing civil service classes, are expected to be needed.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

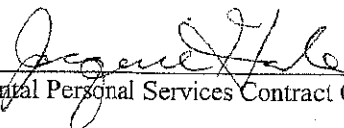
E. Has a board or commission determined that contracting is the most effective way to provide this service?

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

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

| | |
|-------------------------------------|--------------------------|
| <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

JM
Jacquie Hale

Print or Type Name

(415) 554-2609

Telephone Number

101 Grove Street, Room 307

San Francisco, CA 94102

Address



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
 MAYOR

May 21, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 1016-08/09 THROUGH 1018-08/09; 4141-08/09 THROUGH 4150-08/09; 1010-07/08; 4112-02/03; 4029-07/08; 4097-03/04; 4133-05/06 AND 4049-05/06.

At its meeting of May 18, 2009 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

- (1) Postpone PSC #4141-08/09 to the meeting of June 1, 2009 at the request of the Board of Supervisors.
- (2) Adopt the Human Resources Director's report on PSC #4143-08/09 on the condition that the Department of the Environment submit a quarterly report to the Commission concerning the progress of training department staff in the program. Notify the offices of the Controller and the Purchaser.
- (3) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
 Executive Officer

Attachment

- c: Cynthia Avakian, Airport Commission
 Alicia John-Baptiste, Planning Department
 Rachel Buerkle, Department of the Environment
 Micki Callahan, Human Resources Director
 Robin Courtney, Health Service System
 Jacquie Hale, Department of Public Health
 Shamica Jackson, Public Utilities Commission
 Jennifer Johnston, Department of Human Resources
 Nilka Julio, Board of Supervisors
 Naomi Kelly, Office of Contract Administration
 Florence Kyaun, Public Utilities Commission
 William Lee, Department of Emergency Management
 Joan Lubamersky, General Services Administration
 Allison Magee, Juvenile Probation
 Sheila Maxwell, Department of Technology
 Sean McFadden, Recreation & Parks Department
 Mary Ng, Department of Human Resources
 Esther Reyes, Controller's Office
 Briggette Rockett, Department of Human Resources
 Ben Rosenfield, Controller
 Commission File
 Chron

POSTING FOR
May 18, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

| FSC No. | Req No | Department | Approval Type | Contract Amount | Description of work | Duration |
|------------|--------|---|---------------|-----------------|--|-----------|
| 1016-08/09 | 66 | Health Service System | Annual | \$110,000.00 | Will provide statewide plan administration services including enrollment processing, third-party vendor management, premium reconciliation and payment to applicable vendors. | 30-Jun-10 |
| 1017-08/09 | 68 | Health Service System | Annual | \$166,000.00 | Will provide flexible spending account administration services, including maintaining required IRS tax reporting records, sending quarterly account statements and adjudicating claims for reimbursement within IRS guidelines. | 30-Jun-10 |
| 1018-08/09 | 68 | Health Service System | Annual | \$107,736.00 | Will administer COBRA benefits for eligible resigned, laid-off and separated members of the Health Service System. | 30-Jun-10 |
| 4141-08/09 | 1 | Board of Supervisors | Regular | \$8,000,000.00 | Will provide budget & legislative analyst services, including evaluating and reporting on fiscal and policy matters, the Mayor's Annual Budget, and conducting independent management, performance and fiscal audits of City departments and programs. | 31-Dec-14 |
| 4142-08/09 | 12 | Juvenile Probation | Regular | \$408,000.00 | Will provide electronic monitoring services for eligible JPD youth. | 30-Jun-12 |
| 4143-08/09 | 22 | Environment | Regular | \$300,000.00 | Will provide professional technical assistance and expertise for the Green Business Program, including development of environmental best management practices and technical green business specifications. | 31-Dec-14 |
| 4144-08/09 | 27 | Airport Commission | Regular | \$75,000.00 | Will provide the SFPD-Airport Bureau with on-site installation services for a software upgrade on up to five (5) client workstations with the latest versions of the Intergraph products including a server, RMS client, and CAD link. | 31-May-10 |
| 4146-08/09 | 77 | Department of Emergency Management | Regular | \$9,500,000.00 | Will assist the Bay Area Urban Area Security Initiative (UASI), and Bay Area counties and cities, with developing and implementing technical specifications for a design/build contract for a Bay Area Regional Interoperable communication system. | 30-Jun-12 |
| 4148-08/09 | 81 | Department of Health, Laguna Honda Hospital | Regular | \$1,500,000.00 | Will provide design review, installation, integration, and testing services for an integrated data and utility network at the new Laguna Honda Hospital building. | 30-Jun-11 |
| 4147-08/09 | 81 | Department of Public Health | Regular | \$225,400.00 | Will review and further develop protocols and tools for surveillance and investigation of urgent cases and outbreaks of disease, including data collection forms and the Integrated Case and Outbreak Management System (ICOMS). | 08-Aug-11 |
| 4148-08/09 | 81 | Department of Public Health | Regular | \$1,800,000.00 | Will evaluate the City and County of SF Healthy SF (HSF) Program. HSF is the City's local effort, begun in 2008 to improve access to health services for underserved residents. | 30-Jun-11 |
| 4149-08/09 | 70 | General Services Agency-Fleet | Regular | \$360,000.00 | Will perform initial installation, configuration and set up of proprietary fleet management software and train staff in implementation, use and administration. | 31-Mar-10 |
| 4160-08/09 | 42 | Recreation and Park Department | Regular | \$400,000.00 | Will conduct hazard assessment of City's urban forest, and provide recommendations for reforestation, tree succession and management of park system forest. | 30-Jun-12 |

PERSONAL SERVICES CONTRACT SUMMARY

DATE:
DEPARTMENT NAME: Public Health DEPARTMENT NUMBER 81
TYPE OF APPROVAL: [] EXPEDITED [X] REGULAR (OMIT POSTING)
[] CONTINUING [] ANNUAL
TYPE OF REQUEST: [X] INITIAL REQUEST [] MODIFICATION (PSC#)
TYPE OF SERVICE: Tertiary Care services for indigent residents of San Francisco
FUNDING SOURCE: General Fund
PSC AMOUNT: \$12 million (\$3,000,000/ yr) PSC DURATION: 7/01/2012-6/30/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:
Subject to the availability of beds and services, Contractor will provide hospital, clinic and other services to medically indigent residents of San Francisco, In Home Support Service patients, and County Jail patients, as well as emergency perfusion services, upon request. Services will include cardiac surgery, angioplasty, neurology procedures, radiation oncology, leukemia treatment, ophthalmology procedures and other services not provided at SFGH.

B. Explain why this service is necessary and the consequences of denial:
These services are highly specialized and intermittent inpatient and outpatient services not available at SFGH. Without this program, the Department's ability to serve these patients will be seriously jeopardized, putting the patients and DPH's accreditation and licensing at risk.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):
PSC #4086-04/05, PSC#4168/09/10, PSC # 4086-05/06

D. Will the contract(s) be renewed: Yes, if the need for these services continues 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):

Physicians and Dentists
8CC - WAPD Union Name Signature of person mailing/faxing form Date
Jacquie Hale Fax - 4/5/12

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4131-11/12
STAFF ANALYSIS/RECOMMENDATION:

Received 5/9/12
CMLK

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractor must have full range of required medical and surgical subspecialties to provide the service. This program requires operational and performance standards that are essential to the Department and cannot be duplicated through another provider such that it would satisfy the Department's requirements, which are based on providing coordinated clinical care, including highly specialized inpatient/outpatient services not provided at SFGH and allowing medically indigent adult patients to access highly specialized services quickly and efficiently.

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

None. Although Physician Specialists are available (2230), they do not have the level of expertise required for the medical subspecialties services needed.

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

Yes, facilities and equipment for the procedures and surgeries needed will be provided.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

These services are highly specialized medical services not provided at SFGH; (e.g. open heart surgery for cardiac patients.) It would be impractical to maintain a staff to cover the wide range of medical subspecialties needed, as the services are only utilized on an as-needed basis.

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

Civil Service classes currently exist. As these services are used only on an as needed basis, it would be impractical to establish classes for each possible subspecialty.

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

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

Yes No

B. Will the contractor train City and County employees?

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

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

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

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

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

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

Jacquie Hale

Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale

554-2609

Print or Type Name

Telephone Number

101 Grove St. Rm. 307
San Francisco, CA 94102

| Destination | Start Time | Time | Prints | Result | Note |
|-------------------|-------------|----------|---------|--------|------|
| UAPD 510-763-8756 | 04-05 14:21 | 00:05:52 | 028/028 | OK | L1 |

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

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

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

TRANSMITTAL PAGE

DATE: April 5, 2012

TO: UAPD Unit 5CC

FAX NO. 510-763-8756

FROM: Jacquie Hale and Kelly Jackson

FAX NO. (415) 554-2555

RE: PSC for Civil Service Approval

E-MAIL Kelly.Jackson@sfdph.org

Number of Pages (including this transmittal page)

3

Attached is a personal service civil contract summary, which we will also submit to the Department of Human Resources for Civil Service Commission Review and approval for the meeting of June 4, 2012.

- UCTertiary Services

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 02/01/2005

DEPARTMENT NAME: DEPARTMENT OF PUBLIC HEALTH

DEPARTMENT NUMBER: 81

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

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

TYPE OF SERVICE: Specialized Medical & Surgical Subspecialty Services Not Provided At San Francisco General Hospital

FUNDING SOURCE: Community Health Network General Funds

PSC AMOUNT: \$3,400,000 or \$1,700,000 per year PSC DURATION: 07/01/2005 - 06/30/2007

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provision of highly specialized medical and surgical subspecialty services to medically indigent adults as well as clients under the San Francisco County Medical Assistance Program, the San Francisco County Jail and the In-Home Support Service Plan. Services include cardiac surgery, angioplasty, neurology procedures, radiation oncology, leukemia treatment, ophthalmology procedures and other services not provided at San Francisco General Hospital.

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

All of these services are necessary to prevent death or disability for medically indigent adults and members of the programs, which are the recipients of these medical services.

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

These services were previously approved: PSC#: 4001-03/04

D. Will the contract(s) be renewed? Yes, if the need for these services continues and funding exists.

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

[X] U.A.P.D Union Name Galen W.M. Leung Signature of person mailing/faxing form APR 14 2005 Date

[] Union Name Galen W.M. Leung Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4086-04/05

STAFF ANALYSIS/RECOMMENDATION: Approved

- COPY -

CIVIL SERVICE COMMISSION ACTION: MAY 16 2005

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractor must have full range of required medical and surgical subspecialties to provide the service.

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

None. Although Physician Specialists (2230) are available, they normally do not approach the level of expertise required for the subspecialty services needed. These services are not required frequently enough in any one subspecialty to justify use of this civil service classification. Therefore, the needed contracted services are not available at San Francisco General Hospital.

