



Edwin M. Lee  
Mayor

Micki Callahan  
Human Resources Director

Date: October 1, 2012  
 To: The Honorable Civil Service Commission  
 Through: Micki Callahan  
 Human Resources Director *MC*  
 From: Cynthia Avakian, AIR  
 Jacquie Hale, DPH  
 William Lee, DEM  
 Merrick Pascual, ECN  
 Shawn Wallace, POL

**Subject: Personal Services Contracts Approval Request**

This report contains ten (10) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on July 1, 1996.

The services proposed by these contracts have been reviewed by Department of Human Resources (DHR) staff to evaluate whether the requesting departments have complied with City policy and procedures regarding PSCs. The proposed PSCs have been posted on the DHR website for seven (7) calendar days. CSC procedures for processing PSCs require that any appeal of these contracts be filed in the office of the CSC, Executive Officer during the posting period.

No timely appeals have been filed regarding the PSCs contained in this report. These proposed PSCs are being submitted to the CSC for ratification/approval.

DHR has prepared the following cost summary for personal services contracts that have been processed through the Department of Human Resources to date:

Total of this Report	YTD Expedited Approvals FY 2012-2013	Total for FY 2012-2013
\$10,000,000	\$402,380	\$253,422,544

**POSTING FOR**

10/1/2012

**PROPOSED PERSONAL SERVICES CONTRACTS - Regular**

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4027-12/13	27	Airport Commission	Regular	\$3,000,000	This request is for the services of a design-build contractor with specialty design experience at airports to provide the design and construction for the Plot 2 Employee Parking Lot ("Project"). The Design-Build contractor will perform the design and construction of a new parking lot with the Airport's existing parking control system including site drainage and lighting improvements.	10/1/2012 - 4/1/2013
4028-12/13	77	Emergency Management	Regular	\$500,000	Contractor will develop the Resilient San Francisco Strategic Plan by conducting an inventory, identify opportunities for future resilience, create an integrated work plan, establish measurement tools & aid in the facilitation advancement of resilience in San Francisco.	9/1/2012 - 8/31/2014
4030-12/13	77	Emergency Management	Regular	\$500,000	The chosen consultant(s) will research, develop & implement an updated community engagement strategy & tactics for the Department of Emergency Management. This strategy will focus on collateral, digital & interactive components designed to be multi-generational & multi-cultural in nature. The focus of the messaging will be preparedness & resilience related.	9/1/2012 - 8/31/2014
4031-12/13	81	Public Health	Regular	\$300,000	The contractor(s) will assess the Department's primary care services system to identify the components needed to ensure Patient Centered Medical Homes (PCMH) are fully implemented in readiness for the advent of federal health care reform, identifying gaps & working with the Department to develop timely solutions.	10/1/2012 - 9/30/2015
4032-12/13	81	Public Health	Regular	\$400,000	The contractor(s) will assess the readiness of the Department to participate in an expanded managed care environment & to facilitate the creation of a managed care infrastructure for the Department.	10/1/2012 - 9/30/2015
4033-12/13	82	Public Health	Regular	\$600,000	The contractor(s) will assist DPH in implementation of the Integrated Delivery System Project (IDS) by managing the organizational changes necessary as preparation health care reform. The IDS project is DPH's approach to develop a comprehensive system of care that is clinically & financially accountable to provide coordinated health services to the diverse & vulnerable individuals it serves & to improve the health of our communities. It represents a broad change in health care organizational culture which requires strong change management & communication processes to ensure that ISD goals & objectives are well communicated to & accepted by staff, patients, contractors, policy makers & other stakeholders.	10/1/2012 - 9/30/2015

POSTING FOR

10/1/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4034-12/13	81	Public Health	Regular	\$900,000	The requested services from the contractor(s) are: (1) to perform an assessment & develop solutions to increase the financial & programmatic sustainability of the San Francisco Department of Public Health hospitals & clinics; and (2) to assist DPH in creating a new operations plan for the rebuilt San Francisco General Hospital.	10/1/2012 - 9/30/2015

Total Amount - Regular: \$6,200,000

**POSTING FOR**

10/1/2012

**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
3013-11/12	21	Business, Economic Development	Regular	\$100,000	\$149,900	The consultant will increase capacity with OEWD grantees who operate the City's One Stop Career Link Centers. Contractor's work will be focused on sector-based training research, including sectors in demand and performance of training providers currently on the State's Eligible Training Provider listing. Consultants will conduct technical assistance and training with One-Stop staff, Sector Academy Staff, and and/or OEWD staff on research, best practices, high performing training providers, and growth industries/ sectors to ensure that all parties can assist Workforce Investment Act program participants to make informed choices about training options. The consultant will assist in overseeing the implementation of any program or operational changes and may also facilitate partnerships.	8/24/2011 - 12/31/2013
4164-09/10	38	Police	Regular	\$2,800,000	\$4,300,000	The control substance testing consists of, but is not limited to, maintaining a chain-of-custody, weighing or measuring, testing, analysis, documenting, completing reports of controlled substances. The work includes interaction with investigators, the District Attorney's Office & offering expert court testimony. Testing is performed through chemical & scientific process within ASCLAD standards.	11/1/2010 - 2/28/2017
4165-09/10	38	Police	Regular	\$900,000	\$2,900,000	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 stains 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.	11/1/2010 - 9/30/2013
<b>Sum of Modified Amounts:</b>				<b>\$3,800,000</b>			

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

Jacque Hale  
Department of Public Health  
101 Groove Street, Rm 307  
San Francisco, CA 94102

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

Merrick Pascual  
Mayor's Office of Economic & Workforce Dev.  
1 South Van Ness, 5<sup>th</sup> Floor  
San Francisco, CA 94102

Shawn Wallace  
San Francisco Police Department  
850 Bryant Street, #575  
San Francisco, CA 94104

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 1, 2012

DEPARTMENT NAME: AIRPORT COMMISSION DEPARTMENT NUMBER: 27

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

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

TYPE OF SERVICE: Design-Build Services for the Plot 2 Employee Parking Lot

FUNDING SOURCE: Airport Capital Funds

PSC AMOUNT: \$3,000,000 PSC DURATION: 10/1/2012 to 4/1/2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work: This request is for the services of a design-build contractor with specialty design experience at airports to provide the design and construction for the Plot 2 Employee Parking Lot ("Project").

B. Explain why this service is necessary and the consequences of denial: The Airport is experiencing an increase in parking demand during the peak travel seasons, which it is unable to be met by the current capacity of the Long-Term Parking Garage at Lot DD and Mixed Use Parking Lot at Lot D.

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? If there continues to be a need for such services at SFO.

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

IFPTE, Local 21 Union Name Signature of person mailing/faxing form August 1, 2012 Date

RFP sent to: IFPTE, Local 21 on September 4, 2012 Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4027-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved W 9/13/2012

CIVIL SERVICE COMMISSION ACTION:

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

**A. Specify required skills and/or expertise:** Design-Build experience with ability to mobilize design and construction resources quickly, airport design standards, airport parking operations and security, and fast paced and coordinated construction experience are essential for this project to meet the projected completion date. A design-build contractor must provide engineering and construction skills with specific expertise in parking lot design and construction, bus maneuvering and staging, parking control equipment and processes, civil and electrical design, specialized airport operating systems, airport security systems and monitoring, schedule development and analysis, project controls, regulatory compliance, and all other Airport unique commissioning and project controls are required. These skills will ensure the timely development and accurate construction of the Plot 2 Employee Parking Lot project and ensure the Airport's needs are met.

**B. Which, if any, civil service class normally performs this work?** Engineering (5201-5241) classes exist but due to current work and the phasing of high priority projects (such as the Runway Safety Area program) their expertise cannot be utilized for this project as the project's expedited completion schedule would not be met. City Project Managers with the appropriate expertise in managing Airport asset development and construction including special systems at the Airport will supervise the contracted work.

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

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

**A. Explain why civil service classes are not applicable:** Though the existing engineering classifications do have the required expertise and specialized skills related to parking lot design and construction, their current work on high profile projects (such as the Runway Safety Area) cannot be utilized and still meet the project's completion schedule. The Airport will use experienced Airport project and construction management staff integrated with the consultant staff to provide the required services. The Airport estimates that up to 10% of the administrative work on the various projects, including project management, construction management, IT support, landside/airfield operations, maintenance and Airport engineering/architectural, will be performed by current Airport staff. On the job exposure to project related tasks, software and processes will provide City staff the experience that will provide them with valuable knowledge and will benefit them in future projects.

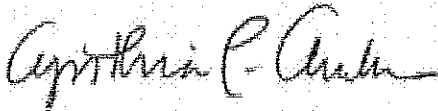
**B. Would it be practical to adopt a new civil service class to perform this work? Explain.** As stated above, classifications exist but cannot be utilized due to the expedited completion schedule of the project. The project will be completed within 6-8 weeks time as does not justify the addition of permanent staffing, with the exception of project management staff.



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 (e.g., 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? No, however, the Airport Commission has approved Resolution # 12-0160 for this work.                     | <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? An RFQ and RFP is being conducted the results of that process are not known at this time. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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



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

Cynthia P. Avakian  
Print or Type Name

(650) 821-2014  
Telephone Number

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

**From:** Cynthia Avakian  
**Sent:** Tuesday, September 04, 2012 11:57 PM  
**To:** [lwong@ifpte21.org](mailto:lwong@ifpte21.org); L21PSC Review <[L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)> ([L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org))  
**Cc:** 'Ging Louie'; Joe Brenner; Greg McCarthy; Geri Rayca; Lisa Randall  
**Subject:** FW: Dept 27 SFO - DRAFT PCS Form 1 - DB Services for Plot 2 Employee Parking Lot

Larry,

The RFP has been posted at: <http://mission.sfgov.org/OCABidPublication/BidDetail.aspx?K=5880>.

