



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: November 5, 2012
To: The Honorable Civil Service Commission
Through: Micki Callahan
Human Resources Director
From: Kimberlee Kimura, ASR
Deedra Jackson, DCYF
Cynthia Avakian, AIR
Rebekah Krell, ART
Lavena Holmes, PORT
Jacquie Hale, DPH
Greg Kato, TTX
Shamica Jackson, PUC

Subject: Personal Services Contracts Approval Request

This report contains thirteen (13) 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
\$16,740,000	\$864,973	\$279,005,237

POSTING FOR

11/5/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4040-12/13	02	Assessor	Regular	\$80,000	In the next 2 years, ASR expects to replace its antiquated AS/400 property tax database system. The first step of this process is a Discovery Assessment ("Assessment"). This Assessment would include the following steps: 1) Ascertain training needs; 2) Identify and analyze data sources; 3) Gather configuration requirements; 4) Gather customization requirements; 5) Identify and analyze third-party integration products; 6) Identify and analyze inter-departmental interfaces; 7) Gather deployment requirements; 8) Prepare detailed project plan; and 9) Provide cost estimates.	11/1/2012 - 10/31/2013
4041-12/13	23	Children, Youth & Families	Regular	\$4,000,000	This request is for professional evaluation & technical assistance for DCYP grant-funded programs providing services to children, youth & their families. Evaluation services will measure the quality of services provided & the effectiveness of programs with respect to the department's strategic goals. As needed, technical assistance will be provided to address issues of program quality. Contractors conducting evaluation may differ from contractors providing technical assistance.	11/1/2012 - 6/30/2016
4042-12/13	27	Airport Commission	Regular	\$1,200,000	Provide structural engineering design support services of Airport structures, including, but not limited to: terminals, boarding areas, parking structures, viaducts, elevated roadways, and transit guideways. Provide full structural design services, calculations, drawings, specifications, cost estimates and services requested for a project and/or all design phases and preparation of bridging contract documents to be used in the solicitation of a Design-Build or Design-Bid-Build Requests for Proposals (RFP). Structural firm to provide seismic studies and vulnerability reports, analyses, assessment reports, blast analysis, blast load prediction and blast resistant design. The Airport will give first right of refusal to other City Departments through the Airport's Notice of Intent process.	11/5/2012 - 11/4/2017
4043-12/13	27	Airport Commission	Regular	\$1,500,000	During the PBMS Phase II project, SFO would like to implement several enhancements and new functionality to address inefficiencies; optimize system performance and integrate enhanced reporting features; minimize manual entries and error risks, especially for high volume activity billings; address audit concerns and recommendations regarding statistical data reporting; develop policies and procedures; and prepare for external system improvements that impact PMBS. This phase of the project will enhance existing and create new functionality in the Airport's enterprise-wide PMBS used to monitor, track and report revenue and other key business statistics on all SFO property leases, space permits, and other property contracts. This includes completing a set of sub projects to (a) improve reporting features, (b) develop new custom data extracts, data views and report modifications, (c) expand data quality extracts, (d) implement and refine the Space and Property Management module including GIS interfaces, (e) support integration to the new Ground Transportation Management System (GTMS), (f) integrate existing Utility Management module with the new handheld utility meter readers, (g) incorporate detail from other sources to be included with invoices, (h) interface with data from PASSUR passive radar system for aircraft landings, (i) enhance the user access security module, (j) activate GTU Contingency Billing upon request, (k) conduct annual on-site training and (l) perform other requested modifications as needed to evolve and integrate PMBS with other Airport and City systems.	1/1/2013 - 12/31/2017
4044-12/13	27	Airport Commission	Regular	\$5,000,000	Maintenance and repairs of specialized programmable logic controls, baggage sortation and diagnostic equipment for baggage handling systems, integrated with Transportation Security Administration (TSA) screening equipment. Inspection of airline maintenance of Airport owned baggage conveyor equipment.	11/15/2012 - 11/14/2017

POSTING FOR

11/5/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4045-12/13	28	Art Commission	Regular	\$200,000	A local consulting team with significant experience in arts community outreach & cultural planning development & implementation will be contracted by the Arts Commission.	10/1/2012 - 12/31/2015
4046-12/13	39	Port Commission	Regular	\$1,060,000	Organize, implement, and administer a program to primarily provide economically disadvantaged and/or at-risk San Francisco youth ages 16 through 24 with paid work experience to help maintain the Port's property including weed abatement, hand watering and manual fertilization of Port plants, graffiti removal, and litter removal.	9/1/2012 - 8/31/2016
4047-12/13	81	Public Health	Regular	\$1,800,000	The program will provide SFGH with high-quality home sleep testing, 2-day device delivery, and sam-day study interpretation through a unique turnkey service model, thus providing our patient constituency with necessary testing for obstructive sleep apnea (OSA) with significantly decreased wait times, improved patient care, and decreased costs.	12/1/2012 - 12/31/2022

Total Amount - Regular: \$14,840,000

POSTING FOR

11/5/2012

**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
4043-08/09	08	Treasurer/Tax Collector	Continuing	\$250,000	\$500,000	Development & processing of credit card payment applications for both online & IVR property taxes, water utility bills & parking citations.	10/6/2008	10/15/2014
4016-08/09	40	Public Utilities Commission	Regular	\$0	\$10,000,000	Prime Contractor will lead total turnkey project consisting of procurement and implementation of Water Advanced Meter Infrastructure (AMI) System in San Francisco. The SFPUC, at request from Commission, researched and evaluated the merits of an AMI System to replace its manual meter reading practices, and a business case completed in late 2006, proved the forecasted expenditure. The professional service contract will cover the system installation, including replacement or retrofit of existing SF City and County water meters with AMI End Points, as well as installation of AMI regional data collectors and associated network equipment. The AMI End Points consist of water meters potted to an AMI Module which transmits consumption data from the meters to AMI regional collector units (RCUs). The installation of the System is expected to be around \$10,000,000 in services (CS-936).	1/1/2009	2/31/2013
4087-09/10	40	Public Utilities Commission	Regular	\$0	\$5,000,000	Coordination and workplan preparation; environmental document scoping; environmental background and field studies; alternatives analysis; preparation of draft environmental documents; public review of draft environmental documents; response to public comments; preparation of final environmental documents; and mitigation monitoring plan preparation.	4/1/2010	1/30/2018
4102-08/09	40	Public Utilities Commission	Regular	\$1,500,000	\$2,900,000	Contract work consists of financial advisory services in connection with general financial planning and transaction-specific activities related to the Water, Wastewater and Power Enterprises - including, but not limited to, debit financing, financial forecasting, rate setting and administration, asset management and risk management. This modification will extend the services through purchase of 2011 Services FG Bonds. Funds from the bond sale will be used to provide Water Enterprise capital improvement program financing.	8/1/2009	1/1/2016
4175-07/08	40	Public Utilities Commission	Regular	\$150,000	\$350,000	Will provide bait, trap, dispatch and removal of feral pigs from watershed lands to control the pig population on the Alameda and Peninsula Watersheds. Provide detail predation reports to State Agencies; maintain required licensing & training with California Department of Fish and Game.	8/1/2008	9/30/2015

POSTING FOR

11/5/2012

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
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Sum of Modified Amounts: \$1,900,000

Kimberlee Kimura
Assessor's Office
City Hall, Rm 190
San Francisco, CA 94102

Deedra Jackson
Department of Children, Youth & Their Families
1390 Market Street, Rm 900
San Francisco, CA 94132

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

Rebekah Krell
Arts Commission
25 Van Ness Ave., Rm. 345
San Francisco, CA 94102

Lavena Holmes
Port of San Francisco
Pier 1 – The Embarcadero
San Francisco, CA 94111

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

Greg Kato
Treasurer-Tax Collector's Office
City Hall, Rm 140
San Francisco, CA 94102

Shamica Jackson
Public Utilities Commission
525 Golden Gate Ave., 8th Flr
San Francisco, CA 94102

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: 9/25/2012

DEPARTMENT NAME: ASR

DEPARTMENT NUMBER: 02

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

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

TYPE OF SERVICE: Discovery Assessment for new property tax database system

FUNDING SOURCE: Department funds

PSC AMOUNT: \$80,000 PSC DURATION: 11/01/2012 - 10/31/2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

In the next 2 years, ASR expects to replace its antiquated AS/400 property tax database system. The first step of this process is a Discovery Assessment ("Assessment"). This Assessment would include the following steps: 1) Ascertain training needs; 2) Identify and analyze data sources; 3) Gather configuration requirements; 4) Gather customization requirements; 5) Identify and analyze third-party integration products; 6) Identify and analyze inter-departmental interfaces; 7) Gather deployment requirements; 8) Prepare detailed project plan; and 9) Provide cost estimates.

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

ASR's property tax system is one of the most important IT resources in CCSF, as it is responsible for generating revenue of \$2.0 billion annually. Yet the system is based on technology developed 30+ years ago. It is critical, in terms of revenue generating capacity, long-term sustainability, and internal efficiency, for ASR to transition to a modern software system.

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

n/a - service has not been previously approved

D. Will the contract(s) be renewed? No - this is a onetime assessment

2. UNION NOTIFICATION:

[X] Local 21 Union Name Signature of person mailing/faxing form Date 9/25/2012

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

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4040-12/13

STAFF ANALYSIS/RECOMMENDATION: Approved WL 10/19/12

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

- Strong understanding of AS/400 mainframe operating systems
- Strong understanding of County Assessor Office operations (assessment of secured and unsecured property for property tax purposes, homeowner / welfare / veterans' exemptions, changes in ownership, etc)
- Prior experience with software development for County Assessors in California, given the state's unique tax environment (i.e., Proposition 13)
- prior experience with developing and deploying to County Assessor production operations
- Strong understanding of the platform to which ASR plans to transition, the Orange County Assessor's Office Assessor Tax System (ATS)

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

N/A - this is a very specific skill set that requires expertise gained outside the City and County of San Francisco (most importantly, working on Orange County's ATS system). However, since this is an IT-related contract, ASR is notifying Local 21.

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:

These services are as-needed and require highly specialized expertise with a unique skill set (see No. 3A above). Furthermore, this will be a one-time assessment and not ongoing work.

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

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

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

Signature of Departmental Personal Services Contract Coordinator

Kimberlee Kimura

554-7911

Print or Type Name

Telephone Number

City Hall, Rm 190

Address

Transmission Report

Date/Time
Local ID 1

09-25-2012
415 554 7869

09:20:13 a.m.

Transmit Header Text
Local Name 1

SF Assessors--Admin Back

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

FAXED TO: JASON GEE, L21

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 9/25/2012
 DEPARTMENT NAME: ASR DEPARTMENT NUMBER: 02
 TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING)
 CONTINUING ANNUAL
 TYPE OF REQUEST:
 INITIAL REQUEST MODIFICATION (PSC #)
 TYPE OF SERVICE: Discovery Assessment for new property tax database system
 FUNDING SOURCE: Department funds
PSC Amount should be for total value, over whole the PSC Duration
 PSC AMOUNT: \$80,000 PSC DURATION: 11/01/2012 - 10/31/2013
 Mod #1 amount: Mod #1 duration:

1. DESCRIPTION OF WORK

A. Concise description of proposed work:
 In the next 2 years, ASR expects to replace its antiquated AS/400 property tax database system. The first step of this process is a Discovery Assessment ("Assessment"). This Assessment would include the following steps: 1) Ascertain training needs; 2) Identify and analyze data sources; 3) Gather configuration requirements; 4) Gather customization requirements; 5) Identify and analyze third-party integration products; 6) Identify and analyze inter-departmental interfaces; 7) Gather deployment requirements; 8) Prepare detailed project plan; and 9) Provide cost estimates.

B. Explain why this service is necessary and the consequence of denial:
 ASR's property tax system is one of the most important IT resources in CCSF, as it is responsible for generating revenue of \$2.0 billion annually. Yet the system is based on technology developed 30+ years ago. It is critical, in terms of revenue generating capacity, long-term sustainability, and internal efficiency, for ASR to transition to a modern software system.

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

D. Will the contract(s) be renewed? No - this is a onetime assessment

2. UNION NOTIFICATION:

<input checked="" type="checkbox"/>	<u>Local 21</u>		<u>9/25/2012</u>
	Union Name	Signature of person mailing/faxing form	Date
<input type="checkbox"/>	<u> </u>	<u> </u>	<u> </u>
	Union Name	Signature of person mailing/faxing form	Date
RFP sent to <u> </u> , on <u> </u> , Signature <u> </u>			
	Union Name	Date	Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#
 STAFF ANALYSIS/RECOMMENDATION:
 CIVIL SERVICE COMMISSION ACTION:

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PSC FORM 1 (9/96)

Total Pages Scanned : 2

Total Pages Confirmed : 2

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
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Abbreviations:

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 20, 2012

DEPARTMENT NAME: Department of Children, Youth & Their Families

DEPARTMENT NUMBER: 023

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

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

TYPE OF SERVICE: Program evaluation & technical assistance for city-funded programs serving children, and youth and their families.

FUNDING SOURCE: Children's Fund

PSC AMOUNT: Amount \$4,000,000.00 PSC DURATION: Duration: November 1, 2012 - June 30, 2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

This request is for professional evaluation and technical assistance for DCYF grant-funded programs providing services to children, youth and their families. Evaluation services will measure the quality of services provided and the effectiveness of programs with respect to the department's strategic goals. As needed, technical assistance will be provided to address issues of program quality. Contractors conducting evaluation may differ from contractors providing technical assistance.

B. Explain why this service is necessary and the consequence of denial: See attachment for explanation.

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): See attachment for explanation.

D. Will the contract(s) be renewed? See attachment for explanation.

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

[X] Local 21 Union Name [Signature] Date 7/18/12
[X] SEIU 1021 Union Name [Signature] Date 7/19/12

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4041-12/13

STAFF ANALYSIS/RECOMMENDATION: Approved W 10/19/12

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Evaluation: ability to develop an evaluation plan; knowledge of qualitative and quantitative research methods; ability to collect data and work with large disparate data sets; knowledge of the IRB process and laws protecting confidentiality, ability to analyze and interpret data and make recommendations to improve program quality and increase the impact of the evaluated investment.

Technical assistance: expertise in non-profit management, including fiscal practices and governance; ability to provide one-on-one coaching and group trainings.

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

Evaluation is not normally performed by a civil service class at DCYF. However, the planning and oversight of these services are managed by an 1823. The programs that are evaluated and that may receive technical assistance as a result of evaluation findings are monitored by 9774 and 9772 classes. Any contracts for technical assistance will be monitored by a 9774.

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:

DCYF uses 9772s and 9774s to monitor grants, but the skill set required for the program officer position is not the same skills used by an evaluator. In addition, the close monitoring relationship between grantees and DCYF staff introduces the potential for bias into an evaluation and could bring into question the integrity of the evaluation.

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

No, evaluations of the magnitude required by the Children's Amendment should be conducted by an independent body.

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

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

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

B. Will the contractor train City and County employees?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
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- Describe the training and indicate approximate number of hours:
DCYF employees will receive training on how to conduct quality observations for the purpose of grant monitoring. Hours of training will vary based on the needs of the program officers.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate numbers to be trained. Seven Program Officers (class 9772 & 9774).

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

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

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

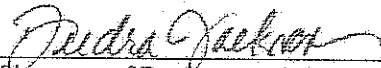
<input type="checkbox"/>	<input checked="" type="checkbox"/>
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F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
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*This request is for the funding cycle, ending 6/30/2016. Contracts are awarded through a competitive RFP process, so we cannot say for sure whether or not current contractors will be awarded a contract under this requested PSC.

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



Signature of Departmental Personal Services Contract Coordinator

RL

Deedra Jackson

415-554-9329

Print or Type Name

Telephone Number

1390 Market Street, Suite 900

San Francisco, CA 94132

Address

1. Description of Work (Additional Attachment)

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

DCYF administers over four hundred grants to nonprofit agencies to provide services to children and youth. Grants are funded in a three-year funding cycle with Children's Fund dollars. A description of the services funded by DCYF can be found in the Children's Service Allocation Plan, accessible at <http://www.dcyf.org/workarea/showContent.aspx?id=5524>.