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

Yes. Specialized facilities and equipment for the procedures and surgeries will be provided.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The general classification of Physician Specialist does not require the subspecialty level of skills and expertise needed to perform these medical services and procedures. It would not be practical to maintain a staff of highly specialized physicians when the services are utilized on an intermittent, as-needed basis.

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

No, these specialized medical services are needed on an intermittent basis.

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

Yes No

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

B. Will the contractor train City and County employees?

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

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? UCSF Medical Center is currently providing these services.

A Request For Proposal was published in November 2004. Contracts have not been awarded yet. It is possible that the incumbent might be a successful bidder.

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

Galen W.M. Leung
Signature of Departmental Personal Services Contract Coordinator

98

Galen W.M. Leung

Print or Type Name

(415) 554-2609

Telephone Number

101 Grove Street, Room 307

San Francisco, CA 94102

Address

POSTING FOR
April 16, 2007

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

| PSC No. | DeptNo | DeptName | Approval Type | Increase Amount | New Amount | Description of Work | Duration |
|------------|--------|-----------------------------|---------------|-----------------|----------------|---|-----------|
| 4073-05/06 | 9 | Controller | Regular | \$3,000,000.00 | \$4,500,000.00 | Will perform specialized audit, analytical and technical assistance consulting and training services to maximize the effectiveness of the Controller's Office City Services Auditor function. | 01-Feb-10 |
| 4043-06/07 | 42 | Recreation & Park Dept. | Regular | \$500,000.00 | \$800,000.00 | Will provide environmental analysis services to complete the environmental analyses for the Natural Area Program Management Plan and to satisfy the requirements of CEQA guidelines, NEPA, and City, State and Federal regulations. | 15-May-09 |
| 4086-04/05 | 81 | Public Health | Regular | \$5,300,000.00 | \$8,700,000.00 | Will provide highly specialized medical and surgical subspecialty services to medically indigent adults as well as clients under the San Francisco County Medical Assistance Program, the San Francisco County Jail and the In-Home Support Service Plan. | 30-Jun-09 |
| 4067-06/07 | 40 | Public Utilities Commission | Regular | \$100,000.00 | \$245,000.00 | Will provide litigation support services - provide the technical expertise and project history regarding a SFPUC project involved in a lawsuit and assist the City Attorney's office in the current lawsuit. | 31-Mar-08 |





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

May 19, 2005

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4086-04/05
AND 4087-04/05.

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRANO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

At its meeting of May 16, 2005 the Civil Service Commission had for its consideration the above matter.

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

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

CIVIL SERVICE COMMISSION

A handwritten signature in cursive script, appearing to read "Kate Favetti for".

KATE FAVETTI
Executive Officer

Attachment

c: Philip Ginsburg, Human Resources Director
Ed Harrington, Controller
Elizabeth Jacobi, Department of Human Resources
Galen Leung, Department of Public Health
Naomi Little, Office of Contract Administration
Herberth Campos, Department of Human Resources
Commission File
Chron

POSTING FOR
April 15, 2005

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

| PS# | Department | Amount | Description of Work | Type of Approval | Duration |
|------------|---------------------------|--------------|---|------------------|------------|
| 2010-04/05 | Public Health | \$660,000 | Will provide portable radiology services on an as-needed basis for the inmates of the CCSF Jail System, homeless individuals, and residents of Single Occupancy Residential (SRO) Hotels in San Francisco. | Continuing | 12/30/2009 |
| 4085-04/05 | Mayor's Office of Housing | \$100,000 | Will provide advisory services for competitive sales, negotiated sales and private placements of various bond types. | Regular | 6/30/2008 |
| 4086-04/05 | Public Health | \$3,400,000 | Will provide highly specialized medical and surgical subspecialty services to medically indigent adults as well as clients under the San Francisco County Medical Assistance Program, the San Francisco County Jail and the In-Home Support Service Plan. | Regular | 6/30/2007 |
| 4087-04/05 | Public Health | \$10,800,000 | Will provide SFGH, LHH, the primary care clinics and the Health At Home Agency a continuous, reliable source of intermittent, supplemental, on-call nursing personnel during high census, high acuity, unexpected staff illnesses, and/or vacations. | Regular | 6/30/2009 |

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 04/21/2003

DEPARTMENT NAME: DEPARTMENT OF PUBLIC HEALTH

DEPARTMENT NUMBER: 81

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

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

TYPE OF SERVICE: Specialized Medical & Surgical Subspecialty Services Not Provided At San Francisco General Hospital

FUNDING SOURCE: Community Health Network General Funds

PSC AMOUNT: \$3,400,000 PSC DURATION: 7/01/2003 - 6/30/2005

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Provision of highly specialized medical and surgical subspecialty services to medically indigent adults. Services include cardiac surgery, angioplasty, radiation oncology, leukemia treatment, ophthalmology procedures, organ transplants and other services not provided at San Francisco General Hospital. Annual value of services needed is \$1,700,000 per year.

B. Explain why this service is necessary and the consequence of denial: All of these services are necessary to prevent death or disability for medically indigent adults.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): These services were previously approved: PSC#: 4381-00/01

D. Will the contract(s) be renewed? Yes, if the need for these services continues and funding exists.

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

[X] U.A.P.D Union Name Galen W.M. Leung Signature of person mailing/faxing form JUL 11 2003 Date [] Union Name Galen W.M. Leung Signature of person mailing/faxing form Date RFP sent to Union Name, on Date Signature

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

PSC# 4001-03/04 STAFF ANALYSIS/RECOMMENDATION: Approved 8/4/03 CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractor must have full range of required medical and surgical subspecialties to provide the service.

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

None. Although Physician Specialist (2230) are available, they normally do not approach the level of expertise required for the subspecialty services needed. These services are not required frequently enough in any one subspecialty to justify use of this civil service classification. Therefore the needed contracted services are not available at San Francisco General Hospital.

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

Yes. Specialized facilities and equipment are available at the University of California at San Francisco Medical Center.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The general classification of Physician Specialist does not require the subspecialty level of skills and expertise needed to perform these medical services and procedures. It would not be practical to maintain a staff of highly specialized physicians when the services are utilized on an intermittent, as-needed basis.

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

No, these specialized medical services are needed on an intermittent basis.

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

Yes No

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

B. Will the contractor train City and County employees?

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

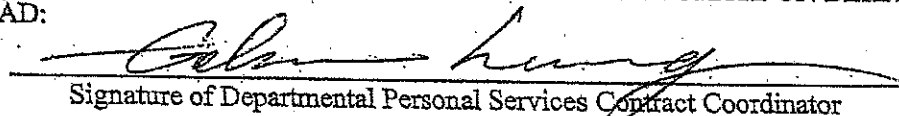
C. Are there legal mandates requiring the use of contractual services?

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? UCSF Medical Center is currently providing these services.

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


Signature of Departmental Personal Services Contract Coordinator

Galen W.M. Leung

(415) 554-2609

Print or Type Name

Telephone Number

101 Grove Street, Room 307

San Francisco, CA 94102

Address

MINUTES
Regular Meeting
August 4, 2003

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

CALL TO ORDER

2:19 p.m.

ROLL CALL

| | |
|-------------------------------|---------|
| Commissioner Donald A. Casper | Present |
| Commissioner Morgan Gorrano | Excused |
| Commissioner Thomas T. Ng | Present |
| Commissioner Linda Richardson | Present |
| Commissioner Rosabella Safont | Present |

Commissioner Rosabella Safont presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of July 21, 2003

Action: Approve. (Vote of 4 to 0)

ANNOUNCEMENTS:

The Regular Meeting of September 1, 2003 is cancelled due to the Labor Day holiday. A Special Meeting will be held on Tuesday, September 2, 2003 at 9:00 a.m. in Room 416, City Hall, 1 Dr. Carlton B. Goodlett Place.

Civil Service Commission Meeting Minutes

Regular Meeting of August 4, 2003

0470-03-8 Review of request for approval of proposed personal services contracts.
(Item No. 5)

| PSC# | Department | Amount | Type of Service | Type of Approval | Duration |
|------------|-----------------|-----------|--|------------------|----------|
| 1012-03/04 | Human Resources | \$650,000 | Will provide health benefit plan actuarial and consulting services as required by the City Charter. | Annual | 06/30/04 |
| 1013-03/04 | Human Resources | \$110,000 | Will administer Management Cafeteria Plan for eligible members including communications, enrollment processing, third-party vendor management, premium reconciliation and payment to applicable vendors. | Annual | 06/30/04 |
| 1014-03/04 | Human Resources | \$250,000 | Will provide as-needed coverage for City Health Plan claims processing, adjudication and necessary payment adjustments. Will also provide support during periods of peak work loads as well as support required due to the attrition of permanent staff. | Annual | 06/30/04 |
| 1015-03/04 | Human Resources | \$90,000 | Will administer COBRA (Consolidated Omnibus Budget Reconciliation Act) benefits for eligible resigned, laid-off and separated members of the Health Service System, in compliance with federal regulations. | Annual | 06/30/04 |
| 1016-03/04 | Human Resources | \$85,000 | Will administer the Flexible Spending Account program for eligible CCSF and CCD employees, including maintaining required IRS tax reporting records, sending quarterly account statements and adjudicating claims for reimbursement within IRS guidelines. | Annual | 06/30/04 |
| 1017-03/04 | Human Resources | \$65,000 | Will design, write, publish and distribute a monthly Total Wellness Newsletter for enrolled City Plan members. Will also maintain an accurate and up-to-date home mailing list for approximately 9,000 City Plan enrollees. | Annual | 06/30/04 |

July 21, 2003: Postpone to the meeting of August 4, 2003.

