



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: October 15, 2012
To: The Honorable Civil Service Commission
Through: Micki Callahan
Human Resources Director *MJ*
From: Cynthia Avakian
Lily Conover
Thomas DiSanto
Shamica Jackson
Shawn Wallace

Subject: Personal Services Contracts Approval Request

This report contains seven (7) 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
\$6,678,500	\$649,473	\$260,348,137

POSTING FOR

10/15/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4035-12/13	09	Controller	Regular	\$500,000	Vendor will provide a proprietary online system that is specifically designed to integrate with PeopleSoft 9.0. This system will automate, simplify and streamline payroll and human resource processes directly into PeopleSoft 9.0. The add-on solution will provide automation to facilitate the removal of paper and manual data entry, enhanced end user productivity and automated workflow approval processes.	10/1/2012 - 9/30/2017
4036-12/13	27	Airport Commission	Regular	\$250,000	SFO seeks the assistance of skilled and reputable cyber-security and organizational consultants to create and assist in implementing an Enterprise Strategic Information Security Program that is consistent with and aligned to the Airport's five-year strategic plan to possess the best integrated response capability, and be the least vulnerable U.S. airport to terrorist activity.	10/15/2012 - 10/14/2017
4037-12/13	29	City Planning	Regular	\$175,000	A comprehensive Study to update programs and supporting documentation for various potential public funding sources, including impact fees and potential infrastructure finance districts. This Study will: 1. Identify and develop three specific types of standards for open space, recreational facilities, transportation infrastructure, streetscape improvements and childcare facilities. The three standards include: policy based standards, average existing level of service/amenity standards, and Citywide nexus standards; and 2. Generate an updated nexus analysis. It is expected that this analysis will support all existing area and citywide impact fees, and would be amended or updated at intervals as required to support development fees.	10/1/2012 - 12/31/2013
4038-12/13	38	Police	Regular	\$655,000	Expansion of the current gunshot detection system to cover an additional six square miles throughout the City. The system that is being expanded uses acoustic sensing technology to identify, discriminate, record & locate gunshots/explosions to the Police Department within seconds of the shots being fired. Multiple acoustic sensors will be installed throughout the expanded six square mile area that will communicate registered gunshot explosion activity back to a central server.	11/1/2012 - 10/31/2013
4039-12/13	40	Public Utilities Commission	Regular	\$5,000,000	Independent third-party cataloging of all of SFPUC's workforce investment & programs. Specialized technical support services to develop comprehensive Agency-wide workforce strategy & plan across SFPUC's Enterprises. Technical support services to develop jobs components & implementation plans of specialized Water, Sewer & Power Enterprise projects, such as municipal energy efficiency programs.	10/17/2012 - 12/31/2017
				Total Amount - Regular:	\$6,580,000	

POSTING FOR

10/15/2012

**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
3006-11/12	09	Controller	Regular	\$48,600	\$98,600	Provide build and testing services based on previous system upgrade design deliverable to augment the ability of the Controller's staff to upgrade the City's Executive Information System (EIS) for financial reporting. The system is used by 500+ City staff in all departments to generate reports to manage budget and expenditures. This is a major upgrade since it would change the underlying software architecture to a web-based system allowing increased and easier access and manipulation of the City's financial data.	7/1/2011 - 12/31/2013
3010-11/12	40	Public Utilities Commission	Regular	\$49,900	\$150,000	The primary role of the Proposer will be to provide professional services to assist in engineering planning and alternatives analysis for improvements to the Auxiliary Water Supply System (AWSS) pipelines and associated facilities by serving on a Technical Advisory Panel and by providing original research documents.	9/1/2011 - 12/31/2014

Sum of Modified Amounts: \$98,500

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

Lily Conover
Controller's Office
1 Dr. Carlton B. Goodlett Place, Rm 306
San Francisco, CA 94102

Thomas DiSanto
City Planning Department
1650 Mission Street, Ste 400
San Francisco, CA 94103

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

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

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PSC Submissions

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: 9/21/12

DEPARTMENT NAME: Controller DEPARTMENT NUMBER 9

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

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

TYPE OF SERVICE: Proprietary software licenses and solution for integration with eMerge Peoplesoft 9.0 system.

FUNDING SOURCE: General Fund

PSC AMOUNT: \$500,000 PSC DURATION: 10/1/2012-9/30/2017

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Vendor will provide a proprietary online system that is specifically designed to integrate with PeopleSoft 9.0. This system will automate, simplify and streamline payroll and human resource processes directly into PeopleSoft 9.0. The add-on solution will provide automation to facilitate the removal of paper and manual data entry, enhanced end user productivity and automated workflow approval processes.

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

This service is necessary to ensure efficient payroll and new hire processing through the City's eMerge Peoplesoft 9.0 system. The vendor is the only source who can provide this add-on solution. Consequences of denial include potential delays or errors in City payroll and hiring processes.

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

This service has not been provided in the past.

D. Will the contract(s) be renewed: It will renewed only for software licenses and maintenance.

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

Local 21 Union Name Signature of person mailing/faxing form Date 9/21/12

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4035-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved LW 9/28/12

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Highly specialized knowledge of PeopleSoft 9.0 system, including extensive programming and development experience, and access to proprietary software.

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

1050 series - IS Business Analysts

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

They will provide proprietary software licenses used to integrate with the City's PeopleSoft 9.0 system.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The vendor will provide proprietary software licenses and a custom application for PeopleSoft 9.0. They are the only provider of this type of add on application.


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

No. The work is short term and highly specialized in nature.

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

	Yes	No
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employees?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Describe the training and indicate approximate number of hours. <p><i>There will be a one-time training for City staff on using the vendor's proprietary software.</i></p> <ul style="list-style-type: none"> Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. <p><i>Number of employees and occupational types to be determined.</i></p>		
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
 Lily Conover

 Print or Type Name

 415-554-7525

 Telephone Number

 1 Dr. Carlton B. Goodlett Pl, Rm 306

 San Francisco, CA 94102

 Address

Dang, Leorah

From: Conover, Lily
Sent: Monday, September 24, 2012 10:38 AM
To: DHR-PSCCoordinator, DHR; L21PSCReview@ifpte21.org
Cc: Lewis, Brent
Subject: Reg-New: Proprietary Software Licenses & Solution for Integration with eMerge PeopleSoft 9.0 System (Dept #9) - REVISED
Attachments: PSC Submittal - REVISED 9.24.12.PDF

Good Morning,

Attached please find a revised PSC submittal which includes clarification on training and contract renewal.

Best Regards,

Lily Conover
Contracts Manager
Office of the Controller
City and County of San Francisco
(415) 554-7525
lily.conover@sfgov.org

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 7, 2012

DEPARTMENT NAME: AIRPORT COMMISSION DEPARTMENT NUMBER: 27

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

TYPE OF REQUEST:
 INITIAL REQUEST MODIFICATION

TYPE OF SERVICE: Create and Implement an Enterprise Strategic Information Security Program

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$250,000 PSC DURATION: 10/15/12 - 10/14/17

1. **DESCRIPTION OF WORK**

A. **Concise description of proposed work:** SFO seeks the assistance of skilled and reputable cyber-security and organizational consultants to create and assist in implementing an Enterprise Strategic Information Security Program that is consistent with and aligned to the Airport's five-year strategic plan to possess the best integrated response capability, and be the least vulnerable U.S. airport to terrorist activity.

B. **Explain why this service is necessary and the consequences of denial:** The Airport has many transportation-related automated systems and networks used for information processing, control and communications that are critical to the safety and security of the Airport's mission. These systems must be adequately protected against evolving cyber-security threats. There is currently no process in place to optimize the use of limited resources to balance the benefits provided by the Airport's information technology against the cyber-security risks associated with the operation of these systems.

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 Airport has not had an Enterprise Strategic Information Security Program.

D. **Will the contract(s) be renewed?** Yes, 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 *Cynthia P. Acker* May 7, 2012
Union Name Signature of person mailing/faxing form Date

RFP sent to: IFPTE Local 21 on Late Summer 2012 *Cynthia P. Acker*
Union Name Date Signature

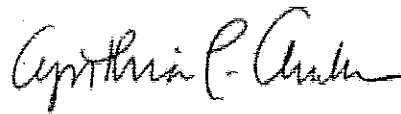
FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4036-12/13
STAFF ANALYSIS/RECOMMENDATION: Approved LW 9/28/12

CIVIL SERVICE COMMISSION ACTION:



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



Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

Airport Commission, Contracts Administration Unit

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

Address

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Skills and expertise specific to developing an Enterprise Strategic Information Security Program; creating an effective cyber-security appropriate to the Airport's existing governance model, creating a project plan to execute this strategy, assisting Airport staff in understanding and implementing this strategy in accordance to the project plan, ensuring that future information technology efforts include measurable verification and validation tasks so these efforts remain aligned to the cyber-security strategy over the lifetime of this contract.

