



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: November 15, 2012
To: The Honorable Civil Service Commission
Through: Micki Callahan *Micki Callahan*
Human Resources Director
From: Lily Conover, CON
Shawn Wallace, POL
Jacquie Hale, DPH
Cynthia Avakian, AIR
Shamica Jackson, PUC
William Lee, DEM

Subject: Personal Services Contracts Approval Request

This report contains eight (8) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on July 1, 1996.

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

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

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

Total of this Report	YTD Expedited Approvals FY 2012-2013	Total for FY 2012-2013
50,490,279	1,017,973	329,648,516

POSTING FOR

11/19/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4048-12/13	27	Airport Commission	Regular	\$40,000,000	<p>Work will include program planning, controls, reporting, scheduling, budgeting, document control, coordination, design management, contracts management and constructability review for Airport's Terminal 1/Boarding Area B (T1/BAB) Redevelopment Program. The T1/BAB Program will be implemented in a multi-year phased approach and will consist of the following significant program elements:</p> <ul style="list-style-type: none"> -Demolition of the existing Boarding Area B facility, and replacement in a substantially different, more efficient configuration to accommodate the new modern aircraft requirements, as well as allow for future expansion if additional gate capacity is required, increasing capacity from 18 to 24 gate positions. -A major renovation to Terminal 1, providing for a complete replacement of the architectural building envelope, complete electrical, HVAC and special systems replacements, interior architectural renovation, and facility upgrades including a new consolidated passenger screening checkpoint, new airline ticket counters, and new concessions program, all consistent with the Terminal 2 standard. -New consolidated common use baggage handling system (BHS) and checked baggage screening system, reducing the number of systems from six to one, and the number of CTX machines from 15 to 5, resulting in a much more efficient BHS operation, both in terms of operation and maintenance. -Renovation of Boarding Area C to bring this facility up to current Airport standards. -Various airport, airline and agency related tenant improvements. -South Field Improvements including relocated vehicle screening checkpoint and realigned taxi lanes. 	12/1/2012 - 12/31/2022
4049-12/13	40	Public Utilities Commission	Regular	\$6,000,000	<p>Specialized construction and professional services contracting technical support services to Contractors Assistance Center clients. Specialized technical support services will be provided in contracting areas related to cost estimating, project scheduling, bid and qualifications documentation preparation, insurance and bonding requirements, and project controls on an as requested and on-call basis.</p>	11/5/2012 - 12/31/2017
4050-12/13	77	Emergency Management	Regular	\$1,000,000	<p>This is a CAL EMA EOC Grant project to upgrade and install satellite emergency voice and data systems at the Emergency Operations Center (EOC) for the Department of Emergency Management, and Department Operations Centers (DOC) for the Fire and Public Works Departments. The satellite systems operate during critical emergency events when traditional services (voice and data) are not available. The satellite network links the EOC and the DOCs to provide emergency backup voice and data communication capabilities. The system consists of high-speed satellite equipment, Ethernet connections and VoIP telephone service.</p>	10/15/2012 - 1/1/2017
4051-12/13	77	Emergency Management	Regular	\$360,000	<p>The contractor will provide strategy and effectiveness reports using guidance issued by the Department of Homeland Security (DHS), new risk and capabilities data, exercise and evaluation data, and feedback from regional stakeholders. The contractor will 1) pinpoint gaps in terrorism preparedness and assist in identifying funding priorities, and 2) demonstrate the effective use of investments to local, state, and federal policy makers.</p>	12/1/2012 - 11/30/2015

Total Amount - Regular: \$47,360,000

POSTING FOR
11/19/2012

**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
4128-11/12	09	Controller	Regular	\$290,000	\$390,000	Provide hosting services for historical payroll reports generated prior to October 2012. Payroll reports are accessed by every City department's payroll professionals, time keepers, and managers every pay period to validate payroll and deduction calculations through a partitioned access protocol with predefined search indexes.	9/1/2012 - 8/31/2017
4127-08/09	38	Police	Regular	\$200,000	\$400,000	The vendor will perform hair sample drug analysis to determine drug usage, and historical patterns of drug usage for police officer applicants, police reserve officer applicants, police cadet applicants, and police service aide applicants for the Police Department. Pre Employment Drug Testing is a Police Department requirement.	7/1/2009 - 6/30/2016
4059-10/11	82	Public Health	Regular	\$81,560	\$196,560	Services of an International Board Certified Lactation Consultant (IBCLC). The consultant will provide oversight, technical support, and training for Breastfeeding Peer Counselors, identifies key community partners such as delivery hospitals, healthcare organizations, and providers and establish referral system connecting WIC-eligible clients to Peer Counselor services, leading efforts to educate community partners, delivery hospitals and health providers about breastfeeding and the breastfeeding support services offered by WIC and by the Peer Counselor Program Collaboratives, and the support efforts of the Peninsula Regional Breastfeeding Collaborative representative.	1/1/2011 - 12/31/2014
4167-09/10	82	Public Health	Regular	\$2,558,719	\$4,308,719	The proposed professional services will provide software programming and implementation support to DPH IT staff for application systems included in the Siemens Medical Services Invision products. The Invision system is the foundation of Patient Registration, Scheduling, Billing and Clinical records for DPH patient care services in Acute Care, Primary Care and Long Term Care. These systems require enhancement and functional expansion periodically due to evolving program needs. It is also anticipated that additional service needs will arise to complete systems requirements for State and Federal patient care reimbursement regulations and direct patient care clinical services. The requested support services will also provide in-depth technical and system training for DPH information technology, clinical, and administrative staff for on-going support and utilization of these systems. In addition, the Contractor will also provide integrated clinical, demographic, and financial information across the Community Health Network system of the Department of Public Health. This applies only to the professional services portion of the agreement.	7/1/2010 - 6/30/2017

Sum of Modified Amounts: \$3,130,279

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

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

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

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

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

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

Table of Contents
PSC Submissions

PSC#	Department	Page#
4048-12/13	Airport Commission	1
4049-12/13	Public Utilities Commission	5
4050-12/13	Emergency Management	9
4051-12/13	Emergency Management	13
Modifications		
4128-11/12	Controller's Office	22
4127-08/09	Police Department	31
4059-10/11	Public Health	38
4167-09/10	Public Health	45

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 23, 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: Program Management Services for SFO Terminal 1/Boarding Area B Redevelopment Program

FUNDING SOURCE: Airport Capital Funds

TOTAL PSC AMOUNT: \$40,000,000 TOTAL PSC DURATION: 12/1/2012 - 12/31/2022

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Work will include program planning, controls, reporting, scheduling, budgeting, document control, coordination, design management, contracts management and constructability review for Airport's Terminal 1/Boarding Area B (T1/BAB) Redevelopment Program.