The Children's Service Allocation Plan is mandated by the Children's Amendment. Evaluation services are a requirement of the plan. Item J in the Children's Amendment states: "The [Children's Services Allocation] Plan shall include an evaluation of services that received money from the Fund at any time during the last three fiscal years. The evaluation shall involve those who use the funded services and other parents and youth."

If this request is denied, DCYF will not be in compliance with the evaluation requirement mandated in the Children's Amendment. In addition, the department will not have the information needed to fund effective programs and to ensure City dollars are directed toward services that have a positive impact.

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):

08-09 (4031-02/09) Jan

DCYF has not sought these services since ~~07-08 (3075-07/08)~~. Programs funded by DCYF are currently being evaluated through contracts with outside evaluators that are held by the Controller's office and H.S.A. These transactions are done through inter-department work orders. These contracts will end on January 31, 2013 and June 30, 2013, at which time, DCYF would like to continue evaluation through contracts held in our department.

D. Will the contract(s) be renewed?

No. This request is for the funding cycle that ends June 30, 2016.

Dang, Leorah

From: Deedra Jackson <deedra@dcyf.org>
Sent: Wednesday, October 10, 2012 2:06 PM
To: L21PSCReview@ifpte21.org; ed.warshauer@seiu1021.org; Brook.Demmerle@seiu1021.org; pattie.tamura@seiu1021.org
Cc: DHR-PSCCoordinator, DHR
Subject: Prog Eval & Tech Assist for City-Funded Prog Serv CY&F (Dept#23)
Attachments: Evaluation_Technical Asst_Dept 23.pdf; Evaluation_Technical Asst_Dept 23.doc

Dear Union Representatives,

This notice is to inform you that the Department of Children, Youth and Their Families (DCYF) inadvertently referenced the wrong PSC number on the PSC Summary Form 1. According to DHR, the correct PSC # is 4031-08/09 and 4237-00/01. Thank you for your assistance.

Respectfully,

Deedra Jackson
DCYF
Program Officer/ PSC Coordinator

Dang, Leorah

From: Laura Moye <lmoye@dcyf.org>
Sent: Tuesday, October 16, 2012 3:26 PM
To: L21PSCReview@ifpte21.org; ed.warshauer@seiu1021.org; Brook.Demmerle@seiu1021.org; pattie.tamura@seiu1021.org
Cc: DHR-PSCCoordinator, DHR; DCYF Forward10
Subject: Prog Eval & Tech Assist for City-Funded Prog Serv CY&F (Dept#23)
Attachments: Evaluation_Technical Asst_Dept 23 rev Q1C.pdf

Dear Local 21 & SEIU 1021 Representatives:

Attached is a corrected PSC for Program Evaluation and Tech Assistance for Dept. 23, originally sent to you on July 23rd. As stated in an email sent to you on October 10th from Deedra Jackson, our department made a clerical error in the PSC number listed in question 1C. The correct PSC number is 4031-08/09. We did *not* change the amount, the description of services or the duration. If you have any questions, please feel free to contact me.

Sincerely,

Laura Moyé
Director of Programs & Grants
SF Department of Children, Youth & Their Families
1390 Market St, Suite 900
San Francisco, CA 94102
lmoye@dcyf.org
(415) 437-4653
www.DCYF.org

Check out www.SFKids.org for resources for SF families & youth!

From: Laura Moye [mailto:lmoye@dcyf.org]
Sent: Thursday, September 06, 2012 11:52 AM
To: Dang, Leorah
Subject: FW: Personal Service Contract Notification

Hi Leorah:

Below is the email chain with 1021. When they did not show up for the 8/7 meeting that we scheduled, I sent an email to Pattie to confirm I had the right date. After I did not hear back from Pattie, I call Wendy. Wendy said Pattie would call me but I never received a call.

I will email both Wendy and Pattie one more time.

Thanks, Laura

From: Laura Moye
Sent: Tuesday, August 07, 2012 1:48 PM
To: Laura Moye; Pattie Tamura; Wendy Frigillana
Cc: Deedra Jackson
Subject: RE: Personal Service Contract Notification

Hi Pattie: Based on our email below, I had us scheduled for a meeting today at 1:00. Do you need to reschedule? Thanks,
Laura

Laura Moyé
Director of Programs & Grants

From: Laura Moye
Sent: Friday, August 03, 2012 9:17 AM
To: 'Pattie Tamura'; Wendy Frigillana
Cc: Deedra Jackson
Subject: RE: Personal Service Contract Notification

That time works for us. We are located at 1390 Market St., Ste. 900 (it's the Fox Plaza building). Shall we plan for you to come to our offices?

From: Pattie Tamura [<mailto:Pattie.Tamura@SEIU1021.ORG>]
Sent: Thursday, August 02, 2012 6:05 PM
To: Laura Moye; Wendy Frigillana
Cc: Deedra Jackson
Subject: RE: Personal Service Contract Notification

How is the 7th at 1-2p? Where are you?

From: Laura Moye [<mailto:lmoye@dcyf.org>]
Sent: Thursday, August 02, 2012 2:24 PM
To: Laura Moye; Wendy Frigillana; Pattie Tamura
Cc: Deedra Jackson
Subject: RE: Personal Service Contract Notification

Hi Wendy: Did you get this email? I can offer more dates if the 7th doesn't work—the other three dates already passed.
Laura

From: Laura Moye
Sent: Tuesday, July 24, 2012 11:36 AM
To: 'Wendy Frigillana'; Pattie Tamura
Cc: Deedra Jackson
Subject: RE: Personal Service Contract Notification

Hi Wendy:

Below are the most immediate times that I am available. Let me know if any of these times work for Patti.

Friday, July 27th, between 2 and 5 pm
Thursday, August 2, between 1 and 4:30 pm
Friday, August 3, between 1 and 4:30 pm
Tuesday, August 7th, anytime

Thank you, Laura

Laura Moyé
Director of Programs & Grants
SF Department of Children, Youth & Their Families
1390 Market St, Suite 900
San Francisco, CA 94102
lmoye@dcyf.org
(415) 437-4653
www.DCYF.org

Check out www.SFKids.org for resources for SF families & youth!

From: Wendy Frigillana [<mailto:Wendy.Frigillana@SEIU1021.ORG>]
Sent: Tuesday, July 24, 2012 9:53 AM
To: Laura Moye; Pattie Tamura
Cc: Wendy Frigillana
Subject: FW: Personal Service Contract Notification
Importance: High

Good Morning Laura:

Pattie requests a meeting be scheduled to discuss these issues. Please contact us with dates/times that may be convenient for you to meet. Thanking you in advance.

Wendy Frigillana for Pattie Tamura
SEIU 1021
Phone: 415-848-3625
Fax: 415-431-6241
Email: wendy.frigillana@seiu1021.org

From: "Laura Moye" <lmoye@dcyf.org>
To: "Laura Moye" <lmoye@dcyf.org>, "L21PSCReview@ifpte21.org" <L21PSCReview@ifpte21.org>, "Ed Warshauer" <Ed.Warshauer@SEIU1021.ORG>, "Brook Demmerle" <Brook.Demmerle@SEIU1021.ORG>, "Pattie Tamura" <Pattie.Tamura@SEIU1021.ORG>
Cc: "Deedra Jackson" <deedra@dcyf.org>, "DHR-PSCCoordinator, DHR" <dhr-psccordinator@sfgov.org>
Subject: RE: Personal Service Contract Notification

Dear Local 21 & SEIU 1021 Representatives:

I have made a few edits to the notification of a personal services contract request I emailed to you on July 20th. Please do not hesitate to contact me with questions.

The following items were corrected:

1. Date: Changed date from July 18, 2012 to July 20, 2012

2. Question 1C: Provided more information about past services
3. Question 5E: Corrected response. Initial response referenced Citizen's Advisory Committee, which is an advisory body without the same authority of a board or commission.

Respectfully,

Laura Moyé
Director of Programs & Grants
SF Department of Children, Youth & Their Families
1390 Market St, Suite 900
San Francisco, CA 94102
lmoye@dcyf.org<<mailto:lmoye@dcyf.org>>
(415) 437-4653
[www.DCYF.org](http://www.dcyf.org/)<<http://www.dcyf.org/>>

From: Laura Moye
Sent: Friday, July 20, 2012 2:41 PM
To: 'L21PSCReview@ifpte21.org'; 'ed.warshauer@seiu1021.org';
'Brook.Demmerle@seiu1021.org'; 'pattie.tamura@seiu1021.org'
Cc: Deedra Jackson; 'DHR-PSCCoordinator, DHR'
Subject: Personal Service Contract Notification

Dear Local 21 & SEIU 1021 Representatives:

I am emailing you with notification of a personal services contract request. Please do not hesitate to contact me with questions.

Respectfully,

Laura Moyé
Director of Programs & Grants
SF Department of Children, Youth & Their Families
1390 Market St, Suite 900
San Francisco, CA 94102
lmoye@dcyf.org<<mailto:lmoye@dcyf.org>>
(415) 437-4653
[www.DCYF.org](http://www.dcyf.org/)<<http://www.dcyf.org/>>

Check out [www.SFKids.org](http://www.sfkids.org/)<<http://www.sfkids.org/>> for resources for SF families & youth!

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 9/11/08
PARTMENT: Department of Children, Youth & Their Families DEPARTMENT #: 23
NAME:
TYPE OF APPROVAL: [] EXPEDITED [X] REGULAR (OMIT POSTING ANNUAL)
TYPE OF REQUEST: [X] INITIAL REQUEST [] RESUBMISSION (PSC#) [] MODIFICATION (PSC#)
TYPE OF SERVICE: Evaluation of 41 Community Based Organizations receiving grants to provide violence prevention and intervention services.
FUNDING SOURCE: Children's Fund
PSC AMOUNT: 75,000 PSC DURATION: 11/1/08 to 10/31/09

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Department of Children, Youth and Their Families (DCYF) is seeking an independent evaluator to evaluate \$7.7 million dollars in grants to 41 community based organizations funded to provide violence prevention and intervention. The evaluator awarded the contract will be asked to conduct a process and outcome evaluation of the services being provided. Deliverables will include the development of logic model to ground the evaluation, data collection and analysis, an interim report to feed into inform recommended changes to contracts for fiscal year 2010 and a final report to feed into the development of a new Request For Proposal to be issued into the department's next three year funding strategy for violence prevention and intervention services.

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

DCYF has been charged with allocating \$7.7 million in Children's Fund and General Fund dollars toward community based organizations to provide violence response prevention and intervention services. As part of this charge, the department is responsible for evaluating the performance and outcome of these grants. See attached Children's Amendment. The evaluation of this very complex portfolio of grants requires a high level of expertise in evaluation of violence prevention and behavioral health services. The results of this evaluation will inform the department and city of the efficacy of the current allocation of funds and provide information to aid in future funding decisions. Without this evaluation, the department's staff will continue to monitor contract compliance, but does not have the expertise to assess the effectiveness and efficiency of this investment. Outside expertise is needed to conduct this proposed evaluation.

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

The department has contracted in the past for evaluation services. However, the allocation of funds for which we are seeking request for approval to evaluate has not been part of past evaluations services. The PCS# for the last large evaluation for which the department received approval is 4237-00/01.

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 Date 9-11-08
Union Name Signature of person mailing/faxing form Date

RFP sent to Local 21, on Union Name Date Signature

*FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC #: 4031-08/09
STAFF ANALYSIS/RECOMMENDATION: 0013

Approved [Signature]

1

SEP 15 AM 10:40

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

1. Expertise in qualitative and quantitative research methods, including instrument design, data collection and statistical analysis
2. Experience conducting evaluation with community based groups in highly volatile environments
3. Knowledge of the latest research in violence prevention programs and behavior health interventions

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

Class 1824, Principal Administrative Analyst, may perform some of the work such as planning and research, but might not have experience evaluating community based organizations that provide violence prevention services.

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:

DCYF staff does not have the capacity or expertise to perform the magnitude of this work. An independent entity would be objective and impartial to the community based organizations. The one staff person who is at the 1823 classification level does not have time to take on another project due to her own heavy workload. The department does not have staff who is at the 1824 level. This is also a year-long grant funded project.

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

No. Once the grant funds end, the project will end.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

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

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

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

<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

Artina Lim

(415) 554-8956

Print or Type Name

Telephone Number

FOX Plaza, 1390 Market Street, Suite 900

San Francisco, CA 94102

Address

2014

Children's Amendment – Proposition D

SEC. 16.108. CHILDREN'S FUND. [Effective July 1, 2001]

(a) **Fund for Children's Services.** Operative July 1, 2001, there is hereby established a fund to expand children's services, which shall be called the Children's Fund ("Fund"). Monies in the Fund shall be expended or used only to provide services for children as provided in this section.

(b) **Goals.** The goals of expenditures from the Fund shall be:

- (1) To ensure that San Francisco's children are healthy, ready to learn, succeed in school and live in stable, safe, and supported families and communities;
- (2) To reach children in all neighborhoods;
- (3) To the maximum extent reasonable, to distribute funds equitably among services for infants and preschoolers, elementary school age children and adolescents;
- (4) To focus on the prevention of problems and on supporting and enhancing the strengths of children, youth and their families;
- (5) To strengthen collaboration between the City and County of San Francisco and the San Francisco Unified School District;
- (6) To fill gaps in services and to leverage other resources whenever feasible; and
- (7) To foster projects initiated by San Francisco youth.

(c) **Amount.** There is hereby set aside for the Fund, from the revenues of the property tax levy, revenues in an amount equivalent to an annual tax of three cents (\$.03) per one hundred dollars (\$100) of assessed valuation for each fiscal year beginning with July 1, 2001-June 30, 2002, and ending with July 1, 2015-June 30, 2016. If the 2010 U. S. Census shows that children make up a percentage of the population of the City and County that is at least two percentage points more than their percentage as shown in the 2000 U. S. Census, then the amount of the property tax levy set aside under this section shall be increased for each fiscal year beginning after publication of the 2010 Census. The increase shall be in an amount equal to: one-quarter cent (\$.0025) per one hundred dollars of assessed valuation, for each two full percentage points of increase in the percentage of the City and County population that is made up of children. The Fund shall be maintained separate and apart from all other City and County funds and appropriated by annual or supplemental appropriation.

(d) **New Services.** Monies in the Fund shall be used exclusively for the costs of services to children less than 18 years old provided as part of programs that predominantly serve children less than 18 years old, above and beyond services funded from sources other than the previous Children's Fund prior to July 1, 2001. To this end, monies from the Fund shall not be appropriated or expended for services that received any of the funds included in the higher of the Controller's baseline budget covering July 1, 2000-June 30, 2001 appropriations, or the Controller's baseline budget covering July 1, 1999-June 30, 2000 appropriations, whether or not the cost of such services increases. Nor shall monies from the Fund be appropriated or expended for services that substitute for or replace services included or partially included in the higher of the two baseline budgets, except and solely to the extent that the City ceases to receive federal, state or private agency funds that the funding agency required to be spent only on those services. The Controller's baseline budget shall mean the Controller's calculation of the actual amount of City appropriations for services for children that would have been eligible to be paid from the Fund but are paid from other sources.

(e) **Eligible Services.** Services for children eligible for Fund assistance shall include only:

- (1) Affordable child care and early education;
- (2) Recreation, cultural and after-school programs, including without limitation, arts programs;
- (3) Health services, including prevention, education, mental health, and pre-natal services to pregnant women;
- (4) Training, employment and job placement;
- (5) Youth empowerment and leadership development;
- (6) Youth violence prevention programs;
- (7) Youth tutoring and educational enrichment programs; and
- (8) Family and parent support services for families of children receiving other services from the Fund.