B. Which, if any, civil service class normally performs this work? No combination of civil service classifications normally performs this work. We anticipate that additional cyber-security awareness training will be coordinated as part of this contract. The Airport's CIO (0954, 0954 Deputy Director IV - Chief Information Office) and Director of Information Security (1070, IS Project Director) will oversee the efforts of the contractor.

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 City lacks a specific personnel classification that is responsible for departments' information system security functions or a set of core competencies required for information technology positions.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. We anticipate that the roles and responsibilities related to cyber-security can be effectively distributed over existing civil service classifications once an effective cyber-security strategy is in place.

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 type="checkbox"/>

- Describe the training and indicate approximate number of hours.

We anticipate that cyber-security awareness training will be incorporated into an Airport-wide training plan estimated at 4-20 hours over the life of this contract.

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

Airport staff will receive additional training to understand and implement the cyber-security strategy that will be created as part of this contract.

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 # 11-0257 to issue an RFP for 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? An RFP will be issued and the results of that process is not known at this time.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Dang, Leorah

From: Cynthia Avakian <Cynthia.Avakian@flysfo.com>
Sent: Monday, September 24, 2012 6:31 AM
To: DHR-PSCCoordinator, DHR
Subject: FW: FW: SFO - DRAFT PSC Create and Implement an Enterprise Strategic Information Security Program
Attachments: Enterprise SISP RFP 9134 FINAL.pdf; Enterprise SISP RFP 9134 FINAL .docx; PSC Notice to L21 SISP.pdf; 11-0257.pdf

Leorah,

I sent this PSC to L21 on 5/7, conference call to discuss issues 6/7, answers provided 9/4, sent follow up emails 9/9 and 9/18.

I would like to move forward with this request.

Thanks,

Cynthia
Phone: (650) 821-2014

From: Cynthia Avakian
Sent: Wednesday, September 05, 2012 12:55 AM
To: DHR-PSCCoordinator (DHR-PSCCoordinator@sfgov.org)
Subject: RE: FW: SFO - DRAFT PSC Create and Implement an Enterprise Strategic Information Security Program

Leorah,

Attached is the PSC for the Airport's PSC to PSC Create and Implement an Enterprise Strategic Information Security Program for the October 1st Civil Service Commission meeting.

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

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

From: Cynthia Avakian
Sent: Tuesday, September 04, 2012 5:52 PM
To: L21PSC Review <L21PSCReview@ifpte21.org> (L21PSCReview@ifpte21.org)
Cc: Jonathan Kaplan; Dina Quesada
Subject: RE: FW: SFO - DRAFT PSC Create and Implement an Enterprise Strategic Information Security Program

Larry,

I apologize for the delay in getting this answer to you. Please let me know if Local 21 has any further questions.

Thanks,

Cynthia

Phone: (650) 821-2014

From: Cynthia Avakian
Sent: Thursday, June 07, 2012 2:13 PM
To: Jonathan Kaplan
Subject: RE: RFP meeting with

Jonathan,

The conference call with Local 21 went well. They have a few follow-up questions:

- 1) According to L21, the PUC and MTA have cyber security concerns. Why not have one central City-wide system instead of these separate systems?

The purpose of RFP9134 is to establish an effective cyber-security program for the Airport. While it is certainly possible that the cyber-security strategy that emerges has city-wide elements, MTA and SFO do not share the same governance structure, and are unlikely to have similar ICS (information control systems) and ICT (information and telecommunications technology) architectures.

- 2) L21 wants to know about the staffing plan for this project. Which IT classes will be supporting this Program under you?

The assumption is the awarded contractor would provide recommendations on staffing for this program. For now, I believe the guesstimate is a program lead of a 09xx class with initial staffing of 2 – 10xx classes for oversight of compliance.

Thanks,

Cynthia

Phone: (650) 821-2014

From: Cynthia Avakian
Sent: Thursday, June 07, 2012 1:32 PM
To: 'L21PSC Review'
Subject: RE: FW: SFO - DRAFT PSC Create and Implement an Enterprise Strategic Information Security Program

I'm on the call now.

Thanks,

Cynthia

Phone: (650) 821-2014

From: L21PSC Review [<mailto:L21PSCReview@ifpte21.org>]
Sent: Thursday, June 07, 2012 1:29 PM
To: Cynthia Avakian
Subject: RE: FW: SFO - DRAFT PSC Create and Implement an Enterprise Strategic Information Security Program

ok. will call in a few minutes

larry

From: Cynthia Avakian [Cynthia.Avakian@flysfo.com]

Sent: Thursday, June 07, 2012 1:13 PM

To: L21PSC Review; Larry Wong

Subject: FW: FW: SFO - DRAFT PSC Create and Implement an Enterprise Strategic Information Security Program

Larry,

An emergency has come up and Jonathan Kaplan from ITT will not be able to participate in the call. Can we have the call so that I know what the concerns are. Let me know or I will discuss with Local 21 in a few minutes.

Thanks,

Cynthia

Phone: (650) 821-2014

Cynthia Avakian

From: Cynthia Avakian
Sent: Thursday, May 31, 2012 12:07 AM
To: 'L21PSC Review'
Cc: 'Ging Louie'; 'Joe Brenner'; Jonathan Kaplan; Mike Dearman; 'Alexander Tonisson'; 'Pam Covington'; Gus Vallejo
Subject: RE: SFO - DRAFT PSC Create and Implement an Enterprise Strategic Information Security Program

Larry,

Cynthia Avakian has invited you to a conference call: RFP Create and Implement an Enterprise Strategic Information Security Program

This conference is scheduled to begin on June 07 2012 at 01:30 PM PST+ DST (Pacific + Tijuana).

This conference is scheduled to last for 30 minutes.

To access this conference via telephone, please call the following number: 650-821-2663, when prompted for your conference code, please enter 64648 on your telephone keypad.

Please do not disclose this information to any unauthorized parties, as the privacy of your conference may be compromised.

We hope you enjoy your conference experience.

Thanks,

Cynthia

Phone: (650) 821-2014

From: Cynthia Avakian
Sent: Wednesday, May 30, 2012 5:59 PM
To: 'L21PSC Review'
Cc: Ging Louie; Joe Brenner; Jonathan Kaplan; Mike Dearman; Alexander Tonisson; Pam Covington; Gus Vallejo
Subject: RE: SFO - DRAFT PSC Create and Implement an Enterprise Strategic Information Security Program

Larry,

We are having some problems with our conference bridge system here so I will send the dial-in instructions tomorrow.

Thanks,

Cynthia

Phone: (650) 821-2014

From: L21PSC Review [mailto:L21PSCReview@ifpte21.org]
Sent: Wednesday, May 30, 2012 2:07 PM

To: Cynthia Avakian
Cc: Ging Louie; Joe Brenner; Jonathan Kaplan; Mike Dearman; Alexander Tonisson; Pam Covington; Gus Vallejo
Subject: RE: SFO - DRAFT PSC Create and Implement an Enterprise Strategic Information Security Program

yes. 06/07/12 at 1:30pm

From: Cynthia Avakian [Cynthia.Avakian@flysfo.com]
Sent: Wednesday, May 30, 2012 12:09 PM
To: L21PSC Review
Cc: Ging Louie; Joe Brenner; Jonathan Kaplan; Mike Dearman; Alexander Tonisson; Pam Covington; Gus Vallejo
Subject: RE: SFO - DRAFT PSC Create and Implement an Enterprise Strategic Information Security Program

Larry,

How about Thursday, June 7th at 1:30PM? If this is okay, I will set up a conference call. Let me know.