- Demolition of the existing Boarding Area B facility, and replacement in a substantially different, more efficient configuration to accommodate the new modern aircraft requirements...
A major renovation to Terminal 1, providing for a complete replacement of the architectural building envelope...
New consolidated common use baggage handling system (BHS) and checked baggage screening system...
Renovation of Boarding Area C to bring this facility up to current Airport standards.

B. Explain why this service is necessary and the consequences of denial: The Airport must replace the existing Boarding Area B because the facility is unstable and sinking. The Airport can no longer accommodate all flights and passengers at the existing gates so new boarding areas and terminals need to be expanded.

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 September 23, 2012 Date

RFP sent to: Union Name On Plan to issue RFP in November Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4048-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved W 11/2/2012

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. **Specify required skills and/or expertise:** Planning and program management skills with specialized experience in large airport programs and specific expertise in airport development and construction, including special knowledge and skills required to construct and commission an airport terminal and all of its assets and special operating systems.

B. **Which, if any, civil service class normally performs this work?** Architectural (5268) and engineering (5201, 5203, 5207, 5211, 5212, 5218, 5219, and 5241) classes exist but their expertise is not applicable to airport planning and terminal development. City Project Managers (5502, 5504, 5506, and 5508) with the appropriate expertise in managing airport terminal development manage the contracted work.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. **Explain why civil service classes are not applicable:** The existing architectural, engineering and construction related classifications do not have the required expertise and specialized skills related to airport planning and terminal development.

B. **Would it be practical to adopt a new civil service class to perform this work? Explain.** As stated above, classifications exist but not with the specialized knowledge of airport requirements; major airport terminal programs do not occur frequently enough to justify permanent staffing, with the exception of project management staff.

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 (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?	<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:

Cynthia P. Avakian

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

Union Notification(s)

Cynthia Avakian

From: Cynthia Avakian
Sent: Sunday, September 23, 2012 9:18 PM
To: L21PSC Review <L21PSCReview@ifpte21.org> (L21PSCReview@ifpte21.org); 'Ging Louie'
Cc: Joe Brenner; Reuben Halili; Geri Rayca
Subject: Dept 27 - Airport DRAFT PSC Program Management Services for SFO Terminal 1/Boarding Area B Redevelopment Program
Attachments: PM Svs T1 BAB Form 1 DRAFT.pdf

All,

Attached is the Airport DRAFT PSC Program Management Services for SFO Terminal 1/Boarding Area B Redevelopment Program.

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

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 10/22/2012

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

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

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

TYPE OF SERVICE: Specialized Technical Support for Contractors Assistance Center (CS-215)

FUNDING SOURCE: Infrastructure Operating Budget

PSC AMOUNT: \$6,000,000 PSC DURATION: 11/05/2012 to 12/31/2017

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Specialized construction and professional services contracting technical support services to Contractors Assistance Center clients. Specialized technical support services will be provided in contracting areas related to cost estimating, project scheduling, bid and qualifications documentation preparation, insurance and bonding requirements, and project controls on an as requested and on-call basis.

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

This service is necessary for SFPUC to be able to provide technical support services to local and small contractors and consultants to access, compete for, and successfully perform SFPUC contracting opportunities. The consequences of denial are that these contractors will not receive the technical assistance and capacity building necessary to access, compete for and successfully perform SFPUC contracting opportunities. Contractors regularly ask SFPUC to provide support services related to all of our technical contracting requirements. Providing such services will lead to more qualified bidders submitting more competitive bids driving down our costs and provide increased opportunities for local and small contractors to access and satisfactorily perform contracting opportunities with the SFPUC.

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 technical support services are one component of the SFPUC's new Contractors Assistance Center.

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 09/19/2012 (30-day Union Notice)
Union Name Signature of person mailing/faxing form Date

Union Name Signature of person mailing/faxing form Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4049-12/13
STAFF ANALYSIS/RECOMMENDATION: Approved W 11/02/2012

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

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

Specialized technical construction and professional services contracting knowledge, skills and experience as a contractor providing technical assistance in areas of cost estimating, project scheduling, bid and qualifications documentation preparation, insurance and bonding requirements, and project controls.

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

Civil service classifications do not perform this work, would not be able to provide these services as non-contractors, and are conflicted from providing such 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:**

See supplemental Attachment.

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

No, civil service classes would not be able to perform this work. This work will also be performed on an as-requested and on-call basis. The work will be related to specific capital and Enterprise operational projects and relating to widely varying areas of specialized technical contracting requirements. Providing specialized technical support services in widely varying areas as requested by contractors on an on-call basis will also not be of an ongoing, sustainable nature. SFPUC is hiring an 1824 Principal Administrative Analyst to perform all of the non-conflicted and analyst work related to the Contractors Assistance Center.

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

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

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

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

Supplemental Attachment

4A. Explain why civil service classes are not applicable:

Civil service classes are not applicable because civil servants, who administer, monitor, and award contracts would have a real, potential or perceived conflict of interest in also providing technical assistance to contractors wishing to bid on and performing contracting opportunities. Providing the technical support services described also requires one to have specialized technical skills and expertise as and to be a contractor (for example, in serving as a mentor in a mentor-protégé contracting program). Civil servants at contract awarding or regulatory departments are conflicted from providing the specific technical support services described above (such as bid preparation, cost estimating, etc.).

Union Notification(s)


From: Jackson, Shamica
To: Isen, Carol; DHR-PSCCoordinator, DHR; Degrafinried, Alaric; Jackson, Shamica; Jackson, Prentiss; Domingo, Kofo; L21PSCReview (L21PSCReview@ifpte21.org); Louie, Ging (glouie@ifpte21.org); Carter, Kim (kcarter@ifpte21.org)
Subject: 30 DAY NOTICE PRIOR TO DHR: CS-215 draft PSC to Unions for review
Date: Wednesday, September 19, 2012 4:32:49 PM
Attachments: CS-215 Draft_PSC to Unions 09192012.doc
Importance: High

To All Interested Parties,

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

Best regards,

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

 Please consider the environment before printing this email

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 8/3/2012

DEPARTMENT NAME: Emergency Management DEPARTMENT NUMBER: 77

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

TYPE OF REQUEST:

[x] INITIAL REQUEST [] MODIFICATION (PSC# [])

TYPE OF SERVICE: Satellite Radio Voice and Data Equipment

FUNDING SOURCE: CalEMA EOC Grant 2010-0016, ID: 075-00000

PSC AMOUNT: \$1,000,000 PSC DURATION: 10/15/2012 - 1/1/2017

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

This is a CAL EMA EOC Grant project to upgrade and install satellite emergency voice and data systems at the Emergency Operations Center (EOC) for the Department of Emergency Management, and Department Operations Centers (DOC) for the Fire and Public Works Departments. The satellite systems operate during critical emergency events when traditional services (voice and data) are not available. The satellite network links the EOC and the DOCs to provide emergency backup voice and data communication capabilities. The system consists of high-speed satellite equipment, Ethernet connections and VoIP telephone service.