(f) **Excluded Services.** Notwithstanding subsection (e), services for children paid for by the Fund shall not include:

- (1) Services provided by the Police Department or other law enforcement agencies, courts, the District Attorney, Public Defender, City Attorney; or the Fire Department; detention or probation services mandated by state or federal law; or public transportation;
- (2) Any service that benefits children incidentally or as members of a larger population including adults;
- (3) Any service for which a fixed or minimum level of expenditure is mandated by state or federal law, to the extent of the fixed or minimum level of expenditure;
- (4) Acquisition of any capital item not for primary and direct use by children;
- (5) Acquisition (other than by lease for a term of ten years or less) of any real property; or
- (6) Maintenance, utilities or any similar operating costs of any facility not used primarily and directly by children, or of any recreation or park facility (including a zoo), library, or hospital.

(g) **Baseline.** The Fund shall be used exclusively to increase the aggregate City appropriations and expenditures for those services for children that are eligible to be paid from the Fund (exclusive of expenditures mandated by state or federal law). To this end, the City shall not reduce the amount of such City appropriations for eligible services (not including appropriations from the Fund and exclusive of expenditures mandated by state or federal law) in any of the fifteen years during which funds are required to be set aside under this section below the amount so appropriated for the fiscal year 2000-2001 ("the base year") as set forth in the Controller's baseline budget, as adjusted ("the base amount"). The base amount shall be adjusted for each year after the base year by the Controller based on calculations consistent from year to year by the percentage increase or decrease in aggregate City and County discretionary revenues. In determining aggregate City and County discretionary revenue, the Controller shall only include revenues received by the City and County that are unrestricted and may be used at the option of the Mayor and the Board of Supervisors for any lawful City purpose. The method used by the Controller to determine discretionary revenues shall be consistent with method used by the Controller to determine the Library and Children's Baseline Calculations dated June 20, 2000, which the

Controller shall place on file with the Clerk of the Board in File No. 000952. Errors in the Controller's estimate of discretionary revenues for a fiscal year shall be corrected by an adjustment in the next year's estimate. Within 90 days following the end of each fiscal year through 2014-2015, the Controller shall calculate and publish the actual amount of City appropriations for services for children that would have been eligible to be paid from the Fund but are paid from other sources, separately identifying expenditures mandated by state or federal law.

(h) **Three-Year Planning Cycle.** To provide time for community participation and planning, and to ensure program stability, appropriations from the Fund for all fiscal years beginning after June 30, 2004 shall be made pursuant to a three-year planning cycle as set forth in subsections (h) through (l). During every third fiscal year beginning with the 2001-2002 fiscal year, the City shall prepare a Community Needs Assessment to determine services eligible to receive moneys from the Fund. During every third fiscal year beginning with the 2002-2003 fiscal year, the City shall prepare a Children's Services and Allocation Plan ("the Plan"), based on the Community Needs Assessment approved during the previous year. The Board of Supervisors may modify an existing Community Needs Assessment or Plan, provided that any modification shall occur only after a noticed public hearing. All appropriations from the Fund shall be consistent with the most recent Plan, provided that the Board of Supervisors may approve an amendment to the Plan at the same time it approves an appropriation.

(i) **Community Needs Assessment and Children's Services and Allocation Plan.**

(1) The Community Needs Assessment and the Plan shall be in writing, shall be made available to the public in draft form not later than January 31 of each fiscal year in which they are required, shall be presented by March 31 of each such fiscal year to the commissions listed in subsection (m)(3) for review and comment, and by April 30 of each such fiscal year shall be presented to the Board of Supervisors for approval.

(2) Prior to preparation of each draft Community Needs Assessment, the City shall hold at least one public hearing in each geographical area defined in Charter Section 13.110. The City shall also make available opportunities for parents, youth, and agencies receiving monies from the Fund to provide information for the Community Needs Assessment. The Community Needs Assessment shall include the results of a Citywide survey of parents and youth to be conducted by the Controller every three years.

(3) The Plan shall include all services for children furnished or funded by the City or funded by another governmental or private entity and administered by the City, whether or not they received or may receive monies from the Fund. The Plan shall be outcome-oriented and include goals, measurable and verifiable objectives and measurable and verifiable outcomes.

(4) The Plan shall state how all services receiving money from the Fund will be coordinated with other children's services. The Plan shall specify amounts of funding to be allocated: (i) toward achieving specified goals, measurable and verifiable objectives and measurable and verifiable outcomes, (ii) to specified service models; and (iii) for specific populations and neighborhoods. The Plan shall also state the reasons for the allocations and demonstrate how the allocations are consistent with the Community Needs Assessment. A minimum of three percent of the funding allocated under the Plan shall be for youth-initiated projects.

(j) **Evaluation.** The Plan shall include an evaluation of services that received money from the Fund at any time during the last three fiscal years. The evaluation shall involve those who use the funded services and other parents and youth.

(k) **Failure of Board to Act.** If the Board of Supervisors has not approved a Community Needs Assessment before the first day of the fiscal year during which the Plan is to be prepared, the Plan shall be based on the Community Needs Assessment as originally submitted to the Board of Supervisors.

(l) **Selection of Contractors.** Except for services provided by City employees, the Fund shall be expended through contractors selected based on their responses to one or more requests for proposals issued by the City. The City shall award contracts to coincide with the City's fiscal year starting July 1.

(m) **Implementation.**

(1) In implementation of this section, facilitating public participation and maximizing availability of information to the public shall be primary goals.

(2) So long as there exists within the executive branch of City government a Department of Children, Youth and Their Families, or an equivalent department or agency as its successor, that department shall administer the Children's Fund and prepare the Community Needs Assessment and the Plan pursuant to this section. If no such department or agency exists, the Mayor shall designate a department or other City body to administer the Children's Fund pursuant to this section.

(3) In addition to all other hearings otherwise required, the Recreation and Park, Juvenile Probation, Youth, Health and Human Services Commissions shall each hold at least one separate or joint hearing each fiscal year to discuss issues relating to this section. The Department of Children, Youth and Their Families, or other agency as described above in section (m)(2), shall consult with the Recreation and Park Department, Arts Commission, Juvenile Probation Department, Unified School District, Health Department, Department of Human Services, Commission on the Status of Women, Police Department, Library Department and Municipal Transportation Agency in preparation of portions of the Community Needs Assessment and the Plan that relate to their respective activities or areas of responsibility.

(4) The Board of Supervisors may by ordinance implement this section.

(n) **Advisory Committee.** There shall be a Children's Fund Citizens' Advisory Committee ("the Committee") that shall consist of 15 members, each appointed by the Mayor to a three-year term, to serve at the Mayor's pleasure. At least three members of the Committee shall be parents and at least three members shall be less than 18 years old at the time of appointment. For each of the following areas, there shall be at least one Committee member with professional expertise in that area: early childhood development, childcare, education, health, recreation and youth development. The Committee shall meet at least quarterly, and shall advise the department or agency that administers the Children's Fund and the Mayor concerning the Children's Fund. The Committee shall convene by July 1, 2001. Each member of the Committee shall receive copies of each proposed Community Needs Assessment and each Plan (including the evaluation required as part of the Plan). Members of the Committee shall serve without pay, but may be reimbursed for expenses actually incurred.

(o) **Unspent Funds.** All unspent funds in the Children's Fund created by former Charter Section 16.108 shall be transferred to the Children's Fund established herein.

(p) **Effect of Procedural Errors.** No appropriation, contract or other action shall be held invalid or set aside by reason of any error, including without limitation any irregularity, informality, neglect or omission, in carrying out procedures specified in subsections (h) through (n) unless a court finds that the party challenging the action suffered substantial injury from the error and that a different result would have been probable had the error not occurred.

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
4031-08/09	23	Department of Children, Youth & Their Families	Regular	\$75,000.00	Will evaluate \$7.7 million dollars in grants to 41 community based organizations funded to provide violence prevention and intervention.	31-Oct-09
4032-08/09	28	Arts Commission	Regular	\$262,206.00	Will conduct creative writing classes with youth in need at up to 10 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated, or in crisis.	30-Jun-09
4033-08/09	31	Fire Department	Regular	\$460,600.00	Will perform physical fitness evaluations on uniformed Fire Department personnel including coronary risk factor evaluations, cardiovascular examinations, and laboratory testing.	30-Jun-10
4034-08/09	35	San Francisco Municipal Transportation Agency	Regular	\$300,000.00	Will provide professional services to prepare technical specifications and Unit Price Books containing 60,000-100,000 items of work. Train staff and contractors for an SFMTA-customized job order contracting system.	30-Sep-11
4035-08/09	35	San Francisco Municipal Transportation Agency	Regular	\$456,250.00	Will provide replacement of dBase, the Section's existing fare media sales and cash fare processing system, with Quickbooks Enterprise Solutions.	30-Apr-10
4036-08/09	38	Police	Regular	\$100,000.00	Will provide an objective, comprehensive review of the patrol special program within San Francisco and the operation of similar programs in other jurisdictions.	31-Oct-09
4037-08/09	38	Police	Regular	\$110,000.00	Will provide recycling and shredding of Confidential Documents.	31-Jan-14
4038-08/09	40	San Francisco Public Utilities Commission	Regular	\$500,000.00	Will provide coordination and work plan preparation; environmental document scoping; environmental background and field studies.	31-Dec-09
4039-08/09	40	San Francisco Public Utilities Commission	Regular	\$1,500,000.00	Will provide a public participation program through which interested SF residents and businesses can be involved in the decision making process for the development of a Sewer System Master Plan (SSMP) and Wastewater Capital Improvement Program (CIP).	28-Feb-10
4040-08/09	42	Recreation and Park Department	Regular	\$1,000,000.00	Will provide JOC Implementation services including program development and procurement support.	30-Jun-13
4041-08/09	75	Dept. of Telecommunications and Information Services	Regular	\$2,681,284.00	Will provide monitoring and administration of all Aveya telephone switches and telecom networks in use by City departments.	31-Aug-09
4042-08/09	77	Dept. of Emergency Management	Regular	\$152,000.00	Will implement the 3rd phase in the development of a web-based, shelter database system. Expanded functionality will include the addition of a mapping component to the current database system.	31-Dec-10



0010



Gavin Newsom
Mayor

Margaret Brodtkin
Director

FAX FAX FAX

To: Criss Romero, Local 21
FAX: 864-2166

From: Artina Lim, 554-8956

Re: Personal Services Contract Summary
Form for evaluation services

Date: 9/11/08

7 pages including cover

④

Artina Lim

From: Artina Lim
Sent: Thursday, September 11, 2008 3:01 PM
To: 'cromero@ifpte21.org'
Subject: Personal Services Contract Summary Form
Attachments: PSC form for VR Evaluation.doc; Childrens Fund Amendment.doc

Criss,

I just faxed a copy of a Personal Services Contract Summary form to you for a \$75,000 evaluation project. The faxed PSC copy has my signature.

Thank you.

Artina Lim
Senior Program Officer
Department of Children, Youth and Their Families
1390 Market Street, Ste 900
San Francisco, CA 94102
(415) 554-8956
(415) 554-8965 fax
artina@dcyf.org

5

0021

9/11/2008

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 6, 2012

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

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

TYPE OF SERVICE: Structural Engineering Support Services for Capital Improvement Program (CIP) Projects

FUNDING SOURCE: Airport Capital Funds

TOTAL PSC AMOUNT: \$1,200,000 TOTAL PSC DURATION: 11/5/2012 - 11/4/2017

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Provide structural engineering design support services of Airport structures, including, but not limited to: terminals, boarding areas, parking structures, viaducts, elevated roadways, and transit guideways. Provide full structural design services, calculations, drawings, specifications, cost estimates and services requested for a project and/or all design phases and preparation of bridging contract documents to be used in the solicitation of a Design-Build or Design-Bid-Build Requests for Proposals (RFP). Structural firm to provide seismic studies and vulnerability reports, analyses, assessment reports, blast analysis, blast load prediction and blast resistant design. The Airport will give first right of refusal to other City Departments through the Airport's Notice of Intent process.

B. Explain why this service is necessary and the consequences of denial: The Airport is an ever-evolving site and requires an upgrade of its facilities and renovation of the passenger terminals to improve operational efficiency, safety/security, and meet forecasted demand. The Airport's projects are complex, often require specialized knowledge and are time sensitive. Denial will cause projects delays, which will affect customer service, delay the implementation of the Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) security measures, seismic upgrades to Airport Facilities and blast resistant design to reduce the risk of loss of life in case of a disaster.

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

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

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

IFPTE, Local 21 Union Name Signature of person mailing/faxing form Date 9/6/2012

RFP sent to: IFPTE, Local 21 on Plan to issue in October 2012 Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4042-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved in 10/19/12

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Engineering firms with specialized experience in airport projects and specific expertise in airport facilities: boarding areas, parking structures and viaducts, elevated roadways, and transit guideways. Firms will also provide seismic vulnerability assessments, blast load prediction, blast resistant building design, glazing hazard analysis, structural upgrades and retrofit design for blast loads, retrofit for blasts, blast hardening recommendations and others.

B. Which, if any, civil service class normally performs this work? Engineering classes (5201, 5203, 5207, 5209, 5211, 5212, 5214, 5215, 5216, 5218, 5219, and 5241), exist but their expertise is not applicable to complex airport facilities and blast prevention design expertise as described in paragraph 3A above.

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

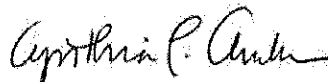
4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: The existing engineering classifications do not have the required expertise and specialized skills related to airport facilities and blast resistant design. The Airport will use experienced Airport project management and consultant staff to provide the required services. Depending on the project the Airport anticipates that some of the work can be performed by Engineering classes (see above) while the more complex and time-sensitive projects or the ones that require special design knowledge will be done by Consultant firms to ensure their proper and timely development.

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 (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained. | | |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? No, however, the Airport Commission has approved Resolution # 12-0061 for this work. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal Services contract with your department? An RFQ will be conducted and the results of that process are not known at this time. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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



Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

Print or Type Name

(650) 821-2014

Telephone Number

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

Address

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 12-0061

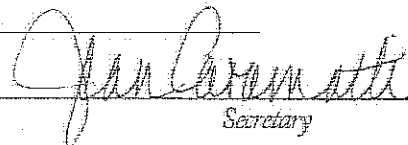
AUTHORIZATION TO AMEND THE REQUEST FOR QUALIFICATIONS (RFQ) FOR ARCHITECTURAL AND ENGINEERING SUPPORT SERVICES

- WHEREAS, the implementation of the Airport's Five-Year Capital Improvement Program (CIP) requires Architectural and Engineering Services (A/E, Structural, Airfield Design, and Geotechnical Engineering and Land Surveying) for: the development of design documents for any or all design phases; preparation of bridging contract documents; special design services, studies, surveys and reports; as well as other support services to the Airport's Design and Construction division for the timely and efficient delivery of projects; and
- WHEREAS, on December 6, 2011, by Resolution No. 11-0277 the Commission authorized the Director to issue an RFQ for Architectural and Engineering Support Services to create four (4) pool lists of Consultants to provide the following design services: Architectural and Engineering with a Micro LBE Set Aside Program list; Structural; Airfield Design; and, Geotechnical and Land Surveying services; and
- WHEREAS, Staff determined that it would be more efficient to create separate Request for Proposals (RFP) and proposes to issue as follows:
- a. RFP 9005.2 - As Needed Geotechnical and Land Surveying Support Services
 - b. RFP 9005.3 - As Needed Structural Engineering Support Services
 - c. RFP 9005.4 - As Needed Airfield Design Support Services; and
- WHEREAS, for each RFP, based on the firms meeting the minimum qualification, Staff proposes to convene a Selection Panel to evaluate the technical content of the accepted proposals, prepare a shortlist the top five (5) scoring firms, conduct interviews if necessary, and negotiate with the two (2) top-ranked firms; and
- WHEREAS, upon reaching agreement with the two top-ranked firms, Staff will prepare for Commission consideration a recommendation to award a contract to each of the firms, and, in the event negotiations are unsuccessful, Staff will negotiate with the third highest ranked firm, and so on down the list until negotiations are successful; and
- WHEREAS, the detailed scope of services is yet to be determined, and will depend upon the availability of the appropriate expertise from other City departments, and the project needs of the CIP as they occur; and
- WHEREAS, the estimated budget for services is \$400,000 for each RFP, with a term of not longer than 5 years, including all modifications, with no additional Contract Service Orders issued after three years from the date of award, in accordance with Administrative Code; now, therefore be it
- RESOLVED, that this Commission hereby approves the proposed resolution amending the Request for Qualifications to provide Architectural and Engineering Support Services by authorizing the Director to issue RFP 9005.2 - As Needed Geotechnical and Land Surveying Support Services, RFP 9005.3 - As Needed Structural Engineering Support Services and RFP 9005.4 - As Needed Airfield Design Support Services, to support the Airport's Five-Year CIP.