Speakers: Andrea Gourdine, Human Resources Director spoke on PSC #1012-03/04 through 1017-03/04.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

Civil Service Commission Meeting Minutes

Regular Meeting of August 4, 2003

0511-03-8

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

| PSC# | Department | Amount | Type of Service | Type of Approval | Duration |
|--------------------------------------|--|---|--|------------------|----------|
| 4000-03/04 <i>Over to 8/18/03</i> | Public Health | \$660,000 | Will provide on-call, as-needed, back-up medical transcription services whenever there is a backlog of work in the various divisions of the Department of Public Health's Community Health Network. | Regular | 06/30/05 |
| 4001-03/04 | Public Health | \$3,400,000 | Will provide highly specialized medical and surgical subspecialty services to medically indigent adults. | Regular | 06/30/05 |
| 4002-03/04 <i>Over to 8/18/03</i> | Public Health | \$100,000 | Will provide fiscal and programmatic services for a variety of as-needed community planning, support and service projects. | Regular | 06/30/04 |
| 4003-03/04 | Public Utilities Commission (Hetch Hetchy & Bureaus) | \$105,000 | Will provide garbage and refuse collection services for Hetch Hetchy Water & Power at Moccasin, California in Tuolumne County. | Regular | 06/30/05 |
| 4004-03/04 | Airport | \$240,000 | Will continue to develop and implement a strategic marketing alliance with the Airport through joint offices in Shanghai, Peoples Republic of China, and in Tokyo, Japan. | Regular | 06/30/04 |
| 4005-03/04 | Airport | \$180,000 | Will provide SamTrans owl bus service between SFO and San Francisco to the north and Palo Alto to the South. | Regular | 06/30/04 |
| 4006-03/04 <i>Withdrawn</i> | Building Inspection | \$150,000 | Will provide communication service between Point of Sales (POS) software system and the credit card processor through a qualified vendor, who will provide custom transaction processing service in conjunction with software developed for the POS network. | Regular | 06/30/04 |
| 4007-03/04 <i>Over to 8/18/03</i> | Municipal Transportation Agency | \$65,000 | Will provide coordination of grant contract between Municipal Railway Improvement Fund and State EDD for purposes of the "Career Ladder" program grant. | Regular | 06/30/04 |
| 4008-03/04 | Public Works | \$470,000 | Will provide and coordinate a tree planting program which includes maintaining trees on public streets and planting trees in privately-maintained corridors to be maintained by the property owner. | Regular | 06/30/04 |
| 4009-03/04 | Public Works | Increase Amount \$19,650 New Amount \$69,650 | Will provide contract administration services to include digital artwork, submittal review, installation coordination and punch list review for the project. | Regular | 07/01/04 |

0511-03-8 (continued)

- Speakers:** Tony Wolcott, Bureau of Urban Forestry and Cathrine Sneed spoke of PSC #4008-03/04.
- Action:**
- (1) PSC #4006-03/04 withdrawn at the request of the Department of Building Inspection. (Vote of 4 to 0)
 - (2) Postpone PSC #4007-03/04 to the meeting of August 18, 2003 at the request of the Municipal Improvement Fund and TWU Local 250-A. (Vote of 4 to 0)
 - (3) Postpone PSC #4000-03/04 and PSC #4002-03/04 to the meeting of August 18, 2003. (Vote of 4 to 0)
 - (4) Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0356-03-5 **Proposed Amendments to Civil Service Commission Rules: Volume I – Rule 114 -Appointments to add Article IX - Director of Elections. (Item No. 7)**

- May 5, 2003: Post for adoption.
- June 2, 2003: Postpone to the meeting of June 16, 2003 at the request of the Deputy City Attorney.
- June 16, 2003: Postpone to the meeting of July 7, 2003 at the request of the Deputy City Attorney.
- July 7, 2003: Postpone to the meeting of July 21, 2003 at the request of the Deputy City Attorney and Staff.
- July 21, 2003: Postpone to the meeting of August 4, 2003 at the request of the Deputy City Attorney and Staff.
- Speakers:** None.
- Action:** Postpone to the meeting of August 18, 2003. (Vote of 4 to 0)

1010-02-6 **Appeal by Pefia Fatu of the Human Resources Director's determination regarding a complaint of discrimination. (Item No. 8)**

- Speakers:** None.
- Action:** Postpone to the meeting of August 18, 2003. (Vote of 4 to 0)

0305-03-6 Appeal by Rita Faye Weikal of the Human Resources Director's determination regarding a complaint of discrimination. (Item No. 9)

Speakers: None.

Action: Postpone to the meeting of August 18, 2003. (Vote of 4 to 0)

0299-03-6 Appeal by Kathleen Kovac of the Human Resources Director's determination regarding a complaint of discrimination. (Item No. 10)

July 21, 2003: Postpone to the meeting of August 4, 2003 at the request of Civil Service Commission staff.

Speakers: None.

Action: Postpone to the meeting of August 18, 2003 at the request of the Department of Human Resources. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

The Executive Officer reminded the Commissioners of the Civil Service Commission Retreat on August 15, 2003 at 8:30 a.m. in Room 400, City Hall, 1 Dr. Carlton B. Goodlett Place.

ADJOURNMENT

2:45 p.m.

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 11, 2010

DEPARTMENT NAME: Department of Public Health DEPARTMENT NUMBER 81 & 82

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

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

TYPE OF SERVICE: Healthy San Francisco (SF Health Care Security Ordinance) third party vendor administrative and other services to provide access to healthcare for uninsured adults in SF

FUNDING SOURCE: General Fund

PSC AMOUNT: \$50,000,000 PSC DURATION: 07/01/10 - 06/30/12

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

In July 2006, the San Francisco Board of Supervisors adopted the Health Care Security Ordinance, which charged DPH with the responsibility for developing a new health access program called Healthy San Francisco. This ordinance requires DPH to "coordinate with a third party vendor to administer program operations, including basic customer services, enrollment, tracking service utilization, billing and communication with the participants." (SF Administrative Code Sec. 14.2) DPH selected the San Francisco Health Plan (SFHP) as third party vendor. SFHP, operated by the San Francisco Community Health Authority, is a governmental entity created by the City in 1994 solely to serve as a health maintenance organization to increase access to health care for low and moderate income San Franciscans. As the third party vendor for HSF, SFHP: (1) assists in eligibility and enrollment functions, (2) manages participant fee billing and collection, (3) receives utilization data and develops utilization reports, (4) communicates program information to participants, (5) handles external communications and outreach activities, (6) conducts provider network development and communication, (7) ensures reimbursement to non-DPH health care providers in network, (8) manages participation of employers and employees, (9) coordinates chronic care management/health promotion services, (10) oversees customer service and (11) provides other administrative functions.

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

Healthy San Francisco is an innovative program that provides universal, comprehensive, affordable health care to uninsured adults irrespective of the person's income level, employment status, immigration status or pre-existing medical conditions. It integrates public and private providers into a single system to provide universal care without relying on a health insurance product. If denied, continued successful operation of HSF will be jeopardized, resulting in reduced access to care to almost 52,000 uninsured adult San Francisco residents currently participating in the program.

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

These services were previously provided under PSC#4168-07/08

D. Will the contract(s) be renewed:

Yes, as 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] SEIU Local 1021 Union Name Signature of person mailing/faxing form: Jacquie Hale Date: May 11, 2010

[x] IFPTE Local 21 Union Name Signature of person mailing/faxing form: Jacquie Hale Date: May 11, 2010

RFP sent to [] on [] Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4168-09/10

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION: approved 6/21/10

- COPY -

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Experience in providing health plan operations, such as a call center, quality improvement protocols, member services, provider network development and management, data and utilization analysis, enrollment, eligibility, experience in the development and implementation of a billing systems tied to employer participation, establishment and maintenance of medical reimbursement accounts and experience in related outreach and communications. Vendor also has to have access to a comprehensive, integrated medical system, which includes primary care, hospitalization, specialty care, mental health, urgent care, health education and preventive care programs.

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

If this work were not required by a third party vendor under the Health Security Ordinance, current classifications that might perform the work would be: 2903 Registration Worker, 2908 Eligibility Worker (SEIU L1021); 1053 IS Business Analyst-Senior, 1054 IS Business Analyst-Principal (IFPTE L21).

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:


SFHP is uniquely qualified to provide these services, as it was established as a special entity to provide these functions and has many years experience, expertise, and systems already established to provide services for the Healthy Families, Healthy Kids/Young Adults and Healthy Workers programs. Its information systems have been adapted to provide employer interfaces for HSF. SFHP serves as the entity to which covered employers under HSF provide their contributions, and it encompass not only DPH as a key provider (through SFGH and DPH clinics), but also a significant network of community-based providers.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
Not at this time.

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

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

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


 Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale **415-554-2609**
 Print or Type Name Telephone Number

101 Grove Street, Room 307
San Francisco, CA 94102

 Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 5, 2008

DEPARTMENT NAME: DEPARTMENT OF PUBLIC HEALTH

DEPARTMENT NUMBER: 81 & 82

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

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

TYPE OF SERVICE: Healthy San Francisco (SF Health Care Security Ordinance) third party vendor administrative services to provide access to healthcare for uninsured adults in SF

FUNDING SOURCE: General Fund

PSC AMOUNT: \$26,000,000 PSC DURATION: 07/01/08 - 06/30/10

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

In July 2006, the SF Board of Supervisors adopted the SF Health Care Security Ordinance, which charged DPH with the responsibility for administration of the new Health Access Program (recently renamed Healthy San Francisco). This ordinance requires DPH to "coordinate with a third party vendor to administer program operations, including basic customer services, enrollment tracking service utilization, billing and communication with the participants (SF Administrative Code Sec. 14.2)." DPH has selected the SF Health Plan (SFHP) as third party vendor. SFHP (operated by the San Francisco Health Authority) is a governmental entity created by the City in 1994 solely to serve as a health maintenance organization (HMO) to increase access to health care for low and moderate income San Franciscans.

As the third party vendor for HSF, SFHP will: (1) assist in eligibility and enrollment functions; (2) manage eligibility and participant fees; (3) manage participants' "medical home" assignments; (4) receive provider utilization data and develop utilization reports; (5) communicate program information to participants; (6) handle external communications and outreach activities; (7) conduct provider communication, contracting and services; (8) manage participation of covered employers and employees and provide access to health care, case management and health promotion services; and (9) provide other administrative functions as appropriate and required.

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

HSF is an innovative medical care program to expand access and deliver appropriate care to San Francisco's uninsured adult residents. (Please see attachments.) HSF will ensure that all participants have a "medical home," that quality of care is tracked and monitored, that primary and preventive care are more effectively enhanced and utilized, and that the availability of services is promoted. If denied, successful implementation of HSF will be jeopardized, resulting in reduced access to care for uninsured persons.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): These services were previously provided under PSC#4007-07/08.

D. Will the contract(s) be renewed? Yes, as funding is available.

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

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Includes entries for SEIU 1021 and IPFTE Local 21, both signed by Jacquie Hale on May 5, 2008.

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

PSC# 4168-07/08

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION: APPROVED 6/2/08

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Experience in providing health plan operations, such as a call center, quality improvement protocols, member services, claims, network management, utilization management, enrollment, and eligibility; experience in the development and implementation of a premium billing system tied to employer participation; establishment and maintenance of medical reimbursement accounts; and experience in related marketing and communications. Vendor also has to have access to a comprehensive, integrated medical system, which includes primary care, hospitalization, specialty care, mental health, urgent care, health education and preventive care programs.