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

DEM received grant funds to purchase and install the satellite equipment at the City's EOC and 2 City DOC's (SFFD and DPW). The City's satellite vendor has worked with DEM, SFFD and DPW to design the system to meet the City's needs. This is a grant funded project, and because of this, there are specific guidelines on eligible costs covered by the grant. Specifically, the grant will not cover the costs/overhead for City personnel to install the equipment. Because of this, DEM plans to utilize 3rd party contractor to perform the installation services. Denying the service would be detrimental to the City's communications capability in times of emergency.

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): No.

D. Will the contract(s) be renewed: At this time, this contract is not planned to be renewed. The maintenance and monthly/yearly service fees will be rolled into the Dept of Technology yearly agreement with the City's satellite provider.

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

SEIU 1021 Union Name Signature of person mailing / faxing form Date 8/17/2012

Local 21 Union Name Signature of person mailing / faxing form Date 8/17/2012

RFP sent to N/A on Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4050-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved W 11/02/2012

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Installation of satellite equipment, Iridium, VSAT, VOIP telephony, dish antennas, network equipment

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

7368 Senior Communications System Tech and 7362 Communications System Tech. In the past, Dept. of Technology staff have installed a satellite dish in the City's EOC. But, the new system being installed is much more complex, and requires a special skill set to install and get operational. It is to the City's benefit to have this system installed by the 3rd party provider who is intimately familiar with the new equipment.

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

Contractor will provide the equipment that will be purchased for the system. This includes Satellite phones, network equipment, satellite/microwave dishes

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The current civil service classifications are relevant, but cannot be used due to federal and state grant requirements. The grant will not cover salary, benefits and overhead of City employees.

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

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

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

Yes No

B. Will the contractor train City and County employees?

- Describe training and indicate approximate number of hours.

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

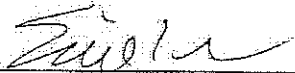
C. Are there legal mandates requiring the use of contractual services?

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

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

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

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



Signature of Departmental Personal Services Contract Coordinator

For ~~Anne Kronenberg~~ William Lee Lu

415-558-2745 3866 lu

Print or Type Name

Telephone Number

1011 Turk St. San Francisco, CA 94102

Address

Union Notification(s)

From: Geddes, Michelle
Sent: Friday, August 17, 2012 1:33 PM
To: DHR-PSCCoordinator, DHR; Nelly, Jonathan
Cc: pattie.tamura@seiu1021.org; ed.warshauer@seiu1021.org; Brook.Demmerle@seiu1021.org; Lee, William; Sutton, Mitch; Hicks, JoAnn
Subject: FW: Professional Services Request - Satellite System Upgrade

Dear DHR PSC Coordinator:

On behalf of the Department of Emergency Management (and William Lee, our PSC Liaison), I am submitting the attached PSC request (see attached PDF) for Satellite System Upgrade.

Please note that the appropriate union has been included as part of this email correspondence. If there is additional notification that needs to be done to the union, can you please let me know?

Feel free to contact me if you have any questions or concerns.

Thank You!

Michelle Geddes
Dept of Emergency Management
City and County of San Francisco
Office: 415-558-3825
Cell: 415-518-8126

From: Geddes, Michelle

Sent: Friday, August 17, 2012 1:26 PM

To: DHR-PSCCoordinator, DHR; Nelly, Jonathan

Cc: Lee, William; Hicks, JoAnn; L21PSCReview@ifpte21.org; Sutton, Mitch

Subject: Professional Services Request - Satellite System Upgrade

Dear DHR PSC Coordinator:

On behalf of the Department of Emergency Management (and William Lee, our PSC Liaison), I am submitting the attached PSC request (see attached PDF) for Satellite System Upgrade.

Please note that the appropriate union has been included as part of this email correspondence. If there is additional notification that needs to be done to the union, can you please let me know?

Feel free to contact me if you have any questions or concerns.

Thank You!

Michelle Geddes
Dept of Emergency Management
City and County of San Francisco
Office: 415-558-3825
Cell: 415-518-8126

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 9/19/12

DEPARTMENT NAME: Emergency Management DEPARTMENT NUMBER: 77

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

TYPE OF REQUEST:

[x] INITIAL REQUEST [] MODIFICATION (PSC# [])

TYPE OF SERVICE: Bay Area Homeland Security Strategy and Effectiveness Report

FUNDING SOURCE: Homeland Security Grant - Urban Areas Security Initiative Grant

PSC AMOUNT: \$360,000 PSC DURATION: 12/01/2012-11/30/2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The contractor will provide strategy and effectiveness reports using guidance issued by the Department of Homeland Security (DHS), new risk and capabilities data, exercise and evaluation data, and feedback from regional stakeholders. The contractor will 1) pinpoint gaps in terrorism preparedness and assist in identifying funding priorities, and 2) demonstrate the effective use of investments to local, state, and federal policy makers.

B. Explain why this service is necessary and the consequences of denial: The Bay Area Urban Areas Security Initiative (UASI) Region is comprised of twelve counties and three core cities, which together receive federal funding to combat and respond to terrorism and related catastrophic disasters throughout the entire Bay Area. Denial of this request will hinder the Bay Area UASI Region's ability to develop future funding requests and secure increased funding for SF and all of the Bay Area cities and counties. This in turn can jeopardize the Bay Area UASI Region's ability to prevent, protect against, respond to and recover from acts of terrorism and other man-made or natural catastrophes in the Bay Area.

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 exact service has never been provided in the past; however a related PSC is 4043-10/11.

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

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

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

RFP sent to [] on [] Signature []

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4051-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved LW 11/02/2012

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. **Specify required skills and/or expertise:** This service requires extensive knowledge and expertise in working with homeland security grants and a thorough understanding of how these grants relate to the unique characteristics of each of the member counties. The provider should have experience using public and federally classified homeland security data, and possess high-level knowledge of existing and forthcoming Federal and State Homeland Security Strategies.
- B. **Which, if any, civil service class normally performs this work?** 1825 Principal Administrative Analyst II, 0931 Manager III, 0932 Manager IV.
- C. **Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:** No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. **Explain why civil service classes are not applicable:** Existing staff does not have the time to conduct a project of this magnitude. Also, because this service spans across twelve counties it is important that the provider be a neutral entity not associated with any of the counties.
- B. **Would it be practical to adopt a new civil service class to perform this work? Explain:** No, because the service is unique and requires subject matter expertise not found in civil service classes. The regional, state, and national interaction required to perform this service would make it impractical for a San Francisco civil service employee to perform this work for and in other counties.