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

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

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**From:** Cynthia Avakian.  
**Sent:** Tuesday, August 07, 2012 3:01 PM  
**To:** L21PSC Review <[L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)> ([L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)); [lwong@ifpte21.org](mailto:lwong@ifpte21.org)  
**Cc:** Ging Louie ([glouie@ifpte21.org](mailto:glouie@ifpte21.org)); Joe Brenner; Greg McCarthy; Geri Rayca; Lisa Randall  
**Subject:** Dept 27 SFO - DRAFT PCS Form 1 - DB Services for Plot 2 Employee Parking Lot

All,

Attached is the DRAFT PSC for Design-Build Services for the Plot 2 Employee Parking Lot Project.

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

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

## Cynthia Avakian

---

**From:** Greg McCarthy  
**Sent:** Wednesday, August 01, 2012 4:48 PM  
**To:** Kathryn How; Susan Yee; Albert J Ko; Tara Lamont; Mark Dorian; Patrick Rivera; Fuad Sweiss; Ed Byrne; Ricardo Olea; Al Herce  
**Cc:** Geoff Neumayr; Cynthia Avakian; 'L21PSCReview@ifpte21.org'; Lisa Randall; Geri Rayca  
**Subject:** SFO-Notice of Intent: Design Build Services for the Plot 2 Employee Parking Lot Project (RFQ/RFP No. 9242.A)  
**Attachments:** 9242.A SFO-NOI July 31 2012.pdf

Date: August 1, 2012

From: San Francisco International Airport

Subject: **NOTICE OF INTENT FOR: Request for Qualifications and Proposals (RFQ/RFP) No. 9242.A Design Build Services for the Plot 2 Employee Parking Lot project.**

Requested response date is close of business day: **August 9, 2012**

The San Francisco International Airport, Design and Construction Division proposes to contract for Design Build services for the Plot 2 Employee Parking Lot Project as indicated in the attached file.

If your department is interested in providing these services please fill out the attached form as indicated and send back via email for further discussions. If the Airport has not received a response from your organization by **Thursday, August 9, 2012**, it shall be assumed that your staff is not available to perform these services within the noted specified time frame and the Airport will execute a contract service order for completion of these services.

All questions regarding details related to this request should be sent to: Geoff Neumayr [Geoff.Neumayr@flysfo.com] or Greg McCarthy [Greg.McCarthy@flysfo.com]

If you have received this message in error, are not the appropriate party to respond or believe a name or names to be absent from the outreach list, please respond to this message and provide any information necessary to correct the error.

Thank you for your prompt response.

Greg McCarthy, P.E.  
Design & Construction  
San Francisco International Airport  
(650) 821-5304



San Francisco International Airport

NOTICE OF INTENT

DATE: August 1, 2012
TO: Public Utilities Commission, Department of Public Works, Port of San Francisco, San Francisco Municipal Transportation Agency
SUBJECT: NOTICE OF INTENT FOR: Request for Qualifications and Proposals (RFQ/RFP) No. 9242.A Design Build Services for the Plot 2 Employee Parking Lot Project at San Francisco International Airport

REQUESTED RESPONSE DATE IS CLOSE OF BUSINESS DAY: August 9, 2012

The San Francisco International Airport, Design and Construction Division is seeking professional and/or construction services for: Design Build Services for the Plot 2 Employee Parking Lot Project as listed below. If your Department is interested please fill out one of the boxes below, sign, date and send back this form via email. If the Airport has not received a response from your organization by August 9, 2012 it shall be assumed that your staff is not available to perform these services and the Airport will execute a contract service order for completion of these services.

Estimated duration of D/B contract: October 2012 - March 2013

Summary of Scope of Work:

The Airport is experiencing an increase in parking demand during the peak travel seasons, which it is unable to be met by the current capacity of its current public parking lots. To meet the demand for on-airport parking, the Airport will utilize the currently empty Plot 2 to construct a new parking lot dedicated for employee parking and integrate the Airport's parking management control system. This new parking lot will free parking spaces in the Mixed Use Parking Lot D for long-term parking use. This project will meet the immediate projected needs for employee parking spaces at the Airport this coming Holiday season.

Scope of services include: parking lot design; integration of Airport parking control system, site work, Plumbing, Power, Telecommunication, Lighting; Bus shelter information display systems; new CCTV systems, testing and commissioning.

Airport staff has prepared 90% of design required forming bridging documents to be included in the RFP. The design build services being sought is limited to any minor design changes for completion of documents for review and approval. The design services being performed by the design build contractor allows for the needed schedule efficiencies

This project has a targeted beneficial use (ability to safely park cars 24/7) completion date of November 15, 2012.

AIRPORT COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE MAYOR LARRY MAZZOLA PRESIDENT LINDA S. CRAYTON VICE PRESIDENT ELEANOR JOHNS RICHARD J. EUGENHINE PETER A. STERN JOHN L. MARTIN AIRPORT DIRECTOR

SFO, DESIGN AND CONSTRUCTION DIVISION  
NOTICE OF INTENT

RFQ/RFI No. 9242.A, Design Build Services for the Plot 2 Employee Parking Lot Project

Please provide the information check one of the boxes below, sign, date and email back by due date.

Our Department is interested.

If your department is interested in providing these services the Project Manager for this RFP will contact you for further discussions.

Our Department is not interested or available to perform these services.

NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

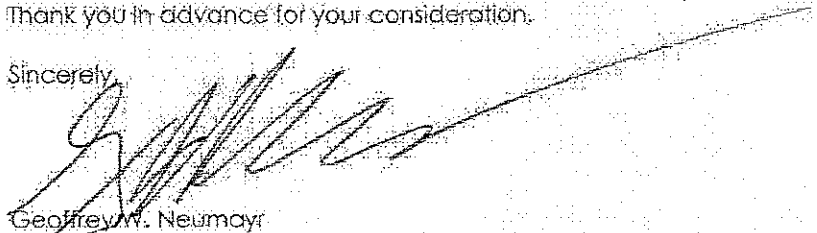
SIGNATURE: \_\_\_\_\_

Date: \_\_\_\_\_

Questions regarding this request should be sent via email to:  
Geoff Neumayr at [Geoff.Neumayr@flysfo.com](mailto:Geoff.Neumayr@flysfo.com) or Greg McCarthy at [Greg.McCarthy@flysfo.com](mailto:Greg.McCarthy@flysfo.com)

Thank you in advance for your consideration.

Sincerely,

  
Geoffrey W. Neumayr  
Associate Deputy Director  
Design and Construction Division  
San Francisco International Airport

cc: Cynthia Avakian

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 12 0160

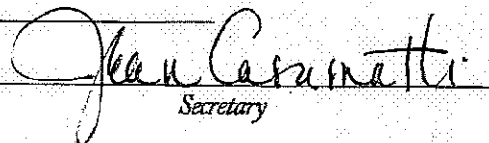
**AUTHORIZATION TO ISSUE A REQUEST FOR QUALIFICATIONS/REQUEST FOR PROPOSAL FOR DESIGN-BUILD SERVICES FOR CONTRACT 9242.A, PLOT 2 EMPLOYEE PARKING LOT**

- WHEREAS, Staff has determined that the existing capacity of the Long-Term Parking Garage at Lot DD and Mixed Use Parking Lot at Lot D is unable to meet the increase in parking demand during the peak travel seasons; and
- WHEREAS, to satisfy the near-term demand for on-airport parking, Airport staff recommends utilizing the currently empty Plot 2 (former Hilton Site) to construct a new parking lot dedicated for employee parking; and
- WHEREAS, the proposed new parking lot would allow for the reallocation of parking spaces in the Mixed Use Parking Lot D for long-term parking use; and
- WHEREAS, the proposed parking lot project was subject to environmental review pursuant to the California Environmental Quality Act (CEQA) and was granted a categorical exemption from the Department of City Planning; and
- WHEREAS, Staff recommends a design-build approach and that contractor's qualifications be considered as part of the selection process as allowed under Section 6.61 (E) of the Administrative Code as it involves work integrating the proposed parking lot into the Airport's existing parking control systems and operations and the need for schedule efficiencies geared to an operational parking lot for the upcoming peak holiday season; and
- WHEREAS, it is in the public's best interest that qualifications be considered in the procurement process; and
- WHEREAS, Staff will prequalify firms based on a minimum qualifications application established in the RFQ; and
- WHEREAS, based on the results of the cost evaluation, including the application of an LBE rating bonus, if any, Staff will rank the firms, negotiate with the highest-ranked proposer, and, upon successfully negotiating a contract, return to the Commission with a recommendation to award a contract to the highest ranked design-build firm; and
- WHEREAS, the total estimated cost of Contract 9242.A is in the amount of \$2.7M, to be funded through the Airport's Capital Improvement Program; and
- WHEREAS, the duration of the proposed contract is 6 months; now, therefore be it
- RESOLVED, that the Commission approves the proposed resolution authorizing the Director to issue a Request for Qualifications and Request for Proposal for Contract No. 9242.A, Design-Build Services for Plot 2 Employee Parking Lot.

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

**JUL 17 2012**

*at its meeting of* \_\_\_\_\_

  
Secretary

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 9, 2012

DEPARTMENT NAME: Department of Emergency Management DEPARTMENT NUMBER 77

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

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

TYPE OF SERVICE: Consulting Services for Strategic Planning & Implementation

FUNDING SOURCE: 2011 Urban Area Security Initiative

PSC AMOUNT: \$ 500,000.00 PSC DURATION: 09/01/2012 - 08/31/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

*Contractor will develop the Resilient San Francisco Strategic Plan by conducting an inventory, identify opportunities for future resilience, create an integrated work plan, establish measurement tools and aid in the facilitation advancement of resilience in San Francisco.*

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

*The Resilient San Francisco initiative in its current iteration needs further strategic guidance, plan integration and measurement to ensure long-term success. The Department is prepared to manage this initiative, but cannot create efficient growth without contract support. Grant restrictions prevent the department from using any additional personnel toward this project. A contractor will be hired to create the deliverables. Upon completion, existing department personnel will maintain the end products.*

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):

N/A

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):

Local 21 Patrick Leung 6/4/2012  
Union Name Signature of person mailing/faxing form Date

\_\_\_\_\_  
Union Name Signature of person mailing/faxing form Date

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

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4028-12/13  
STAFF ANALYSIS/RECOMMENDATION: Approved W 9/13/2012

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The skills required include: database building, technical writing, academic research, report writing/compilation, program evaluation, program development and excellent verbal and written communications.