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

MAR 20 2012

at its meeting of _____


Secretary

From: Cynthia Avakian
Sent: Friday, September 07, 2012 1:02 AM
To: L21PSC Review <L21PSCReview@ifpte21.org> (L21PSCReview@ifpte21.org); 'Ging Louie'
Cc: Joe Brenner; Mark Costanzo; Claudia Luquin; Geri, Rayca
Subject: Dept 27 - Airport PSC Structural Engineering Support Services for Capital Improvement Program (CIP) Projects

All,

Attached is the PSC Structural Engineering Support Services for Capital Improvement Program (CIP) Projects.

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@flysf0.com
Phone: (650) 821-2014, Fax: (650) 821-2011

PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 20, 2012

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

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

TYPE OF SERVICE: SFO's Enterprise-Wide Property Management and Billing System (PMBS) Phase II

FUNDING SOURCE: Airport Operating Funds

TOTAL PSC AMOUNT: \$ 1,500,000 TOTAL PSC DURATION: 1/01/13-12/31/17

1. DESCRIPTION OF WORK

A. Concise description of proposed work: During the PBMS Phase II project, SFO would like to implement several enhancements and new functionality to address inefficiencies; optimize system performance and integrate enhanced reporting features; minimize manual entries and error risks; especially for high volume activity billings; address audit concerns and recommendations regarding statistical data reporting; develop policies and procedures; and prepare for external system improvements that impact PMBS. This phase of the project will enhance existing and create new functionality in the Airport's enterprise-wide PMBS used to monitor, track and report revenue and other key business statistics on all SFO property leases, space permits, and other property contracts. This includes completing a set of sub projects to (a) improve reporting features, (b) develop new custom data extracts, data views and report modifications, (c) expand data quality extracts, (d) implement and refine the Space and Property Management module including GIS interfaces, (e) support integration to the new Ground Transportation Management System (GTMS), (f) integrate existing Utility Management module with the new handheld utility meter readers, (g) incorporate detail from other sources to be included with invoices, (g) interface with data from PASSUR passive radar system for aircraft landings, (h) enhance the user access security module, (i) activate GTU Contingency Billing upon request, (k) conduct annual on-site training and (l) perform other requested modifications as needed to evolve and integrate PMBS with other Airport and City systems.

B. Explain why this service is necessary and the consequences of denial: Completing these sub-projects for the implemented system will improve the timeliness and accuracy of data reported for passenger traffic, concessions sales, ground transportation transactions, lease terms and conditions, and revenue data. Denial of these services will jeopardize the Airport's ability to maximize revenues, thereby leaving the Airport vulnerable to airlines in search of a better cost per enplaned passenger.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): These services have been previously provided under PSC # 4041-06/07.

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 Union Name
Signature of person mailing/faxing form
August 20, 2012 Date

RFP sent to: Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4043-12/13
STAFF ANALYSIS/RECOMMENDATION: Approved MW 10/19/12

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Access to the proprietary software code of the existing PMBS system (software and hardware) and an understanding of the business requirements for this complex billing system.

B. Which, if any, civil service class normally performs this work? Existing IT (1043, 1053, 1054, 1070) staff support the PMBS system, servers that run the application as well as other hardware but they are not able to make major changes to the existing system.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: Civil service classifications are not applicable because IT staff does not have access to the proprietary software.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No, since we have existing classes but the proposed work involves access to the proprietary software.

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

- | | <u>Yes</u> | <u>No</u> |
|--|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input 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 (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained. <p><i>User training, est. 300 hours for Property, Aviation and Concession Managers and Financial Analysts (24) and other Airport staff (as many as 50 employees)</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? The contractor, GCR Inc., was previously selected by from an RFP process. | <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

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

Cynthia Avakian

From: Cynthia Avakian
Sent: Monday, August 20, 2012 12:45 PM
To: L21PSC Review <L21PSCReview@ifpte21.org> (L21PSCReview@ifpte21.org); lwong@ifpte21.org
Cc: Joe Brenner; 'Ging Louie'; Kathy Mark; Dina Quesada; Maria Iyog OMalley
Subject: Dept 27 - Airport DRAFT PSC Enterprise-wide Property Management and Billing System (PMBS) Phase II
Attachments: PMBS Phase II DRAFT PSC 120820.pdf; PSC 4041-06_07 Form 1.pdf; PSC 4016-11_12 GCR Form 1.pdf

All,

Attached is the DRAFT PSC for Enterprise-wide Property Management and Billing System (PMBS) Phase II as well as prior approvals for Phase I of this project.

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

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 25, 2006

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

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

TYPE OF SERVICE: Implement a property management billing system to monitor, track and report billings, revenues and other information on all Airport property agreements

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$590,000 PSC DURATION: 10/1/2006 - 6/30/2008

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

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.

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

Implementing the proposed system will improve the timeliness and accuracy of data reported for passenger traffic, concessions sales, ground transportation transactions, lease terms and conditions, and revenue data.

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

This is a new service and has not been provided before.

D. Will the contract(s) be renewed? Yes, but only for software maintenance, not personal services.

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

IFPTE Local 21 Union Name Galen W.M. Leung Signature of person mailing/faxing form 8/25/06 Date

RFP sent to: Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4041-06/07 STAFF ANALYSIS/RECOMMENDATION: Approved 9/18/06

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Knowledge of property management and billing proposed systems (software and hardware), as applied to an airport environment with cargo operators, concession leases, parking management and both international and domestic passengers.

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

None. The IS Programmer series (1062, 1063 & 1064) do not have familiarity with property management billing systems designed for airports. A portion of work involves training, but the IS Trainer series (1031, 1032, 1033) does not have familiarity with the programs and systems contemplated by the Airport.

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

Yes, the contractor will provide software that is not currently possessed by the City.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classifications are not applicable because no one has been trained on the proposed software. Implementation of the proposed system is short-term and of limited duration.

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

No, the proposed work is of a limited duration involving specialized knowledge. Please see answer to 4a above.

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

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

Yes No

B. Will the contractor train City and County employees?

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

*Systems Administration training, 200 hours, for IS Operators & Administrators (10)
User training, est. 300 hours for Property, Aviation and Concession Managers and
Financial Analysts (24) and other Airport staff (as many as 50)*

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? Attached is Airport Commission Resolution #06-0059

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? An RFP was conducted and the Airport is entering into negotiations with the highest ranked proposer for approval by the Airport Commission.

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

Galen W.M. Leung

Signature of Departmental Personal Services Contract Coordinator

Galen W.M. Leung

(650) 821-2012

Print or Type Name

Telephone Number

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

Address

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 06 0059

**AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSALS TO ACQUIRE
AND IMPLEMENT A PROPERTY MANAGEMENT AND BILLING SYSTEM**

WHEREAS, implementation of an enterprise-wide Property Management and Billing System (PMBS) that provides one centralized database and a single user interface environment will enable the Airport to improve its ability to capture, monitor, track and report accurate revenue and other information regarding key business terms of all property leases, space permits, and other property contracts; and

WHEREAS, this solution will help the Airport to improve management of revenue, lease and tenant activity, billing accuracy and efficiency and reporting capability on revenue and property oriented information; and

WHEREAS, this system will also improve management information reporting enabling more timely, accurate and flexible activity reporting for passenger traffic, concessions sales, lease information and ground transportation transaction and revenue data, and

WHEREAS, the Airport Commission approved funding for the development and implementation of a Property Management and Billing System on March 22, 2005 (Resolution No. 05-0036) under the Airport's Five Year Capital Plan; now, therefore be it

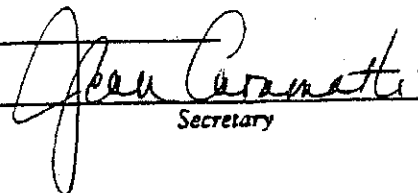
RESOLVED, that the Airport Commission authorizes the Director to issue a Request for Proposals to acquire and implement a Property Management and Billing System and to enter into negotiations with the highest rated proposer; and, be it further

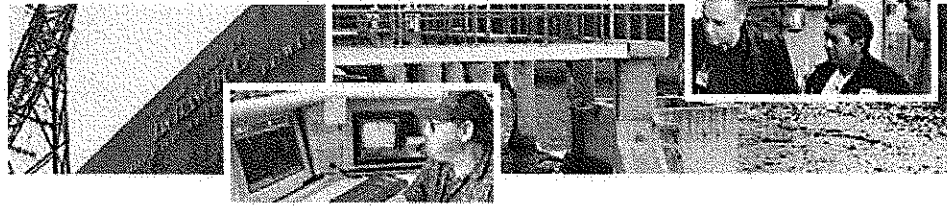
RESOLVED, that the Director will return to the Commission for approval of the terms and to award the contract.

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

at its meeting of _____

APR 19 2006


Secretary



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Thanks for your submission

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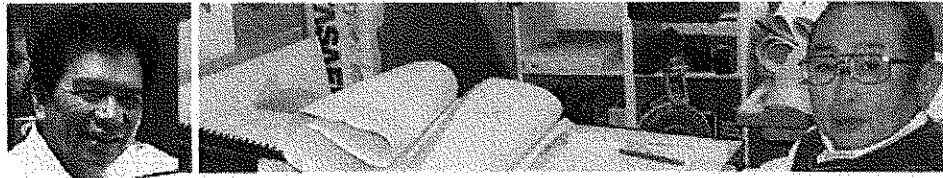
Employer Websites

International IFPTE

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02/12/2003 12:20:57



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AEA-City of San Jose

Information Request fo Personal Services

Alameda County Chapters

NOTE: Please Refresh this page before filling out the form (Ctrl F5 key in Internet Explorer)

Berkeley Schools

IFPTE Local 21 San Francisco IT Chapter

Choose an SF Chapter

City of Hayward

Contra Costa Water District

NEW VERSION DATED: June 9, 2005

East Bay Municipal Utility District

Department Name: Airport

Golden Gate Bridge

Type of Request:

Oakland Chapters

- Continuing
 Annual
 Initial Request
 Modification

City of Richmond

If not Initial Request then date of last request:

SF Redevelopment Agency

Cost of project: \$250,000.00

SLCEA

SCCEAA

1. Description of Work

SF School District

a. Detailed description of proposed work (same as *Scope of work*):

The Consultant is expected to take a full-time and/or part-time consultant role during the initial phases of the project and continue to provide consultation throughout the rest of the project on a part-time basis. The initial phases of the project is defined as the duration of time beginning with project preparation and ending with the successful implementation of the first application.

The scope of the work to be performed includes documenting existing business processes, preparing user needs analysis, identifying key critical success factors, identifying goals and objectives, modifying/eliminating and otherwise

d. Do you foresee a need for this service beyond the "Duration" you are requesting? If yes, explain:

It is unlikely but possible depending on the implementation strategy and/or other unforeseen events and additional business plans.

e. Have you contacted other I.T. departments to verify that the work cannot be performed in-house, by a Civil Servant?

Yes No

2. Description of Required Skills/Expertise

a. Specify required skills and/or expertise:

Staff should have expertise in implementation and management of airport business solutions with knowledge of airport property/revenue management and billing processes. To date, at least two separate efforts have been launched at SFO

b.(1) Which, if any, civil service class normally performs this work?

(2) Which City department(s) have employees who could perform this work by Work Order? For each such department(s), explain why the department cannot perform these services:

DTIS DPW

Other Department(s)

Explain:

3. Why Classified Civil Service Cannot Perform

a. Explain why civil service classes listed in 2.b above cannot perform this work.

Refer to the specified required skills and/or expertise noted above in Section 2A above.

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

No, since the knowledge level of the consultants and other solution providers will be transferred to existing SFO Airport business functions for their ongoing use and continued operations and to ITT as appropriate for ongoing maintenance and

4. Additional Information

a. Will the contractor directly supervise/discipline City and County employees?

Yes No

If so, explain:

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.
- If not, explain

Yes. The contractor will The consultant will provide services both on and off site to determine business and technical requirements and other related work to support the implementation of a new system solution. The professional services will

c. Will this service be brought in-house? If not explain. If so, please provide detailed transition plan for transfer of expertise and/or workload to CCSF employees. If new systems or software will be used, how will codes and other information be transferred to CCSF employees to be able to maintain and upgrade new systems?

The consultant will provide services both on and off site to determine business and technical requirements and perform other related work to support the implementation of a new system solution. The professional services will assist in knowledge

d. Are there legal mandates or federal or state grant requirements regarding the use of contractual services?

If so, identify statutory provisions, or send grant requirements.

No.

e. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please indicate any staff analysis used by the board or commission to make its determination.

Yes. SF Airport Property Management and Billing Team decided this was the best approach based on past efforts to date that have not been successful in transitioning from the current state to the envisioned solution. Based on exploratory meetings and

f. Are the proposed services currently being performed by a contractor? If so, identify contractor

No

The above information is submitted as complete and accurate on behalf of the department head:

Dept Head Name: John Payne

Name: Kathy Mark

Email: Kathy.Mark@flysfo.com

Telephone: (650) 821-3371

FAX: (650) 821-4329

Address: P.O Box 8097

Date: 09/15/2005

It's important to us to get as much detailed information as possible. We'll contact you with any questions or for any further information we may need. To avoid delays, please be as detailed and accurate as possible.

If you need Adobe Acrobat Reader
click below to download a free copy.

Expertise in implementation and management of Airport business solutions with knowledge of airport property and revenue management and billing processes. To date, at least two separate efforts have been launched without success relative to delivering the desired business solution. Specific knowledge of airport economics and vendor products available today. A solid understanding of the business and data rules that support successful implementation of such property management and billing tools in an airport environment. Extensive business background and experience with successful implementations - scaled to mirror the nuances, complexity and decentralized environment of our current environment.

No since the knowledge level of the consultants and other solution providers will be transferred to existing Airport business functions for their ongoing use and continued operations and to ITT as appropriate for ongoing maintenance and upgrades.

Yes Transition management among customers of the system, among sections using the system. Ensure the system is properly documented and customers are trained. Knowledge transfer also is anticipated with Airport ITT employees as appropriate.

The consultant will provide services both on and off site to determine business and technical requirements and other related work to support the implementation of a new system solution. The professional services will assist in knowledge transition and training as appropriate.

Yes - SF Airport Property Management and Billing Team decided this was the best approach based on past efforts to date that have not been successful in transitioning from the current state to the envisioned solution. Based on exploratory meetings and discussion with San Jose Airport and the SF Port, SF Airport reviewed approaches and recommendations. This team concluded it would be most effective to proceed with consultants who have expertise in airport and associated property management and billing systems.



San Francisco International Airport

Fax

PO.Box 8097
San Francisco, CA 94128
www.flysfo.com

Date
August 25, 2006

No of Pages
10 (including cover sheet)

To
Criss Romero, IFPTE Local 21

Fax Number
415.864-2166

Tel Number
415.864-2100

Comments

From
Galen Leung, Contracts Manager

Fax Number
650.821.2011

Tel Number
650.821.2012

Notification of a PSC for Implementation of a Property Management Billing System for posting by DHR and review by the Civil Service Commission at their meeting of September 18, 2006.