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

William Lee

(415) 558-3866

Print or Type Name

Telephone Number

Department of Emergency Management - DES

1011 Turk Street, SF, CA 94102

Address

Union Notification(s)

Dang, Leorah

From: Kim-Molina, Mikyung
Sent: Friday, September 21, 2012 10:19 AM
To: rebecca@sfmea.com
Cc: DHR-PSCCoordinator, DHR
Subject: PSC Form 1 - DEM Strategy and Effectiveness
Attachments: PSC 1 - DEM Strategy and Effectiveness signed.pdf

Hello – Attached is a PSC Form 1 for your review. Please let me know if you have any questions or concerns.

Mikyung Kim-Molina
Bay Area UASI
711 Van Ness Avenue, Suite 420
San Francisco, CA 94102
(415) 353-5230

Dang, Leorah

From: Kim-Molina, Mikyung
Sent: Friday, September 21, 2012 10:16 AM
To: L21PSC Review
Cc: DHR-PSCCoordinator, DHR
Subject: PSC Form 1 - DEM Strategy and Effectiveness
Attachments: PSC 1 - DEM Strategy and Effectiveness signed.pdf

Hello – Attached is a PSC Form 1 for your review. Please let me know if you have any questions.

Mikyung Kim-Molina
Bay Area UASI
711 Van Ness Avenue, Suite 420
San Francisco, CA 94102
(415) 353-5230

Prior DHR-Approved

PSC #4043-10/11

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 3, 2010

DEPARTMENT NAME: Dept of Emergency Management DEPARTMENT NUMBER 77

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

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

TYPE OF SERVICE: Contract to provide technical assistance and revise the Bay Area Homeland Security Strategy for the Bay Area UASI.

FUNDING SOURCE: Homeland Security Grant Funding - 2008 and 2009 Urban Areas Security Initiative grants

PSC AMOUNT: \$220,000 PSC DURATION: November 2010 - March 31, 2012

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Contractor will revise the Bay Area Homeland Security Strategy, Conduct risk and capability assessments for the Bay Area, and provide technical assistance with Federal Emergency Management Agency data calls and investment justifications.
B. Explain why this service is necessary and the consequences of denial: This service is an important component of the Bay Area UASI planning as it provides a regional "blueprint" for assessing regional risks and capabilities. Denial of this request will hinder the Bay Area UASI region's ability to develop future funding requests and secure increased funding for the City and the Bay Area cities and counties.
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):
A similar contract service was provided a year ago PSC#3000-09/10
D. Will the contract(s) be renewed: Yes, the contract may be renewed.

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

IFPTE Local 21 Union Name Signature of person mailing/faxing form Date 9/3/10
Union Name Signature of person mailing/faxing form Date
RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4043-10/11

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

SEP 29 2010

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The vendor must have extensive expertise and knowledge in the assessment of homeland security risk and capabilities, using both public and federally classified homeland security data, the ability to prepare Regional Strategies as they pertain to Homeland Security needs, goals, and objectives. extensive knowledge of Federal and State Strategies and Presidential Directives, and necessary security clearances to view classified Federal Homeland Security data.

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

Class 1825 - Principal Administrative Analyst is the minimum classification that could perform analytic work of this nature. The Project Manager classes II-IV (5504-5508) could also theoretically perform this work.

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

No

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The contracted service provides for the further development of a Bay Area Homeland Security Strategy, including a comprehensive updated and detailed assessment of risk and capabilities. The Bay Area UASI's regional advisory group will utilize this information to guide future funding requests and strategies. San Francisco Civil Service classes cannot perform this work, because (1) The unique type of information provided by Subject Matter Experts (SMEs) as it relates to the development of the Strategy requires knowledge and expertise not found in any CCSF position; (2) The extensive regional and national research required would make it infeasible for San Francisco civil service classes to perform this work for and in other counties.

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

No, this project is not a long-term, continuing, function, and the service requires a high level of specialized expertise in the area of homeland security based strategic planning and risk analysis, which is not a normal focus of CCSF employment classes.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

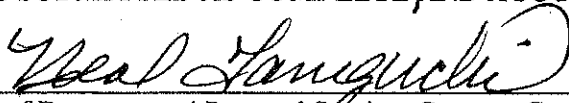
E. Has a board or commission determined that contracting is the most effective way to provide this service?

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

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

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

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



Signature of Departmental Personal Services Contract Coordinator

Neal Taniguchi

(415) 705-8507

Print or Type Name

Telephone Number

Department of Emergency Management

Bay Area UASI

10 Lombard St, Suite 410
San Francisco, CA 94111

Transmission Report

Date/Time
Local ID 1
Local ID 2

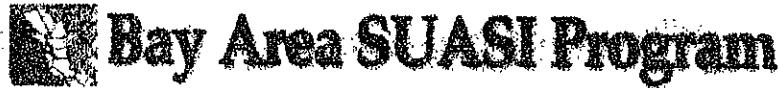
09-03-2010
415 705 8510

12:38:08 p.m.

Transmit Header Text
Local Name 1
Local Name 2

Emergency SVC

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



Fax

TO: IFPTE Local 21 **Date:** 09/03/10
Fax #: 864-2166 **Pages w/ cover:** 5
FROM: Neal Taniguchi **Phone:** 705-8507

RE: Please find attached two draft PSC summary forms for submittal to DHR. This serves as the required 30 day prior notice for submittal of these two PSC requests. If you should have any questions regarding these two contractual services, please contact me at 705-8507

This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader is not the intended recipient you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited.

Total Pages Scanned : 5

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No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	898	415 864 2166	12:36:11 p.m. 09-03-2010	00:01:21	5/5	1	EC	HS	CP28800

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 23, 2012

DEPARTMENT NAME: Controller's Office

DEPARTMENT NUMBER 09

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

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC# 4128-11/12)

TYPE OF SERVICE: Hosting services for historical payroll reports

FUNDING SOURCE: General Fund and Enterprise Departments

Original Amount: \$100,000 PSC Duration: September 1, 2012 to August 31, 2017
Modification Amount \$290,000 PSC Duration: No change
Total Amount \$390,000 Total PSC Duration: September 1, 2012 to August 31, 2017

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

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

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

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

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

This specific service - hosting services for historical payroll reports - was previously included in an existing contract that expires on August 31, 2012. The specific services were not reviewed by the Civil Service Commission. The present PSC is #4128-11/12.