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

Classifications that perform similar, though different work are: As noted above, the work of the third party vendor is required by the Health Security Ordinance. If this work were to be performed by DPH, similar classifications to be used are: 2903 registration worker; 2908 eligibility worker; 1053 IS Business Analyst-Senior; 1054 IS Business Analyst-Principal.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

SFHP is uniquely qualified to provide these services, as it was established as a special entity to provide these functions and has many years experience, expertise, and systems already established to provide services for the Healthy Families, Healthy Kids/Young Adults and Healthy Workers programs. Its information systems can easily add additional capacity to provide employer interfaces for HSF. It will also serve as the entity to which covered employers under HSF will provide their contributions, and it will encompass not only DPH as a key provider (through SFGH and DPH clinics), but also a significant network of community based providers. (Note: As a major new initiative, HSF provided a proposed 92 DPH positions in 2007-08.)

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
Not at this time. See answer to question 4.A.

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"/> |
| • Describe the training and indicate approximate number of hours. | | |
| • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate numbers to be trained. | | |
| C. Are there legal mandates requiring the use of contractual services? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input 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? San Francisco Community Health Authority | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

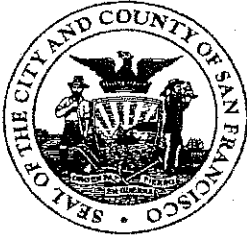
THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Jacquie Hale

 Signature of Departmental Personal Services Contract Coordinator

65 Jacquie Hale (415) 554-2609
 Print or Type Name Telephone Number

101 Grove Street, Room 307
San Francisco, CA 94102
 Address



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

June 24, 2010

NOTICE OF CIVIL SERVICE COMMISSION ACTION

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBER 4163-09/10 THROUGH 4171-09/10; 4021-07/08 AND 4019-09/10.

At its meeting of June 21, 2010 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

- (1) The Commission took no action, without prejudice on PSC #4164-09/10 and is postponed to a meeting following the Board of Supervisors' Proposition J determination, if needed.
(2) Adopt the report; Approve request for proposed personal services contract #4165-09/10 on the condition that 1) the processing through normal hiring procedures of additional criminalists to perform DNA testing work in the Police Department's crime lab move forward; 2) the Police Department and IFPTE Local 21 discuss the long range plans for DNA testing in the Police Department's crime lab; and, 3) both parties report back to the Commission every six (6) months during the term of the DNA testing contract. Notify the Office of the Controller and the Office of Contract Administration.
(3) Adopt the report; Approve request for approval of all remaining contracts. Notify the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

Anita Sanchez (handwritten signature)

ANITA SANCHEZ
Executive Officer

Attachment

- c: Parveen Boparai, Municipal Transportation Agency
Micki Callahan, Human Resources Director
Jacquie Hale, Department of Public Health
Shamica Jackson, Public Utilities Commission
Naomi Kelly, Office of Contract Administration
Florence Kyaun, Public Utilities Commission
Joan Lubamersky, General Services Agency
Ben Rosenfield, Controller
Theresa Sparks, Human Rights Commission
Neal Taniguchi, Department of Emergency Management
Shawn Wallace, San Francisco Police Department
Commission File
Chron

POSTING FOR
6/21/2010

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

| PSC No | Dept No | Dept Name | Approval Type | Contract Amount | Description of Work | Duration |
|------------|---------|---------------------------------|---------------|-----------------|--|-----------|
| 4163-09/10 | 34 | Human Rights Commission | Regular | \$850,000 | The City's Bonding and Financial Assistance Program (S.F. Admin Code, Chapter 14B) provides guarantees to private bonding companies and financial institutions to induce those entities to provide bonding and financing to eligible HRC-certified contractors bidding on City public works and construction contracts. HRC seeks a contractor to administer this program and provide training and technical assistance to eligible contractors, including bond application assistance and assistance in developing financial statements and pre-bond surety profiles. Additional services include coordinating guarantee requests to the City, and maintaining records on the use and effectiveness of the program. | 9/30/2013 |
| 4164-09/10 | 38 | Police | Regular | \$1,500,000 | The Controlled Substances Testing that the SFPD is requesting for contract consists of testing substances seized from suspects during arrests. Evidence must be tested and confirmed as narcotics, as well as weighed in order to determine the types of charges and penalties associated with the possession of the controlled substance. Substances are tested through chemical and scientific processes. | 6/30/2013 |
| 4165-09/10 | 38 | Police | Regular | \$2,000,000 | The DNA Testing that the SFPD is requesting for contract consists of extracting and testing samples of DNA-containing substances. The substance must be identified, confirmed as a DNA-containing substance, extracted, and DNA strains and markers identified. Substances are tested through chemical and scientific processes. The cases that would be sent out for contract are those that current staffing has been unable to address. This will be an interim solution until new staff are recruited and trained. | 6/30/2012 |
| 4166-09/10 | 35 | Municipal Transportation Agency | Regular | \$200,000 | The contractor will provide support services for the Automatic Passenger Counting (APC) System including system repairs, monitoring, and applications development specific to transit. The APC system is a proprietary technology specialized for decision making in the management of the City's public transit system. This will require equipment and software maintenance support services in order to realize the performance of the APC System for its design life. | 6/30/2012 |

00001

POSTING FOR
6/21/2010

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

| PSC No | Dept No | Dept Name | Approval Type | Contract Amount | Description of Work | Duration |
|------------|---------|---------------|---------------|-----------------|---|-----------|
| 4167-09/10 | 82 | Public Health | Regular | \$1,750,000 | Provide software programming and implementation support to DPH IT staff for application systems included in the Siemens Medical Services Invision products. The Invision system is the foundation of Patient Registration, Scheduling, Billing and Clinical records for DPH patient care services in Acute Care, Primary Care and Long Term Care. These systems require enhancement and functional expansion periodically due to evolving program needs. It is also anticipated that additional service needs will arise to complete systems requirements for State and Federal patient care reimbursement regulations and direct patient care clinical services. The requested support services will also provide in-depth technical and system training for DPH information technology, clinical and administrative staff for on-going support and utilization of these systems. In addition, the Contractor will also provide Web-based remote data processing capabilities for healthcare data exchange required to link all provider sites and provide integrated clinical, demographic, and financial information across the Community Health Network system of the Department of Public Health. This applies only to the professional services portion of the agreement. | 6/30/2017 |
| 4168-09/10 | 81 | Public Health | Regular | \$50,000,000 | In July 2006, the San Francisco Board of Supervisors adopted the Health Care Security Ordinance, which charged DPH with the responsibility for developing a new health access program called Healthy San Francisco. This ordinance requires DPH to "coordinate with a third party vendor to administer program operations, including basic customer services, enrollment, tracking service utilization, billing and communication with the participants." (SF Administrative Code Sec. 14.2) DPH selected the San Francisco Health Plan (SFHP) as third party vendor. SFHP, operated by the San Francisco Community Health Authority, is a governmental entity created by the City in 1994 solely to serve as a health maintenance organization to increase access to health care for low and moderate income San Franciscans. As the third party vendor for HSF, SFHP: 1) assists in eligibility and enrollment functions; 2) manages participant fee billing and collection; 3) receives utilization data and develops utilization reports; 4) communicates program information to participants; 5) handles external communications and outreach activities; 6) conducts provider network development and communication; 7) ensures reimbursement to non-DPH health care providers in network; 8) manages participation of employers and employees; 9) coordinates chronic care management/health promotion services; 10) oversees customer service, and 11) provides other administrative functions. | 6/30/2012 |



0000

POSTING FOR
6/21/2010

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

| PSC No | Dept No | Dept Name | Approval Type | Contract Amount | Description of Work | Duration |
|------------|---------|-----------------------------|---------------|-----------------|---|-----------|
| 4169-09/10 | 81 | Public Health | Regular | \$2,067,410 | Contractors will conduct a variety of MHSA Training Institutes in Workforce Development, Education and Training (WDET) and Prevention and Early Intervention (PEI) that support and build the capacity of behavioral health clinic staff and programs, consumers in and out of the workplace and their family members. These training activities focus on prevention, intervention, cultural competency, workplace culture, on the collaborative care model and evidence-based practices and assessments. WDET Training Projects include Family Support via Family Friendly Practices in the Workplace; Crisis Intervention for Consumers in the Workplace; Integration of and Professional Development of Consumers; Community Violence and Community Based Cultural Sensitivity Trainings. PEI Projects include Older Adult Behavioral Health Screening and Response Project and the Early Intervention and Recovery for Young People with Early Psychosis Project. | 6/30/2015 |
| 4170-09/10 | 81 | Public Health | Regular | \$4,697,228 | The work will be performed by at least three contractors, and will include: 1) administrative services for the San Francisco Mental Health Board (under the California Welfare and Institution Code (each county is required to have a Mental Health Board to provide input from the stakeholders in the community mental health system)); 2) advocacy for mental health services clients/consumers, including receipt and investigation of complaints of patients' rights violations, monitoring of mental health facilities for compliance with patients' rights laws, regulations and policies, and outreach, education and training for mental health staff and other stakeholders regarding patients' rights; and 3) 24-hour mental health crisis and suicide intervention, telephone triage, counseling, referrals and other services as needed. | 6/30/2015 |
| 4171-09/10 | 40 | Public Utilities Commission | Regular | \$100,000 | The consultant will gather existing conditions information regarding city-wide cobra head street lights via person to person interviews, they will field survey with a Geographic Positioning System (GPS) unit the locations of all city-wide cobra head street lights, and then they will convert and edit the GPS data into Geographic Information Systems (GIS) format. We estimate that there are 1000+ street lights that need to be located. | 7/30/2012 |

POSTING FOR
6/21/2010

PROPOSED PERSONAL SERVICES CONTRACTS
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION

| DeptNo | PSC No | DeptDescription | Approval Type | Change Amount | Contract Amount | Description of Work | Duration |
|--------|------------|-------------------------|---------------|---------------|-----------------|--|-----------|
| 70 | 4021-07/08 | General Services Agency | Modification | \$35,588 | \$581,588 | Will develop and implement an employee outreach and education program on the City's labor laws. Primary activities are: community outreach program employee workshops and trainings and counseling and referral services. Through this modification, OLSE seeks enhanced implementation of the employee outreach and education program on the City's labor laws. The program will continue to be conducted in as many languages a possible with a particular emphasis on disadvantaged and minority communities. | 1/31/2011 |
| 77 | 4019-09/10 | Emergency Management | Modification | \$72,499 | \$217,499 | Will develop a list of the Bay Area VASI region's most important and critical infrastructure assets, identify potential vulnerabilities, perform a customized Risk Analysis on the identified data, and draft a risk assessment report. The modification amends the approved contract to provide for an additional hub-based capabilities assessment and risk analysis for four (4) Bay Area planning hubs. | 6/30/2012 |

0000

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 04/16/2006

DEPARTMENT NAME: DEPARTMENT OF PUBLIC HEALTH

DEPARTMENT NUMBER: 81

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC # 4086-04/05)

TYPE OF SERVICE: Specialized Medical & Surgical Subspecialty Services Not Provided At San Francisco General Hospital

FUNDING SOURCE: Community Health Network General Funds

ORIGINAL PSC AMOUNT: \$3,400,000 ORIGINAL PSC DURATION: 7/01/2005 - 6/30/2007
MODIFICATION NO 1: \$5,300,000 ADDITIONAL TERM: 7/01/2007 - 6/30/2009
NEW PSC AMOUNT: \$8,700,000 NEW PSC DURATION: 7/01/2005 - 6/30/2009

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provision of highly specialized medical and surgical subspecialty services to medically indigent adults, as well as clients under the San Francisco County Medical Assistance Program, the San Francisco County Jail and the In-Home Support Service Plan. Services include cardiac surgery, angioplasty, radiation oncology, leukemia treatment, ophthalmology procedures and other services not provided at San Francisco General Hospital.