Hard copy to follow in U.S. Mail

TRANSMISSION VERIFICATION REPORT

TIME : 08/25/2006 15:04

DATE, TIME	08/25 15:00
FAX NO./NAME	914158642166
DURATION	00:03:51
PAGE(S)	10
RESULT	OK
MODE	STANDARD ECM

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 7, 2011

DEPARTMENT NAME: AIRPORT COMMISSION DEPARTMENT NUMBER: 27

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

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

TYPE OF SERVICE: Airport's Property Management and Billing System (PMBS) user adoption and data edits to monitor, track and report billings, revenues and other information on all Airport property agreements

FUNDING SOURCE: Airport Operating Funds

TOTAL PSC AMOUNT: \$ 113,000 TOTAL PSC DURATION: 8/15/2011-12/31/2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Complete certain tasks related to user adoption and data edits of the Airport's enterprise-wide PMBS used 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.

This request is to complete the user adoption and data edits tasks of the original PSC 4041-06/07 that expired (November 30, 2009) and totaled \$590,000 which the included software, hardware, and services. The portion of the PSC amount devoted to services, including training, was estimated to be approximately 56% (or \$330,000).

B. Explain why this service is necessary and the consequences of denial: Completing user adoption and data edits for the implemented system will improve the timeliness and accuracy of data reported for passenger traffic, concessions sales, ground transportation transactions, lease terms and conditions, and revenue data.

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

These services have been previously provided under PSC # 4041-06/07.

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

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

IFPTE, Local 21 Union Name Signature of person mailing/faxing form Date July 12, 2011

RFP sent to: Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4016 - 11/12 STAFF ANALYSIS/RECOMMENDATION: Approved 9/23/11

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Access to the proprietary software code that the Airport's PMBS (software and hardware) and an understanding of the business requirements for this complex billing system.

B. Which, if any, civil service class normally performs this work? Existing IT (104x, 105x, 106x and 107x series) staff support the PMBS system, servers that run the application as well as other hardware but they are not able to make major changes to the existing system.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: Civil service classifications are not applicable because IT staff does not have access to the proprietary software.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No, since we have existing classes but the proposed work involves specialized knowledge. Please see answer to 4a above.

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

- | | <u>Yes</u> | <u>No</u> |
|--|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input 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 (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained. <p><i>User training, est. 300 hours for Property, Aviation and Concession Managers and Financial Analysts (24) and other Airport staff (as many as 50)</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? Attached is Airport Commission Resolution number #06-0059. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? The contractor, GCR & Associates, was previously selected by an RFP. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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

Cynthia P. Avakian

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

Print or Type Name

(650) 821-2014

Telephone Number

Airport Commission, Contracts Administration Unit

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

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 7, 2012

DEPARTMENT NAME: AIRPORT COMMISSION DEPARTMENT NUMBER: 27

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

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

TYPE OF SERVICE: High-Tech Maintenance and Support of Baggage Handling Controls

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$5,000,000 PSC DURATION: 11/15/12 - 11/14/17

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Maintenance and repairs of specialized programmable logic controls, baggage sortation and diagnostic equipment for baggage handling systems, integrated with Transportation Security Administration (TSA) screening equipment. Inspection of airline maintenance of Airport owned baggage conveyor equipment.

B. Explain why this service is necessary and the consequences of denial: Baggage handling and screening systems are essential to 24 hour per day, 365 days a year operations of the baggage processing airport-wide through the Explosive Detection Systems (EDS). Any interruption in service would cause flight delays and financial exposure to the Airport. High tech systems are certified by the TSA, and must accurately track and divert bags to provide passenger security in accordance with TSA guidelines. Without support, both security and operations are at risk of preventing the Airport and the airlines from processing passenger checked baggage.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): These services have been previously provided through a contract, most recently under PSC # 4115-08/09.

D. Will the contract(s) be renewed? If there continues to be the 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
IBEW Local 6
Union Name
Signature of person mailing/faxing form
September 7, 2012
Date

RFP sent to: IFPTE Local 21 on September 7, 2012
IBEW Local 6
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4044-12/13
STAFF ANALYSIS/RECOMMENDATION: Approved W 10/19/12

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Baggage Handling Systems logic controls, sortation and diagnostics engineering and maintenance are unique to this specialized industry. This work requires expertise in the integration of networks, controls, and computer systems that operate baggage handling systems plus TSA protocols for Explosives Detection Systems. Qualifications and experience are critical to maintain uninterrupted secure operations. Baggage handling conveyor inspections require an understanding of: electro-mechanical preventative maintenance, operational requirements of specialized equipment, and systems design.

B. Which, if any, civil service class normally performs this work? There are no current civil service classes that perform In-line Explosives Detection and Baggage Handling System Controls maintenance and support. However many civil service classes are participating in other Airport security projects in capacities such as electrician classes (9240, 9241, 9242) for electrical and building infrastructure design and several electronic maintenance technicians (7318) personnel for the wiring and installation of security devices.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: There are currently no civil service classes that have the technical expertise in the design, programming, and integration of these specialized security systems.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No, maintenance and support of Baggage Handling Control Systems is a unique engineering discipline that integrates specialized controls with conveyors, electrical equipment, and TSA screening equipment. The work performed is on an on-call basis which would not justify creating a new civil service classification.

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

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

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

B. Will the contractor train City and County employees?

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

- Describe the training and indicate approximate number of hours.

The baggage handling conveyor inspector will provide on-site training to Facilities Electricians so as to become familiar with the baggage handling conveyor discipline and to perform future electrical inspections.

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

Two Electricians Class 7345

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

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

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

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 #11-0279 authorizing issuance of a RFP.

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

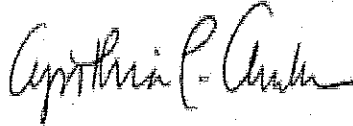
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? An RFP will be issued and it is unknown at this time the outcome of that process.

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

City and County of San Francisco

Department of Human Resources

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



Signature of Departmental Personal Services Contract Coordinator

Cynthia Avakian

(650) 821-2014

Print or Type Name

Telephone Number

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

Address

Cynthia Avakian

From: Cynthia Avakian
Sent: Friday, September 07, 2012 2:04 PM
To: L21PSC Review <L21PSCReview@ifpte21.org> (L21PSCReview@ifpte21.org); khughes@ibew6.org; Ging Louie (glouie@ifpte21.org)
Cc: Joe Brenner; Dave Barber; Gerry Alley; Lew Chee
Subject: Dept 27 SFO DRAFT PSC High-Tech Maintenance and Support of Baggage Handling Controls
Attachments: PSC Form 1 HTM DRAFT.pdf; PSC 4115-08_09 Form 1 RFP EDS HTM.pdf; PSC 4115-08_09 Form 1 RFP EDS HTM Mod 1.pdf; 11-0279.pdf

All,

Attached is the DRAFT PSC for SFO High-Tech Maintenance and Support of Baggage Handling Controls as well as the most recent PSC 4115-08/09.

Here is the link to the RFP: <http://mission.sfgov.org/OCABidPublication/BidDetail.aspx?K=5864>.

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

Mod 1



San Francisco International Airport

MEMORANDUM

DATE: February 29, 2012
 TO: Maria Ryan, PSC Analyst
 Department of Human Resources (Dept. 33)
 FROM: Cynthia Avakian, PSC Coordinator
 Airport Commission (Dept. 27)
 RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4115-08/09 Approval Date: March 16, 2009

Description of Service(s): In-Line Explosive Detection Baggage Inspection Systems High-Tech Maintenance

Original Approved Amount:	<u>\$1,500,000</u>	Original Approved Duration:	<u>4/1/09 – 3/31/12</u>
Admin Mod 1 Amount:	<u>\$650,000</u>	Modification of Duration:	<u>4/1/12 – 12/31/12</u>
Total Modified Amount:	<u>\$2,150,000</u>	Total Modified Duration:	<u>4/1/09 – 12/31/12</u>

Reason for the modification:

To extend the term and add additional money to address delays in developing a new RFP for this maintenance.

Attachment: Copy of Approved PSC Summary

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 3/7/12

By: *Micki Callahan*

~~FOR~~ Micki Callahan, Human Resources Director

AIRPORT COMMISSION CITY AND COUNTY OF SAN FRANCISCO

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

Post Office Box 8097 San Francisco, California 94128 Tel 650.821.5000 Fax 650.821.5005 www.flysfo.com

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 11-0279

AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES FOR CONTRACT NO. 9194-MAINTENANCE AND SUPPORT OF BAGGAGE HANDLING CONTROL SYSTEMS AND TO NEGOTIATE WITH THE HIGHEST RANKED PROPOSER

- WHEREAS, the Airport provides support for the Baggage Handling Control Systems to automate the process of moving checked baggage through the explosives detection systems to the correct bag makeup units as well as to the bag claim units; and
- WHEREAS, the Baggage Handling Control Systems are comprised of interfaces to TSA owned explosives detection equipment, logic controls, sortation computer systems, control networks, baggage tracking and diagnostic systems, and baggage conveyor sensors and drives; and
- WHEREAS, the Airport requires Baggage Handling Control Systems to be highly reliable and comply with TSA operating requirements; and
- WHEREAS, multiple air carriers share the Baggage Handling Control Systems among which the maintenance and support cannot be divided between air carriers; and
- WHEREAS, maintenance and support of the Baggage Handling Control Systems requires immediate response on a 24-hour, 7-day per week basis and is critical to air carrier operations and passenger safety; and
- WHEREAS, the proposed term of this contract is three (3) years, with two (2) one-year extension options; now, therefore, be it
- RESOLVED, that this Commission authorizes the issuance of a Request for Proposals for Contract No. 9194 - Maintenance and Support of Baggage Handling Control Systems, and authorizes staff to conduct negotiations with the highest ranked proper.

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

at its meeting of DEC 06 2011

Jean Lemmonetti

Secretary

PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 23, 2012

DEPARTMENT NAME: Arts Commission DEPARTMENT NUMBER 28

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

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

TYPE OF SERVICE: Cultural Ecosystem Assessment and Strategic Planning for Arts Commission

FUNDING SOURCE: William and Flora Hewlett Foundation, General Fund

PSC AMOUNT: \$200,000 PSC DURATION: 10/1/2012 - 12/31/15

1. DESCRIPTION OF WORK

A. Concise description of proposed work:
A local consulting team with significant experience in arts community outreach and cultural planning development and implementation will be contracted by the Arts Commission.

B. Explain why this service is necessary and the consequences of denial:
This is a specialized service only available from a qualified cultural planning firm.

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):
Not applicable. This is a one-time-only specialized service.

D. Will the contract(s) be renewed:

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

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

RFP sent to N/A, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4045-12/13
STAFF ANALYSIS/RECOMMENDATION: Approved LW 10/19/12

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contracting team must include individuals who have significant experience with arts and cultural strategic planning. Team members must also have experience in arts community outreach and engagement, logic model development, cultural planning implementation, measuring arts-based deliverables, and senior level arts executive coaching. Team must have completed cultural capital plans, have experience in arts education and public art arenas, and have a body of work or research on creative placemaking and cultural mapping.

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

No single classification encompasses all the elements and experience we seek from a team for this process.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There is no Civil Service classification for cultural arts planning and community engagement. Contracting team must have extensive professional experience and is selected by an independent selection panel and judged by the Arts Commission as being appropriate for the unique requirements of this process.

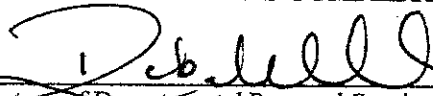
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. Ongoing expertise is not required. Effective strategic planning is conducted once every several years (4-8), so a permanent civil service class would not be necessary.

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

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

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



Signature of Departmental Personal Services Contract Coordinator

Rebekah Krell
Print or Type Name

252-4665
Telephone Number

25 Van Ness Ave, Suite 345
San Francisco, CA 941102
Address

Axel, Rachelle

From: Axel, Rachelle
Sent: Wednesday, August 22, 2012 5:52 PM
To: 'L21PSCReview@ifpte21.org'; 'ed.warshauer@seiu1021.org';
'Brook.Demmerle@seiu1021.org'; 'pattie.tamura@seiu1021.org'; 'rebecca@sfmea.com'
Subject: Arts Commission Personal Services Contract Summary Form
Attachments: SFAC Personal Services Contract Summary for 1021 and 21 approval.pdf

Dear All,

Attached please find the Arts Commission's PSC for your review.

Please contact me with any questions.

Thank you.
Rachelle Axel

Rachelle Axel
Development Director
San Francisco Arts Commission
25 Van Ness Avenue, Suite 345
San Francisco, CA 94102
415.252.2564 (p)
415.252.2595 (f)
www.sfartscommission.org

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City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 24, 2012

DEPARTMENT NAME: Port of San Francisco DEPARTMENT NUMBER 39

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

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

TYPE OF SERVICE: Youth Employment Program

FUNDING SOURCE: Port Harbor Funding

PSC AMOUNT: \$1,060,000.00 (\$265,000/yr) PSC DURATION: September 1, 2012 - August 31, 2016 (4 years)

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Organize, implement, and administer a program to primarily provide economically disadvantaged and/or at-risk San Francisco youth ages 16 through 24 with paid work experience to help maintain the Port's property including weed abatement, hand watering and manual fertilization of Port plants, graffiti removal, and litter removal.

The grantee will hire, provide work readiness training and supervision for up to ten youth employees, during the summer and school breaks. During the school year, the grantee will also provide work readiness training and supervision for up to ten youth employees but for fewer hours per week than during the summer and school breaks. The grantee will need to provide two first-line supervisors. In order to adequately perform program overview, the grantee will also need to employ at least one (1) Program Coordinator.

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

Beginning in FY 2004-05, the Mayor and Board of Supervisors added funds to the Port's budget to fund a youth employment program. The Port does not have the expertise to develop and manage a youth employment program. Since FY 2004-05, the Port has contracted through a grant agreement with the San Francisco Conservation Corps to provide a youth employment program for the Port that is the same scope of work as that currently proposed.

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):

As noted above, the Port currently has a grant agreement with the San Francisco Conservation Corps to provide this service.

D. Will the contract(s) be renewed:

No. The Port will issue another RFP after the four years to competitively select a contractor.

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

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Rows for Laborers, Local 261 and SEIU, Local 1021.

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4046-12/13 Approved LW 10/19/12

STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

City and County of San Francisco

Department of Human Resources

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Environmental Maintenance Services; Training, including Work-Readiness Training; Project Management and Administration, including Public Outreach; Basic Supervision; Record-Keeping and Reporting.

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

3417 Gardener (Laborers, Local 261)

7514 General Laborer (Laborers, Local 261)

7501 Environmental Service Worker (Laborers, Local 261)

9910 Public Service Trainee (SEIU, Local 1021)

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

The contractor will not provide facilities however, they will provide their own tools, equipment, and vehicles.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

This work is to primarily provide economically disadvantaged and/or at-risk San Francisco youth ages 16 through 24 with paid work experience; Civil Service classifications in and of themselves do not accomplish this primary goal.

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

No. (See 4.A. response above.)

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

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

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

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?

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

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

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

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

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

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

Lavena Holmes

Signature of Departmental Personal Services Contract Coordinator

Lavena Holmes

(415) 274-0305

Print or Type Name

Telephone Number

Pier 1 - The Embarcadero

San Francisco, CA 94111

Address

**MEMORANDUM**

July 5, 2012

TO: MEMBERS, PORT COMMISSION
Hon. Doreen Woo Ho, President
Hon. Kimberly Brandon, Vice President
Hon. Leslie Katz

FROM: Monique Moyer
Executive Director *MMoyer*

SUBJECT: Request Authorization to Issue a Request for Proposals for a non-profit youth employment services organization to participate in the Port's youth employment program and assist in maintaining the Port's property

DIRECTOR'S RECOMMENDATION: Approve Attached Resolution

Background and Description of the Proposed RFP

During its review of the Port's FY 2004-05 budget, the Board of Supervisors appropriated \$150,000 of the Budget Analyst's cuts to fund a youth employment program at the Port of San Francisco aimed at providing jobs to economically disadvantaged and at-risk San Francisco youth ages 16 through 24. At that time, Port staff determined that we could benefit from a program that supports the Port's efforts to maintain landscaped areas, including weed abatement, hand watering and manual fertilization of Port plants, and graffiti and litter removal. Subsequently, the Port Commission adopted Resolution 04-90 authorizing Port staff to enter into a four year grant agreement with the San Francisco Conservation Corps (SFCC) for these services, which expired on June 30, 2008.