D. Will the contract(s) be renewed: The contract will be reviewed and possibly renewed after five years.

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4128-11/12
STAFF ANALYSIS/RECOMMENDATION: Approved W 11/01/2012
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

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

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

IS Project Director (#1070), IS Program Analyst-Assistant (#1061), IS Programmer Analyst (#1062), IS Programmer Analyst-Senior (#1063), IS Programmer Analyst-Principal (#1064), IS Business Analyst-Assistant (#1051), IS Business Analyst (#1052), IS Business Analyst-Senior (#1053), IS Business Analyst-Principal (#1054)

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

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

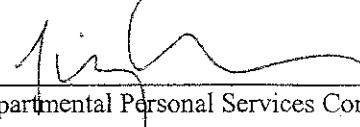
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

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

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

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

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



 Signature of Departmental Personal Services Contract Coordinator
Lily Conover (415) 554-7525

 Print or Type Name Telephone Number

1 Dr. Carlton B. Goodlett Pl., #306
 San Francisco, CA 94102

 Address

**MEMORANDUM**

TO: PSC Coordinator

FROM: Richard Kurylo, Sr. Contracts Analyst (RK)

DATE: August 23, 2012

SUBJECT: Personal Services Contract Summary modification for hosting services for historical payroll reports

Attached, please find a Personal Services Contract Summary modification for hosting services for historical payroll reports.

The Controller's Office originally estimated the services to be \$20,000 per year, totaling \$100,000 for five years. During the contract negotiation process, an accurate assessment of the total costs emerged based on approximately 280 GB of data stored for roughly 500 users (non-concurrent):

Regular charges, annually	\$51,000
As-needed services, annually	\$27,000

The new total for the five-year contract period has therefore been updated to \$390,000.

If you need additional information, or if you have any questions, please contact me at (415) 554-7536.

Union Notification(s)

From: Kurylo, Richard
To: "L21PSCReview@ifpte21.org"
Subject: PSC#4128-11/12 - PSC Modification For Hosting Services for Historical Payroll Reports
Date: Thursday, August 23, 2012 10:44:00 AM
Attachments: PSC 4128-11.12 DocuVix 2012 Mod Submittal.PDF

Dear Local 21 Representative(s):

Attached, please find a modification request for PSC#4128-11/12 for hosting services for historical payroll reports.

Thank you.
Richard Kurylo

Richard Kurylo
Office of the Controller
City and County of San Francisco
1 Dr. Carlton B. Goodlett Place
City Hall, Room 306
San Francisco, CA 94102
Ph: (415) 554-7536; Fax: (415) 554-7455

From: Kurylo, Richard
To: "pattie.tamura@seiu1021.org"; "ed.warshauer@seiu1021.org"; "Brook.Demmerle@seiu1021.org"
Subject: PSC#4128-11/12 - PSC Modification For Hosting Services for Historical Payroll Reports
Date: Thursday, August 23, 2012 10:44:00 AM
Attachments: PSC 4128-11.12 DocuVlnx 2012 Mod Submittal.PDF

Dear SEIU Representatives:

Attached, please find a modification request for PSC#4128-11/12 for hosting services for historical payroll reports.

Thank you.
Richard Kurylo

Richard Kurylo
Office of the Controller
City and County of San Francisco
1 Dr. Carlton B. Goodlett Place
City Hall, Room 306
San Francisco, CA 94102
Ph: (415) 554-7536; Fax: (415) 554-7455

From: Kurylo, Richard
To: "staff@sfmea.com"
Subject: PSC#4128-11/12 - PSC Modification For Hosting Services for Historical Payroll Reports
Date: Thursday, August 23, 2012 10:44:00 AM
Attachments: PSC 4128-11.12 DocuVix 2012 Mod Submittal.PDF

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

Attached, please find a modification request for PSC#4128-11/12 for hosting services for historical payroll reports.

Thank you.
Richard Kurylo

Richard Kurylo
Office of the Controller
City and County of San Francisco
1 Dr. Carlton B. Goodlett Place
City Hall, Room 306
San Francisco, CA 94102
Ph: (415) 554-7536; Fax: (415) 554-7455

0027a

Prior DHR-Approved

PSC #4128-11/12

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 4, 2012

DEPARTMENT NAME: Controller's Office

DEPARTMENT NUMBER 09

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

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

TYPE OF SERVICE: Hosting services for historical payroll reports

FUNDING SOURCE: General Fund and Enterprise Departments

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

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

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

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

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

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

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

D. Will the contract(s) be renewed: Yes. The contract will be reviewed and possibly renewed after five years.

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

Local 21 Union Name Signature of person mailing/faxing form 4/4/12 Date
1021 Union Name Signature of person mailing/faxing form 4/4/12 Date
MEA Union Name Signature of person mailing/faxing form 4/4/12 Date

RFP sent to [] on [] Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4128-11/12

Received 4/5/12 []

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

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

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

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

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

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

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

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

ADDITIONAL INFORMATION (if "yes," attach explanation)

	Yes	No
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employees? • Describe 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 type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

Jeannie Wong

Signature of Departmental Personal Services Contract Coordinator

Jeannie Wong

(415) 554-7604

Print or Type Name

Telephone Number

1 Dr Carlton B Goodlett Pl, Rm 488

San Francisco, CA 94102

Address

0029a

From: Kurylo, Richard
To: "l21PSCReview@ifpte21.org"
Subject: PSC Submittal For Hosting Services for Historical Payroll Reports
Date: Thursday, April 05, 2012 2:59:00 PM
Attachments: [DocuVlnx 2012 PSC Submittal.PDF](#)

Dear Local 21 Representative(s):

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

Thank you.
Richard Kurylo

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

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

Dear SEIU Representatives:

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

Thank you.
Richard Kurylo

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 9-17-12

DEPARTMENT NAME: Police Department DEPARTMENT NUMBER 38

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

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC# 4127-08/09)

TYPE OF SERVICE: Hair Sample Drug Testing

FUNDING SOURCE: General Fund

Original Amount: \$200,000 PSC Duration: 7-1-09 - 6-30-13
Modification Amount \$200,000 PSC Duration: 7-1-13-6-30-16
Total Amount \$400,000 Total PSC Duration: 7-1-09 - 6-30-16

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The vendor will perform hair sample drug analysis to determine drug usage, and historical patterns of drug usage for police officer applicants, police reserve officer applicants, police cadet applicants, and police service aide applicants for the Police Department. Pre Employment Drug Testing is a Police Department requirement.

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

This service is necessary because it is important that applicants for safety sensitive positions be screened for substance abuse patterns. This type of drug testing can detect the use of drugs beyond the three day window for urinalysis and blood testing. These applicants, if hired, would be making life and death decisions. The City may be liable.

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

The service is currently being provided under PSC # 4127-08/09.

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 Officer Shawn Wallace #1104 9-17-12
Union Name Signature of person mailing/faxing form Date

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4127-08/09
STAFF ANALYSIS/RECOMMENDATION: Approved W 11/01/12

CIVIL SERVICE COMMISSION ACTION:

OCT 23 2012 W

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The vendor must have the knowledge, experience, and training to conduct hair sample drug analysis, interpret hair sample analysis reports, and coordinate with the applicant and the Police Department concerning the results. Vendor must have licenses, certifications, and clearance from the following organizations: United States Food and Drug Administration, United States Department of Health and Human Services, College of American Pathologists (accreditation specific to hair drug testing) and the State of California Department of Health Services.