Thanks,

Cynthia
Phone: (650) 821-2014

From: L21PSC Review [mailto:L21PSCReview@ifpte21.org]
Sent: Wednesday, May 30, 2012 10:49 AM
To: Cynthia Avakian
Cc: Ging Louie; Joe Brenner; Jonathan Kaplan; Mike Dearman; Alexander Tonisson; Pam Covington; Gus Vallejo
Subject: RE: SFO - DRAFT PSC Create and Implement an Enterprise Strategic Information Security Program

Hi Cynthia,
Just got back from vacation.
Let's try next week.

June 6 (wed) 10:00am, 10:30am, 1:30pm, 2:00pm, 2:30pm, 3:00pm
June 7, 2012 (thur) 1:30pm, 2:00pm, 2:30pm, 3:00pm

Larry Wong
L21 PSC Reviewer
(4150 864-2100)

From: Cynthia Avakian [Cynthia.Avakian@flysfo.com]
Sent: Wednesday, May 16, 2012 6:14 PM
To: L21PSC Review
Cc: Ging Louie; Joe Brenner; Jonathan Kaplan; Mike Dearman; Alexander Tonisson; Pam Covington; Gus Vallejo
Subject: RE: SFO - DRAFT PSC Create and Implement an Enterprise Strategic Information Security Program

Larry,

Can you let me know a few options next week (May 21-25) for this one and I will confirm a day/time with the project manager.

Thanks for your help,

Cynthia
Phone: (650) 821-2014

From: L21PSC Review [mailto:L21PSCReview@ifpte21.org]
Sent: Wednesday, May 09, 2012 3:00 PM
To: Cynthia Avakian
Cc: Ging Louie; Joe Brenner; Jonathan Kaplan; Mike Dearman; Alexander Tonisson; Pam Covington; Gus Vallejo
Subject: RE: SFO - DRAFT PSC Create and Implement an Enterprise Strategic Information Security Program

Cynthia,

L21 would like to discuss this PSC knowledge transfer.

Available Date/Time:

May 16, 2012 (wed) 10:00am, 10:30am, 1:30pm, 2:00pm, 2:30pm, 3:00pm

May 17, 2012 (thur) 1:30pm, 2:00pm, 2:30pm, 3:00pm

Larry Wong
L21 PSC Reviewer

From: Cynthia Avakian [Cynthia.Avakian@flysfo.com]
Sent: Monday, May 07, 2012 5:24 PM
To: L21PSC.Review
Cc: Ging Louie; Joe Brenner; Jonathan Kaplan; Mike Dearman
Subject: SFO - DRAFT PSC Create and Implement an Enterprise Strategic Information Security Program

All,

Attached is the DRAFT PSC to Create and Implement an Enterprise Strategic Information Security Program.

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

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

Cynthia Avakian

From: Cynthia Avakian
Sent: Tuesday, September 18, 2012 1:52 AM
To: Ging Louie (glouie@ifpte21.org); L21PSC Review <L21PSCReview@ifpte21.org> (L21PSCReview@ifpte21.org)
Subject: RE: FW: SFO - DRAFT PSC Create and Implement an Enterprise Strategic Information Security Program

Ging,

Just checking back to see if you have any further questions on this one. Let me know since we would like to get this on the next CSC agenda.

Thanks,

Cynthia
Phone: (650) 821-2014

From: Cynthia Avakian
Sent: Sunday, September 09, 2012 10:10 PM
To: Ging Louie (glouie@ifpte21.org)
Subject: FW: FW: SFO - DRAFT PSC Create and Implement an Enterprise Strategic Information Security Program

Ging,

I just realized you weren't cced on this one. Please let me know if you have any questions.

Thanks,

Cynthia
Phone: (650) 821-2014

From: Cynthia Avakian
Sent: Tuesday, September 04, 2012 5:52 PM
To: L21PSC Review <L21PSCReview@ifpte21.org> (L21PSCReview@ifpte21.org)
Cc: Jonathan Kaplan; Dina Quesada
Subject: RE: FW: SFO - DRAFT PSC Create and Implement an Enterprise Strategic Information Security Program

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Cynthia
Phone: (650) 821-2014

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Sent: Thursday, June 07, 2012 2:13 PM
To: Jonathan Kaplan
Subject: RE: RFP meeting with

Jonathan,

The conference call with Local 21 went well. They have a few follow-up questions:

- 1) According to L21, the PUC and MTA have cyber security concerns. Why not have one central City-wide system instead of these separate systems?

The purpose of RFP9134 is to establish an effective cyber-security program for the Airport. While it is certainly possible that the cyber-security strategy that emerges has city-wide elements, MTA and SFO do not share the same governance structure, and are unlikely to have similar ICS (information control systems) and ICT (information and telecommunications technology) architectures.

- 2) L21 wants to know about the staffing plan for this project. Which IT classes will be supporting this Program under you?

The assumption is the awarded contractor would provide recommendations on staffing for this program. For now, I believe the guesstimate is a program lead of a 09xx class with initial staffing of 2 – 10xx classes for oversight of compliance.

Thanks,

Cynthia
Phone: (650) 821-2014

From: Cynthia Avakian
Sent: Thursday, June 07, 2012 1:32 PM
To: 'L21PSC Review'
Subject: RE: FW: SFO - DRAFT PSC Create and Implement an Enterprise Strategic Information Security Program

I'm on the call now.

Thanks,

Cynthia
Phone: (650) 821-2014

From: L21PSC Review [mailto:L21PSCReview@ifpte21.org]
Sent: Thursday, June 07, 2012 1:29 PM
To: Cynthia Avakian
Subject: RE: FW: SFO - DRAFT PSC Create and Implement an Enterprise Strategic Information Security Program

ok. will call in a few minutes

larry

From: Cynthia Avakian [Cynthia.Avakian@flysfo.com]
Sent: Thursday, June 07, 2012 1:13 PM
To: L21PSC Review; Larry Wong
Subject: FW: FW: SFO - DRAFT PSC Create and Implement an Enterprise Strategic Information Security Program

Larry,

An emergency has come up and Jonathan Kaplan from ITT will not be able to participate in the call. Can we have the call so that I know what the concerns are. Let me know or I will discuss with Local 21 in a few minutes.

Thanks,

Cynthia

Phone: (650) 821-2014

PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 6, 2012

DEPARTMENT NAME: PLANNING DEPARTMENT DEPARTMENT NUMBER: 29

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

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

TYPE OF SERVICE: IFD standard and Nexus Study

FUNDING SOURCE: General fund

PSC AMOUNT: \$175,000 PSC DURATION: October 1, 2012 to December 31, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

A comprehensive Study to update programs and supporting documentation for various potential public funding sources, including impact fees and potential infrastructure finance districts. This Study will: 1. Identify and develop three specific types of standards for open space, recreational facilities, transportation infrastructure, streetscape improvements and childcare facilities. The three standards include: policy based standards, average existing level of service/amenity standards, and Citywide nexus standards; and 2. Generate an updated nexus analysis. It is expected that this analysis will support all existing area and citywide impact fees, (continued on attachment)

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

This project is critical to enabling the City to meet the monitoring, reporting and updating requirements to establish and maintain a number of development impact fees. This analysis is required every five years by State law to maintain important revenue sources for the City. (continued on attachment)

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

Services similar in scope have been provided through a personal services contract, PSC #4034-06/07.

D. Will the contract(s) be renewed?

No, services are required specifically for this one-time project

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

[X] IFPTE Local 21 Union Name Signature of person mailing/faxing form Date 8/6/12
[X] Municipal Executives' Association Association Signature of person mailing/faxing form Date 8/6/12

RFP sent to [] , on [] Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4037-12/13
STAFF ANALYSIS/RECOMMENDATION: Approved W 9/18/12

CIVIL SERVICE COMMISSION ACTION:

1 including pedestrian, bicycle and transit

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Experience completing analysis to establish, justify, and monitor impact fees in accordance with AB1600, including experience working in other California municipalities to establish and justify development impact fees for various infrastructure types. Knowledge and experience quantifying infrastructure standards.

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

Similar duties are performed by a limited number of staff in the 0922 (Manager I) and 0923 (Manager II) series employed in the Mayor's Office of Economic and Workforce Development (MOEWD).

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 nature of the services to be performed calls for a contractor that performs the bulk of its work in, and interacting with, the private sector in order to maintain an up-to-date competitive edge to most effectively perform its nexus study for the public sector to target plan areas for improvement and potential growth.

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

No, these services are required on an as-needed basis; it would be neither practical nor feasible to either adopt new civil service classes or increase the number of 0900 series classes with these specialized duties attached.