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

1823 Senior Administrative Analyst  
1053 IS Business Analyst

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

No

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The Homeland Security Grant Program is being used to fund this project. Conditions of the grant include a personnel cap limit, which has already been reached. No additional grant funds can be used toward personnel costs. Contractor costs for specific projects are excluded from the personnel cap limitation and provide the only avenue to complete the project.

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

No, this is a temporary strategic planning process. The program management is currently managed by a civil service class.

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

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

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

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

*William Lee*

Signature of Departmental Personal Services Contract Coordinator

WILLIAM LEE

415-552-3886

Print or Type Name

Telephone Number

1011 EVANS ST.

SF CA 94102

Address

009a



**Leung, Patrick**

---

From: Leung, Patrick  
Sent: Monday, June 04, 2012 11:04 AM  
To: 'L21PSCReview@ifate21.org'  
Subject: PSC submission notification  
Attachments: DC1928 - ResilientSF CSCRequest.doc; DC1928 - Rebrand CSCRequest.doc

Please find attached, two PSC submissions for your review. Please contact me if you have any questions.

Sincerely,

Patrick Leung  
Department of Emergency Management  
30 Van Ness Avenue, Suite 3300  
San Francisco, CA 94102  
[patrick.n.leung@sfgov.org](mailto:patrick.n.leung@sfgov.org)  
415-487-5024 (Work)  
415-517-5092 (Cell)



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Experience writing long-term branding/messaging strategy from established core messaging, graphic design, branding and marketing experience which assist in the generation a memorable and culturally competent emergency preparedness message. Design and implement a booth/exhibition experience aids in the teaching of preparedness.

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

1312 Public Information Officer  
1314 Public Relations Officer

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

No

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The Homeland Security Grant Program is being used to fund this project. Conditions of the grant include a personnel cap limit, which has already been reached. No additional grant funds can be used toward personnel costs. Contractor costs for specific projects are excluded from the personnel cap limitation and provide the only avenue to complete the project.

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

No, this is a temporary project designed to create a long-term marketing and branding component for the Department of Emergency Management.

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

*William Lutz*

Signature of Departmental Personal Services Contract Coordinator

WILLIAM LUTZ

415-558-3866

Print or Type Name

Telephone Number

1011 TWIN ST.  
SF, CA 94102

Address

**Leung, Patrick**

---

**From:** Leung, Patrick  
**Sent:** Monday, June 04, 2012 11:04 AM  
**To:** 'L21PSCReview@jplie21.org'  
**Subject:** PSC submission notification  
**Attachments:** DC1928 - ResilientSF CSCRequest.doc; DC1928 - Rebrand CSCRequest.doc

Please find attached, two PSC submissions for your review. Please contact me if you have any questions.

Sincerely,

Patrick Leung  
Department of Emergency Management  
30 Van Ness Avenue, Suite 3300  
San Francisco, CA 94102  
patrick.leung@sfgov.org  
415-487-5024 (Work)  
415-517-5092 (Cell)

JUL 23 2012 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: Health care reform readiness: assessment and transition of DPH primary care system to a Patient Centered Medical Homes (PCMH) model of care

FUNDING SOURCE: General Fund (Prop. C) and Federal/State/Private grant(s)

PSC AMOUNT: \$300,000 (for 3 years) PSC DURATION: 10/1/2012 - 9/30/2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The contractor(s) will assess the Department's primary care services system to identify the components needed to ensure Patient Centered Medical Homes (PCMH) are fully implemented in readiness for the advent of federal health care reform, identifying gaps and working with the Department to develop timely solutions.

B. Explain why this service is necessary and the consequences of denial: The service is necessary in order for the Department to achieve many of the clinical and financial benefits of PCMH, including improved quality of care, improved patient experiences and reduced health system costs. Such benefits are integral to ensuring that quality care is accessible for San Francisco residents in innovative programs such as Healthy San Francisco, and are critical at this time, given the increased demand for primary care services due to healthcare reform. Full implementation of PCMH is crucial to the Departments ability to deliver quality and effective health services to San Francisco residents.

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: Only if there is a needed and continued funding.

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. Includes entries for IFPTE Local 21 and Jacquie Hale, dated JUL 23 2012.

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE
PSC# 4031-12/13
STAFF ANALYSIS/RECOMMENDATION: Approved W 9/13/2012
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The consultant should have expertise in primary care service assessment (provider capacity, patient flow, clinic efficiency, payer mix), gap analysis, program implementation, primary care clinic management and administration, and project management (work plan development and implementation). The consultant should be well-versed in primary care medical homes – concept, approach, models and outcomes.

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

1824 Principal Administrative Analyst, 1825 Principal Administrative Analyst II

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil services classes are not applicable because the project is for a limited term and the subject matter is highly specialized. In addition, the contractor(s) must have access to up-to-date information in regards to Patient Centered Medical Homes (PCMH) topic and have on staff or access to a multi discipline team to complete the requested services.

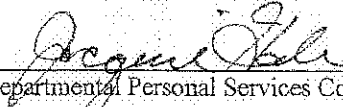
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

Not at this time. The work is project-specific and limited in term. Funding is also project-specific and the Department does not anticipate continuing funding in the future. The contractor(s) will work with City staff to complete the project, which will provide opportunities for knowledge transfer. The outcome of the project is expected to assist the Department in creating a managed care infrastructure staffed by City employees.

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

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

Jacquie Hale  
\_\_\_\_\_  
Print or Type Name

554-2609  
\_\_\_\_\_  
Telephone Number

101 Grove St. Rm. 307  
\_\_\_\_\_  
San Francisco, CA 94102  
\_\_\_\_\_  
Address

Robert  
Longhitano/DPH/SFGOV  
07/23/2012 09:42 AM

To: sjenkins@ifpte21.org, L21PSCReview@ifpte21.org,  
rebecca@sfmea.com  
cc: Tangerine Brigham/DPH/SFGOV@SFGOV, Jacquie  
Hale/DPH/SFGOV@SFGOV, Kristian  
Lau/DPH/SFGOV@SFGOV, Anne  
bcc:

Subject: PSC Request

**TO:** Sharon Jenkins, IFPTE, Local 21 (via Email Only)  
**TO:** Local 21pscreview (via Email Only)  
**TO:** Rebecca Rhine, MEA (via Email Only)  
**FROM:** Jacquie Hale, Director of Contract Management and Compliance  
**DATE:** July 23, 2012

**SUBJECT:** Union Notification of PSC Summary to DHR

Attached are the following personal services contract summaries, which will be submitted to the Department of Human Resources for Civil Service Commission review and approval for the meeting of October 1, 2012.

1. Health care reform readiness: Integrated Delivery System Project Change Management (Local 21)
2. Health care reform readiness: Assessment and transition of DPH primary care system to a Patient Centered Medical Homes (PCMH) model of care (Local 21)
3. Health care reform readiness: Financial sustainability assessment and San Francisco General Hospital rebuild operational analysis and planning (Local 21, MEA)

The PDF File for the items listed above are attached to this email.

    
PSC 1 IDS Project DPH.pdf PSC 1 Financial Project DPH.pdf PSC 1 PCMH Project DPH.pdf

JUL 23 2012 PERSONAL SERVICES CONTRACT SUMMARY

DATE: \_\_\_\_\_

DEPARTMENT NAME: Public Health

DEPARTMENT NUMBER 81

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

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

TYPE OF SERVICE: Health care reform readiness/assessment and evaluation of DPH managed care infrastructure

FUNDING SOURCE: General Fund (Prop. C) and Federal/State/Private grant(s)

PSC AMOUNT: \$400,000 (for 3 years) PSC DURATION: October 1, 2012 through September 30, 2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

*The contractor(s) will assess the readiness of the Department to participate in an expanded managed care environment and to facilitate the creation of a managed care infrastructure for the Department.*

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

*As a result of both federal and State health care reform efforts, a significant number of previously uninsured people will be insured under Medi-Cal or the California Health Benefits Exchange. All of those enrolled in Medi-Cal will be provided health insurance through mandatory enrollment in a managed care health plan and the majority, if not all individuals in the California Health Benefits Exchange will receive their health insurance through managed care entities. The Department currently is not well positioned to retain patients who, if converted to health insurance will have a choice to go to other systems as the Department lacks infrastructure and orientation to compete effectively in a managed care environment. Loss of these patients may impact future revenue for the Department and will also impact the effectiveness and quality of the services provide to the remaining patients of the Department.*

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

*This is a new project for the Department.*

D. Will the contract(s) be renewed: *Only if there is a continued need.*

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

<u>MEA</u>	<u>Jacque Hale</u>	<u>JUL 23 2012</u>
Union Name	Signature of person mailing/faxing form	Date
_____	_____	_____
Union Name	Signature of person mailing/faxing form	Date
_____	_____	_____
RFP sent to _____, on _____	_____	_____
Union Name	Date	Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4032-12/13  
STAFF ANALYSIS/RECOMMENDATION: *Approved LW 9/13/2012*

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*Specific managed care consulting is needed to develop the Department's managed care infrastructure in such areas as utilization management, managed care risk sharing contracting, provider network branding, quality improvement initiatives and managed care data analytics. The consultant must have worked in mid- to large sized health care organizations developing, monitoring or making program adjustments in managed care systems.*

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

*0941 Manager VI, 0942 Manager VII, 0943 Manager VIII*

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

*No.*

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

*Civil Service classes are not applicable because the project is for a limited term and the subject matter is highly specialized. In addition, the contractor(s) must have access to up to date information in regards to the currently evolving managed care environment and have on staff or access to a multi-discipline team to complete the requested services.*

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

*Not at this time. The work is project-specific and limited in term. Funding is also project-specific and the Department does not anticipate continuing funding in the future. The contractor(s) will work with City staff to complete the project, which will provide opportunities for knowledge transfer. The outcome of the project is expected to assist the Department in creating a managed care infrastructure staffed by City employees.*

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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


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

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

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

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

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

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

\_\_\_\_\_  
**101 Grove St. Rm. 307**  
**San Francisco, CA 94102**  
 \_\_\_\_\_  
 Address

0017a

Robert  
Longhitano/DPH/SFGOV  
07/23/2012 09:42 AM

To rebecca@sfmea.com  
cc Tangerine Brigham/DPH/SFGOV@SFGOV, Jacquie  
Hale/DPH/SFGOV@SFGOV, Kristian  
Lau/DPH/SFGOV@SFGOV, Anne  
bcc  
Subject PSC Request

**TO:** Rebecca Rhine, MEA (via Email Only)  
**FROM:** Jacquie Hale, Director of Contract Management and Compliance  
**DATE:** July 23, 2012  
**SUBJECT:** Union Notification of PSC Summary to DHR

Attached is the following personal services contract summary, which will be submitted to the Department of Human Resources for Civil Service Commission review and approval for the meeting of October 1, 2012.