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

2456 Toxicologist, 2457 Assistant Toxicologist and 2458 Forensic Toxicologist perform drug testing but not hair sample analysis drug testing which screens for drugs in the system in excess of the three day window used for urinalysis and blood testing.

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

Yes. Specialized laboratory facilities and equipment is used for this type of testing. All analysis will be done at the vendor's site.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The position is highly specialized and none of the Civil Service Classifications listed above perform hair sample drug analysis.

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

No. The services would be provided on an as needed basis. The contractual services will include all of the necessary facilities and or equipment, which the city is unable to provide.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

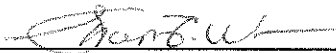
E. Has a board or commission determined that contracting is the most effective way to provide this service?

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

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

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

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



Signature of Departmental Personal Services Contract Coordinator

Officer Shawn Wallace #1104

553-1096

Print or Type Name

Telephone Number

850 Bryant Street

San Francisco, Calif. 94103

Address

Union Notification(s)



PSC for Pre Employment Hair Sample Drug Analysis

Monday, September 17, 2012 7:48 AM

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

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

Cc: "Dana Terry" <Dana.Terry@sfgov.org>, "Brian Canedo" <Brian.Canedo@sfgov.org>

1 File (111KB)



Psychem...

Hi Kim,

Here is a PSC for our Pre Employment Hair Sample Drug Analysis contract. If you have any questions regarding the service, please contact Officer Dana Terry at Dana.Terry@sfgov.org or Sgt. Brian Canedo at Brian.Canedo@sfgov.org

Thanks
Shawn

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

0034

Prior Notice of Civil Service Commission Action

PSC #4127-08/09



CIVIL SERVICE COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

DONALD A. CASPER
PRESIDENT

MORGAN B. GORRINO
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

April 13, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 1012-08/09 THROUGH 1014-08/09; 4124-08/09 THROUGH 4129-08/09; 4123-08/09; 4119-07/08; 4041-08/09 AND 4112-99/08.

At its meeting of April 6, 2009 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

- (1) Postpone PSC #4119-07/08 to the meeting of April 20, 2009 at the request of the Port of San Francisco.
- (2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

Anita Sanchez
ANITA SANCHEZ
Executive Officer

Attachment

- c:
- Cynthia Avakian, Airport Commission
 - Micki Callahan, Human Resources Director
 - Gordon Choy, Department of Public Works
 - Khala Drain, Children & Families Commission
 - Nancy Gonchar, Arts Commission
 - Lavena Holmes-Williams, Port
 - Jennifer Johnston, Department of Human Resources
 - Naomi Kelly, Office of Contract Administration
 - Artina Lim, Children, Youth & their Families
 - Julian Low, Office of Economic & Workforce Development
 - Shaila Maxwell, Department of Technology
 - Mary Ng, Department of Human Resources
 - Brigitte Rockett, Department of Human Resources
 - Ben Rosenfield, Controller
 - Shawn Wallace, San Francisco Police Department
 - Commission File
 - Chron

POSTING FOR
April 06, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
1012-08/09	23	Department of Children, Youth and their Families	Annual	\$1,039,750.00	Will provide production and distribution of unitized meats to the children and youth enrolled in the 2009 Mayor's Summer Food Service Program.	30-Jun-10
1013-08/09	27	Airport Commission	Annual	\$125,000.00	Will provide staffing and consulting services to the airport's noise reduction community forum, known as the Airport/ Community Roundtable.	30-Jun-10
1014-08/09	27	Airport Commission	Annual	\$190,000.00	Will provide an agreement to partially fund SamTrans owl bus service between SFO and San Francisco to the north and Palo Alto to the south.	30-Jun-10
4124-08/09	21	Office of Economic and Workforce Development	Regular	\$662,442.00	Will provide preparation and adoption of amendment to the Candlestick State Recreation Area Plan, which is an environmental review document.	31-Dec-10
4125-08/09	25	Mayor's Office	Regular	\$1,275,000.00	Will provide federal lobbying services for the City, including identifying and advocating for or against legislation regulatory matters that impact the City.	30-Jun-13
4126-08/09	28	Arts Commission	Regular	\$100,000.00	Will design, fabricate, deliver and install the art elements at the Randall Museum.	01-Feb-10
4127-08/09	38	Police	Regular	\$200,000.00	Will perform hair sample drug analysis to determine drug usage, and historical patterns of drug usage for police officer applicants, police reserve office applicants, police cadet applicants, and police service aide applicants for the Police Dept.	30-Jun-13
4128-08/09	64	Children and Families Commission	Regular	\$165,000.00	Will provide visual and performing arts residencies and related teacher training for early childhood settings, directly impacting 3,000 children, their families and teachers at Preschool for All (PFA) Sites.	30-Jun-12
4129-08/09	90	Public Works	Regular	\$3,000,000.00	Will perform as-needed highly specialized electrical engineering tasks that include constructability analysis, power system reliability studies, construction support, peer review validation, reports, and consultation for various types of public works projects.	31-Oct-14

0007



DATE: SEP 20 2012 **PERSONAL SERVICES CONTRACT SUMMARY**

DEPARTMENT NAME: PUBLIC HEALTH DEPARTMENT NUMBER: 81

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

TYPE OF REQUEST: INITIAL REQUEST MODIFICATION (PSC # 4059-10/11)

TYPE OF SERVICE: International Board Certified Lactation Consultant (IBCLC)

FUNDING SOURCE: WIC Program (State Grant)

Original Amount: \$115,000 PSC DURATION: 1/1/2011 - 12/31/2012

Modification Amount: \$81,560 PSC Duration: 1/1/2013 ~~to~~ 12/31/2014

Total Amount: \$196,560 (est.\$49,140/year) Total PSC Duration: 1/1/2011 - 12/31/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The proposed modification will extend the contract by an additional 2 years to account for a recently approved 2 year grant extension by the State for the services. The contract provides for the services of an International Board Certified Lactation Consultant (IBCLC). The consultant will provide oversight, technical support, and training for Breastfeeding Peer Counselors, identifies key community partners such as delivery hospitals, healthcare organizations, and providers and establish referral system connecting WIC-eligible clients to Peer Counselor services, leading efforts to educate community partners, delivery hospitals and health providers about breastfeeding and the breastfeeding support services offered by WIC and by the Peer Counselor Program Collaboratives, and the support efforts of the Peninsula Regional Breastfeeding Collaborative representative.