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

Yes No

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

B. Will the contractor train City and County employees?

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


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

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

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

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

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



Signature of Departmental Personal Services Contract Coordinator

Thomas DiSanto

415-575-9113

Print or Type Name

Telephone Number

1650 MISSION ST STE 400
SAN FRANCISCO CA 94103

Address

ATTACHMENT

DATE: August 6, 2012

DEPARTMENT NAME: PLANNING DEPARTMENT

DEPARTMENT NUMBER: 29

TYPE OF SERVICE: IFD standard and Nexus Study

1.A Description of work (continued):

and would be amended or updated at intervals as required to support development fees.

2.B Explain why this service is necessary and the consequence of denial (continued):

Failure to update nexus studies on a regular basis could lead to the City being out of compliance with State laws regarding nexus studies, and could jeopardize the impact fee program, resulting in loss of millions of dollars of potential revenue to the City for infrastructure projects in high growth areas.

Dang, Leorah

From: Lisa.Chau@sfgov.org
Sent: Monday, August 06, 2012 4:23 PM
To: L21PSC Review
Cc: DHR-PSCCoordinator, DHR
Subject: IFD standard and Nexus study PSC summary
Attachments: Nexus study PSC summary.doc

Hi,

Attached for your review is a PDF of the above referenced PSC summary form.
The PSC contract amount is \$175,000, and the term is from 10/1/12 - 12/31/13.
We are trying to get on Civil Service Commission calendar on 10/1/12.

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

(See attached file: Nexus study PSC summary.doc)

Regards,
Lisa Chau
San Francisco Planning Department
1650 Mission Street, Suite 400
San Francisco, CA 94103
Tel: 415 575 9042
Fax: 415 558 6409
E-mail: Lisa.Chau@sfgov.org

PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 17, 2006

DEPARTMENT NAME: City Planning DEPARTMENT NUMBER 29

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

[] CONTINUING [] ANNUAL

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

TYPE OF SERVICE: General Plan Rezoning: Economic Forecasting and Planning Services

FUNDING SOURCE: General Fund

PSC AMOUNT: \$250,000 PSC DURATION: October 1, 2006 to December 31, 2007

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The Planning Department is seeking a consultant to provide as-needed economic services. Expected tasks will be particularly related to planning work currently underway for the Eastern Neighborhoods. As planning for the area proceeds, staff will require specialized expertise to perform various economic analyses including real estate analysis, the development of recommendations for financing recommended plan improvements, the evaluation of specific financing tools and their applicability to the Eastern Neighborhoods, the assessment of local commercial markets as they relate to retail demand within the Eastern Neighborhoods, and other related tasks.

B. Explain why this service is necessary and the consequences of denial: Staff does not have the specialization in real estate economics necessary to perform the work expected to be necessary as planning for the Eastern Neighborhoods continues. Of critical importance is current participation in the local economy and its various markets. The specialized understanding of local market economy and its recent developments, and particularly an understanding of the residential sector, is critical to creating a sustainable fiscal strategy for providing public benefits to the Eastern Neighborhoods as development occurs. Denial of this project may cause critical zoning ordinances to be faulty due to the lack of expert and thorough economic impact analysis and possibly hinder future economic growth.

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): Until recently, the City had no official department responsible for the economic evaluation of policy and legislation as it relates to the economic viability of the city. The Mayor's Office of Economic and Workforce Development (MOEWD) is now charged with implementing the recommendations from City policies and ordinances, which may have an economic impact. Like Planning, MOEWD does not, in general, have the expertise and/or market knowledge necessary for finite economic analysis.

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

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

PSC e-mailed to: Local 21

Union Name

[Signature: Bomb Mcbee] Signature of person mailing / faxing form

August 17, 2006 Date

Draft Scope of Work e-mailed to local 21

[Signature: Bomb Mcbee]

August 17, 2006

Telephone conference with MOEWD

[Signature: Bomb Mcbee] Signature of person mailing / faxing form

May 2006 Date

PSC# 4034-06/07 FOR DEPARTMENT OF HUMAN RESOURCES USE

STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

[Signature: approved] [Signature: sm]



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. **Specify required skills and/or expertise:** Areas of expertise must include: Economic and market research analysis, real estate development, financial feasibility testing and public financing. Understanding of local economies, including housing markets, ability to perform various economic analysis and projections for potential demand ranging from commercial to industrial markets. Ability to create pro forma evaluations, cost and revenue projects and cash flow modeling. The capacity to perform impact fee analyses and evaluate the efforts of such on development.
- B. **Which, if any, civil service class normally performs this work?** None Known
- C. **Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:** No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. **Explain why civil service classes are not applicable:** Existing classes do not have the range of technical skills needed for this specialization.
- B. **Would it be practical to adopt a new civil service class to perform this work? Explain.** No. Civil service classifications currently exist.

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? Describe training and indicate approximate number of hours. Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service? BOS Contract Budget 05/06	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

Bonita Davenport - McGee
 Signature of Departmental Personal Services Contract Coordinator

Bonita Davenport - McGee 558-6610
 Print or Type Name Telephone Number

San Francisco Planning Department
1660 Mission Street, Suite 500
San Francisco, CA 94103

4034-06/07



Bonita
Davenport/CTYPLN/SFGOV
08/17/2006 11:29 AM

To Emily M. Morrison/DHR/SFGOV@SFGOV
cc
bcc
Subject Fw: as-needed economic forecasting contract - City Planning

Hi Emily,

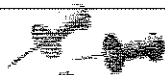
The PSC and scope of services were e-mailed to L21 today (see attachments below). I will forward the original PSC today for the Sept 18th hearing.

Call if you have any questions.

Hope all is well,
Bonita

Bonita Davenport-McGee
San Francisco Planning Department
Office of Contract Administration
1660 Mission Street, Suite 500
San Francisco, CA 94103-2414
Phone: (415) 558-6610
Fax (415) 558-6426

— Forwarded by Bonita Davenport/CTYPLN/SFGOV on 08/17/2006 11:29 AM —



Bonita Davenport
08/17/2006 11:26 AM

To: njulio@ifpte21.org
cc:
Subject: as-needed economic forecasting contract - City Planning

Hello Nilka,

Here is the next PSC from Planning. We've discussed the work with MOEWD to see if they could actually do this type of work and they've indicated that they are staffed to "implement" economic strategies not "study their feasibility". Also attached is a brief scope of work as the RFQ has yet to be drafted.

Call if you have any questions.

Bonita



as needed econ development rfp bym.doc



EN Economic Forecasting As-needed.doc

Bonita Davenport-McGee
San Francisco Planning Department
Office of Contract Administration
1660 Mission Street, Suite 500
San Francisco, CA 94103-2414
Phone: (415) 558-6610
Fax: (415) 558-6426



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

September 20, 2006

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4034-06/07 THROUGH 4042-06/07 AND 4104-05/06.

THOMAS T. NG
VICE PRESIDENT

At its meeting of September 18, 2006 the Civil Service Commission had for its consideration the above matter.

ALICIA D. BECERRIL
COMMISSIONER

It was the decision of the Commission to adopt the Human Resources Director's report PSC #4034-06/07 as amended. Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONG
COMMISSIONER

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.