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

All of these services are necessary to prevent death or disability for medically indigent adults and the members of the various programs, who are the recipients of these medical services.

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

These services were provided under approved PSC#: 4086-04/05. This modification increases the requested amount and term of the previously approved PSC request in order to cover the continuing services.

D. Will the contract(s) be renewed? Yes, if the need for these services continues and funding exists.

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

[X] U.A.P.D Union Name Signature of person mailing/faxing form Date MAR 29 2007
[] Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4086-05/06

STAFF ANALYSIS/RECOMMENDATION:

- COPY -

CIVIL SERVICE COMMISSION ACTION: APPROVED April 16, 2007

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractor must have full range of required medical and surgical subspecialties to provide the service.

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

None. Although Physician Specialists (2230) are available, they normally do not approach the level of expertise required for the subspecialty services needed. These services are not required frequently enough in any one subspecialty to justify use of this civil service classification. Therefore, the needed contracted services are not available at San Francisco General Hospital.

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

Yes. Specialized facilities and equipment are will be provided by the vendor(s) at their hospital sites.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The general classification of Physician Specialist does not require the subspecialty level of skills and expertise needed to perform these medical services and procedures. It would not be practical to maintain a staff of highly specialized physicians, when the services are utilized on an intermittent, as-needed basis.

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

No, these specialized medical services are needed on an intermittent basis.

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

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

Yes No

B. Will the contractor train City and County employees?

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? UCSF Medical Center and Saint Francis Medical Center. Two Requests For Proposals were published in early 2007 for additional providers, but the contracts have not been awarded yet.

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

Jacquie Hale

Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale

(415) 554-2609

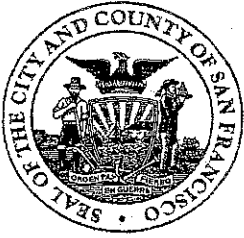
Print or Type Name

Telephone Number

101 Grove Street, Room 307

San Francisco, CA 94102

Address



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

April 20, 2007

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4141-06/07 THROUGH 4145-06/07; 4043-04/05; 4067-06/07; 4073-05/06 AND 4086-05/06.

THOMAS T. NG
PRESIDENT

ALICIA D. BECERRIL
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

YU-YEE WU
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

At its meeting of April 16, 2007 the Civil Service Commission had for its consideration the above matter.

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

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

CIVIL SERVICE COMMISSION

KATE FAVETTI
Executive Officer

Attachment

- c: Parveen Boparai, Municipal Transportation Agency
- Rachel Buerkle, Department of the Environment
- Connie Chang, Public Utilities Commission
- Jacque Hale, Department of Public Health
- Jim Horan, Acting Human Resources Director
- Jennifer Johnston, Department of Human Resources
- Galen Leung, Airport Commission
- Sean McFadden, Recreation & Parks
- Jonathan Nelly, Department of Human Resources
- Jeannie Wong, Office of the Controller
- Commission File
- Chron

POSTING FOR
April 16, 2007

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

| PSC No. | DeptNo | DeptName | Approval Type | Contract Amount | Description of work | Duration |
|------------|--------|---------------------------------|---------------|-----------------|---|-----------|
| 4141-06/07 | 22 | Environment | Regular | \$120,000.00 | Will provide conversions of hybrid electric vehicle to plug-in hybrid electric vehicle with advanced lithium batteries. This is highly specialized work done by only a few companies that are developing the technology. | 31-Mar-08 |
| 4142-06/07 | 27 | Airport Commission | Regular | \$875,000.00 | Will provide international aviation strategy and consultation services to various governmental agencies. Assist in various bilateral aviation negotiations; provide access to and contacts in a multitude of domestic and international carriers. | 30-Jun-14 |
| 4143-06/07 | 35 | Municipal Transportation Agency | Regular | \$9,650,000.00 | Will provide procurement and remanufacturing of MTA streetcars. The Contractor shall supply all labor, inspections, engineering, tools, materials, parts, facilities, and equipment required to remanufacture the PCC. | 30-Jun-10 |
| 4144-06/07 | 40 | Public Utilities | Regular | \$1,918,900.00 | Will provide software development services to allow the City to successfully transition Scheduling Coordinator and Meter Data Management Agent duties away from PG&E. | 31-Mar-11 |
| 4145-06/07 | 40 | Public Utilities | Regular | \$100,000.00 | Will provide investment banking services for clean renewable energy bonds. | 31-Jan-08 |

0072

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 9, 2012

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

TYPE OF APPROVAL: () EXPEDITED (X) REGULAR (OMIT POSTING _____)

() CONTINUING () ANNUAL

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

TYPE OF SERVICE: Ridership Demographic Survey and Data Analysis

FUNDING SOURCE: Operating Budget

PSC AMOUNT: \$350,000.00

PSC DURATION: August 1, 2012 - February 28, 2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

To assist in effectively planning and evaluating its services, and to comply with certain federal funding and regulatory requirements, the San Francisco Municipal Transportation Agency (SFMTA) needs to collect, through an in-person ridership survey at a statistically significant level, the demographics and transportation practices of its riders. The consultant will collect statistically-significant data about customer travel patterns, income levels, ethnic background, language proficiency and fare media usage both on a temporal and geographical basis. Customers on all routes and modes and throughout the service period will need to be surveyed. The consultant shall perform cross-tabulations on data and illustrate results in tables and charts, provide narrative data analysis, and make recommendations to SFMTA staff based upon the resulting data.

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

Federal regulations and guidance require that SFMTA to evaluate significant system-wide service and fare changes and proposed improvements at the planning and programming stages to determine whether those changes have a discriminatory impact on low-income/minority customers. SFMTA is also required to monitor its services to compare the level and quality of service provided to predominantly minority and low-income areas with service provided in other areas to ensure equitable service. Denial could result in SFMTA's non-compliance with federal regulations and result in a loss of federal funding.

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 type of survey has not been provided in the past.

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

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

| | | |
|----------------|---|--------|
| IFPTE Local 21 | <i>Cynthia Vasquez</i> | 4/9/12 |
| Union Name | Signature of person mailing / faxing form | Date |
| Union Name | Signature of person mailing / faxing form | Date |

RFP sent to _____, on _____, Signature _____

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4132-11/12

SFMTA approved

4-9-12

Received 4/9/12 [Signature]

STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The consultant must have successfully completed a minimum of one comprehensive ridership demographic survey for a major public transportation agency within the last five years. Technical expertise must be in data research and analysis specific to a major transit system in an urban area. Must have the ability to conduct quantitative research in detail; perform person-to-person survey work; provide multi-lingual survey work; tabulate raw data; provide various reports based on data collected; analyze data and present it in a comprehensive summary report; and deliver presentations.

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

Job Code 1803 Performance Analyst I; 1804 Statistician; 1805 Performance Analyst II; 1806 Senior Statistician; 1823 Senior Administrative Analysts, or 1824 Principal Administrative Analysts.

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 work that will occur once every 3-5 years and requires extensive staffing for a limited time period to conduct potentially over 10,000 on-board surveys of Muni customers, many of whom may be limited-English proficient.

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

No. This survey is a short-term project and only as needed.

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

Yes No

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

B. Will the contractor train City and County employees? () (X)

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

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

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

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

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

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

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

415-701-5377
Telephone Number

San Francisco Municipal Transportation Agency

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

Ryan, Maria

From: Hamada, Cynthia <Cynthia.Hamada@sfmta.com>
Sent: Monday, April 09, 2012 4:55 PM
To: 'L21PSCReview@ifpte21.org'; atonisson@ifpte21.org
Cc: DHR-PSCCoordinator, DHR; Sakelaris, Kathleen; Lee, Jason; Xie, Winnie; Sutherland, Julian; Patel, Ashish; Boparai, Parveen
Subject: Ridership Demographic Survey and Data Analysis PSC
Attachments: 20120409164633365.pdf

For your info.

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

Scan Date: 04.09.2012 16:46:33 (-0400)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 3, 2012

DEPARTMENT NAME: ADULT PROBATION DEPARTMENT DEPARTMENT # 13

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

TYPE OF REQUEST:
 INITIAL REQUEST MODIFICATION (PSC#) 4107-10/-11

TYPE OF SERVICE: Drug Testing
FUNDING SOURCE: Adult Probation Department Annual Budget - General Fund
Original Amount: \$80,000 PSC Duration: July 1, 2011 to June 30, 2012
Modification Amount \$20,000 PSC Duration: July 1, 2012 to June 30, 2015
Total Amount: \$100,000 PSC Duration: July 1, 2011 to June 30, 2015

PSC AMOUNT: \$100,000.00 PSC DURATION: July 1, 2011 to June 30, 2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Court ordered conditions of probation require all probationers to not use any illegal drugs. Drug Testing will enable the Adult Probation Department to better protect public safety by monitoring and enforcing probationer compliance with Court orders.

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

PSC Modification requested to extend the PSC duration and increase PSC amount. The Adult Probation Department has not entered into a drug testing contract pending a final department operational Drug Testing policy and procedure. The extended PSC will allow the department time to enter into a contract and the additional amount is estimated cover the contract until June 30, 2015. Drug Testing will enable the Adult Probation Department to determine non compliance and seek modification or revocation of probation as appropriate. Drug Testing is an evidence based probation supervision practice that will improve public safety by giving the Department an additional means

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):
This service has not been provided in the past.

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

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

L21
Union Name

[Signature]
Signature of person mailing/faxing form

5/4/12
Date

SEIU1021
Union Name

[Signature]
Signature of person mailing/faxing form

5/4/12
Date

RFP sent to Not Applicable, on Not Applicable
Union Name Date

Not Applicable
Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4107-10/11
STAFF ANALYSIS/RECOMMENDATION:

Received 5/4/12
MK

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The Contractor must have the ability to provide effective drug testing using high quality screening devices from a forensic testing lab within a short turnaround time.

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

None.

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

Yes. The Contractor will have access to state of the art drug testing products and equipment in a forensic lab environment.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There is no civil service class that requires the knowledge, skills and ability to provide drug testing in a forensic testing lab

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

No. This work would be performed by a forensic testing lab with drug testing solutions and screening devices for adult probationers.