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

This is a newly funded project under the WIC Program that targets at-risk WIC participants with low breastfeeding rates, which include but are not limited to Asian women, African-American women, teen/young mothers, single mothers, and all WIC mothers who live in areas with minimum support on breastfeeding. This position is a requirement for funding. If we are unable to hire an IBCLC, the consequence to the population is that the quality of breastfeeding support services would be compromised. Breastfeeding is the initial step to the prevention of childhood obesity and increases the likelihood of healthy development, physically, mentally, and emotionally. If we are unable to hire an IBCLC, the project will not be funded. An IBCLC is a requirement and integral part of this project.

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

The use of a IBCLC is new to the department, however, similar health services have been contracted under PSC # 4059-10/11

D. Will the contract(s) be renewed? Only if there is a continued funding for these services.

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

Local 21 Union Name Jacque Hale Signature of person mailing/faxing form SEP 20 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# 4059-10/11
STAFF ANALYSIS/RECOMMENDATION: Approved LW 11/01/2012
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The Contractor must have IBCLC certification granted by the International Board of Lactation Consultant Examiners (IBLCE); experience in providing breastfeeding education and counseling to diverse cultures in the community; experience training healthcare personnel; and must be bilingual in English and Spanish.

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

2593 Health Program Coordinator III.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

This is a new position with duties and qualifications not defined in the Civil Service classifications.

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

Not at this time. This is a pilot project funded by a State grant.

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.

The IBCLC will train the Breastfeeding Peer Counselors on updates and review of breastfeeding promotion and protocol (an estimated 8 hours per month).

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

The City and County employees to receive training will be Health Workers I, II, or III hired to function as Breastfeeding Peer Counselors. There will be approximately two 0.2 FTE and one 0.4 FTE trained.


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

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

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

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

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


Signature of Departmental Personal Services Contract Coordinator

RL Jacquie Hale

(415) 554-2609

Print or Type Name

Telephone Number

101 Grove Street, Room 307

San Francisco, CA 94102

Address

Union Notification(s)

Robert
Longhitano/DPH/SFGOV
09/20/2012 09:35 AM

To sjenkins@ifpte21.org, L21PSCReview@ifpte21.org
cc Grace Yee/DPH/SFGOV@SFGOV, Maria
LeClair/DPH/SFGOV@SFGOV, Jacquie
Hale/DPH/SFGOV@SFGOV
bcc
Subject PSC Request for the November 19, 2012 CSC Meeting

TO: Sharon Jenkins, IFPTE, Local 21 (via Email Only)
TO: Local 21pscreview (via Email Only)

FROM: Jacquie Hale, Director of Contract Management and Compliance

DATE: September 20, 2012

SUBJECT: Union Notification of PSC Summary to DHR

Attached is the following PSC request, which will be submitted to the Department of Human Resources for review and approval on October 24, 2012, for consideration at the November 19, 2012 Civil Service Commission Meeting.

1. International Board Certified Lactation Consultant (IBCLC)

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



PSC DPH Lactation Consultant.pdf

This e-mail is not a secured data transmission for Protected Health Information (PHI) as defined by the Healthcare Portability and Accountability Act (HIPAA), and it is the responsibility of all parties involved to take all reasonable actions to protect this message from non-authorized disclosure. This e-mail is intended for the recipient only. If you receive this e-mail in error, you should notify the sender and destroy the e-mail immediately. Disclosure of the information contained herein could subject to disclosure to civil or criminal penalties under state and federal privacy laws.

Prior DHR-Approved

PSC #4059-10/11

PERSONAL SERVICES CONTRACT SUMMARY

DATE: OCT 14 2010 DEPARTMENT NAME: PUBLIC HEALTH DEPARTMENT NUMBER: 82

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

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

TYPE OF SERVICE: International Board Certified Lactation Consultant (IBCLC)

FUNDING SOURCE: WIC Program (State Grant)

PSC AMOUNT: \$115,000 (est. \$57,000/yr) PSC DURATION: 1/1/2011 - 12/31/2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Services of an International Board Certified Lactation Consultant (IBCLC). The consultant will provide oversight, technical support, and training for Breastfeeding Peer Counselors, identifies key community partners such as delivery hospitals, healthcare organizations, and providers and establish referral system connecting WIC-eligible clients to Peer Counselor services, leading efforts to educate community partners, delivery hospitals and health providers about breastfeeding and the breastfeeding support services offered by WIC and by the Peer Counselor Program Collaboratives, and the support efforts of the Peninsula Regional Breastfeeding Collaborative representative.

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

This is a newly funded project under the WIC Program that targets at-risk WIC participants with low breastfeeding rates, which include but are not limited to Asian women, African-American women, teen/young mothers, single mothers, and all WIC mothers who live in areas with minimum support on breastfeeding. This position is a requirement for funding. If we are unable to hire an IBCLC, the consequence to the population is that the quality of breastfeeding support services would be compromised. Breastfeeding is the initial step to the prevention of childhood obesity and increases the likelihood of healthy development, physically, mentally, and emotionally. If we are unable to hire an IBCLC, the project will not be funded. An IBCLC is a requirement and integral part of this project.

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

The use of a IBCLC is new to the department, however, similar health services have been contracted under PSC # 2000 07/08.

D. Will the contract(s) be renewed? Only if there is a continued funding for these services.

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 of person mailing/faxing form Date OCT 14 2010 [] Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4059-10/11

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION: Approved December 20, 2010

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The Contractor must have IBCLC certification granted by the International Board of Lactation Consultant Examiners (IBLCE); experience in providing breastfeeding education and counseling to diverse cultures in the community; experience training healthcare personnel; and must be bilingual in English and Spanish.

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

2593 Health Program Coordinator III.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

This is a new position with duties and qualifications not defined in the Civil Service classifications.

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

Not at this time. This is a pilot project funded by a State grant.

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 IBCLC will train the Breastfeeding Peer Counselors on updates and review of breastfeeding promotion and protocol (an estimated 8 hours per month).

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

The City and County employees to receive training will be Health Workers I, II, or III hired to function as Breastfeeding Peer Counselors. There will be approximately two 0.2 FTE and one 0.4 FTE trained.

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

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

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

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

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

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

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

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

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

Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale

(415) 554-2609

Print or Type Name

Telephone Number

101 Grove Street, Room 307

San Francisco, CA 94102

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: SEP 20 2012

DEPARTMENT NAME: DEPARTMENT OF PUBLIC HEALTH DEPARTMENT NUMBER 81

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC# 4167-09/10)

TYPE OF SERVICE: Clinical and Financial Software Implementation & Support Assistance.