KATE FAVETTI
EXECUTIVE OFFICER

CIVIL SERVICE COMMISSION

KATE FAVETTI
Executive Officer

Attachment

- c: Shalonda Baldwin, Mayor's Office of Public Finance & Business Affairs
- Parveen Boparai, Municipal Transportation Agency
- Bonita Davenport-McGee, City Planning
- Philip Ginsburg, Human Resources Director
- Nancy Gonchar, Arts Commission
- Ed Harrington, Controller
- Jennifer Johnston, Department of Human Resources
- Naomi Kelly, Office of Contract Administration
- William Lee, Emergency Communications
- Galen Leung, San Francisco International Airport
- Madeleine Licavoli, Board of Supervisors
- Joan Lubamersky, Mayor's Office on Disability
- Jonathan Nelly, Department of Human Resources
- Commission File
- Chron

POSTING FOR
September 18, 2006

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
4034-06/07	29	City Planning	Regular	\$250,000.00	Will provide as-needed economic services related to planning work currently underway for the Eastern Neighborhoods.	31-Dec-07
4035-06/07	25	Mayor's Office	Regular	\$300,000.00	Will conduct and coordinate federal lobbying services for the City, and including identifying and advocating for or against legislation and regulatory matters that impact the City.	30-Jun-07
4036-06/07	25	Mayor's Office	Regular	\$300,000.00	Will conduct and coordinate state lobbying services for the City, including identifying and advocating for or against legislation and regulatory matters that impact the City.	30-Jun-07
4037-06/07	77	Emergency Communications - Office of Emergency Services & Homeland Security	Regular	\$148,500.00	Will institute Phase II of the Disaster Shelter Survey/Disaster Relief Database project to expand the shelter database to Marin and San Mateo Counties while adding enhancements to the website database that will directly benefit the 3 counties involved.	31-Dec-06
4038-06/07	28	Arts Commission	Regular	\$345,000.00	Will conduct creative writing classes for youth-in-need at ten community-based sites in San Francisco.	30-Jun-07
4039-06/07	01	Board of Supervisors	Regular	\$325,000.00	Will acquire, customize, install, and provide user training for Legislative tracking software to meet some SF requirements not already met by the off-the-shelf system, installed on the Board of Supervisors' server.	31-Oct-07
4040-06/07	27	Airport Commission	Regular	\$375,000.00	Will provide as-needed inspection of deliveries and employees going to post-security retailers and restaurants at San Francisco International Airport (SFO) to verify any tampering or transport of restricted items into secure areas.	30-Jun-07
4041-06/07	27	Airport Commission	Regular	\$590,000.00	Will implement an enterprise-wide property management and billing system to monitor, track and report revenue and other key business information on all San Francisco International Airport property leases, space permits, and other property contracts.	30-Jun-08

**POSTING FOR
September 18, 2006**

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
4042-06/07	35	Municipal Transportation Agency	Regular	\$340,946.00	Will provide service, labor, and equipment for installation, testing, and maintenance Motorola radio equipments in order to expand the radio coverage for MTA's Security Division.	30-Oct-07

0025

POSTING FOR
September 18, 2006

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

PSC No.	Dept/No	DeptName	Increase Amount	New Amount	Description of work	Approval Type	Duration
4104-05/06	70	Administrative Services - Mayor's Office of Public Finance	\$250,000.00	\$500,000.00	Will provide financial advisory services for the San Francisco Public Utilities Commission, which will include financial and legal analyses to size, price and market bonds effectively to achieve the lowest borrowing cost to the City.	Regular	04-Aug-08

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 8-15-12

DEPARTMENT NAME: Police DEPARTMENT NUMBER 38

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

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

TYPE OF SERVICE: Gunshot Detection System (expansion of current system)

FUNDING SOURCE: United States Department of Justice, (COPS Grant)

PSC AMOUNT: \$655,000 PSC DURATION: 11-1-12 - 10-31-13

RECEIVED BY DEPARTMENT OF HUMAN RESOURCES 12 AUG 22 AM 9:35

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Expansion of the current gunshot detection system to cover an additional six square miles throughout the City. The system that is being expanded uses acoustic sensing technology to identify, discriminate, record and locate gunshots / explosions to the Police Department within seconds of the shots being fired. Multiple acoustic sensors will be installed throughout the expanded six square mile area that will communicate registered gunshot explosion activity back to a central server.

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

This service is necessary to expand the current system an additional six square miles. This will allow the Police Department to detect and locate gunshots in almost real time in a larger area of the City. This will allow for a quick response time and a reduction in crime. If this service were denied, the safety and security of the residents of San Francisco would be compromised. The City would also lose the COPS Grant if the funds were not used for this service.

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 maintenance for the current system is being provided under PSC 4038-10/11.

D. Will the contract(s) be renewed: Yes, when funding is available.

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

Local 21 Officer Shawn Wallace #1104 8-15-12
Union Name Signature of person mailing/faxing form Date

Union Name Signature of person mailing/faxing form Date

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4038-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved WW 9/28/12

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Knowledge and skill to install the proprietary gunshot detection software. Skill set to survey, engineer and install the acoustic sensors and base stations along with the knowledge and skill to integrate the system.

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

No civil service classification performs this work. It is a proprietary system being purchased from ShotSpotter Inc.

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

Yes all of the new equipment need for the expansion of the current system will be provided by the vendor. The professional services are incidental to the purchase of the equipment.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The gunshot detection system is a state of the art technology that civil service classes are not exposed to. It is a skill set that requires specific expertise in gunshot detection systems, equipment and applications. A portion of the work such as installation and maintenance of the wireless and fiber link is done by civil service classifications, as coordinated through the Dept. of Technology.

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

No, this is a one time service that requires experience and training known only to ShotSpotter Inc. technicians to complete the installation and testing.

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

	Yes	No
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • Describe the training and indicate approximate number of hours. • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. 		
C. Are there legal mandates requiring the use of contractual services?	<input 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? ShotSpotter 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

Print or Type Name

553-1096

Telephone Number

850 Bryant Street

San Francisco, Calif. 94103

Address



RE: PSC for Gunshot Detection system

Wednesday, August 15, 2012 11:01 AM

From: "Kim Carter" <kcarter@ifpte21.org>

To: "sfpd.contracts@sbcglobal.net" <sfpd.contracts@sbcglobal.net>; "L21PSC Review" <L21PSCReview@ifpte21.org>

Cc: "Mikail Ali" <Mikail.Ali@sfgov.org>

The union has no objection, *at this time*, to this PSC.

Thank you,

Kim

Kim Carter
IFPTE Local 21, AFL-CIO
415-864-2100 x127
415-864-2166 Fax
www.ifpte21.org

Find Local 21 on Facebook!
I'm on Twitter: @unionladybug

This e-mail message and any attachments contain confidential information that is legally privileged and intended solely for the use of the addressee (s) named above. If you are not the intended recipient(s), or person responsible for delivering it to the intended recipient(s), you are hereby notified that any review, disclosure, copying, distribution or use of any of the information contained herein is strictly prohibited. If you have received this confidential communication in error, please contact the sender by reply e-mail and permanently delete the original transmission and any attachments without reading or saving in any manner.

From: Shawn Wallace [mailto: sfpd.contracts@sbcglobal.net]
Sent: Wednesday, August 15, 2012 8:22 AM
To: Kim Carter; L21PSC Review
Cc: Mikail Ali
Subject: PSC for Gunshot Detection system

Hello,

Please see the attached PSC. If there are any questions, the contact person is Commander Mikail Ali at: Mikail.Ali@sfgov.org

Thanks
Shawn

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

0029



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

October 20, 2010

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

LISA SEITZ GRUWELL
COMMISSIONER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4034-10/11
THROUGH 4040-10/11.**

At its meeting of October 18, 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.*

ANITA SANCHEZ
EXECUTIVE OFFICER

It was the decision of the Commission to adopt the report; Approve request for proposed personal services 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: Cynthia Avakian, Airport Commission
- Micki Callahan, Human Resources Director
- Marie de Vera, Department of Human Resources
- Kendall Gary, Department of Technology
- Shamica Jackson, Public Utilities Commission
- Naomi Kelly, Office of Contract Administration
- Florence Kyaan, Public Utilities Commission
- Brent Lewis, Department of Human Resources
- Jill Manton, Arts Commission
- Ben Rosenfield, Controller
- Shawn Wallace, San Francisco Police Department
- Commission File
- Chron