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

Yes No

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

Signature of Departmental Personal Services Contract Coordinator

Diane Lim

(415) 553-1058

Print or Type Name

Telephone Number

880 Bryant Street, Room 200,
San Francisco, CA 94103

Address

Diane Lim/ADPROB/SFGOV
05/04/2012 11:56 AM

To pattie.tamura@seiu1021.org, ed.warshauer@seiu1021.org,
brook.demmerle@seiu1021.org
cc eric.street@sfgov.org

bcc

Subject Adult Probation Department - PSC Modification Review for
Drug Testing

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

The Adult Probation Department is proposing to modify PSC 4107-10/11 to extend duration and amount for Drug Testing Service for Adult Probationers.

Attached please find the completed PSC Form 1 Personal Services Contract Summaries for your review for 1021SEIU.

Please let me know if you have questions

Thank you



Personal
Services
Contract.pdf

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

Diane Lim/ADPROB/SFGOV
05/04/2012 11:54 AM

To L21PSCreview@ifpte21.org
cc eric.street@sfgov.org
bcc
Subject Adult Probation Department - PSC Modification Review for
Drug Testing

Hi L21PSCReview,

The Adult Probation Department is proposing to modify PSC 4107-10/11 to extend duration and amount for Drug Testing Service for Adult Probationers.

Attached please find the completed PSC Form 1 Personal Services Contract Summaries for your review for L21.

Please let me know if you have questions

Thank you



Personal
Services
Contract.pdf

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 23, 2012

DEPARTMENT NAME: Department of the Environment DEPARTMENT NUMBER 22

TYPE OF APPROVAL: EXPEDITED X REGULAR (OMIT POSTING)

CONTINUING ANNUAL

TYPE OF REQUEST:

INITIAL REQUEST X MODIFICATION: PSC# 4086-08/09

TYPE OF SERVICE: Charter bus service for student field trips

FUNDING SOURCE: Impound Funds - Dept. of Environment

PSC AMOUNT: \$ 90,000 PSC DURATION: March 1, 2009 - December 31, 2013
Modification 1: \$ 30,000 March 1, 2009 - December 31, 2013
Modification 2: \$120,000 March 1, 2009 - December 31, 2015
New Total: \$240,000 March 1, 2009 - December 31, 2015

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: SFE requires a contractor to provide Charter Bus transportation for the School Education Program's environmental field trips for grades K-12 students.
B. Explain why this service is necessary and the consequences of denial: The Department of the Environment (SFE) provides environmentally focused field trips for San Francisco's students.
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): Provided through a contract issued under Civil Service approval 4086 -08/09.
D. Will the contract(s) be renewed: The contract may be renewed for one year.

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 5/7/12
Local 1021 Union Name Signature of person mailing / faxing form Date 5/7/12

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4086-08/09
STAFF ANALYSIS/RECOMMENDATION:

Original received 4/23/12
Revision received 5/7/12 mtk

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

- Buses and drivers must be SPAB (Student Pupil Activity Bus) certified, and possess the necessary liability insurance. A copy of the current insurance coverage and SPAB Certificate will be required.
- Class B licensed drivers who have successfully completed a physical within the last two (2) years. Proof of license may be required to be presented by the driver.
- Possession of all licenses and/or permits necessary to provide the services described in this contract as specified and required by the PUC, Interstate Commerce Commission and the Federal Department of Transportation. Contractor must be granted the authority to operate as a charter party carrier by the PUC.

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

There is no civil service class providing charter bus service.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The City does not operate charter bus service. Due to the location and duration of these field trips, and the need for buses to stay on-site for the entire field trips, a charter bus is required. Additionally, these buses must be scheduled and reserved months in advance.

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

No, this is a seasonal program that requires drivers for roughly only 16 hours a week between the months of October and June. The field trips are scheduled around the preferences of the classroom teachers and the field trip sites themselves, so additionally, some weeks/months have less trips scheduled and therefore require even less hours of service.

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

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

| <u>Yes</u> | <u>No</u> |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |

B. Will the contractor train City and County employees?

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

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

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

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

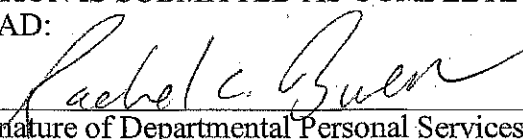
E. Has a board or commission determined that contracting is the most effective way to provide this service?

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

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

Not determined.

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


Signature of Departmental Personal Services Contract Coordinator

Rachel Buerkle
Print or Type Name

355-3704
Telephone Number

Dept. of Environment, 11 Grove St.

San Francisco, CA 94102

Ryan, Maria

From: Buerkle, Rachel
Sent: Tuesday, May 08, 2012 2:08 PM
To: 'L21PSCReview@ifpte21.org'; 'sjenkins@ifpte21.org'; 'pattie.tamura@seiu1021.org'; 'ed.warshauer@seiu1021.org'; 'Brook.Demmerle@seiu1021.org'
Cc: DHR-PSCCoordinator, DHR
Subject: PSC for Charter Bus Service for School Ed - Correction
Attachments: Charter Bus Service PSC MOD 5.7.12.pdf; Charter Bus Service PSC 1.7.10.pdf

Please see below. You all were notified of this PSC on 4/23. I was advised by the PSC Co-ordinator at Human Resources to re-submit it as a modification to the currently in-force PSC.

The dates, amounts, and descriptions are all the same as on the earlier notice. The only change is to show this as a modification to 4086-08/09 rather than a new request.

A copy of the original request from 2009 is also attached. Please let me know if you have any questions or need further information.

Rachel C. Buerkle
Sr. Administrative Analyst
SFEnvironment
415-355-3704
Rachel.Buerkle@sfgov.org

From: Buerkle, Rachel
Sent: Monday, April 23, 2012 2:43 PM
To: 'L21PSCReview@ifpte21.org'; 'sjenkins@ifpte21.org'; 'pattie.tamura@seiu1021.org'; 'ed.warshauer@seiu1021.org'; 'Brook.Demmerle@seiu1021.org'
Subject: FW: PSC for Charter Bus Service for School Ed

Attached is a PSC for charter bus services for our school ed field trips.

Please let me know if you need further information.

Rachel C. Buerkle
Sr. Administrative Analyst
SFEnvironment
415-355-3704
Rachel.Buerkle@sfgov.org



SF Environment

Our home. Our city. Our planet.

A Department of the City and County of San Francisco



GAVIN NEWSOM

Mayor

DAVID ASSMANN
Acting Director

MEMORANDUM

DATE: 1/07/10

TO: Mary Ng, PSC Analyst
Department of Human Resources (Dept. 33)

FROM: Rachel C. Buerkle, PSC Coordinator
Department of the Environment (Dept. 22) *Rachel C. Buerkle*

RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4086-08/09 ✓ Approval Date: 2/02/09 ✓

Description of Service(s): Charter Bus Service for School Ed Field Trips

Original Approved Amount: \$ 90,000 ✓ Original Approved Duration: 3/01/09 – 12/31/13 ✓

Modification Amount: 30,000 Modification of Duration: + 12 Months

Total Amount as Modified: \$120,000 Total Duration as Modified: 3/1/09 – 12/31/14

Reason for the modification:

Contract was not awarded and a new RFP is being posted. Modification is to allow for the same 4 year contract duration, and possibly for an increase in the program size (number of field trips).

Attachment: Copy of Approved PSC Summary

.....
FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: January 12, 2010

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

10 JAN 12 AM 8:36
DEPARTMENT OF HUMAN RESOURCES

POSTING FOR
February 02, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

| PSC No. | DeptNo | DeptName | Approval Type | Contract Amount | Description of work | Duration |
|------------|--------|-------------------------------|---------------|-------------------|---|-----------|
| 2000-08/09 | 45 | Human Services Agency | Continuing | \$ 7,500,000.00 | Will provide orientations, induction training, home studies, and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system. | 30-Jun-14 |
| 2001-08/09 | 45 | Human Services Agency | Continuing | \$ 65,000,000.00 | Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities. | 30-Jun-14 |
| 2002-08/09 | 45 | Human Services Agency | Continuing | \$ 26,500,000.00 | Will provide services to Community-based family resource centers that operate to serve all parents for specific parenting skills, parenting guides, crisis counseling and intervention. | 30-Jun-14 |
| 2003-08/09 | 45 | Human Services Agency | Continuing | \$ 160,000,000.00 | Will provide childcare services to low-income and CalWorks families through partnerships with other state licensed providers in various identified target neighborhoods. | 30-Jun-14 |
| 2004-08/09 | 45 | Human Services Agency | Continuing | \$ 230,000,000.00 | Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing. | 30-Jun-14 |
| 2005-08/09 | 45 | Human Services Agency | Continuing | \$ 38,500,000.00 | Will provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support and follow-up to CalWorks and PAES(Personal Assisted Employment Services) and other low-income individuals. | 30-Jun-14 |
| 2006-08/09 | 45 | Human Services Agency | Continuing | \$ 25,415,000.00 | Will provide support services to the Agency include but not are limited to the following: legal process service, courier service, fiscal intermediary (employer agent/payroll services for welfare to work clients), credit checks, and equipment maintenance. | 30-Jun-14 |
| 2007-08/09 | 45 | Human Services Agency | Continuing | \$ 327,750,000.00 | Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 16,000 homecare workers. Provides the contract mode IHSS as mandated. | 30-Jun-14 |
| 2008-08/09 | 45 | Human Services Agency | Continuing | \$ 75,750,000.00 | Will provide homeless individuals and families with emergency shelter services and meals. Services may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities, and voluntary case management. | 30-Jun-14 |
| 2009-08/09 | 45 | Human Services Agency | Continuing | \$ 14,950,000.00 | Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets. | 30-Jun-14 |
| 4086-08/09 | 22 | Department of the Environment | Regular | \$ 90,000.00 | Will provide Charter bus transportation for the School Education Program's environmental field trips for grades K-12 students. | 31-Dec-13 |
| 4087-08/09 | 22 | Department of the Environment | Regular | \$ 264,000.00 | Will provide consulting to develop long-term strategy for Clean Air Program, advise on latest technology, and support and outline funding options for Clean Air projects. | 30-Jun-13 |

0000

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 1/6/09

DEPARTMENT NAME: Department of the Environment

DEPARTMENT NUMBER 22

TYPE OF APPROVAL: EXPEDITED X REGULAR (OMIT POSTING)

CONTINUING ANNUAL

TYPE OF REQUEST:

X INITIAL REQUEST MODIFICATION (PSC#)

TYPE OF SERVICE: Charter bus service for student field trips

FUNDING SOURCE: Impound Funds - Dept. of Environment

PSC AMOUNT: \$90,000

PSC DURATION : 3/01/09 - 12/31/13

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

SFE requires a contractor to provide Charter Bus transportation for the School Education Program's environmental field trips for grades K-12 students.