In 2008 the City's policymakers continued to express a strong desire for City departments to have youth employment programs. As a result, Port staff recommended that the Port continue this program and increase the annual funding by \$50,000, from \$150,000 to \$200,000 in the Port's FY 2008-09 budget.

On April 22, 2008 the Port Commission adopted resolution 08-23 authorizing Port staff to issue a Request for Proposals (RFP) for a non-profit organization for a Youth Employment Program to help maintain Port property. Through the RFP process the San Francisco Conservation Corps was again the successful respondent and recommended services provider for the Port Youth Employment Program. On October 28, 2008 the Port Commission adopted resolution 08-65 authorizing Port staff to enter into a 4-year

THIS PRINT COVERS CALENDAR ITEM NO. 8A

grant agreement with the San Francisco Conservation Corps (SFCC) for these services, which expired on June 30, 2012.

Port staff has been very satisfied with the SFCC's services. Its participants complete the landscaping and related projects they commit to in a timely manner, the work is of good quality, and they work well with the staff in the Port Maintenance Division. During the course of the 2008-2012 grant agreement the SFCC performed as the prime contractor for 80% of the services and managed the Larkin Street Youth program as a sub-contractor for 20% of the services. The program supported employment for 15 youths and 3 supervisors.

The City policymakers continue to provide direction and leadership for departments to continue strong youth employment programs. In the Port FY 2012-13 and 2013-14 budgets, Port staff recommended \$265,000 in annual funding for this program. The request for authorization to issue a RFP for a non-profit youth employment services organization to participate in the Port's youth employment program is conditional on finalization of these budgets.

Port staff is proposing to issue another RFP (subject to Civil Service Commission approval) to solicit a non-profit youth employment services organization to continue the Port's successful youth employment program assisting in maintaining Port property. Port staff propose awarding the successful respondent a 4-year grant agreement totaling \$1,060,000 (at \$265,000 per year), subject to appropriations, to allow the Port the flexibility of continuing the program if it remains successful and to terminate it if the Port's financial condition does not allow it. We estimate that a contractor should be able to employ approximately 20 to 25 youths annually with the \$265,000 in funding. We estimate that the selected contractor will require three supervisors to oversee the youths' work in the field as well as an agreement manager to be the Port's main point of contact.

The selected contractor will recruit, hire, provide work readiness and safety training, and supervise the youth employees. Port staff will designate specific Port areas for the youth to maintain. Port staff and the contractor will regularly meet to identify and develop strategies to avoid potential safety hazards. Port staff will inspect the work accomplished to evaluate performance and consult with the contractor to ensure acceptable service levels are maintained. Port staff will provide the contractor with initial safety orientations and expectations.

Completion of the proposed RFP and grant agreement award schedule will be approximately 5 months from Port Commission authorization to issue a RFP. During this schedule period the Port will not have a non-profit youth employment services organization providing a youth employment program.

Office of Economic and Workforce Development (OEWD)

In 2007, the City enacted an ordinance requiring the centralization of the City's workforce development efforts under OEWD. One of the primary reasons for this change was that existing, disparate workforce development efforts taking place across

multiple City departments made it impossible to get a larger understanding of the City's progress. To address this problem, standardized data gathering and reporting is aggregated by OEWD and analyzed on a citywide basis.

OEWD has agreed to the Port's continued management of its ongoing workforce development program, as long as the Port contractor complies with OEWD's reporting requirements. Therefore, the Port's RFP will require that the contractor conduct all program reporting to OEWD in the form and frequency required by OEWD.

Funding

The RFP anticipates youth employment program funding of \$1,060,000 over a four year period, or \$265,000 annually, which will be funded from the Port's bi-annual operating budget. To the extent the program continues to be successful, and dependent upon the Port's financial condition, Port staff intends to request \$265,000 in subsequent bi-annual budgets through FY 2015-16 to fund this program.

RFP and Grant Agreement Award Schedule

The proposed RFP schedule is as follows:

<u>Proposal Phase</u>	<u>Date</u>
RFP is advertised and issued by the City	August 13, 2012
Pre-proposal conference	August 30, 2012
Deadline for submission of written questions or requests for clarification	September 10, 2012
Proposals due and received no later than 5 p.m.	October 1, 2012
Technical Review Period	Through October 8, 2012
Oral interviews with firms selected for further consideration	October 15, 2012
Notify successful respondent	October 22, 2012
Grant Agreement negotiation period	October 23 – November 5, 2012
Port Commission consideration	November 13, 2012
Anticipated Notice to Proceed upon Grant Agreement certification	December 3, 2012

Summary

Port staff recommends that the Commission authorize the issuance of a Request for Proposals for a nonprofit organization to operate a youth employment program to assist in maintaining Port property for a four-year term, as described in this staff report. Port staff anticipates returning to the Commission for authorization to award a grant agreement on November 2012.

Prepared by: Tom Carter, Deputy Director
Maintenance

**PORT COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

RESOLUTION NO. 12-55

- WHEREAS, In 2004, the San Francisco Board of Supervisors directed the Port to create a youth employment program targeting economically disadvantaged and at-risk youth; and
- WHEREAS, On November 9, 2004 the Port Commission adopted Resolution 04-90 authorizing Port staff to enter into a four year grant agreement with the San Francisco Conservation Corps (SFCC) to operate a youth employment program by providing assistance in maintaining Port property; and
- WHEREAS, Because of the success of the program, the Port Commission approved a subsequent solicitation in 2008 and authorized Port staff to enter into a new four year grant agreement with the SFCC to operate the Port's youth employment program by Resolution 08-65 on October 28, 2008; and
- WHEREAS, From 2004 to 2012, the Port's youth employment program provided employment services to over 30 youths through the services of its nonprofit contractor; the program will provide employment services for approximately 20-25 youths in the next four years; the services have been of good quality; and the Port continues to need assistance in maintaining its property; and
- WHEREAS, The Port does not have the expertise to directly recruit, hire, provide work readiness training and supervision for youth employees; and
- WHEREAS, Port staff is proposing to issue a Request for Proposals for a non-profit organization to organize, implement, and administer a youth employment program to assist in maintaining the Port's property over a four-year term; and
- WHEREAS, After solicitation and evaluation of proposals, Port staff will seek Commission authorization to award a grant for the services described in the accompanying staff report for a 4-year term, in the amount of \$265,000 annually, and for a total amount of \$1,060,000 subject to expenditure appropriations; now, therefore be it

RESOLVED, That the Port Commission hereby authorizes Port staff to issue a Request for Proposals for a non-profit organization to organize, implement, and administer a youth employment program to assist in maintaining Port property over a four-year term under a grant agreement as described in the accompanying staff report.

I hereby certify that the foregoing resolution was adopted by the Port Commission at its meeting of July 10, 2012.


Secretary

Dang, Leorah

From: Theresa Foglio <laborers261@gmail.com>
Sent: Friday, October 05, 2012 12:47 PM
To: DHR-PSCCoordinator, DHR
Cc: Braganza, Lorceli; Ramon Hernandez; Vince Courtney; Holmes, Lavena; Acevedo, Andres; Carter, Tom; Lewis, Brent
Subject: Re: Regular PSC - Youth Employment Program (Dept #39)

Dear Leorah Dang,

The Union did meet and confer with the Department regarding the referenced PSC - Youth Program and the Union is satisfied with the commitment of the Department of the following:

1. No use of power tools
2. No change to existing overtime opportunities or staffing levels

Thank you!

On Fri, Oct 5, 2012 at 11:00 AM, DHR-PSCCoordinator, DHR <dhr-psccordinator@sfgov.org> wrote:

Hi Lorceli,

Per our phone conversation, please inform the union to notify DHR-PSCCoordinator that the request to "Meet & Conf" has been finalized. Once we receive the notice from the union DHR-PSCCoordinator can move forward with a CSC meeting date.

Best Regards,

Leorah Dang

One South Van Ness Avenue, 4th Flr

San Francisco, Ca 94103

From: Laborers 261 [mailto:laborers261@gmail.com]
Sent: Wednesday, August 29, 2012 11:46 AM
To: Braganza, Lorceli
Cc: Ramon Hernandez; Vince Courtney; DHR-PSCCoordinator, DHR; Holmes, Lavena; Acevedo, Andres; Carter, Tom
Subject: Re: Regular PSC - Youth Employment Program

Yes, I can come there.

Theresa Foglio

Business Agent

LiUNA! Local 261

3271 18th St.

San Francisco, CA 94110

Office - 415-826-4550

Cell - 415-420-0630

On Aug 29, 2012, at 11:09 AM, Lorceli.Braganza@sfport.com wrote:

Hi Theresa,

I will get back to you on which day is the most feasible for our Port staff to meet with Local 261. Shall I schedule the meeting here at Port location?

Thank you,

Lbraganza

Human Resources

Port of San Francisco

Work: 415-274-0424

Fax: 415-274-0583

From: Theresa Foglio <laborers261@gmail.com>
To: Lorceli.Braganza@sfport.com
Cc: Ramon Hernandez <h.ramon261@yahoo.com>, Vince Courtney <vincecourtney1@gmail.com>, Tom.Carter@sfport.com,
lavena.holmes@sfport.com, Andres.Acevedo@sfport.com, DHR-PSCCoordinator@sfgov.org
Date: 08/29/2012 10:57 AM
Subject: Re: Regular PSC - Youth Employment Program

Do you have any time available on the morning of Wednesday, Sept. 5, 2012 or Friday, Sept. 7, 2012?

On Tue, Aug 28, 2012 at 9:27 AM, <Lorceli.Braganza@sfport.com> wrote:

Please let us know the date/s and time/s you'd like to meet in regards to subject PSC so I may schedule with appropriate Port staff.

Thank you,

Lbraganza

Human Resources
Port of San Francisco
Work: 415-274-0424
Fax: 415-274-0583

From: Theresa Foglio <laborers261@gmail.com>
To: Lorceli.Braganza@sfport.com
Cc: DHR-PSCCoordinator@sfgov.org, lavena.holmes@sfport.com, Vince Courtney <vincecourtney1@gmail.com>, Ramon Hernandez <h.ramon261@yahoo.com>
Date: 08/28/2012 09:08 AM
Subject: Re: Regular PSC - Youth Employment Program

Thank you for the email. Laborers' Local 261 would like to meet and confer over the attached PSC.

On Fri, Aug 24, 2012 at 3:20 PM, <Lorceli.Braganza@sfport.com> wrote:

For your review... please see attached REGULAR Personal Services Contract Summary for:
Type of Service: **Youth Employment Program**

in PDF version. Please let us know if you have any questions or concerns.

Thank you,
Lbraganza

Human Resources
Port of San Francisco
Work: 415-274-0424
Fax: 415-274-0583

--
Theresa Foglio
Business Agent
LIUNA!, Local 261
3271 18th Street
San Francisco, CA 94110
(415) 826-4550
(415) 826-1948 fax
<http://twitter.com/theresafoglio>

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Theresa Foglio
Business Agent
LiUNA!, Local 261
3271 18th Street
San Francisco, CA 94110
(415) 826-4550
(415) 826-1948 fax
<http://twitter.com/theresafoglio>

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Theresa Foglio
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3271 18th Street
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(415) 826-4550
(415) 826-1948 fax
<http://twitter.com/theresafoglio>

PERSONAL SERVICES CONTRACT SUMMARY

DATE: JUL 23 2012

DEPARTMENT NAME: Public Health DEPARTMENT NUMBER 81

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

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

TYPE OF SERVICE: San Francisco General Hospital (SFGH) Sleep Program Redesign and Home Sleep Testing Services

FUNDING SOURCE: Hospital General Funds, Medicare and Medi-Cal Reimbursement

PSC AMOUNT: \$1,800,000 PSC DURATION: 12/1/2012 - 12/31/2022

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The program will provide SFGH with high-quality home sleep testing, 2-day device delivery, and same-day study interpretation through a unique turnkey service model, thus providing our patient constituency with necessary testing for obstructive sleep apnea (OSA) with significantly decreased wait times, improved patient care, and decreased costs.

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

SFGH currently offers sleep testing through an in-lab (overnight stay at SFGH) testing program burdened by a 200 referral backlog and 5-6 month wait times. New CMS guidelines obviate the need for in-lab testing in favor of home testing. Denial of this request will relegate SFGH to providing expensive and inadequate sleep testing services.

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

In-lab sleep testing services have been provided by staff of the UC General Clinical Research Department at SFGH, including a sleep technician and nursing staff. "SFGH Sleep Program Redesign" will obviate the need for large volume in-lab (in-hospital) testing, and thus the need for a sleep technician and additional nursing duties.

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

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

SEIU Local 1021
Union Name

Jacque Hale
Signature of person mailing/faxing form

JUL 23 2012
Date

Union Name

Signature of person mailing/faxing form

Date

RFP sent to _____, on _____
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4047-12/13
STAFF ANALYSIS/RECOMMENDATION: Approved W 10/19/12

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The contractor must have a turnkey service of home sleep testing (HST), which includes the provision of the equipment, maintenance, loss prevention and interpretation of the results.

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

City workers do not perform in-lab sleep testing. Current in-lab sleep testing is provided by a sleep technician and nursing staff both of which are paid staff through the UC General Clinical Research Center. An equivalent Civil Service Classification that can perform some of the duties would be a 2536 Respiratory Care Practitioner or 2537 Respiratory Care Practitioner II.

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

Yes, the contractor will administer home sleep testing with their own testing devices. The contractor will also provide lost device insurance, and be responsible for all maintenance and disposables required for the proper operation of the testing units. SFGH will have no device purchasing, maintenance, or inventory responsibilities.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The program will not require any additional personnel to perform sleep testing under a direct-to-patient model whereby the contractor will provide and deliver the sleep testing devices to each patient, collect the device, and deliver interpretations.

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


No, the proposed program will utilize a direct-to-patient model whereby the contractor will provide and deliver the sleep testing devices to each patient, collect the device, and deliver interpretations. Furthermore, City staff has not heretofore provided services; rather, these have been provided by staff of the UC General Clinical Research Department at SFGH. As part of the SFGH Sleep Program redesign there will also be the formation of a jointly staffed Patient Sleep Clinic at SFGH. The Sleep Clinic will require Respiratory therapists (UC) with specific expertise in positive pressure ventilation devices, Physicians (UC), and administrative positions (City).

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

Yes No

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

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



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

Print or Type Name Telephone Number

101 Grove St. Rm. 307

San Francisco, CA 94102

Address

Robert
Longhitano/DPH/SFGOV

07/23/2012 10:05 AM

To ed.warshauer@seiu1021.org, pattie.tamura@seiu1021.org,
brook.demmerle@seiu1021.org

cc Jacquie Hale/DPH/SFGOV@SFGOV, Anne
Okubo/DPH/SFGOV@SFGOV, "Su, George"
<George.Su@ucsf.edu>, Roland

bcc

Subject PSC Request

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

FROM: Jacquie Hale, Director of Contract Management and Compliance

DATE: July 23, 2012

SUBJECT: Union Notification of PSC Summary to DHR

Attached is the following personal services contract summary, which will be submitted to the Department of Human Resources for Civil Service Commission review and approval for the meeting of November 5, 2012.