**1. Health care reform readiness: Assessment and evaluation of DPH managed care Infrastructure**

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

  
PSC 1 Managed Care Project DPH.pdf

JUL 23 2012 PERSONAL SERVICES CONTRACT SUMMARY

DATE: \_\_\_\_\_

DEPARTMENT NAME: Public Health DEPARTMENT NUMBER 81

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

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

TYPE OF SERVICE: Health care reform readiness: Integrated Delivery System Project Change Management

FUNDING SOURCE: General Fund (Prop. C) and Federal/State/Private grant(s)

PSC AMOUNT: \$600,000 (for 3 years) PSC DURATION: 10/1/2012 - 9/30/2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The contractor(s) will assist DPH in implementation of the Integrated Delivery System Project (IDS) by managing the organizational changes necessary as preparation health care reform. The IDS project is DPH's approach to develop a comprehensive system of care that is clinically and financially accountable to provide coordinated health services to the diverse and vulnerable individuals it serves and to improve the health of our communities. It represents a broad change in health care organizational culture which requires strong change management and communication processes to ensure that IDS goals and objectives are well communicated to and accepted by staff, patients, contractors, policy makers and other stakeholders.

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

This service is necessary in order for the Department to effectively implement the finding of the IDS project. If the Department is unable to fully implement the elements of the IDS project the Department is at risk of not being able to effectively compete in the changing healthcare environment going forward. And inability to compete and deliver quality integrated health services, will threaten the viability of Departmental programs and could result in a decrease in the quality of services provided to clients of the Department.

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

This is a new service.

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

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

IFPTE Local 21  
Union Name

Jacque Hale  
Signature of person mailing/faxing form

JUL 23 2012  
Date

\_\_\_\_\_  
Union Name

\_\_\_\_\_  
Signature of person mailing/faxing form

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4033-12/13  
STAFF ANALYSIS/RECOMMENDATION:

Approved LW 9/13/2012

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*Extensive experience in assessing current operating environments, implementing healthcare change management programs, with an emphasis on positive communication, teamwork and patient / consumer satisfaction.*

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

*The Department has contacted the Department of Human Resources to assess if current training officers (1232 Training Officer) can handle this work. The Department of Human Resources has indicated that they are unable to provide this service (please see attached).*

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

No

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

*Civil Services classes are not applicable because the Department of Human Resources Training Division currently do not have the capacity to provide training that is needed to provide change management services for a health care organization (please see attached).*

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

*Not at this time. The work is project-specific and limited in term. Funding is also project-specific and the Department does not anticipate continuing funding in the future. The contractor(s) will work with City staff to complete the project, which will provide opportunities for knowledge transfer. The outcome of the project is expected to assist the Department in creating a managed care infrastructure staffed by City employees.*

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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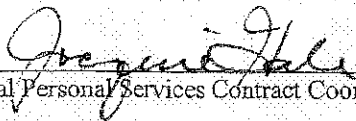
E. Has a board or commission determined that contracting is the most effective way to provide this service?

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

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

Jacquie Hale  
Print or Type Name

554-2609  
Telephone Number

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

Robert  
Longhitano/DPH/SFGOV  
07/23/2012 09:42 AM

To sjenkins@ifpte21.org, L21PSCReview@ifpte21.org,  
rebecca@sfmea.com  
cc Tangerine Brigham/DPH/SFGOV@SFGOV, Jacquie  
Hale/DPH/SFGOV@SFGOV, Kristian  
Lau/DPH/SFGOV@SFGOV, Anne  
bcc

Subject PSC Request

**TO:** Sharon Jenkins, IFPTE, Local 21 (via Email Only)  
**TO:** Local 21pscreview (via Email Only)  
**TO:** Rebecca Rhine, MEA (via Email Only)

**FROM:** Jacquie Hale, Director of Contract Management and Compliance

**DATE:** July 23, 2012

**SUBJECT:** Union Notification of PSC Summary to DHR

Attached are the following personal services contract summaries, which will be submitted to the Department of Human Resources for Civil Service Commission review and approval for the meeting of October 1, 2012.

- 1. Health care reform readiness: Integrated Delivery System Project Change Management (Local 21) ✓
2. Health care reform readiness: Assessment and transition of DPH primary care system to a Patient Centered Medical Homes (PCMH) model of care (Local 21)
3. Health care reform readiness: Financial sustainability assessment and San Francisco General Hospital rebuild operational analysis and planning (Local 21, MEA)

The PDF File for the items listed above are attached to this email.





Tangerine  
Brigham/DPH/SFGOV  
07/19/2012 04:56 PM

To "Kotake, Donna" <donna.kotake@sfgov.org>  
cc Robert Longhitano/DPH/SFGOV@SFGOV  
bcc  
Subject RE: PSC for DPH Change Mgmt and Communications for  
ACA

History: This message has been forwarded.

Hi Donna  
Thanks for letting me know. Happy to meet with you to discuss other potential opportunities.  
Tangerine

\*\*\*\*\*  
Tangerine M. Brigham  
Deputy Director of Health  
Director of Healthy San Francisco  
San Francisco Department of Public Health  
101 Grove Street  
Room 310  
San Francisco, California 94102  
415.554.2779  
415.554.2811 (telecopy)  
tangerine.brigham@sfdph.org

"Kotake, Donna" —07/19/2012 04:53:55 PM---Tangerine Currently our Workforce Development team does

From: "Kotake, Donna" <donna.kotake@sfgov.org>  
To: Tangerine Brigham <Tangerine.Brigham@sfdph.org>  
Date: 07/19/2012 04:53 PM  
Subject: RE: PSC for DPH Change Mgmt and Communications for ACA

Tangerine

Currently our Workforce Development team does not have the specific expertise in relation to the Affordable Care Act in order to assist you in this project, so you are able to go ahead with your PSC.

However, I would also like to request a time to meet to discuss if there are other opportunities/options for the Workforce Development team to work with you. We have several communications programs that we offer that I believe would be very helpful as well.

Thank you.  
Donna

Donna Kotake / Department of Human Resources / Workforce Development Director  
1 South Van Ness Avenue, 4<sup>th</sup> Floor, San Francisco, CA 94103 / phone: 415 557-4912

**From:** Tangerine Brigham [mailto:Tangerine.Brigham@sfdph.org]  
**Sent:** Tuesday, July 17, 2012 3:02 PM  
**To:** Kotake, Donna  
**Subject:** PSC for DPH Change Mgmt and Communications for ACA

Hi Donna  
Sorry for delay in sending. Here you go

Thanks  
Tangerine

\*\*\*\*\*

Tangerine M. Brigham  
Deputy Director of Health  
Director of Healthy San Francisco  
San Francisco Department of Public Health  
101 Grove Street  
Room 310  
San Francisco, California 94102  
415.554.2779  
415.554.2811 (telecopy)  
[tangerine.brigham@sfdph.org](mailto:tangerine.brigham@sfdph.org)

0022a

PERSONAL SERVICES CONTRACT SUMMARY

DATE: JUL 23 2012

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: Health care reform readiness financial sustainability assessment and San Francisco General Hospital rebuild operational analysis and planning

FUNDING SOURCE: General Fund (Prop. C) and Federal/State/Private grant(s)

PSC AMOUNT: \$900,000 (for 3 years) PSC DURATION: 10/1/2012 - 9/30/2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The requested services from the contractor(s) are: (1) to perform an assessment and develop solutions to increase the financial and programmatic sustainability of the San Francisco Department of Public Health hospitals and clinics; and (2) to assist DPH in creating a new operations plan for the rebuilt San Francisco General Hospital.

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

With the recent changes as a the result of health care reform and the soon to be completed rebuilt San Francisco General Hospital, the Department needs to study how to increase the financial sustainability of the Department and to develop a comprehensive operations plan for the rebuilt SFGH. These studies are needed for a comprehensive understanding of the financial challenges and opportunities that will be present as Department moves forward at this critical juncture. Denial of these services will adversely affect the City's ability to compete with other public and private sector health care providers in the new health care reform environment, and there may be significant delays in making the newly rebuilt hospital operational without a comprehensive operations plan to assist in accomplishing this historic move of a major county hospital.

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: Only if there is a continued need.

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

IFPTE Local 21; MEA

Union Name

Jacque Hale

Signature of person mailing/faxing form

JUL 23 2012

Date

Union Name

Signature of person mailing/faxing form

Date

RFP sent to Union Name, on Date

Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4034-12/13

STAFF ANALYSIS/RECOMMENDATION: Approved LW 9/13/2012

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

A demonstrated knowledge and proven track record in financial analysis and modeling methods; managed care financial best practices; hospital-based, primary care, and community behavioral health reimbursement and revenue strategies; and acute care and hospital emergency department/trauma center budgeting and operations.

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

0941 Manager VI, 0942 Manager VII, 0943 Manager VIII or 1825 Principal Administrative Analyst II

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service classes are not applicable because the project is for a limited term and the subject matter is highly specialized.