0030

POSTI FOR
10/18/2010

PROPOSED PERSONAL SERVICES CONTRACTS
Regular, Continuing, Annual

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Start Date	End Date
4034-10/11	27	Airport Commission	Regular	\$9,700,000	The Master Architect will provide for a comprehensive programming analysis, architectural design and engineering services necessary to develop the planning and integrated conceptual design of the replacement ATCT/Terminal 1 Complex Redevelopment Program. The Master Architect will also provide 45% complete bridging documents, in accordance with FAA standards, for the replacement ATCT, which will be completed through a design-build process.	11/1/2010	10/31/2020
4035-10/11	75	Dept. of Technology	Regular	\$700,000	The city is seeking professional services to assist in the development and implementation of a plan to consolidate up to fifteen (15) separate and independent data centers into six (6) or fewer data center (Receiving Data Centers). The data centers are currently operation in various locations by participating City Departments.	9/25/2010	9/24/2012
4036-10/11	33	Human Resources	Regular	\$99,000	The consultant will have the lead role in the development and administration of a promotional exam for the Fire Department rank of H-30 Captain, and defend that selection process against legal challenge as necessary.	12/1/2010	11/30/2012
4037-10/11	38	Police	Regular	\$180,000	The installation of the Early Intervention System software application and data base has been completed. The maintenance of the system will begin with a one year warranty and then six years of maintenance, extending the duration of the contract through 5-31-17. The maintenance will include correcting errors defects and malfunctions of the system. Support will be provided via telephone and on line access. On site service will also be provided as needed in the detection and correction of viruses to the system. Regular software updates will also be provided by the vendor.	6/1/2010	5/31/2017
4038-10/11	38	Police	Regular	\$700,000	Contractor will provide technical support via telephone and E-Mail. Contractor will also provide monitoring of the system with proactive remedies to any problems that arise along with software updates and up grades. Refresher training, forensic reports and expert witness testimony will also be provided. Contractor will also provide repair and replacement for any components damaged by weather, problems with telephone line connections, problems with unforeseen growth of foliage and any other causes that are uncontrollable by the contractor.	9/1/2010	8/31/2013
4039-10/11	40	Public Utilities Commission	Regular	\$9,000,000	Post-construction building monitoring services for building commissioning and energy efficiency for multiple SFPU and City of San Francisco building sites.	11/1/2010	11/1/2017
4040-10/11	28	Art Commission	Regular	\$1,899,510	In accordance with the City Charter, the San Francisco Symphony will perform concerts. These concerts will take place at the San Francisco Davies Symphony Hall October 2010 - July 2011 with two free concerts at a public park. This is the 60th year for Summer POPS concerts.	9/30/2010	12/31/2011



GAVIN NEWSOM
MAYOR

POLICE DEPARTMENT
CITY AND COUNTY OF SAN FRANCISCO
THOMAS J. CAHILL HALL OF JUSTICE
850 BRYANT STREET
SAN FRANCISCO, CALIFORNIA 94103-4603



GEORGE GASCON
CHIEF OF POLICE

MEMORANDUM

DATE: 11-08-10
TO: DHR PSC Coordinator
Department of Human Resources (Dept. 33)
FROM: Officer Shawn Wallace #1104, PSC Coordinator
San Francisco Police Department, (Dept. #38)
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4038-10/11 Approval Date: 10-18-10

Description of Service(s): Contractor will provide technical support on the City's SHOTSPOTTER Gun Shot Detection System. Contractor will also provide monitoring of the system and provide system upgrades.

Original Approved Amount:	<u>\$700,000</u>	Original Approved Duration:	<u>9-1-10 – 8-31-13</u>
Modification Amount:	<u>\$ 33,975</u>	Modification of Duration:	<u>None</u>
Total Amount as Modified:	<u>\$733,975</u>	Total Duration as Modified:	<u>9-1-10 – 8-31-13</u>

Reason for the modification: ^{not due}
Original price quote, did not contain the tax that was to be charged for the service.

Attachment: Copy of Approved PSC Summary

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 11/10/10

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 8-16-10

DEPARTMENT NAME: Police DEPARTMENT NUMBER 38

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

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

TYPE OF SERVICE: Maintenance for the Shotspotter Gun Shot Detection Service

FUNDING SOURCE: General Fund

PSC AMOUNT: \$700,000 PSC DURATION: 9-1-10 - 8-31-13

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Contractor will provide technical support via telephone and E-Mail. Contractor will also provide monitoring of the system with proactive remedies to any problems that arise along with software updates and up grades. Refresher training, forensic reports and expert witness testimony will also be provided. Contractor will also provide repair and replacement for any components damaged by weather, problems with telephone line connections, problems with unforeseen growth of foliage and any other causes that are uncontrollable by the contractor.
B. Explain why this service is necessary and the consequences of denial: This service is necessary in order to keep the gunshot detection system fully maintained and in good working order. If denied, the system would become inoperable and thus useless as tool that ensures the safety of the citizens of San Francisco.
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This service has not been approved through a previous PSC. The system was purchased and installed through PSC # 4126-09/10.
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):

Local 21 Union Name [Signature] Signature of person mailing/faxing form [8-19-10] 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: **Knowledge and skill to maintain a proprietary gun shot detection system including all software and hardware components of the system.**
- B. Which, if any, civil service class normally performs this work? **There are no civil service classifications that perform the specified work for the proprietary software maintenance including upgrades and updates. 1061 IS Programmer Analyst – Assistant, 1061 IS Programmer Analyst, 1063 – IS Programmer Analyst – Senior and 1064 IS Programmer Analyst – Principal would perform this type of service if the software was not proprietary to the vendor who the system was purchased from and installed by.**
- 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 due to the proprietary nature of the software being maintained. The contractor who the system was purchased from and installed by are the only authorized personnel allowed to work on the system without voiding the warranties.**
- B. Would it be practical to adopt a new civil service class to perform this work? Explain. **No, because this is a proprietary system.**

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

	Yes	No
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • Describe the training and indicate approximate number of hours. • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. 		
C. Are there legal mandates requiring the use of contractual services?	<input 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

Officer Shawn Wallace #1104

Print or Type Name

553-1096

Telephone Number

850 Bryant Street
San Francisco, CA 94103

Address

MODE = MEMORY TRANSMISSION

START=AUG-19 05:18 END=AUG-19 05:19

FILE NO.=822

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK		98642166	003/003	00:00:34

Local 21

-SFPD LEGAL DIVISION -

***** -SFPD LEGAL, DIV - ***** 4155531999- *****

**SAN FRANCISCO POLICE DEPARTMENT
LEGAL DIVISION
TELEPHONE: 415-553-1096
FAX: 415-553-1999**

TO: Local 21

FAX#: 864-2166

DEPT./COMPANY: Local 21

DATE:8-19-10

FROM: **Officer Shawn Wallace, #1104
San Francisco Police Department, Legal Division
Direct extension: 415-553-1096**

SUBJECT: PSC for Shot Spotter Gun Shot Detection Maintenance Service

TOTAL NUMBER OF PAGES INCLUDING COVER LETTER: 3

Please see attached PSC. If there are any questions, please contact Lt. Mikail Ali at Mikail.Ali@sfgov.org

Thanks
Shawn

CONFIDENTIALITY NOTE

This and any accompanying pages contain information from the San Francisco Police Department and it is confidential and privileged. The information contained in this fax transmittal is intended for the use of the individual or entity named above. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the accompanying document (or the information contained herein) is prohibited. If you have received this facsimile transmission in error, please notify our office immediately so that we can arrange for retrieval at no cost to you.

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 09/18/2012 (to DHR)

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

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

TYPE OF SERVICE: Specialized Employment Technical Support Services (CS-268)

FUNDING SOURCE: SFPUC General Fund

PSC AMOUNT: \$5,000,000 PSC DURATION: 10/17/2012 to 12/31/2017

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Independent third-party cataloging of all of SFPUC's workforce investments and programs. Specialized technical support services to develop comprehensive Agency-wide workforce strategy and plan across SFPUC's Enterprises. Technical support services to develop jobs components and implementation plans of specialized Water, Sewer and Power Enterprise projects, such as municipal energy efficiency programs.

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

This service is necessary for SFPUC to coordinate all of our workforce programs and to maximize the jobs outcomes associated with these investments. The consequences of denial include having numerous silo'd programs across the agency that are not strategically coordinated as part of a comprehensive workforce strategy and missed jobs opportunities for SFPUC's ratepayers, customers, youth, service territory workers, incumbent workers, etc. This service will allow SFPUC to provide increased access to work opportunities via the many programs we invest in, as well as our capital and operational programs.

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

This service was not provided in the past as programs largely function independently from one another.

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

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

MEA Shamica Jackson 07/26/2012 (30-day Union Notice)
Union Name Signature of person mailing/faxing form Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4039-12/13

STAFF ANALYSIS/RECOMMENDATION: Approved LW 9/28/12

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

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

Specialized technical knowledge, skills and experience independently reviewing public utilities workforce programs and developing comprehensive workforce strategies and implementation plans for large capital programs and a wide range of internal and external jobs programs, applying national best practices and having a deep localized knowledge of SFPUC's service territory labor market.

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

No civil service class currently performs this work, but the 0931 & 0932 Manager classifications are the only classifications that may be able to perform certain non-specialized or non-public utility-related aspects of this 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:**

Civil service classes are not applicable because the independent review and cataloging of programs requires no relationship to the specific program or individuals managing the program. Further, the highly specialized nature of developing jobs strategies for technical Enterprise projects or specific capital projects requires specialized knowledge and experience related to technical Water, Sewer and Power projects of limited duration.