1. San Francisco General Hospital (SFGH) Sleep Program Redesign and Home Sleep Testing Services

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



PSC 1 Sleep Program Redesign Project DPH.pdf

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 10/10/2012

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# 4016-08/09)

TYPE OF SERVICE: Advanced Water Metering Infrastructure (CS-936)

FUNDING SOURCE: Water Revenue Budget

Table with 4 columns: Amount, PSC Duration, and Total PSC Duration. Rows include Original Amount (\$10,000,000), Mod. 1 Amount (\$0), Mod. 2 Amount (\$0), and Total Amount (\$10,000,000).

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Prime Contractor will lead total turnkey project consisting of procurement and implementation of Water Advanced Meter Infrastructure (AMI) System in San Francisco. The SFPUC, at request from the Commission, researched and evaluated the merits of an AMI System to replace its manual meter reading practices, and a business case completed in late 2006, proved the forecasted expenditure. The professional service contract will cover the system installation, including replacement or retrofit of existing SF City and County water meters with AMI End Points, as well as installation of AMI regional data collectors and associated network equipment. The AMI End Points consist of water meters potted to an AMI Module which transmits consumption data from the meters to AMI regional collector units (RCUs). The installation of the System is expected to be approximately \$10,000,000 in services. The purpose of the modification is to extend the contractor performance period, allowing additional time for installation in response to an interruption in the supply of new meters.

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

It is critical that the installation of the SFPUC's AMI System to be a seamless transfer that will not result in unregistered consumption, mis-identification of meter locations, or any interruptions in customer reading and billing services. AMI Installation Contractors must be specifically trained and certified by the AMI Vendor to install the AMI End Points, which are potted in the factory by the Meter Vendor. AMI Installation Contractors must have refined work processes for work orders, initialization of AMI End Points, first/last read, data transfer and interference capability for a successful transition.

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. 4016-08/09 (CS-936).

D. Will the contract(s) be renewed:

There are no plans to renew this agreement if the procurement proceeds on schedule.

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

L21/L38 Shamica Jackson 10/10/2012
Union Name Signature of person mailing/faxing form Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4016-08/09 STAFF ANALYSIS/RECOMMENDATION: Approved LW 10/19/12

CIVIL SERVICE COMMISSION ACTION:

City and County of San Francisco

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

Department of Human Resources

A. Specify required skills and/or expertise:

Experience, knowledge, and certification for installing the selected AMI System from the associated AMI Vendor. AMI Installation Contractors must have refined work processes for work orders, initialization of AMI End Points, first/last read, data transfer and interference capability for a successful transition to AMI. The SFPUC's minimum qualifications for the AMI Installation Contractor include successful installation of over 500,000 End Points at a water utility(ies) in the past two years and a minimum of a 5-year history of successfully deploying Water AMI Systems and End Points in the United States.

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

An AMI System has never been installed by the SFPUC. The SFPUC currently uses manual meter reading practices. Consumption is measured monthly or bi-monthly by Meter Readers (#1466). Water Meters (without AMI) are currently installed, removed, and/or repaired by the following classifications: Water Service Inspector (#7316), Senior Water Service Inspector (#7317), Water Meter Shop Supervisor I (#7240), Water Meter Repairer (#7353), Utility Plumber Apprentice (#7463), and Utility Plumber (#7388).

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Yes. The City currently utilizes water meters with analog dials that must be read manually to determine consumption. The electronic system will employ a new network of equipment and software including new water meters, data delivery and collection systems and equipment, logging and billing software.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The City does not have the personnel resources nor the experience and training to perform the required installation work required by this technology.

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

No. The deployment will be a short (2-year) duration one-time occurrence and once implemented, SFPUC staff will be fully trained and knowledgeable in the operation, maintenance and repair of the AMI system.

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

Yes No

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

B. Will the contractor train City and County employees?

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

SFPUC staff classifications listed in 3B, above will be trained and certified by the installation contractor to assist with the installation of the meters and transmitting devices as well as perform quality assurance on installations. Additionally, as project deployment wraps up, these staff will be reassigned as AMI System Administrators and AMI Maintenance Representatives.

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? Yes, via SFPUC Resolution 09-0046.

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 Ave., 8th Floor

San Francisco, CA 94102

Address

Dang, Leorah

From: Jackson, Shamica <SJackson@sfgwater.org>
Sent: Wednesday, October 10, 2012 5:29 PM
To: Bowman, Lora; Brenner, Joe; Byrne, Kyra; Carter, Kim; Demmerle, Brook; DHR-PSCCoordinator, DHR; Domingo, Kofo; Jackson, Prentiss; Jackson, Shamica; Jenkins, Sharon; Jones, LaWan; Kyaun, Florence; L21PSCReview; Lee, Tedman; Louie, Ging; McGee, Bonita; Scott, David; Tamura, Pattie; Warshauer, Ed; Wong, Larry; Yun, Pauson; Birrer, Joe; Byrne, Ed; Chan, Norman; Divine, Peg; Elwin, Harvey; How, Kathryn; Isen, Carol; Koleini, Amir; Lee, Tedman; Rivera, Patrick; Wang, Jane; Degrafinried, Alaric; Lewis, Brent; ijmazola@valocal38.org
Subject: Reg-Modification No 2: Advanced Water Metering Infrastructure PSC No. 4016_0809 (CS-936)-(Dept#40)
Attachments: Reg-Modification 2 Advanced Water Meter Infrastructure PSC No. 4016-0809_CS-936 Dept 240.pdf
Importance: High

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-936, Advanced Water Metering Infrastructure modification request for duration to December 31, 2013**.
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. Thirty-day Union notification required? If no, please explain. **No. This is a modification to an already approved PSC.**
4. For **November 5, 2012** Commission Meeting at 2:00 PM, City Hall Room 400.

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

 Please consider the environment before printing this email

Med 1



San Francisco Water Power Sewer Services of the San Francisco Public Utilities Commission

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

MEMORANDUM

DATE: September 14, 2011 TO: Maria Ryan, DHR-PSC Coordinator Department of Human Resources (Dept. 33) FROM: David E. Scott, PSC Coordinator San Francisco Public Utilities Commission (Dept. # 40) RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4016-08/09 Approval Date: 09/02/2008

Description of Service(s): Prime Contractor will lead total turnkey project consisting of procurement and implementation of Water Advanced Meter Infrastructure (AMI) System in San Francisco. The SFPUC, at request from the Commission, researched and evaluated the merits of an AMI System to replace its manual meter reading practices, and a business case completed in late 2006, proved the forecasted expenditure. The professional service contract will cover the system installation, including replacement or retrofit of existing SF City and County water meters with AMI End Points, as well as installation of AMI regional data collectors and associated network equipment. The AMI End Points consist of water meters potted to an AMI Module which transmits consumption data from the meters to AMI regional collector units (RCUs). The installation of the System is expected to be around \$10,000,000 in services. (CS-936).

Table with 4 columns: Original Approved Amount, Modification One Amount, Total Amount as Modified, Original Approved Duration, Modification of Duration, Total Duration as Modified. Values include \$10,000,000, \$0, \$10,000,000, 09/02/2008 to 10/31/2011, 09/15/2011 to 11/01/2012, 09/02/2008 to 11/01/2012.

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

Reason for the modification: To extend the contractor performance period, allowing additional time for installation and retrofitting of existing water meters.

Attachments: Copy of PSC Summary sent to DHR.

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: [checked] Approved

Approval Date: 9/14/11

By: [Signature] Micki Callahan, Human Resources Director

0067



PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 10, 2012

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

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

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC# 4043-08/09)

TYPE OF SERVICE: Development and processing of credit card payment applications for both online and IVR property taxes, water utility bills and parking citations.

FUNDING SOURCE: Revenue Fund III

Original Amount: \$ 250,000 PSC Duration: 10/6/2008 to 10/15/2012
Modification Amount \$ 250,000 PSC Duration: 10/16/2012 to 10/15/2014
Total Amount \$ 500,000 Total PSC Duration: 10/6/2008 to 10/15/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Development and processing of credit card payment applications for both online and IVR property taxes, water utility bills and parking citations.

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

City departments will not be able to accept credit card payments through websites.

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):

Last approved by CSC#4043-08/09.

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

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

Local 21 Union Name Signature of person mailing/faxing form August 10, 2012 Date
Union Name Signature of person mailing/faxing form Date
RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4043-08/09
STAFF ANALYSIS/RECOMMENDATION: Approved W 10/19/12

CIVIL SERVICE COMMISSION ACTION:

0068

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Expertise in meeting the requirements for online payments, and developing solutions to facilitate online payments.

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

None.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The City cannot process credit card payments independent of the payment network, and needs a payment processor to build such linkages to the network.

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

No. The development work is occasional, and changes quickly.

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

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

Yes No

B. Will the contractor train City and County employees?

Yes No

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

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

Yes No

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

Yes No

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

Yes No

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

Yes No

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

Signature of Departmental Personal Services Contract Coordinator

Greg Kato

554-6888

Print or Type Name

Telephone Number

City Hall Room 140

1 Dr. Carlton B. Goodlett Pl.

Address

0069

Dang, Leorah

From: L21PSC Review <L21PSCReview@ifpte21.org>
Sent: Tuesday, September 04, 2012 10:57 AM
To: Kato, Greg
Cc: DHR-PSCCoordinator, DHR; Pam Covington
Subject: RE: PSC 1 Extending PSC #4043 08/09

Local 21 is in receipt of the Office of the Treasurer & Tax Collector proposed PSC concerning Online Electronic Payment Processing. It is currently under review. The Union Representative overseeing this review is Pam Covington. She may be reached at 415-864-2100 should you wish to contact her to obtain the review's status.

Ging Louie
Representative/Organizer and PSC Coordinator
IFPTE Local 21
1182 Market Street, #425
San Francisco, CA 94102
Phone: 415-864-2100, x132
Fax: 415-864-2166

From: Kato, Greg [greg.kato@sfgov.org]
Sent: Friday, August 10, 2012 4:22 PM
To: L21PSC Review
Cc: DHR-PSCCoordinator, DHR
Subject: PSC 1 Extending PSC #4043 08/09

Good afternoon-

Attached, please find the PSC 1 extending PSC#4043 08/09, which covers online electronic payment processing for a number of City departments.

Please let me know if you have questions.

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

08701

Transmission Report

Date/Time
Local ID 1
Local ID 2

09-25-2008
415 554 4359

04:36:50 p.m.

Transmit Header Text
Local Name 1
Local Name 2

TTX-ADMIN

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

► Fax

9/25/2008

From: Darrell B. Ascano
Phone: 415-554-4438
Fax: 415-554-4359
Company Name: Treasurer and Tax Collector's Office


To: Local 21
Phone: 415-864-2100
Fax: 415-864-2166
Company Name:

Comments:

I am re-submitting this PSC contract request from the Treasurer and Tax Collector's Office for the development and processing of credit card payment applications for both online and IVR property taxes, water utility bills and parking citations.

Should you have any questions, please contact me at 554-4438.

Thank you.


Darrell B. Ascano

Urgent For Review Please Comment Please Reply Please Recycle

Total Pages Scanned : 3

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No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	768	415 864 2166	04:31:38 p.m. 09-25-2008	00:01:18	3/3	1	EC	HS	CP14400

At tions:

HS: Host send

HR: Host receive

WS: Waiting send

PL: Polled local

PR: Polled remote

MS: Mailbox save

MP: Mailbox print

CP: Completed

FA: Fail

TU: Terminated by user

TS: Terminated by system

RP: Report

G3: Group 3

EC: Error Correct

0071

PERSONAL SERVICES CONTRACT SUMMARY

DATE:

DEPARTMENT NAME Treasurer and Tax Collector DEPARTMENT NUMBER 08

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING
 CONTINUING ANNUAL

TYPE OF REQUEST: INITIAL REQUEST MODIFICATION (PSC#) OMIT POSTING

TYPE OF SERVICE: Development and processing of credit card payment applications for both online and IVR property taxes, water utility bills and parking citations.

FUNDING SOURCE: Revenue Fund

PSC AMOUNT: \$250,000 (\$62,500 Annual Estimated Account*) PSC DURATION : 09/15/2008 – 09/15/2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

- Vendor will develop a comprehensive phone and web payment application for the City to accept payment of property taxes, parking tickets, water utility bills, and other kinds of taxes and license fees using credit cards, debits cards and e-checks. This service will be NO COST to the City as convenience fees that will be charged to the Taxpayer for payment of taxes, licenses and utility bills will be remitted to the vendor to cover the cost of providing the service and processing the payments.
*The \$62,500 estimated annual cost applies to the transaction service cost of processing credit card payments for parking tickets since MTA's policy is not to charge convenience fees to its customers.

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

- This payment service will allow the City and County to continue to receive \$94 million dollars in annual payments for property taxes, water bills and parking citations. The service provides a convenient and efficient payment method for customers thereby encouraging prompt payment of City and County obligations during the term of the contract.

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 provided by Official Payments Corporation with the current contract expiring on 9/15/08.

C. Will the contract(s) be renewed?

- Yes. The City has option to renew the contract for an additional two 2-year term.

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 Helen Salinas
Signature of person mailing / faxing form

Union Name Signature of person mailing / faxing form

RFP sent to N/A, on 7/20/08
Union Name Date

Signature

09 SEP 26 AM 9:57
SECRETARY
DEPARTMENT OF
HUMAN RESOURCES

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4043-08109

STAFF ANALYSIS/RECOMMENDATION: 0672 CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise:
Experience in the development of payment application in the web and IVR (Interactive Voice Response System).
- B. Which, if any, civil service class normally performs this work?
Programmer Series (Class 1063/1064)
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
Yes. All payment services will be hosted by the vendor at their location.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

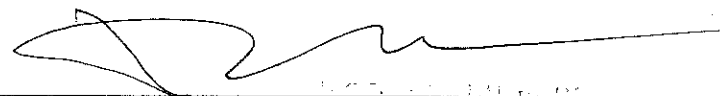
A. Explain why civil service classes are not applicable:
Contractor needs hands-on highly technical and experienced staff who are exposed in the industry and are equipped with the electronic banking skills that pertain to the development and integration of the different methods of electronic payments (IVR and web).

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. The standard payment application development is no cost to the City. All hardware and software will be provided and hosted by the contractor. In addition, the contractor will need to be fully audited for Level 1 Compliance with the Payment Card Industry Data Security Standards (PCIDSS).

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

- | | <u>Yes</u> | <u>No</u> |
|---|--------------------------|-----------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | X |
| 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"/> | X |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | X |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | X |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | X |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | <input type="checkbox"/> | X |

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



Signature of Departmental Personal Services Contract Coordinator

Print or Type Name

Telephone Number

Office of the Treasurer and Tax Collector

City Hall, Room 140

1 Dr. Carlton B. Goodlett Place, SF, CA 94102

Address

0073

Transmission Report

Date/Time 09-25-2008 04:36:50 p.m. Transmit Header Text
Local ID 1 415 554 4359 Local Name 1 TTX-ADMIN
Local ID 2 Local Name 2

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

▶ Fax

9/25/2008

From: Darrell B. Ascano
Phone: 415-554-4438
Fax: 415-554-4359
Company Name: Treasurer and Tax Collector's Office

To: Local 21
Phone: 415-864-2100
Fax: 415-864-2166
Company Name:

Comments:

I am re-submitting this PSC contract request from the Treasurer and Tax Collector's Office for the development and processing of credit card payment applications for both online and IVR property taxes, water utility bills and parking citations.

Should you have any questions, please contact me at 554-4438.

Thank you.