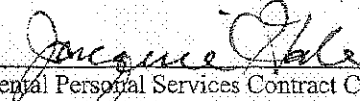
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

Not at this time. The work is project-specific and limited in term. Funding is also project-specific and the Department does not anticipate continuing funding in the future. The contractor(s) will work with City staff to complete the project, which will provide opportunities for knowledge transfer. The outcome of the project is expected to assist the Department in creating a managed care infrastructure staffed by City employees.

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

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

Jacquie Hale  
Print or Type Name

554-2609  
Telephone Number

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

Robert  
Longhitano/DPH/SFGOV  
07/23/2012 09:42 AM

To: sjenkins@ifpte21.org, L21PSCReview@ifpte21.org,  
rebecca@sfmea.com  
cc: Tangerine Brigham/DPH/SFGOV@SFGOV, Jacquie  
Hale/DPH/SFGOV@SFGOV, Kristian  
Lau/DPH/SFGOV@SFGOV, Anne  
bcc:  
Subject: PSC Request

**TO:** Sharon Jenkins, IFPTE, Local 21 (via Email Only)  
**TO:** Local 21pscreview (via Email Only)  
**TO:** Rebecca Rhine, MEA (via Email Only)

**FROM:** Jacquie Hale, Director of Contract Management and Compliance


**DATE:** July 23, 2012

**SUBJECT:** Union Notification of PSC Summary to DHR

Attached are the following personal services contract summaries, which will be submitted to the Department of Human Resources for Civil Service Commission review and approval for the meeting of October 1, 2012

1. Health care reform readiness: Integrated Delivery System Project Change Management (Local 21)
2. Health care reform readiness: Assessment and transition of DPH primary care system to a Patient Centered Medical Homes (PCMH) model of care (Local 21)
3. Health care reform readiness: Financial sustainability assessment and San Francisco General Hospital rebuild operational analysis and planning (Local 21, MEA)

The PDF File for the items listed above are attached to this email.

  
PSC 1 IDS Project DPH.pdf PSC 1 Financial Project DPH.pdf PSC 1 PCMH Project DPH.pdf

PERSONAL SERVICES CONTRACT SUMMARY

DATE: June 25, 2012

DEPARTMENT NAME: Department of Economic & Workforce Development DEPARTMENT NUMBER 21

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [X] MODIFICATION (PSC# 3013-11/12 )

TYPE OF SERVICE: Professional Consulting Services - One Stop and Training Account coordination

FUNDING SOURCE: Grant Funds (Workforce Investment Act) and General Fund

Original Amount: \$49,900 PSC Duration: 8/24/11-8/30/12
Modification Amount \$100,000 PSC Duration: -Extend through 12/31/13 8/31/12 - 12/31/13 W
Total Amount \$149,900 Total PSC Duration: 8/24/11-12/31/13

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The consultant will increase capacity with OEWD grantees who operate the City's One Stop Career Link Centers. Contractor's work will be focused on sector-based training research, including sectors in demand and performance of training providers currently on the State's Eligible Training Provider listing. Consultants will conduct technical assistance and training with One-Stop staff, Sector Academy Staff, and/or OEWD staff on research, best practices, high performing training providers, and growth industries/sectors to ensure that all parties can assist Workforce Investment Act program participants to make informed choices about training options. The consultants will assist in overseeing the implementation of any program or operational changes and may also facilitate partnerships.

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

The Department has been awarded competitive grants in the last 2 years to build the Sector Academies, resulted in a significant increase in the number of Workforce Development programs and grantees in the last 12 months. Because of the expanded services offered through the City's One-Stop system and Sector Academies, there is a short-term need for someone with experience in coordinating and providing in depth technical assistance to the growing workforce system of providers. An inefficient workforce system would result in an unfocused service model and the inefficient expenditure of funds. Findings of non-compliance in any of the programs could result in a possible loss of funding from the sources thus jeopardizing the continuation of the associated workforce services provided to the public.

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):

Some assistance was offered by the same contractor in FY 10-11 with a focus on implementing two new One Stops in the City with community organizations who had not previously provided those services. Alignment of large scale sector-based initiatives is a new project.

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):

mca Union Name [Signature] Signature of person mailing/faxing form 6/25/12 7/31/12 (updated PSC # above) Date

Union Name Signature of person mailing/faxing form Date
RFP sent to Union Name on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3013-11/12
STAFF ANALYSIS/RECOMMENDATION: Approved W 9/11/12

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Extensive experience with workforce development best practices implemented in other local areas with similar challenges. Extensive knowledge and experience with developing internal programmatic controls; high level of program experience; and significant high-level experience in assessing and addressing system challenges. In depth knowledge of legal requirements of programs to ensure compliance at all levels of service.

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

0923 - Manager II,  
0931 - Manager III

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:

Assessment, alignment and implementation between multiple workforce programs including new WIA sector-based initiatives is a task that the current staff within OEWD are unable to undertake at this time because of the vacancies that currently exist. A consultant is needed to assist with the research and education phases as we initiate this process. As vacancies are filled, the consultant will involve the new managers in the process so that work can be transferred over, as appropriate, to permanent staff. The department is currently in the process of filling vacancies but the work cannot be delayed until that time because of the grant term constraints.

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

No, because this is an immediate short term need.

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?

Yes	No
<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.

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

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

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

Yes	No
<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?

Yes	No
<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	No
<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

Merrick Pascual

Print or Type Name

701-5511

Telephone Number

1 South Van Ness Ave, 5<sup>th</sup> Floor

San Francisco, CA 94102

Address

## Dang, Leorah

---

**From:** Kristine.Damalas@sfgov.org  
**Sent:** Tuesday, August 21, 2012 9:48 AM  
**To:** DHR-PSCCoordinator, DHR; CivilService  
**Cc:** Pascual, Merrick; Halpin, John  
**Subject:** MEA notification for PSC 3013-11/12  
**Attachments:** DOC587.PDF

Good Morning,

The commission requested that we provide our MEA correspondence concerning this PSC in yesterday's meeting. Please refer to the last two pages of the scanned document below for the original notification to MEA via fax on 6/25 and the follow up email sent to Rebecca on 7/31. As my colleague John Halpin stated yesterday, neither submission resulted in any contact from MEA to discuss the request.

If there is anything else you'd like us to provide, please let me know.

Thanks!  
-Kris

Kris Damalas  
Contracts and Performance Director  
City and County of San Francisco  
Office of Economic and Workforce Development  
Email: [kristine.damalas@sfgov.org](mailto:kristine.damalas@sfgov.org)  
NEW Ph: 415-701-4870  
Website: [www.workforcedevelopmentssf.org](http://www.workforcedevelopmentssf.org)

--- Forwarded by Kristine Damalas/MAYOR/SFGOV on 08/21/2012 09:40 AM ---

**From:** Kristine Damalas/MAYOR/SFGOV  
**To:** "DHR-PSCCoordinator, DHR" <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)>  
**Cc:** "Halpin, John" <[john\\_halpin@sfgov.org](mailto:john_halpin@sfgov.org)>, "Pascual, Merrick" <[merrick.pascual@sfgov.org](mailto:merrick.pascual@sfgov.org)>  
**Date:** 07/31/2012 09:40 AM  
**Subject:** Re: FW: Regular PSC summary for review and CSC posting - which PSC?

---

Hi Maria,

Apologies for the typo. Attached is the corrected one as well as the MEA notification of the change sent to Rebecca's email address this morning.

Thank you for the updated contact information for MEA as well – Merrick and I had adjusted processes for Local 21 but were unaware of the change for MEA.

-Kris

Kris Damalas  
Contracts and Performance Director  
City and County of San Francisco  
Office of Economic and Workforce Development  
Email: [kristine.damalas@sfgov.org](mailto:kristine.damalas@sfgov.org)  
Ph: 415-581-2334  
Fax: 415-581-2317

# Transmission Report

Date/Time: 06-25-2012 04:39:13 p.m. Transmit Header Text  
 Local ID 1: 4155812317 Local Name 1: SF CITY & COUNTY

**This document : Confirmed**  
 (reduced sample and details below)  
 Document size : 8.5"x11"



CITY AND COUNTY OF SAN FRANCISCO  
 EDWIN M. LEE, MAYOR  
 OFFICE OF ECONOMIC AND WORKFORCE DEVELOPMENT  
 RHONDA SIMMONS, DIRECTOR OF  
 WORKFORCE DEVELOPMENT

**Facsimile Transmittal**

To: MEA Fax: 415-989-7077  
 From: Kris Damalas Date: 6/25/12 Pages w/ Cover: 9 LP  
 Re: PSC Summary for review  
 Urgent  For Review  Please Comment  Please Reply  Please Recycle

**Message:**

Attached find a PSC Modification Summary for review in addition to the original approved PSC Summary. I've also attached two recent press releases which detail additional limited duration funding that the department was recently awarded and will need integrating in the division's programming with the help of the consultants identified.

Should you have any questions or concerns, please don't hesitate to contact me

Thanks,  
 Kris Damalas  
 Contract Manager  
 Office of Economic and Workforce Development - Workforce Development Division  
 Ph: 415-681-2334  
 Fax: 415-681-2317  
 Email: Kristine.damalas@sfgov.org

50 VAN NESS AVENUE  
 SAN FRANCISCO, CA 94102  
 PHONE: 415 681 2333 (Main) - 415 681 2317 (Fax)  
<http://www.oewd.org>

Total Pages Scanned : 9 Total Pages Confirmed : 9

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	945	415 989 7244	04:36:28 p.m. 06-25-2012	00:02:08	9/9	1	EC	HS	CP31200

**Abbreviations:**  
 HS: Host send      PL: Polled local      MP: Mailbox print      CP: Completed      TS: Terminated by system  
 HR: Host receive      PR: Polled remote      RP: Report      FA: Fall      G3: Group 3  
 WS: Waiting send      MS: Mailbox save      FF: Fax Forward      TU: Terminated by user      EC: Error Correct



**PSC modification (updated)**  
Kristine Damalas to: Rebecca

07/31/2012 09:25 AM

Good Morning,

Attached please find an update PSC modification request – the original was faxed to MEA on 6/25/12. I inadvertently reference the wrong approved PSC number on the first page of the mod request sent on 6/25 though I did attach the correct original PSC form 1 in that fax. Please excuse the typo and let me know if you have any questions.