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

No, this work will be of limited duration related to developing specialized workforce plans for specific capital projects (for example, the Sewer System Improvement Program) and specific technical operational projects (for example, Water, Sewer and Power Enterprise projects). The work will not be of an ongoing, sustainable nature in one area of focus and is thus impractical for civil service classes to perform.

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

	Yes	No
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employees?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Describe the training and indicate approximate number of hours. • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. See Supplemental Attachment A.		
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:

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

415-554-0727

Print or Type Name

Telephone Number

1155 Market Street, 9th Floor

San Francisco, CA 94103

Address

Supplemental Attachment A

5B. The consultants will train both SFPUC project staff as well as any staff performing workforce-related tasks on how to implement technical workforce plans, as well as providing staff with national best practices related to workforce strategies for public utilities jobs programs.

Dang, Leorah


From: Jackson, Shamica <SJackson@sfwater.org>
Sent: Thursday, July 26, 2012 3:10 PM
To: Isen, Carol; DHR-PSCCoordinator, DHR; Degrafinried, Alaric; Jackson, Shamica; Jackson, Prentiss; Rebecca@sfmea.com; Domingo, Kofo
Subject: 30 DAY NOTICE PRIOR TO DHR: CS-268 draft PSC to Unions for review
Attachments: CS-268 Draft PSC Summary Form to MEA 07262012.doc
Importance: High

To All Interested Parties,

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

Best regards,

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

 Please consider the environment before printing this email

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 7, 2012

DEPARTMENT NAME: Controller's Office DEPARTMENT NUMBER 09

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

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC# 3006-11/12)

TYPE OF SERVICE: City Financial Reporting System Upgrade

FUNDING SOURCE: General Fund

Amount Original - \$48,600 PSC Duration: Original - 7/1/2011-12/31/2012
Modification # 1 - \$50,000 Modification # 1 - 1/1/2013-12/31/2013
Total Amount - \$98,600 Total Duration - 7/1/2011-12/31/2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide build and testing services based on previous system upgrade design deliverable to augment the ability of the Controller's staff to upgrade the City's Executive Information System (EIS) for financial reporting. The system is used by 500+ City staff in all departments to generate reports to manage budgets and expenditures. This is a major upgrade since it would change the underlying software architecture to a web-based system allowing increased and easier access and manipulation of the City's financial data.

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

Services approved to date have resulted in a system design and partial build deliverables. This PSC request would cover an amendment to allow the Contractor to help complete build and test the system based on the design. Upon approval of this amendment, the Contractor will be able to conclude its short-term services. Denial at this critical point of the project will prevent the City from being able to provide wider and easier access to financial information used to inform City-wide decision-making in a timely manner.

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

These services have been provided in the past by the same Contractor under PSC 3006- 11/12.

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

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

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Row 1: Local 21, [Signature], 9/7/12. Row 2: Union Name, Signature of person mailing/faxing form, Date. Row 3: Union Name, Signature of person mailing/faxing form, Date.

RFP sent to Union Name, on Date, Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3006-11/12
STAFF ANALYSIS/RECOMMENDATION: Approved LW 9/27/2012

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Required expertise includes the knowledge, skills and abilities to build and test the design developed for this project to date. The Contractor must have extensive knowledge of the City's FAMIS accounting, purchasing and related modules, City's financial business processes, as well as mainframe files, database design and reporting. Required skills include successful experience implementing reporting systems using FAMIS data.

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

The Contractor will augment the existing work of 1070 IS Project Director, 1054 IS Business Analyst-Principal and 1657 Accountant IV classifications.

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 Contractor will supplement & expand the knowledge of the City's existing project team. Knowledge transfer and expert feedback will be a necessary process for this contract. City staff will perform the work collaboratively with the Contractor.

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

No. The work is short-term and highly specialized in nature.

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

Yes No

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

B. Will the contractor train City and County employees?

- Describe the training and indicate approximate number of hours.

One on one and small group knowledge transfer. Topics are system requirements, design/build and testing for a financial reporting system development and upgrade project.

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

One 1070 IS Project Director, two 1054 IS Business Analyst-Principals, Two 1657 Accountant IVs

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

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

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

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

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

Signature of Departmental Personal Services Contract Coordinator

Lily Conover

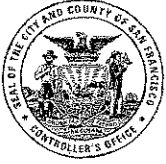
(415) 554-7525

Print or Type Name

Telephone Number

City Hall, Room 306
San Francisco, CA 94102

Address

**MEMORANDUM**

TO: PSC Coordinator

FROM: Lily Conover, (415) 554-7525 *LC*

DATE: September 7, 2012

SUBJECT: PSC Modification Request for Amendment with Cardon Solutions

The Controller's Office seeks approval for a PSC modification to amend the contract with Cardon Solutions covered by PSC# 3006-11/12. The amendment will increase the PSC amount by \$50,000 to a total of \$98,600.

The Controller's Office is in the process of upgrading its Executive Information System Software (which consists of Impromptu and PowerPlay) from version 7 to 10 and will need to do additional work involving its database load and testing processes. Please see the attached PSC Form 1 for more detail.

Please contact me at (415) 554-7525 or lily.conover@sfgov.org if you have any questions.

Thank you.

Attachment: PSC Form 1

Dang, Leorah

From: Conover, Lily
Sent: Tuesday, September 25, 2012 4:51 PM
To: DHR-PSCCoordinator, DHR; L21PSC Review
Subject: FW: Reg-Mod1: City Financial Reporting System Upgrade (Dept #9)
Attachments: PSC Modification Submittal - 3006-11.12 - Final.PDF

Dear PSC Coordinator & Union Representatives,

Attached please find an updated copy of the submittal for this request. The job classifications listed only apply to Local 21, so the other unions have been removed from this PSC request.

Best Regards,

Lily Conover
Contracts Manager
Office of the Controller
City and County of San Francisco
(415) 554-7525
lily.conover@sfgov.org

From: Conover, Lily
Sent: Friday, September 07, 2012 4:22 PM
To: Brook Demmerle (Brook.Demmerle@seiu1021.org); L21PSCReview@ifpte21.org; Pattie Tamura (pattie.tamura@seiu1021.org); staff@sfmea.com
Subject: PSC Submittal - Controller's Office - Financial Reporting System Upgrade Services

Dear Union Representatives,

Attached please find a Controller's Office PSC modification submittal for services related to the upgrade of the City's financial reporting system.

Best Regards,

Lily Conover
Contracts Manager
Office of the Controller
City and County of San Francisco
(415) 554-7525
lily.conover@sfgov.org

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 19, 2011

DEPARTMENT NAME: Controller's Office DEPARTMENT NUMBER 09

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

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

TYPE OF SERVICE: City Financial Reporting System Upgrade

FUNDING SOURCE: General Fund

Amount \$48,600 PSC Duration: July 1, 2011 - December 31, 2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide build and testing services based on previous system upgrade design deliverable to augment the ability of the Controller's staff to upgrade the City's Executive Information System (EIS) for financial reporting. The system is used by 500+ City staff in all departments to generate reports to manage budgets and expenditures. This is a major upgrade since it would change the underlying software architecture to a web-based system allowing increased and easier access and manipulation of the City's financial data.

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

Services approved to date have resulted in a system design deliverable. This PSC request would cover an amendment to allow the Contractor to help build and test the system based on the design. Upon approval of this amendment, the Contractor will be able to conclude its short-term services. Denial at this critical point of the project will prevent the City from being able to provide wider and easier access to financial information used to inform City-wide decision-making in a timely manner.

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 design component of this service has been provided in the past by the same Contractor. In addition, services for the first portion of this agreement were provided by the Contractor under PSC#3119-09/10 for the period June 15, 2010, through June 30, 2011.

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

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

Local 21 Union Name Signature of person mailing/faxing form 7/25/11 Date
Local 1021 Union Name Signature of person mailing/faxing form 7/25/11 Date
MEA Union Name Signature of person mailing/faxing form 7/25/11 Date
RFP sent to Local 21, Local 1021, MEA Union Name, on 7/25/11 Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3006-11/12

Approval Date: 7/25/11

By: [Signature] Micki Callahan, Human Resources Director

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Required expertise includes the knowledge, skills and abilities to build and test the design developed for this project to date. The Contractor must have extensive knowledge of the City's FAMIS accounting, purchasing and related modules, City's financial business processes, as well as mainframe files, database design and reporting. Required skills include successful experience implementing reporting systems using FAMIS data.