Darrell B. Ascano

Urgent For Review Please Comment Please Reply Please Recycle

Total Pages Scanned : 3

Total Pages Confirmed : 3

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	768	415 864 2166	04:31:38 p.m. 09-25-2008	00:01:18	3/3	1	EC	HS	CP14400

Abbreviations:

HS: Host send

HR: Host receive

WS: Waiting send

PL: Polled local

PR: Polled remote

MS: Mailbox save

MP: Mailbox print

CP: Completed

FA: Fail

TU: Terminated by user

TS: Terminated by system

RP: Report

G3: Group 3

EC: Error Correct

0074

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 10/01/2012

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# 4087-09/10)

TYPE OF SERVICE: Environmental Analysis Services (CS-116/139)

FUNDING SOURCE: Water System Improvement Program - Project Funds

Table with 4 columns: Amount, PSC Duration, and Total PSC Duration for Original, Modification One, Modification Two, and Total.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Coordination and work plan preparation; environmental document scoping; environmental background and field studies; alternatives analysis; preparation of draft environmental documents; public review of draft environmental documents; response to public comments; preparation of final environmental documents; and mitigation monitoring plan preparation.

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

The San Andreas Pipeline No. 2 (SAPL2), San Andreas Pipeline No. 3 (SAPL3), and Sunset Supply Branch Pipelines (SSBPL) are three water transmission pipelines that deliver water from the Harry Tracy Water Treatment Plant (HTWTP) to the SFPUC's regional water distribution system. Segments of these pipelines traverse the Serra Fault, a "secondary" fault along the San Francisco Peninsula in San Mateo County that may experience fault rupture during a large San Andreas seismic event.

This modification is necessary to provide an extended schedule for completion of the required California Environmental Quality Act (CEQA) compliance document. The Environmental Review phase has been extended due to the need to complete the Planning and Design phases.

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):

Similar services have been provided, the most recent being PSC No. 4087-09/10 (CS-116/139).

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

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate

L21 Shamica Jackson 10/01/2012
Union Name Signature of person mailing/faxing form Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4087-09/10
STAFF ANALYSIS/RECOMMENDATION: Approved in 10/19/12

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Detailed knowledge of California Environmental Quality Act (CEQA) statutes, regulations, and guidance; comprehensive expertise in environmental disciplines (e.g., biology, archeology, geology, hydrology, transportation, etc.), survey protocols, mitigation and environmental permitting/approval requirements; and expert environmental analysis and report writing skills.

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

5278-Planner II, Environmental Review; 5298-Planner III, Environmental Review; 5299- Planner IV, Environmental Review; 5602-Utility Specialist

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

While classes 5278, 5298, 5299 and 5602 work in support of the SF Planning Department and produce CEQA-related documentation, the classes do not require the specialized training and expertise necessary to conduct the multidisciplinary environmental surveys and analyses necessary for the completion of specialized environmental studies and the required CEQA and NEPA environmental documents. These classifications are generalists, typically without the necessary specialized expertise in specific disciplines (biology, archeology, geology, hydrology, transportation) and environmental management (for example, environmental permitting related to endangered species, wetlands, etc.).

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

It would not be practical to adopt a new class due to the specialized nature of the many environmental services required for completion of the CEQA and NEPA documents, combined with recognition that these services are not required on a full-time basis.

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

Yes No

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

B. Will the contractor train City and County employees?

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

Print or Type Name

415-554-0727

Telephone Number

525 Golden Gate Avenue, 8th Floor

San Francisco, CA 94102


Address

Dang, Leorah

From: Jackson, Shamica <SJackson@sfwater.org>
Sent: Monday, October 01, 2012 5:25 PM
To: Bowman, Lora; Brenner, Joe; Byrne, Kyra; Carter, Kim; Demmerle, Brook; DHR-PSCCoordinator, DHR; Domingo, Kofo; Jackson, Prentiss; Jackson, Shamica; Jenkins, Sharon; Jones, LaWan; Kyaun, Florence; L21PSCReview; Lee, Tedman; Louie, Ging; McGee, Bonita; Scott, David; Tamura, Pattie ; Warshauer, Ed ; Wong, Larry; Yun, Pauson; Birrer, Joe; Byrne, Ed; Chan, Norman; Divine, Peg; Elwin, Harvey; How, Kathryn; Isen, Carol; Koleini, Amir; Lee, Tedman; Rivera, Patrick; Wang, Jane; Degrafinried, Alaric; Lewis, Brent
Subject: Reg-Modification No 2: Environmental Analysis Services PSC No. 4087_0910 (CS-116/139)-(Dept#40)
Attachments: Reg-Mod2_Environmental Analysis Services-PSC 4087-0910-CS-116_CS-139-Dept40.pdf
Importance: High

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-116/139, Environmental Analysis Services modification request for duration to January 30, 2018**.
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. Thirty-day Union notification required? If no, please explain. **No. This is a modification to an already approved PSC.**
4. For **November 5, 2012** Commission Meeting at 2:00 PM, City Hall Room 400.

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

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Mod 1



San Francisco Water Power Sewer Services of the San Francisco Public Utilities Commission

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

MEMORANDUM

DATE: May 13, 2011
TO: Maria Ryan, DHR-PSC Coordinator
FROM: Shamica Jackson, PSC Coordinator
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4087 - 09/10 Approval Date: 02/01/2010
Description of Service(s): The work consists of environmental analysis in the areas of biological resources, transportation, water resources, historical/cultural resources, geology, air quality, hazardous waste studies, noise, land use, recreation, visual resources, energy, and public services.

Table with 4 columns: Original Approved Amount, Modification Amount, Total Amount as Modified, Original Approved Duration, Modification of Duration, Total Duration as Modified.

Reason for the modification:

Amendment is necessary due to unforeseen circumstances at the Peninsula Pipeline site. Ground and subsoil liquefaction conditions at the site will require revisions to the environmental and EIR documentation and additional time to finalize and secure permits.

Attachments: Copy of PSC Summary sent to DHR.

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: [checked] Approved

Approval Date: 5/16/11

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



PERSONAL SERVICES CONTRACT SUMMARY

DATE: 09/10/2012

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# 4102-08/09)

TYPE OF SERVICE: Financial Advisory Services (CS-974/213/273)

FUNDING SOURCE: Operating Budget of Business & Financial Services, Financial Planning Group

Table with 4 columns: Item, Amount, PSC Duration, and Total PSC Duration. Rows include Original Amount, Modification One, Modification Two, and Total Amount.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contract work consists of financial advisory services in connection with general financial planning and transaction-specific activities related to the Water, Wastewater and Power Enterprises—including, but not limited to, the issuance of commercial paper and bonds, financial forecasting and modeling, rate setting and administration, asset management and risk management.

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

The modification is necessary to accommodate the additional commercial paper and bond issuance required by the SFPUC's Water, Wastewater, and Power Enterprises, primarily to fund the major capital programs Water System Improvement Program ("WSIP") and the Sewer System Improvement Program ("SSIP").

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

This service has been provided in the past by PSC No. 4102-08/09.

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):

L21 Shamica Jackson 09/11/2012
Union Name Signature of person mailing/faxing form Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4102-08/09
STAFF ANALYSIS/RECOMMENDATION: Approved LW 10/19/12

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Knowledge of capital markets, bond markets, short-term debt options (such as commercial paper) and rating agencies procedures. Ability to communicate with bond counsel, underwriters, short-term desks and trustee service providers. Debt structure and other financial modeling with usage of US Treasury instruments and interest rate hedging options.

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

None.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classes are not applicable because the nature of work is part-time, short-term, seasonal and very specialized.

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

No. Financial advisory services are required on a short-term, intermittent and intensive basis, which is inconsistent with full-time work. Also, the services are needed in connection with voter-authorized debt programs such as Prop A (Nov-2002) to help fund WSIP. There is no guarantee that this work will be on-going.

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 checked="" type="checkbox"/>	<input type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

415-554-0727

Print or Type Name

Telephone Number

525 Golden Gate University, 8th Floor
San Francisco, CA 94102

Address

Dang, Leorah

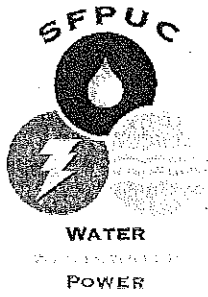
From: Jackson, Shamica <SJackson@sfgwater.org>
Sent: Tuesday, September 11, 2012 5:28 PM
To: Bowman, Lora; Brenner, Joe; Byrne, Kyra; Carter, Kim; Demmerle, Brook; DHR-PSCCoordinator, DHR; Domingo, Kofo; Jackson, Prentiss; Jackson, Shamica; Jenkins, Sharon; Jones, LaWan; Kyaun, Florence; L21PSCReview; Lee, Tedman; Louie, Ging; McGee, Bonita; Scott, David; Tamura, Pattie ; Warshauer, Ed ; Wong, Larry; Yun, Pauson; Birrer, Joe; Byrne, Ed; Chan, Norman; Divine, Peg; Elwin, Harvey; How, Kathryn; Isen, Carol; Koleini, Amir; Lee, Tedman; Rivera, Patrick; Wang, Jane; Degrafinried, Alaric
Subject: CS-273/213/974, PSC Summary Form (Modification Request)
Attachments: CS-273_CS-213_CS-974_PSC 4102-0809 Mod Two to DHR 09112012.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-273, Financial Advisory Services modification request for \$1,500,000 and duration to January 1, 2016.**
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. Thirty-day Union notification required? If no, please explain. **No. This is a modification to an already approved PSC.**
4. For **October 15, 2012** Commission Meeting at 2:00 PM, City Hall Room 400.

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

 Please consider the environment before printing this email

Mod 1



SAN FRANCISCO PUBLIC UTILITIES COMMISSION



Contract Administration Bureau
Ivy V. Fine, Manager
1155 Market Street, 9th Floor, San Francisco, CA 94103 • Tel. (415) 551-4603 • Fax (415) 554-3225

MEMORANDUM

- EDWIN M. LEE MAYOR
FRANCESCA VIETOR PRESIDENT
ANSON MORAN VICE PRESIDENT
ANN MOLLER CAEN COMMISSIONER
ART TORRES COMMISSIONER
VINCE COURTNEY COMMISSIONER
ED HARRINGTON GENERAL MANAGER

DATE: March 30, 2011
TO: Maria Ryan DHR-PSC Coordinator
Department of Human Resources (Dept. 33)
FROM: Shamica Jackson, PSC Coordinator
David E. Scott, Contract Analyst
San Francisco Public Utilities Commission (Dept. # 40)
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4102-08/09 Approval Date: 3/2/2009

Description of Service(s): Consultant provides financial advisory services in connection with general financial planning and transaction-specific activities related to the Water, Wastewater and Power Enterprises (CS-130).

Table with 4 columns: Description, Amount, Original Approved Duration, and Modification of Duration. Rows include Original Approved Amount: CSC Approval (\$1,000,000), Modification One: Amount: DHR Approval (\$400,000), Total Amount as Modified (\$1,400,000), and Original Approved Duration (8/1/2009 - 8/1/2012), Modification of Duration (4/6/2011- 12/1/2012), Total Duration as Modified (8/1/2009- 12/1/2012).

Reason for the modification: The work under these agreements consists of providing financial advisory services to the SFPUC in connection with all matters regarding the sale of Water Revenue Bonds. This modification will extend the services through purchase of 2011 Series FG Bonds. Funds from the bond sale will be used to provide Water Enterprise capital improvement program financing.

Attachments: 1.) Copy of PSC Summary sent to DHR.

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: [X] Approved

Approval Date: 4/1/11

By: [Signature] Micki Callahan, Human Resources Director

0081a

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 10/01/2012

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

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

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC# 4175-07/08)

TYPE OF SERVICE: Feral Pig Population Control on Watershed Lands (PS-108)

FUNDING SOURCE: Operating Funds; Natural Resources Land Management Division

Table with 4 columns: Modification Amount, Original Amount, PSC Duration, and Total PSC Duration. Rows include Modification 1, 2, 3, and Total Amount.

1: DESCRIPTION OF WORK

A. Concise description of proposed work:

Bait, trap, dispatch and removal of feral pigs from watershed lands to control the pig population on the Alameda and Peninsula Watersheds. Provide detail predation reports to State Agencies; maintain required licensing and training with California Department of Fish and Game.

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

Feral pigs are a significant cause of source water siltation, destructive to natural resources and are known carriers of water borne pathogens. This modification is necessary in order to extend and maintain the predation program.

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

These services have been provided in the past via PSC No. 4175-07/08 (PS-108)

D. Will the contract(s) be renewed: Yes, unless natural predation conditions change.

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 10/01/2012
Union Name Signature of person mailing/faxing form Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4175-07/08

STAFF ANALYSIS/RECOMMENDATION: Approved in 10/19/12

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Knowledge of the biological habits, feeding patterns and life cycle of feral pigs. Successful trap design, placement and utilization, and humane dispatch technique.

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

None.

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

No. Trapping and transportation equipment and firearms are the property of the contractor.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

SFPUC employees are not trained in hazardous feral animal control, are not licensed, and the use of firearms is prohibited.

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

No, the work is seasonal and irregular, based on populations.

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

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

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

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

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.

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

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

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

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

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

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

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

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

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

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

Print or Type Name

415-554-0727

Telephone Number

525 Golden Gate Avenue, 8th Floor

San Francisco, CA 94102

Address

Mod 2



San Francisco Water Power Sewer

Services of the San Francisco Public Utilities Commission

525 Golden Gate Avenue, 8th Floor
San Francisco, CA 94102
T 415.554.3155
F 415.554.3161
TTY 415.554.3488

DATE: August 31, 2012
TO: Leorah Dang, DHR-PSC Coordinator
Department of Human Resources (Dept. 33)
FROM: Shamica Jackson, PSC Coordinator
David E. Scott, Contract Analyst
San Francisco Public Utilities Commission (Dept. # 40)
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4175-07/08 Approval Date: 6/16/2008

Description of Service(s): **Feral Pig Population Control on Watershed Lands. [PS-108]**

Original Approved Amount:	\$150,000	Original Approved Duration:	8/01/2008 – 7/30/2011
Modification One Amount:	\$0	Modification One Duration:	8/01/2011 – 10/01/2012
Modification Two Amount:	\$50,000	Modification Two Duration:	9/07/2012 – 9/07/2013
Total Amount as Modified:	\$200,000	Total Duration as Modified:	8/01/2008 – 9/07/2013

Reason for the modification:
This PSC is being amended to extend the depredation program for another year.

Attachments: Copy of approved PSC's.

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved
Approval Date: 9/7/2012
By: [Signature]
Micki Callahan, Human Resources Director

fn

- Edwin M. Lee
Mayor
- Anson Moran
President
- Art Torres
Vice President
- Ann Heller Caen
Commissioner
- Francisco Villar
Commissioner
- Vince Courtney
Commissioner
- Ed Herington
General Manager




Dang, Leorah

From: Jackson, Shamica <SJackson@swater.org>
Sent: Monday, October 01, 2012 4:16 PM
To: Bowman, Lora; Brenner, Joe; Byrne, Kyra; Carter, Kim; Demmerle, Brook; DHR-PSCCoordinator, DHR; Domingo, Kofo; Jackson, Prentiss; Jackson, Shamica; Jenkins, Sharon; Jones, LaWan; Kyaun, Florence; L21PSCReview; Lee, Tedman; Louie, Ging; McGee, Bonita; Scott, David; Tamura, Pattie ; Warshauer, Ed ; Wong, Larry; Yun, Pauson; Birrer, Joe; Byrne, Ed; Chan, Norman; Divine, Peg; Elwin, Harvey; How, Kathryn; Isen, Carol; Koleini, Amir; Lee, Tedman; Rivera, Patrick; Wang, Jane; Degrafinried, Alaric; Lewis, Brent
Subject: Reg-Modification No 3: Feral Pig Population Control on Watershed Lands PSC No. 4175_0708 (PS-108)-(Dept#40)
Attachments: Regular-Modification No 3 PSC No 4175_0708 PS-108 Dept40.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for PS-108, Feral Pig Population Control on Watershed Lands modification request for **\$150,000** and duration to **September 30, 2015**.
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. Thirty-day Union notification required? If no, please explain. **No. This is a modification to an already approved PSC.**
4. For **November 5, 2012** Commission Meeting at 2:00 PM, City Hall Room 400.

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

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