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

The Department of the Environment (SFE) provides environmentally focused field trips for San Francisco's students. Each school year, SFE sponsors approximately 100 field trips, conducted from October through June at various sites in SF. Without a contract for charter bus service in place, SFE will not be able to send classes on field trips, as many of the field trip locations are in areas that would be challenging and in some instances, unsafe, for students to reach by foot or public transportation. Furthermore, SFE's inability to provide transportation for classes will disproportionately affect schools in the City's lower income communities, which have less access to other private transportation resources.

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

Services have been provided under PSC No. 4047-06/07. The contract under that approval expires on 11/01/09. In order to have services in place for the new school year, the Department is rebidding the service, and needs to have the contract completed by 7/01/09, in order to schedule trips and reserve busses in advance.

D. Will the contract(s) be renewed: No, if services are still needed, the contract will be bid.

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 Rachel C. Ruerckle Signature of person mailing / faxing form 1/14/09 Date
Local 1021 Union Name Rachel C. Ruerckle Signature of person mailing / faxing form 1/14/09 Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION: 0085

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

- Buses and drivers must be SPAB (Student Pupil Activity Bus) certified, and possess the necessary liability insurance. A copy of the current insurance coverage and SPAB Certificate will be required.
- Class B licensed drivers who have successfully completed a physical within the last two (2) years. Proof of license may be required to be presented by the driver.
- Possession of all licenses and/or permits necessary to provide the services described in this contract as specified and required by the PUC, Interstate Commerce Commission and the Federal Department of Transportation. Contractor must be granted the authority to operate as a charter party carrier by the PUC.

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

There is no civil service class providing charter bus service.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The City does not operate charter bus service. Due to the location and duration of these field trips, and the need for buses to stay on-site for the entire field trips, a charter bus is required. Additionally, these buses must be scheduled and reserved months in advance.

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

No, this is a seasonal program that requires drivers for roughly only 16 hours a week between the months of October and June. The field trips are scheduled around the preferences of the classroom teachers and the field trip sites themselves, so additionally, some weeks/months have less trips scheduled and therefore require even less hours of service.

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

Yes No

A. Will the contractor directly supervise City and County employees? Yes No

B. Will the contractor train City and County employees? Yes No

- Describe 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? Yes No

D. Are there federal or state grant requirements regarding the use of contractual services? Yes No

E. Has a board or commission determined that contracting is the most effective way to provide this service? Yes No

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Yes No

Not determined.

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

Rachel C. Buerkle

Signature of Departmental Personal Services Contract Coordinator

Rachel Buerkle

Print or Type Name

355-3704

Telephone Number

Dept. of Environment, 11 Grove St.

San Francisco, CA 94102

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 05/09/2012

DEPARTMENT NAME: Arts Commission DEPARTMENT NUMBER 28

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

TYPE OF REQUEST:
 INITIAL REQUEST MODIFICATION (PSC# 3036-11/12)

TYPE OF SERVICE: Cultural capital and historic preservation consulting and advising service

FUNDING SOURCE: Capital and Mayor's Office on Disability

| | | | |
|---------------------|-----------|---------------------|----------------------------|
| Original Amount: | \$ 50,000 | PSC Duration: | <u>09/01/11 – 6/30/12</u> |
| Modification Amount | \$ 50,000 | PSC Duration: | <u>07/01/12 – 06/30/13</u> |
| Total Amount | \$100,000 | Total PSC Duration: | <u>09/01/11 – 06/30/13</u> |

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: A Bay Area consultant who specializes in coordinating multiple City, state, and federal requirements for the construction of culturally based renovations and construction, will serve in a critical advisory capacity to assist with the management of a renovation project at Bayview Opera House located at 4705 Third Street. This work entails working with and maintaining relationships, as well as coordinating efforts with other city agencies, principally with the Department of Public Works, MUNI, Mayor's Office of Disability, Department of Real Estate, the Redevelopment Agency, and others. This will also include coordinating with the Bayview Opera House tenant organization and its board, the San Francisco Architectural Heritage Foundation and other neighborhood groups. The consultant will advise on preservation requirements programmatic use of a cultural facility, coordinate multiple high visibility restoration projects and help to improve project efficiency and coordination.

- B. Explain why this service is necessary and the consequences of denial: Due to project delays and increase in oversight by contractor, the contract needs to be modified and increased through the end of next year. The project requires unique skills to support the successful coordination of multiple funding and design outcomes. The renovation projects at the Bayview Opera House, which was recently named on the National Register of Historic Places, must successfully meet all preservation, ADA, and federal hiring requirements. In addition, specific attention needs to be on the cultural programmatic use of the restored space. Without this centralized service there will be a lack of coordination on spending, construction time lines and outcomes and will jeopardize the successful completion of the project. The SFAC as a property owner and the multiple City agencies that are also stakeholders advocate for a single point of contact to successfully complete this critical Bayview project.

- C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This service has been approved in the past with PSC #3036-11/12.

- D. Will the contract(s) be renewed: This contract may be renewed, based on the timeline of the completion of the renovation project.

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

PSC #3036-11/12

| | | |
|-------------------------------|--|---------------------------|
| <u>Local 21</u> Union Name | <u><i>Crismon</i></u> Signature of person mailing/faxing form | <u>05/09/2012</u> Date |
|-------------------------------|--|---------------------------|

| | | |
|--------------------------------------|--|---------------------------|
| <u>SEIU Local 1021</u> Union Name | <u><i>Crismon</i></u> Signature of person mailing/faxing form | <u>05/09/2012</u> Date |
|--------------------------------------|--|---------------------------|

RFP sent to _____, on _____

| | | |
|------------|------|-----------|
| Union Name | Date | Signature |
|------------|------|-----------|

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3036-11/12
STAFF ANALYSIS/RECOMMENDATION:

*received 5/9/12
mk*

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: Experience in the coordination of multiple City, state and federal requirements for the construction of culturally based renovations and construction, coordinating multiple efforts which other City agencies (principally with Department of Public Works, MUNI, Mayor's Office of Disability, Department of Real Estate, the Redevelopment Agency), knowledge of City rules and regulations, knowledge of preservation requirements and programmatic use of a cultural facility, project management around high visibility restoration projects.
- B. Which, if any, civil service class normally performs this work? There are no classifications that possess this level and type of expertise.
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: No.

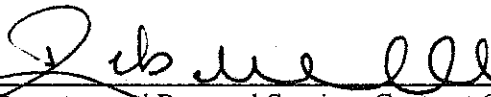
4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable: Due to the variety of skills one person must have, there is no civil service position that retains all the required qualifications.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. This contract requires highly specialized skills, for one unique cultural facility in the City.

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

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

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



Signature of Departmental Personal Services Contract Coordinator

Rebekah Krell

Print or Type Name

252-4665

Telephone Number

25 Van Ness Ave, Ste 345

San Francisco, CA 94102

Address

Ryan, Maria

From: Fiel, Cristal
Sent: Wednesday, May 09, 2012 9:44 AM
To: ed.warshauer@seiu1021.org; Brook.Demmerle@seiu1021.org;
pattie.tamura@seiu1021.org
Cc: DHR-PSCCoordinator, DHR
Subject: PSC# 3036-11/12 Modification
Attachments: PSC# 3036-1112_mod.pdf

To Whom It May Concern:

Please see the attached modification for PSC#3036-11/12 from the Arts Commission. Let me know if you should have any questions.

Regards,

Cristal Fiel
Community Arts & Education Program Associate
San Francisco Arts Commission
25 Van Ness Avenue, Suite 345
San Francisco, CA 94102
415-252-3145 (p)
415-252-2595 (f)

[web](#) | [newsletter](#) | [twitter](#) | [facebook](#) | [youtube](#) | [flickr](#)

Ryan, Maria

From: Fiel, Cristal
Sent: Wednesday, May 09, 2012 9:45 AM
To: L21PSCReview@ifpte21.org
Cc: DHR-PSCCoordinator, DHR
Subject: PSC# 3036-11/12 Modification
Attachments: PSC# 3036-1112_mod.pdf

To Whom It May Concern:

Please see the attached modification for PSC#3036-11/12 from the Arts Commission. Let me know if you should have any questions.

Regards,

Cristal Fiel

Community Arts & Education Program Associate
San Francisco Arts Commission
25 Van Ness Avenue, Suite 345
San Francisco, CA 94102
415-252-3145 (p)
415-252-2595 (f)

[web](#) | [newsletter](#) | [twitter](#) | [facebook](#) | [youtube](#) | [flickr](#)

PERSONAL SERVICES CONTRACT SUMMARY

APR 09 2012

DATE:

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

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

[] CONTINUING [] ANNUAL

TYPE OF REQUEST:

[] INITIAL REQUEST [X] MODIFICATION (PSC # 4115-07/08)

TYPE OF SERVICE: Telephone Interpreters for the Department of Public Health

FUNDING SOURCE: General Funds

Table with 2 columns: Amount and PSC DURATION. Rows include PSC Amount (\$828,000), Modification Amounts (\$248,400, \$165,600, \$550,000), and Total Amount (\$1,792,000). All PSC Durations are April 1, 2008 through December 31, 2013.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

To serve as backup to 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 other Department locations. The telephone interpreters must be skilled in phone based medical interpreting services and must be able to provide two-way, real time interpretation in a multitude of languages. This modification covers the anticipated needs of the Department through December 31, 2013. The Department has experienced an increase in the volume of telephone interpreter services due to the full implementation of Healthy San Francisco, the roll out of videoconferencing, dual handset, and Polycom phones which are used in the Health Centers and Emergency Department. The Department has hired and is in the process of hiring additional interpreters to meet the demand.

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

The service is necessary in order to provide culturally competent, quality health care in San Francisco which is both part of the Departments mission and a requirement of many of its Federal and State funding sources. Denial will seriously impact the ability of the Department to deliver such healthcare, as adequate language capability is integral to servicing San Francisco's diverse residents. In addition, The Department is exposed to significant regulatory risk if the interpreter is not available or if the interpreter is not skilled in the provision of medical based interpreting.

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

Under PSC 4115-07/08

D. Will the contract(s) be renewed? Yes, only if there is a continuing requirement by the funder.

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

APR 09 2012

[X] SEIU Local 1021 Union Name, Jacquie Hale Signature of person mailing/faxing form, Date

[] Union Name, Jacquie Hale Signature of person mailing/faxing form, Date

RFP sent to Union Name, on Date, Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4115-07/08 STAFF ANALYSIS/RECOMMENDATION:

Received 5/9/12 CWK

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The ability to interpret (2-way) conversations in real time from many different languages into English. Experience in medical and hospital based interpreting. Knowledge of common healthcare based standard operating procedures, such as the Health Insurance Portability and Accountability Act (HIPAA) patient privacy rules and regulations.