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

The Contractor will augment the existing work of 1070 IS Project Director, 1054 IS Business Analyst-Principal and 1657 Accountant IV classifications.

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 Contractor will supplement & expand the knowledge of the City's existing project team. Knowledge transfer and expert feedback will be a necessary process for this contract. City staff will perform the work collaboratively with the Contractor.

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

No. The work is short-term and highly specialized in nature. This amendment will conclude the Contractor's services.

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

Yes No

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

B. Will the contractor train City and County employees?

- Describe the training and indicate approximate number of hours.

One on one and small group knowledge transfer. Topics are system requirements, design/build and testing for a financial reporting system development and upgrade project.

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

One 1070 IS Project Director, two 1054 IS Business Analyst-Principals, Two 1657 Accountant IV's

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

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

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

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

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

Signature of Departmental Personal Services Contract Coordinator

Esther Reyes

(415) 554-7819

Print or Type Name

Telephone Number

City Hall, Room 388

San Francisco, CA 94102

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: June 8, 2010

DEPARTMENT NAME: Controller's Office

DEPARTMENT NUMBER 09

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

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

TYPE OF SERVICE: Executive Information Service Upgrade

FUNDING SOURCE: General Fund

PSC AMOUNT: \$48,600

PSC DURATION: June 15, 2010 - June 30, 2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide technical system requirements, design and testing assistance and project management expertise to assist Civil Service staff with the upgrade of the City's Executive Information System (EIS) financial reporting. The system is used by 500+ City staff in all departments to manage their budgets and do other kinds of financial reporting. This is a major upgrade since it would change the underlying software architecture to a web-based system.

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

The current versions of the software are at inactive support status, so no fixes to problems will be made. The current system is also difficult to use and does not include all the data City staff need. The project is needed to bring the software to supported levels and without it we will miss an opportunity to save city-wide effort in producing required financial reports. Without the contractor's services this project will take longer and may not successfully create a financial reporting system that will be efficient and effective over the next decade.

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

This service has not been provided in the past.

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

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

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

RFP sent to Union Name, on Date, Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE
PSC# 3119-09/18
STAFF ANALYSIS/RECOMMEN Approval Date: 06/25/2010
CIVIL SERVICE COMMISSION By: Micki Callahan, Human Resources Director
PSC FORM I, REV. (9/96)

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Required expertise includes extensive knowledge of the City's FAMIS accounting, purchasing and related modules. This includes knowledge of both the business functionality and the technical structure of programs, files and fields that make up the FAMIS system. Required skills includes successful experience implementing reporting systems using FAMIS data and successful project management of those projects.

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

1070 IS Project Director, 1054 Principal Business Analyst and 1657 Systems Accountant

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 contractor will supplement & expand the knowledge of the existing Civil Service classifications that are the project team. Knowledge transfer and expert feedback are the goals of this contract. Civil Service staff will primarily perform the work with the guidance and training of the contractor.

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

No. The work is short-term and highly specialized in nature.

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

Yes No

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

B. Will the contractor train City and County employees?

• Describe the training and indicate approximate number of hours. *One on one and small group knowledge transfer: approximately 60 hours. Topics are project management, requirements, design and testing for a financial reporting system development and upgrade project.*

• Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. *One 1070 IS Project Director, two 1054 Principal Business Analysts, Two 1657 Systems Accountants*

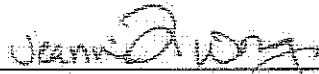
C. Are there legal mandates requiring the use of contractual services?

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

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

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

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



Signature of Departmental Personal Services Contract Coordinator

Jeannie Wong

415-554-7604

Print or Type Name

Telephone Number

San Francisco City Hall, Room 488

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 09/18/2012 (to DHR)

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC# 3010-11/12)

TYPE OF SERVICE: Technical Advisory Services, Auxiliary Water Supply System (CS-208)

FUNDING SOURCE: Funding will be available from Earthquake Safety and Emergency Response (ESER) Bond

Original Amount: \$49,900 PSC Duration: 09/01/2011 to 12/31/2012
Modification Amount #1 \$100,100 PSC Duration #1: 01/01/2013 to 12/31/2014
Total Amount \$150,000 Total PSC Duration: 09/01/2011 to 12/31/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The primary role of the Proposer will be to provide professional services to assist in engineering planning and alternatives analysis for improvements to the Auxiliary Water Supply System (AWSS) pipelines and associated facilities by serving on a Technical Advisory Panel and by providing original research documents.

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

Planning for the repair and upgrades to the City's AWSS needs specialized engineering and planning expertise which is not available from the City workforce. Denial may result in the delay of a plan for prioritizing repair and upgrade of AWSS pipelines and associated facilities necessary for firefighting purposes.

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 is currently being provided by PSC No. 3010-11/12 (CS-208).

D. Will the contract(s) be renewed: It is not anticipated that the contract will need to be renewed.

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

L21 Shamica Jackson 08/17/2012 (30-day Union Notice)
Union Name Signature of person mailing/faxing form Date
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3010-11/12
STAFF ANALYSIS/RECOMMENDATION: Approved MW 9/28/12

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Expertise and extensive experience in the effects of fire following earthquake, fire insurance effects, and network reliability modeling, particularly in San Francisco.

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

5211: Senior Engineer

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Engineers in current civil classifications perform planning (needs assessment, alternatives analyses, etc.) and design for well defined scopes of work, and for elements of the water, wastewater and/or AWSS system, but do not providing planning at a program level, to establish program goals and objectives without consultant expertise. City engineers will perform planning and design of the repair and upgrades to finite components of the AWSS system, such as the Twin Peaks Reservoir, tanks, and pumping stations.

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

No. Engineers and financial staff are sometimes needed to perform these specialized engineering planning services and cost benefit analyses, but this level of resources is not a long-term need that warrants hiring personnel. Current civil service classes will still perform the design work for the AWSS facilities.

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

Yes No

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

415-554-0727

Print or Type Name

Telephone Number

525 Golden Gate Avenue, 8th Floor

San Francisco, CA 94102

Address

Dang, Leorah

From: Jackson, Shamica <SJackson@sflower.org>
Sent: Friday, August 17, 2012 4:41 PM
To: Isen, Carol; DHR-PSCCoordinator, DHR; Degrafinried, Alaric; Jackson, Shamica; Jackson, Prentiss; Domingo, Kofo; L21PSCReview@ifpte21.org; glouie@ifpte21.org; kcarter@ifpte21.org
Subject: 30 DAY NOTICE PRIOR TO DHR: CS-208 draft PSC to Unions for review
Attachments: CS-208 Mod.1 Draft PSC to Unions 08172012.DOC
Importance: High

To All Interested Parties,

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

Best regards,

Shamica L. Jackson
San Francisco Public Utilities Commission

Contract Administration Bureau
1155 Market Street, 9th Floor
San Francisco, CA 94103
voice: 415-554-0727
fax: 415-554-3225
email: sjackson@sflower.org

 Please consider the environment before printing this email

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 8/8/2011 (to DHR)

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

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

TYPE OF SERVICE: Technical Advisory Services, Auxiliary Water Supply System (CS-208)

FUNDING SOURCE: Funding will be available from Earthquake Safety and Emergency Response (ESER) Bond

PSC AMOUNT: \$49,900 PSC DURATION: 09/01/2011 to 12/31/2012

1. DESCRIPTION OF WORK

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

Planning for the repair and upgrades to the City's AWSS needs specialized engineering and planning expertise which is not available from the City workforce. Denial may result in the delay of a plan for prioritizing repair and upgrade of AWSS pipelines and associated facilities necessary for firefighting purposes.

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

These services have not previously been provided.

D. Will the contract(s) be renewed: It is not anticipated that the contract will need to be renewed.

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

L21/L1021/MEA

Union Name

Shamica Jackson

Signature of person mailing/faxing form

8/8/2011 (to DHR)

Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3010-11/12

AUG 08 2011

Approval Date: 8/15/11

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

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

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

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

415-554-0727

Print or Type Name

Telephone Number

1155 Market Street, 9th Floor

San Francisco, CA 94103

Address