Thanks!

-Kris



DOC586.PDF

Kris Damalas  
Contracts and Performance Director  
City and County of San Francisco  
Office of Economic and Workforce Development  
Email: [kristine.damalas@sfgov.org](mailto:kristine.damalas@sfgov.org)  
Ph: 415-581-2334  
Fax: 415-581-2317  
Website: [www.workforcedevelopmentsf.org](http://www.workforcedevelopmentsf.org)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 19, 2011

DEPARTMENT NAME: Department of Economic & Workforce Development DEPARTMENT NUMBER 21

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

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

TYPE OF SERVICE: Professional Consulting Services - One Stop and Training Account coordination

FUNDING SOURCE: Grant Funds (Workforce Investment Act) and General Fund

PSC AMOUNT: \$49,900

PSC DURATION: 8/24/11 - 8/30/12

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The consultant will increase capacity with OEWD grantees who operate the City's One Stop Career Link Centers. Contractor's work will be focused on sector based training research, including sectors in demand and performance of training providers currently on the State's Eligible Training Provider listing. Consultants will conduct technical assistance and training with One-Stop staff, Sector Academy Staff, and/or OEWD staff on research, best practices, high performing training providers, and growth industries/sectors to ensure that all parties can assist Workforce Investment Act program participants to make informed choices about training options. The consultants will assist in overseeing the implementation of any program or operational changes and may also facilitate partnerships.

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

The Department has been awarded competitive grants in the last year to build the Sector Academies, resulted in a significant increase in the number of Workforce Development programs and grantees in the last 12 months. Because of the expanded services offered through the City's One-Stop system and Sector Academies, there is a short-term need for someone with experience in coordinating and providing in depth technical assistance to the growing workforce system of providers. An inefficient workforce system would result in an unfocused service model and the inefficient expenditure of funds. Findings of non-compliance in any of the programs could result in a possible loss of funding from the sources thus jeopardizing the continuation of the associated workforce services provided to the public.

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):

Some assistance was offered by the same contractor in FY 10-11 with a focus on implementing two new One Stops in the City with community organizations who had not previously provided those services. Alignment of large scale sector-based initiatives is a new project.

D. Will the contract(s) be renewed:

Unknown at this time

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

MEA Union Name Signature of person mailing/faxing form 7/26/11 Date
Union Name Signature of person mailing/faxing form Date
RFP sent to Union Name, on Date Signature

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

PSC# 3013-11/12

Approval Date: 8/24/11

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



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Extensive experience with workforce development best practices implemented in other local areas with similar challenges. Extensive knowledge and experience with developing internal programmatic controls; high level of program experience; and significant high-level experience in assessing and addressing system challenges. In depth knowledge of legal requirements of programs to ensure compliance at all levels of service.

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

0923 - Manager II,  
0931 - Manager III

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:

Assessment, alignment and implementation between multiple workforce programs including new WIA sector-based initiatives is a task that the current staff within OEWD are unable to undertake at this time because of the vacancies that currently exist. A consultant is needed to assist with the research and education phases as we initiate this process. As vacancies are filled, the consultant will involve the new managers in the process so that work can be transferred over, as appropriate, to permanent staff. The department is currently in the process of filling vacancies but the work cannot be delayed until that time because of the grant term constraints.

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

No, because this is a one-time research, design and implementation/education process.

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.

Please see attached explanation

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"/>
--------------------------	-------------------------------------

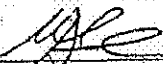
E. Has a board or commission determined that contracting is the most effective way to provide this service?

<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

Merrick Pascual

(415) 701-5511

Print or Type Name

Telephone Number

1 Dr. Carlton B. Goodlett Place, #448

San Francisco, CA 94102

Address

## PERSONAL SERVICES CONTRACT SUMMARY

TYPE OF SERVICE: Professional Consulting Services – *One Stop and Training Account coordination*

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PSC AMOUNT: \$49,900 PSC DURATION: 8/8/11-8/30/12

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### Explanation concerning question 5B

Through the process of providing technical assistance on the items noted below, the consultant will provide training so that similar situations and questions can be addressed in the future by the departmental staff. The consultant will work with OEWD, One-Stop staff, and Sector Academy staff to design/re-design elements of the service delivery model, operations, administration and oversight. This may include, but is not limited to:

- Changes to the service delivery model and client flow including any program improvements especially those related to sector focused training informed by consultant's research.
- Recommendations on training/retraining staff at the One-Stop, Sector Academies, and other Workforce program grantees.
- Recommendations to OEWD on changes in administration, performance standards and/or policies that would result in improved oversight of workforce system providers and improved outcomes.

### Training/Technical Assistance/Facilitation

As identified by the assessment and recommendations, the Consultants will conduct technical assistance and training with One-Stop staff, Sector Academy staff, other workforce grantees, and/or OEWD staff. Such technical assistance/training may include 1:1 consultation, group training, facilitating retreats, peer learning activities, and producing written training materials.

Staff benefitting from training will be Workforce managers at multiple levels (classifications 0922, 0923, 0932) as well as program oversight staff (classification 9775).

Office of the Mayor  
City & County of San Francisco



Edwin M. Lee

**FOR IMMEDIATE RELEASE:**

Thursday, June 21, 2012

Contact: Mayor's Office of Communications, 415-554-6131

**\*\*\* PRESS RELEASE \*\*\***

**MAYOR LEE ANNOUNCES NEW FUNDING FOR TECHSF INITIATIVE  
TO TRAIN S.F. RESIDENTS FOR HIGH TECH JOBS**

*U.S. Department of Labor Grants Provide Additional Funds for San Franciscans to Receive Job Training for  
New Economy*

**San Francisco, CA**—Mayor Edwin M. Lee today announced that the U.S. Department of Labor (DOL) awarded San Francisco with an additional \$3 million in Workforce Innovation grants to train and reskill San Francisco residents for the City's growing number of technology and IT jobs. The City's TechSF Initiative received \$5 million from DOL in March.

"Making sure that San Franciscans receive the skills and training they need to compete in the 21<sup>st</sup> century job market is a cornerstone of my economic strategy and critical to our City's economic recovery," said Mayor Lee. "I thank the Obama Administration for investing in public-private partnerships that strengthen workforce training and bridge the skills gap between our residents and the good paying jobs that many of our tech companies are creating right here in San Francisco."

"The Workforce Innovation Fund was created to cultivate and test innovative approaches to workforce training and encourage the replication of evidence-based practices in the workforce development field," said Secretary of Labor Hilda L. Solis. "Developing new and creative strategies and expanding existing programs we know work will help make the workforce system more effective to unemployed Americans and employers looking for qualified employees."

The DOL Workforce Innovation Fund, in part, focuses on partnerships with specific industry sectors to develop programs to provide current and future job skill needs and the grants help develop the most effective strategies in workforce development. San Francisco was one of only 26 grant recipients nationwide.

Mayor Lee launched the TechSF initiative in March. The new \$3 million funding will pilot the TechSF—Workforce Innovation project to transform workforce service delivery by leveraging and building upon San Francisco's tech industry and TechSF Initiative. TechSF—Workforce Innovation uses best practices and pilots technological innovations and non-traditional workforce training methods in the IT and digital media sectors to bridge the current skills gap. The initiative will be replicable beyond the IT sector; relevant to other labor markets throughout and beyond the regional economy; and will diversify the workforce.

The City will work with industry employers to identify job needs—including mentoring, internships, interviews, curriculum development, and co-teaching.

###

1 Dr. Carlton B. Goodlett Place, Room 200, San Francisco, California 94102-4641  
(415) 554-6141

Office of the Mayor  
City & County of San Francisco



Edwin M. Lee

**FOR IMMEDIATE RELEASE:**

Thursday, March 8, 2012

Contact: Mayor's Office of Communications, 415-554-6131

**\*\*\* PRESS RELEASE \*\*\***

**MAYOR LEE LAUNCHES TECHSF INITIATIVE TO TRAIN S.F. RESIDENTS FOR HIGH TECH JOBS WITH \$5 MILLION FEDERAL WORKFORCE TRAINING GRANT**

*U.S. Department of Labor Awards San Francisco Major Grant to Train & Reskill City Residents to Fill Growing Number of High-Tech Jobs*

San Francisco, CA—Mayor Edwin M. Lee today launched TechSF to train and reskill San Francisco residents for the City's growing number of technology and IT jobs, announcing a \$5 million grant from the U.S. Department of Labor's Technical Skills Training Grants program to jumpstart funding for the City's major new workforce training initiative. Mayor Lee was joined at the announcement at Year Up Bay Area by members of the Board of Supervisors, U.S. House Democratic Leader Nancy Pelosi's Office and partners from technology companies and workforce training organizations.

"Ensuring San Francisco residents have the skills and training they need to work in our City's growing number of high tech jobs is a cornerstone of our economic strategies and critical to making sure our economic recovery reaches every neighborhood of our City," said Mayor Lee. "This major grant from the Department of Labor for our TechSF initiative will bring City residents, technology companies and our workforce training partners together to train and reskill our residents to 'win the future' for San Francisco, in the words of President Obama. I want to thank the President, Secretary Solis and Leader Pelosi for strengthening public-private partnerships and investing in workforce training for our residents so that they can get the good jobs so many of our tech companies are creating right here in San Francisco today."

"Securing this grant and investing in TechSF will train San Franciscans for the jobs of tomorrow; spur our fast-growing IT industry; strengthen and create new career and educational pathways for San Francisco's workforce; and meet the needs of entrepreneurs and businesses large and small," said Democratic Leader Nancy Pelosi. "With this grant, we can put more people to work in high-growth, high-tech occupations, and we can ensure unemployed San Franciscans have the skills and background necessary to secure and keep good-paying jobs."

"The federal grant awards announced today will provide U.S. workers with the training they need to succeed in the high tech, high-growth jobs of the future," said U.S. Labor Secretary Hilda Solis. "Developing a strong and vibrant workforce that fits the needs of American businesses is critical to forming an America built to last."