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

Current civil service positions 2586 (Health Worker II) do provide face-to-face, videoconferencing, and telephonic interpretations.

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:

Current civil service positions 2586, Health Worker II employees do provide in-person, videoconferencing, and telephonic interpretations. However, telephone based interpreters are needed to handle the overflow service requests during high traffic hours and after midnight. In addition, we do not have all the languages available through our on-site interpreters. The Interpreter services office at San Francisco General Hospital is also responsible for coordination of services to all DPH community clinics via telephone.


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

The Department has hired and is in the process of hiring additional interpreters to meet the demand. The Department eligible list had recently been exhausted, and management is actively working with Human Resources to expedite the hiring process to fill all vacancies.

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

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

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



 Signature of Departmental Personal Services Contract Coordinator

 Jacquie Hale (415) 554-2609

 Print or Type Name Telephone Number

101 Grove Street, Room 307

 San Francisco, CA 94102

 Address

Robert
Longhitano/DPH/SFGOV
04/09/2012 02:47 PM

To ed.warshauer@seiu1021.org, pattie.tamura@seiu1021.org,
brook.demmerle@seiu1021.org
cc Jacquie Hale/DPH/SFGOV@SFGOV
bcc
Subject PSC Request

**TO: Pattie Tamura, 1021
Ed Warshauer, 1021
Brook Demmerle, 1021**

FROM: Jacquie Hale, Director of Contract Management and Compliance

DATE: April 9, 2012

SUBJECT: Notice of PSC Request

Attached is the following personal services contract summary, which we will also submit to the Department of Human Resources for review and approval on May 9, 2012 for the CSC meeting scheduled for June 4, 2012:

1. As-needed Telephone Interpreters


PSC Request Telephone Interpreters DPH.pdf



Edwin M. Lee
Mayor

Barbara A. Garcia, MPA
Director of Health

MEMORANDUM

DATE: 8/5/2011
TO: DHR PSC Coordinator
Department of Human Resources (Dept. 33)
FROM: Jacquie Hale, PSC Coordinator
Department of Public Health (Dept. #81/82) *JH*
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4115-07/08 Approval Date: 3/17/2008

Description of Service(s): Telephone Interpreters for the Department of Public Health

| | | | |
|--------------------------------------|--------------------|---|------------------------------|
| Original Approved Amount: | <u>\$828,000</u> | Original Approved Duration: | <u>4/1/2008 – 12/31/2013</u> |
| 1 st Modification Amount: | <u>\$248,400</u> | 1 st Modification of Duration: | <u>Unchanged</u> |
| 2 nd Modification Amount: | <u>\$165,600</u> | 2 nd Modification of Duration: | <u>Unchanged</u> |
| Total Amount as Modified: | <u>\$1,242,000</u> | Total Duration as Modified: | <u>4/1/2008 – 12/31/2013</u> |

Reason for the modification:

This 2nd administrative revision is to account for the increase in usage of telephone interpreters for the Department of Public Health. The increase in usage is the result in an increase of demand for these services as the Department has expanded the use of telephone interpreters in all the health centers, emergency department, and Healthy San Francisco via the use of video, dual handset phones, and polycom speakers. The Department is in the process of hiring additional interpreters to meet the increased demand. Further increases in excess of 50% of the original amount, if necessary will be calendared to the CSC commission.

Attachment: Copy of Approved PSC Summary

(DPH Reference: CMS #6598. Pacific Interpreters, Inc. Telephone Interpreting for DPH)

.....
FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 8/9/11

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



Gavin Newsom
Mayor

Mitchell H. Katz, MD
Director of Health

MEMORANDUM

DATE: 9/3/2010

TO: PSC Coordinator
Department of Human Resources (Dept. 33)

FROM: Jacquie Hale, PSC Coordinator
Department of Public Health (Dept. #81/82) *JH*

RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4115-07/08 Approval Date: 3/17/2008

Description of Service(s): Telephone Interpreters for the Department of Public Health

Original Approved Amount: \$828,000 Original Approved Duration: 4/1/2008 – 12/31/2013

Modification Amount: \$248,400 Modification of Duration: Unchanged

Total Amount as Modified: \$1,076,400 Total Duration as Modified: 4/1/2008 – 12/31/2013

Reason for the modification:

The Department has experienced an increase in the usage of telephone interpreting services at the primary care clinics. The increase is due to the change in the patient demographics which is a variable that constantly changes and not within the control of the Department. The change in demographics has required additional interpreting services, in order to provide ongoing patient care that complies with patient privacy rules.

Attachment: Copy of Approved PSC Summary

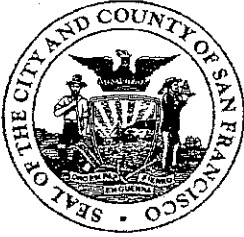
(DPH Reference: CMS #6598, Pacific Interpreters, Inc., Telephone Interpreting for DPH)

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 9/14/10

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



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

March 20, 2008

NOTICE OF CIVIL SERVICE COMMISSION ACTION

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4109-07/08
THROUGH 4116-07/08; 1009-06/07 AND 4085-07/08.**

At its meeting of **March 17, 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: Parveen Boparai, Municipal Transportation Agency
Rachel Buerkle, Department of the Environment
Micki Callahan, Human Resources Director
Connie Chang, Public Utilities Commission
Robin Courtney, Health Services System
Nancy Gonchar, Arts Commission
Jacquie Hale, Department of Public Health
Ed Harrington, Controller
Mikhael Hart, Planning Department
Jennifer Johnston, Department of Human Resources
Naomi Kelly, Office of Contract Administration
Artina Lim, Department of Children, Youth & Their Families
Jonathan Nelly, Department of Human Resources
Commission File
Chron

POSTING FOR
March 17, 2008

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

| PSC No. | DeptNo | DeptName | Approval Type | Contract Amount | Description of work | Duration |
|------------|--------|--|---------------|-----------------|--|-----------|
| 4109-07/08 | 22 | Environment | Regular | \$1,500,000.00 | Will provide professional technical assistance for program development and implementation of the Toxics Reduction and Zero Waste programs. | 30-Jun-14 |
| 4110-07/08 | 23 | Department of Children, Youth & Their Families | Regular | \$687,500.00 | Will provide production and distribution of unitized meals to the children and youth enrolled in the 2008 Mayor's Summer Food Service Program. | 15-Aug-08 |
| 4111-07/08 | 28 | Arts Commission | Regular | \$4,000,000.00 | Will provide contracts for multiple artists to design, fabricate, transport and install artworks at SF International Airport as part of the capital projects at the Airport, including the renovation of Terminal 2, and the construction of the Terminal 3. | 31-Jul-13 |
| 4112-07/08 | 29 | Planning Department | Regular | \$130,000.00 | Will perform a detailed analysis of pedestrian spaces in two SF neighborhoods: Fisherman's Wharf and the Mission. The work will primarily entail a detailed analysis of the existing built environment and public life conditions. | 31-Dec-09 |
| 4113-07/08 | 35 | Municipal Transportation Agency (MTA) | Regular | \$1,200,000.00 | Will implement the AB101 mandate that enforces parking violations in specified transit only traffic lanes through the use of video image evidence. | 01-Jan-12 |
| 4114-07/08 | 35 | Municipal Transportation Agency (MTA) | Regular | \$5,000,000.00 | Will provide transit service related to the San Francisco Municipal Transportation Agency's (SFMTA's) implementation phase of the Transit Effectiveness Project (TEP). | 01-Mar-10 |
| 4115-07/08 | 81 | Department of Public Health | Regular | \$828,000.00 | 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 other Department locations. | 31-Dec-13 |
| 4116-07/08 | 81 | Department of Public Health | Regular | \$0.00 | 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). | 30-Jun-14 |

POSTING FOR
March 17, 2008

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

| PSC No. | DeptNo | DeptName | Approval Type | Increase Amount | New Amount | Description of work | Duration |
|------------|--------|---|---------------|-----------------|----------------|---|-----------|
| 1009-06/07 | 66 | Health Services System | Annual | \$250,000.00 | \$672,055.00 | 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. | 30-Jun-09 |
| 4085-07/08 | 40 | San Francisco Public Utilities Commission | Regular | \$1,100,000.00 | \$2,000,000.00 | Will provide as needed reference laboratory testing of drinking water, wastewater, groundwater, soils, sediments, solids, hazardous waste, and biota (tissues). | 30-Jun-12 |

6168

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 4, 2008

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

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

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

TYPE OF SERVICE: Telephone Interpreters for the Department of Public Health

FUNDING SOURCE: General Funds

PSC AMOUNT: \$828,000 (\$144,000 per year) PSC DURATION: April 1, 2008 through December 31, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

To 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 other Department locations. The telephone interpreters must be skilled in phone based medical interpreting services and must be able to provide 2-way, real time interpretation in a multitude of languages.

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

The service is necessary in order to provide culturally competent, quality health care in San Francisco. Denial will seriously impact the ability of the Department to deliver such healthcare. In addition, The Department is exposed to significant regulatory risk if the interpreter is not available or if the interpreter is not skilled in the provision of medical based interpreting

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 Department of Information and Telecommunication (DTIS) provided this service for City Departments in the past under PSC approval # 4005-07/08 and the notice of action is attached. In late 2007, DTIS transferred the services to the Office of Language Services, which established a two-year pilot program with a new vendor. In early 2008, after using the pilot program, San Francisco General Hospital (SFGH) has determined that the current provider is not proficient in medical interpreting services. As such, The Department must issue its own contract and an RFP (within a 12 month period) for future services.

D. Will the contract(s) be renewed? Yes, only if there is a continuing requirement by the funder.

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

Form with fields for Union Name, Signature of person mailing/faxing form, Date, and RFP sent to.

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The ability to interpret (2-way) conversations in real time from many different languages into English. Experience in medical and hospital based interpreting. Knowledge of common healthcare based standard operating procedures, such as the Health Insurance Portability and Accountability Act (HIPAA) patient privacy rules and regulations.

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

Current civil service positions 2586 (Health Worker II) do provide face-to-face interpretations.

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:

Current civil service positions 2586, Health Worker II do provide face-to-face interpretations. However, telephone based interpreters are needed because the large volume of language requests exceeds our ability to respond to them. In addition, we do not have all the languages available through our on-site interpreters. Interpreter Services at San Francisco General Hospital is also responsible to coordinate services to all of the DPH community clinics via telephone.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
See answer to 4A above.

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

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

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

Jacquie Hale

Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale

Print or Type Name

(415) 554-2609

Telephone Number

101 Grove Street, Room 307

San Francisco, CA 94102

Address