In San Francisco, the TechSF grant will serve local jobseekers that are currently underrepresented in the IT sector, especially the long-term unemployed. In addition to providing education, training and job placement assistance, the grant will enhance sector partnerships, create new pathways to high-wage and high-growth careers, and integrate San Francisco's education, training and industry efforts in the local Information Technology sector.

1 Dr. Carlton B. Goodlett Place, Room 200, San Francisco, California 94102-4641  
(415) 554-6141

0035

The San Francisco Office of Economic and Workforce Development (OEWD) partnered with WestEd, IBM, AT&T, City College of San Francisco and a consortium of San Francisco-based employers and community-based organizations to apply for this grant to create the TechSF Initiative to raise the technical skill of San Francisco workers.

The TechSF initiative is based on a highly successful program model, which includes building career pathways and training for in-demand skills in the rapidly changing technology industry. The partnership targets two groups of workers. One target group is local workers seeking jobs in the technology sector, at least 75 percent of whom will have been unemployed for longer than six months. The project intends to train and place more than 300 workers in this category into positions paying \$25 - \$50 per hour. The project's employer consortium will help recruit participants, provide internship and work experience opportunities, and interview and hire participants who successfully complete the program.

The other target group is more than 1,400 employees in the San Francisco offices of IBM and AT&T who need training to remain competitive in their current jobs and advance into more highly skilled positions. Employees trained through this program currently earn an average hourly wage of \$28 - \$60 per hour. The TechSF initiative will result in 97 percent of all participants earning an industry recognized credential or degree, and 93 percent working in IT jobs after they complete training.

WestEd will serve as the project manager partner for this grant. WestEd is a national non-partisan, not-for-profit agency headquartered in San Francisco. Since 1966, WestEd has developed research, products, and policy for improving learning and human development.

"This workforce development project addresses the real needs of many San Franciscans," said WestEd CEO Glen Harvey. "We're proud and excited to collaborate with such innovative partners to increase career education opportunity in our community."

Other companies participating in the grant program and initial TechSF initiative include AT&T, IBM Corporation, Riverbed Technology, Sega, CBS Interactive, UCSF Medical Center, Artisan Creative, CAL Insurance, The Exploratorium, Responsys, MicroMenders, Mozilla, Send Me, salesforce.com and Atlassian.

"The tech community in San Francisco is proud to play a leading role in making sure City residents get the skills and training they need to move into the City's growing number of tech jobs, and this grant is a real boost to our collective efforts," said Chair of the San Francisco Citizens Initiative for Technology & Innovation ([sf.citi](http://sf.citi)) and Special Partner of SV Angel Ron Conway. "sf.citi is looking forward to a continued partnership with Mayor Lee and the City's TechSF initiative to create good jobs and focused IT training programs to employ City residents."

Creating apprenticeships and job training initiatives – whether for young people coming out of high school and college or for those in need of reskilling in the middle of their careers – are critical parts of Mayor Lee's 17-Point Economic Plan for Good Jobs & Opportunity for San Francisco.

###

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 9-4-12

DEPARTMENT NAME: Police DEPARTMENT NUMBER 38

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [X] MODIFICATION (PSC# 4164-09/10 )

TYPE OF SERVICE: Controlled Substances Testing for Evidence in Criminal Cases

FUNDING SOURCE: General Fund

Original Amount: \$1,500,000 PSC Duration: 11-1-10 - 6-30-13
Modification Amount \$2,800,000 PSC Duration: 7-1-13 - 2-28-17
Total Amount \$4,300,000 Total PSC Duration: 11-1-10 - 2-28-17

RECEIVED
DEPARTMENT OF
HUMAN RESOURCES
12 SEP 10 PM 2:01

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The controlled substance testing consists of, but is not limited to, maintaining a chain-of-custody, weighing or measuring, testing, analysis, documenting, completing reports of controlled substances. The work includes interaction with investigators, the District Attorney's Office and offering expert court testimony. Testing is performed through chemical and scientific process within ASCLAD standards.

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

This service is necessary to address crime and disorder related to narcotics. It is necessary to properly provide both incriminating and exculpatory evidence for the Court's review and determination of facts. This work is required of the San Francisco Police Department. If this work is denied, individuals suspected of narcotics violations will not be brought to justice for their actions.

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

This service has been provided through PSC # 4164-09/10.

D. Will the contract(s) be renewed: This service has been provided through PSC # 4164-09/10.

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 Officer Shawn Wallace #1104 7-18-12
Union Name Signature of person mailing/faxing form Date
RFP sent to IFPTE Local 21, on 7-18-12 Officer Shawn Wallace #1104
Union Name Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4164-09/10
STAFF ANALYSIS/RECOMMENDATION: Approved MW 9/13/2012

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*A thorough and complete knowledge of narcotics testing in order to conduct case work. Employees must go through a skills testing and certification process that can take up to 12-18 months to complete in order to work on cases. These skills include chemical testing and analysis of suspected controlled substances and a thorough working knowledge of scientific principles.*

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

*8262 Criminalist III and 8260 Criminalist II have performed this work in the past. Class 8259 Criminalist I might also be able to perform some of the work.*

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

*The contractor will provide facilities and equipment not currently possessed by the City, in that both facilities and equipment for controlled substances testing are no longer accredited under the American Society of Crime Lab Directors. Without accreditation, it is difficult to prosecute cases successfully due to a lack of credibility.*

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

*The existing civil service classes are not applicable because the SFPD Crime Lab is not currently accredited to perform testing and analysis of controlled substance samples, so that work can only be performed by outside contractors until accreditation is received and the controlled substance testing portion of the lab is re opened in the new lab in 2017.*

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

*No it would not be practical to adopt a new civil service class to perform this work because the classifications already exist.*

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

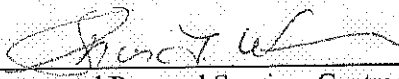
E. Has a board or commission determined that contracting is the most effective way to provide this service?

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

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

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

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

  
Signature of Departmental Personal Services Contract Coordinator

Officer Shawn Wallace #1104

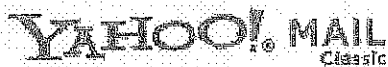
553-1096

Print or Type Name

Telephone Number

850 Bryant Street  
San Francisco, CA 94103

Address



**RFP and PSC for Controlled Substance Testing for Evidence.**

Wednesday, July 18, 2012 7:29 AM

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

**To:** "Local 21" <L21PSCReview@ifpte21.org>, "Kim Carter" <kcarter@ifpte21.org>

**Cc:** "Lou Cassanego" <Louis.Cassanego@sfgov.org>

2 Files (381KB)



Forensic ...



Controlle...

Hello,

Please see the attached PSC and RFP for Forensic Laboratory Services.

If you have any questions regarding the service, please direct them to Captain Cassanego at [Louis.Cassanego@sfgov.org](mailto:Louis.Cassanego@sfgov.org)

Thanks  
Shawn

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





**Controlled Substance PSC**

Tuesday, September 4, 2012 9:46 AM

**From:** "Shawn Wallace" <sfpd.contracts@sbcglobal.net>  
**To:** "Kim Carter" <kcarter@ifpte21.org>, "Local 21" <L21PSCReview@ifpte21.org>  
**Cc:** "DHR PSC" <DHR-PSCCoordinator@sfgov.org>, "Lou Cassanego" <Louis.Cassanego@sfgov.org>  
1 File (108KB)



Controle...

Hj Kim,

DHR requested that I put the Controlled Substances Testing PSC on a Modification form instead of the regular PSC that you had already reviewed.

Thanks  
Shawn

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

6040



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

E. DENNIS NORMANDY  
PRESIDENT

DONALD A. CASPER  
VICE PRESIDENT

MORGAN R. GORRONO  
COMMISSIONER

MARY Y. JUNG  
COMMISSIONER

ANITA SANCHEZ  
EXECUTIVE OFFICER

July 23, 2010

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBER 4164-09/10.**

At its meeting of July 19, 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 Adopt the report; Approve request for proposed personal services contract on the conditions of the mutual agreement reached by SFPD and Local 21, namely: 1) The Proposition J currently before the Board of Supervisors for Narcotics Testing will be withdrawn (it was withdrawn on June 30, 2010); 2) The duration of the contract be modified to a two (2) year term through June 30, 2012 and after six (6) months, the San Francisco Police Department (SFPD) will meet and confer with IFPTE Local 21 over an additional six months to one (1) year PSC, if needed; 3) No current staff will be displaced as a result of the PSC; 4) After six (6) months, the SFPD will report to the Civil Service Commission on the status of increasing the SFPD's internal capacity to perform drug testing; 5) The Crime Lab should remain in current location for FY2010-2011, making anticipated short-term fixes for defects and deficiencies; 6) Over the next year, the SFPD will explore and discuss options for relocation of the Crime Lab, including gathering more data to assess the best approach for housing the crime lab. The SFPD will consider existing physical sites which may be retrofitted to house the Crime Lab, building a new facility, and reviewing cost and financing options and invite input from Local 21; and 7) Within thirty (30) days, SFPD will begin to meet with Local 21 to discuss Crime Lab staffing and workload issues. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

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*  
ANITA SANCHEZ  
Executive Officer

Attachment

- c: Joe Brenner, IFPTE Local 21, 1182 Market St., Room 425, S.F., CA 94102
- Micki Callahan, Human Resources Director
- Bob Muscat, IFPTE Local 21, 1182 Market St., Room 425, S.F., CA 94102
- Alice Villagomez, San Francisco Police Department
- Shawn Wallace, San Francisco Police Department
- Commission Files 1 0041

POSTING FOR  
6/21/2010

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

JSC 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 these 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

00110

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 27, 2010

DEPARTMENT NAME: San Francisco Police Department DEPARTMENT NUMBER 38

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

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

TYPE OF SERVICE: Controlled Substances Testing for Evidence in Criminal Cases

FUNDING SOURCE: General Fund

PSC AMOUNT: \$ 1,500,000 PSC DURATION: November 1, 2010 - June 30, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

*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.*

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

*This service is necessary in order to address crime and disorder related to narcotics. The test results provide the evidence for criminal cases in the criminal justice system. This work is required of the San Francisco Police Department and should this work be denied, individuals suspected of crimes who had narcotics in their possession will not be prosecuted.*

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

*This service has been provided by SFPD employees in the past.*

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

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

IFPTE, Local 21 [Signature] 5-27-10  
Union Name Signature of person mailing/faxing form Date

\_\_\_\_\_  
Union Name Signature of person mailing/faxing form Date

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

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# \_\_\_\_\_  
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

A thorough and complete knowledge of narcotics testing in order to conduct case work. Employees must go through a skills testing and certification process that can take up to 12-18 months to complete in order to work on cases. These skills include chemical testing and analysis of suspected controlled substances and a thorough working knowledge of scientific principles.

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

Classifications 8262 Criminalist III and 8260 Criminalist II have most recently performed this work. Class 8260 Criminalist I might also be able to do some of the work.

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

The contractor will provide facilities and equipment not currently possessed by the City, in that both facilities and equipment for controlled substances testing are no longer accredited under the American Society of Crime Lab Directors. Without accreditation, it is difficult to prosecute cases successfully due to a lack of credibility.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The existing civil service classes are not applicable because the SFPD Crime Lab is not currently accredited to perform testing and analysis of controlled substance samples, so that work can only be performed by outside contractors until accreditation is received.

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

No, it would not be practical to adopt a new civil service class to perform this work because the classifications already exist.

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:

*Shawn Wallace*

Signature of Departmental Personal Services Contract Coordinator

Officer Shawn Wallace #1104

553-1096

Print or Type Name

Telephone Number

850 Bryant Street

San Francisco, CA 94103

Address

MESSAGE CONFIRMATION

05/27/2010 13:15  
ID=SFPD LEGAL DIVISION

DATE: 05/27 S.R-TIME: 00:53 DISTANT STATION ID: 415 864 2166 MODE: CALLING PAGES: 02 RESULT: OK 0000

LOCAL 21

5/27/2010 13:14 SFPD LEGAL DIVISION -> 98642166 NO.007

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 27, 2010

DEPARTMENT NAME: San Francisco Police Department DEPARTMENT NUMBER: 38

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

TYPE OF REQUEST:  INITIAL REQUEST  MODIFICATION (PSC#           )

TYPE OF SERVICE: Controlled Substances Testing for Evidence in Criminal Cases

FUNDING SOURCE: General Fund

COST AMOUNT: \$ 1,500,000 PSC DURATION: November 1, 2010 - June 30, 2013

DESCRIPTION OF WORK

A. Concise description of proposed work:  
*The Controlled Substances Testing that the SFPD is requesting for contract consists of testing substances seized from suspect 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.*

B. Explain why this service is necessary and the consequences of denial:  
*This service is necessary in order to address crime and disorder related to narcotics. The test results provide the evidence for criminal cases in the criminal justice system. This work is required of the San Francisco Police Department and should this work be denied, individuals suspected of crimes who had narcotics in their possession will not be prosecuted.*

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):

0044a

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 7-03-12

DEPARTMENT NAME: Police DEPARTMENT NUMBER 38

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [x] MODIFICATION (PSC# 4165-09/10 )

TYPE OF SERVICE: DNA Testing as Evidence in Criminal Cases

FUNDING SOURCE: General Fund, with some supplemental grant funding

Original Amount: \$2,000,000 PSC Duration: 11-1-10 - 6-30-12
Modification Amount \$0 PSC Duration: 6-30-12 - 3-31-13
Total Amount \$2,900,000 Total PSC Duration: 11-1-10 - 9-30-13

12 AUG 31 PM 8:56
HUMAN RESOURCES

I. DESCRIPTION OF WORK

A. Concise description of proposed work:

The DNA Testing that the SFPD is requesting for contract consists of screening, testing and documenting DNA profiles to identify subjects. The process includes, but is not limited to, extraction, quantification, amplification, separation and analysis. Case reports, consultation, Proposition 115 testimony and expert court testimony are also part of the services rendered by the contractor.

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

The service is necessary to alleviate any backlog or to address rush requests when the current Crime Lab cannot meet the demand. The consequences of denial would bring about the lack of evidence to investigate crimes, provide evidence of guilt, bring forward exculpatory evidence, aid the District Attorney to prosecute cases and inform the Court of the evidence. Additionally, suspects in violent crimes, other felonies and property crimes would never be identified and brought to justice and allowed to commit other crimes.

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

This service has been provided through PSC # 4165-09/10 and through SFPD personnel.

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

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

IFPTE Local 21 Officer Shawn Wallace #1104 (E-Mailed) 7-3-12
Union Name Signature of person mailing/faxing form Date

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4165-09/10
STAFF ANALYSIS/RECOMMENDATION: Approved LW 9/13/12

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

A thorough and complete knowledge of DNA extraction and testing in order to conduct case work. Employees must go through a skills testing and certification process that can take up to 12-18 months to complete in order to work on cases. These skills include identification and confirmation as a DNA-containing substance, extraction, and isolation of DNA strains and markers. Substances are tested through chemical and scientific processes. Chemical testing and analysis of suspected DNA-containing substances, ability to isolate DNA markers, and a thorough working knowledge of scientific principles.

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

Classifications 8262 Criminalist III and 8260 Criminalist II perform this work. Class 8259 Criminalist I might also be able to do some of the work.

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

Possibly. It is not a requirement for the contract, but if a contractor has higher-quality equipment at a comparable price to other contractors, the City would benefit from selection of that contractor.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

This contract will be used only as a backup in case the Police Department runs into a backlog and an emergency rush order situation.

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

No. The current classifications are sufficient for this work.

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

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

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



Signature of Departmental Personal Services Contract Coordinator

Officer Shawn Wallace #1104

553-1096

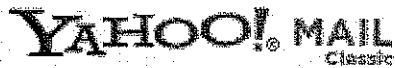
Print or Type Name

Telephone Number

850 Bryant Street  
San Francisco, Calif. 94103

Address





**PSC for DNA Testing**

Tuesday, July 3, 2012 6:56 AM

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

**To:** "Kim Carter" <kcarter@ifpte21.org>, "Local 21" <L21PSCReview@ifpte21.org>

1 File (110KB)



DNA Test...

Hello,

Please see attached PSC for DNA testing. If you have any questions, your contact person will be Captain Louis Cassanego at [Louis.Cassanego@sfgov.org](mailto:Louis.Cassanego@sfgov.org)

Thanks

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

0047



EDWIN M. LEE  
MAYOR

POLICE DEPARTMENT  
CITY AND COUNTY OF SAN FRANCISCO

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



GREGORY P. SUHR  
CHIEF OF POLICE

MEMORANDUM

DATE: August 3, 2011  
TO: Maria Ryan, PSC Analyst  
Department of Human Resources (Dept. 33)  
FROM: Officer Shawn Wallace, PSC Coordinator  
Police Department (Dept. #38)  
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4165-09/10 Approval Date: June 21, 2010

Description of Service(s): DNA testing that consists of extracting and testing samples of DNA  
– containing substances. Substances are tested through chemical  
and scientific processes.

Original Approved Amount: \$2,000,000 Original Approved Duration: 11-1-10 – 6-30-12

Modification Amount: None Modification of Duration: 6-30-12 – 3-31-13

Total Amount as Modified: \$2,000,000 Total Duration as Modified: 11-1-10 – 3-31-13

Reason for the modification:

Contract has taken longer than anticipated to negotiate, which has pushed the start date back almost one year thus far.

Attachment: Copy of Approved PSC Summary

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION:  Approved

Approval Date: 8/5/11

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



# 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  
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 Kyann, 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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 27, 2010

DEPARTMENT NAME: San Francisco Police Department

DEPARTMENT NUMBER 38

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

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

TYPE OF SERVICE: DNA Testing as Evidence in Criminal Cases

FUNDING SOURCE: General Fund, with some supplemental grant funding

PSC AMOUNT: \$ 2,000,000

PSC DURATION: November 1, 2010 - June 30, 2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

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.

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

This service is necessary in order to address crime. The test results provide additional proof of identity for individuals to be prosecuted in criminal cases in the criminal justice system. This work is required of the San Francisco Police Department and should this work be denied, individuals potentially suspected of homicides, sexual assaults, burglaries and other violent crimes will continue to remain unidentified and potentially committing additional crimes.

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

The service has been and will continue to be provided by SFPD personnel.

D. Will the contract(s) be renewed: Not at this time.

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

IFPTE, Local 21 Union Name

Signature of person mailing/faxing form

5-27-10 Date

Union Name

Signature of person mailing/faxing form

Date

RFP sent to Union Name, on

Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*A thorough and complete knowledge of DNA extraction and testing in order to conduct case work. Employees must go through a skills testing and certification process that can take up to 12-18 months to complete in order to work on cases. These skills include identification and confirmation as a DNA-containing substance, extraction, and isolation of DNA strains and markers. Substances are tested through chemical and scientific processes. Chemical testing and analysis of suspected DNA-containing substances; ability to isolate DNA markers, and a thorough working knowledge of scientific principles.*

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

*Classifications 8262 Criminalist III and 8260 Criminalist II have most recently performed this work. Class 8259 Criminalist I might also be able to do some of the work.*

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

*Possibly. It is not a requirement for the contract, but if a contractor has higher-quality equipment at a comparable price to other contractors, the City would benefit from selection of that contractor.*

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

*There is a backlog of approximately 350 cases (nearly a year's worth) requiring DNA testing that SFPD needs to resolve and their current staffing levels will not allow for resolution of this backlog until additional positions are filled.*

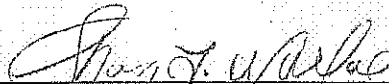
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

*No. The current classifications are sufficient for this work.*

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 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? No, Service will be going out to bid. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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



Signature of Departmental Personal Services Contract Coordinator

Officer Shawn Wallace #1104

553-1096

Print or Type Name

Telephone Number

850 Bryant Street

San Francisco, CA 94103

Address