FUNDING SOURCE: General Funds, Federal and State Funding
PSC AMOUNT: \$1,750,000 PSC DURATION: 7/1/2010 - 6/30/2017
Modification Amount \$2,558,719 PSC Duration: ~~7/1/2010 - 6/30/2017~~ No Change LW
Total Amount \$4,308,719 Total PSC Duration: 7/1/2010 - 6/30/2017

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The proposed modification will allow implementation of several additional professional services related to the Surgical Information Systems (SIS) suite of applications for operating room and anesthesiology management; healthcare query to support Healthcare Reform Meaningful Use Stage 2 reporting requirements; medical records modules for on-line records, chart completion and electronic document management; exit care patient discharge education documentation; HDX Eligibility Services; Mobile MD for Patient Portal access; radiology upgrades for base system, advanced image processing, viewing and voice recognition; virtual desktop infrastructure and single sign-on; help desk augmentation. The Invision system is the foundation of patient registration, scheduling, billing and clinical records for DPH patient care services in Acute Care, Primary Care and Long Term Care which require periodic enhancement and functional expansion due to evolving needs. The support services also provide in-depth technical and systems training for DPH information technology, clinical and administrative staff for on-going support and utilization of these systems. In addition, the contractor will also provide web-based remote data processing capabilities for the healthcare data exchange required to link all provider sites and provide integrated clinical, demographic, and financial information across the DPH Community Health Network. The amount of the PSC is the Department's best estimate of the value of the professional-services portion of the contract, excluding license and maintenance fees.)

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

The San Francisco Health Commission adopted a resolution on April 15, 2003, on the need to establish a single integrated clinical and fiscal information Technology platform across its spectrum of services, including San Francisco General Hospital, Laguna Honda Hospital, Primary Care, and Behavioral Health. The resolution called for the continuation of current contractual agreements for continued use of existing Invision Software, and the implementation of healthcare application systems to integrate clinical and fiscal data, thereby enabling the Department to significantly enhance its patient service charge capture capabilities and comply with emerging regulatory mandates. The requested additional contractual services are necessary to continue support and enhancement of existing systems and to bring the new functions to full production status in the complex Public Health environment. Denial of these contractual services will significantly affect the Department's ability to enhance patient care charge capture and revenue generation, and may directly impact ongoing patient services billing operations which total more than \$500 million annually.

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

These services are currently provided under PSC 4167-09/10

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

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

SEP 20 2012

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Row 1: IFPTE Local 21, Jacquie Hale, Date. Row 2: Data Processing Guild (DPG), Jacquie Hale, Date.

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4167-09/10
STAFF ANALYSIS/RECOMMENDATION: Approved LW 11/01/2012

CIVIL SERVICE COMMISSION ACTION:

Union Notification(s)

Robert
Longhitano/DPH/SFGOV
09/20/2012 09:51 AM

To pcovington@ifpte21.org, atonisson@ifpte21.org,
L21PSCReview@ifpte21.org, jebrenner@ifpte21.org
cc Jacquie Hale/DPH/SFGOV@SFGOV, Dave
Counter/DPH/SFGOV@SFGOV, Alicia
David/DPH/SFGOV@SFGOV

bcc

Subject PSC Request for the November 19, 2012 CSC Meeting

TO: Alex Tonnison, IFPTE, Local 21 (via Email Only)

TO: Pam Covington, IFPTE, Local 21 (via Email Only)
Local 21pscreview (via Email Only)

TO: Joe Brenner, IFPTE, Local 21 (Data Processing Guild) (via Email Only)

FROM: Jacquie Hale, Director of Contract Management and Compliance

DATE: September 20, 2012

SUBJECT: Union Notification of PSC Summary to DHR

Attached is the following PSC request, which will be submitted to the Department of Human Resources for review and approval on October 24, 2012, for consideration at the November 19, 2012 Civil Service Commission Meeting.

1. Clinical and Financial Software Implementation & Support Assistance.

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



PSC Request DPH Enterprise IT System.pdf

This e-mail is not a secured data transmission for Protected Health Information (PHI) as defined by the Healthcare Portability and Accountability Act (HIPAA), and it is the responsibility of all parties involved to take all reasonable actions to protect this message from non-authorized disclosure. This e-mail is intended for the recipient only. If you receive this e-mail in error, you should notify the sender and destroy the e-mail immediately. Disclosure of the information contained herein could subject to discloser to civil or criminal penalties under state and federal privacy laws.

Contract Information Request Form

PSC#4167-09/10

**DATA PROCESSING GUILD
CONTRACTS INFORMATION REQUEST FORM**

Your Guild contact is: Joe Brenner Phone: 415-864-2100

Contract Contact: Dave Counter
Contractor: Siemens Medical Solutions USA, Inc.
Cost: \$4,308,719 (Professional Services)
Term: 07/01/2010-06/30/2017

Please answer the questions that apply completely. Incomplete answers will not be processed, and a recommendation to hold the particular contract may be issued. You may use additional paper to expand your answers.

Respond to the marked questions only: 1[] 2[] 3[] 4[] 5[] 6[]
7[] 8[] 9[] 10[] 11[] 12[]

1. Does contractor hold other CCSF contracts? Yes [] No []
If yes, please specify them:

*The current contractor for these services is Siemens Medical Solutions Health Services Corporation.
The proposed contract represents a continuation of support services of the approved and currently installed Invision products.*

2. Is contractor a former CCSF employee? Yes [] No []

3. Does contractor have a CCSF employee as partner or shareholder?
Yes [] No [] If yes, please list such employee(s) with CCSF positions.

4. State name and role of all consultants working under this contract:

Siemens Implementation Consult Team -(as needed)

5. How long has this contractor been working with CCSF?

25 Years

**** YOU MUST ANSWER THE QUESTIONS ON THE NEXT PAGE OF THIS FORM ****

DATA PROCESSING GUILD

6. What are the hourly rates being paid on this contract?

Hourly rates for professional services are paid at \$185.00 per hour.

7. Do you anticipate renewal of this contract in next fiscal year?

Yes [] No [] If yes, please specify reasons:

The proposed modification agreement will be effective FY 2012-2013. For projects of this scope and complexity the Department enters into multi-year agreements in order to achieve optimal system effectiveness and operational continuity.

8. Do you anticipate modification to this contract for additional monies in this fiscal year?

Yes [] No [] If yes, please specify reasons:

9. Is this an on-going maintenance contract? Yes [] No []

If yes, please specify plans (if any) to replace contractor with CCSF employees.

This is an Agreement for Remote Data Processing Services, Proprietary Software application licensing and maintenance, and as-needed/intermittent training and professional support services.

10. List CCSF employees who will be trained under this contract. What type of training will they be receiving?

CCSF classes to be trained include DPH IT Business Analysts, Programmers, System Administrators, and Managers. Program staff include DPH Physicians, Nurses, Clinicians and Fiscal support staff. CCSF staff will receive extensive training in the technical and functional aspects of the systems. In addition to training classes, DPH IT and program staff will work closely with the Siemens team in all phases of the implementation. It is intended that CCSF staff will assume full responsibility for on-going support of the system upon live activities of new system applications and support.

11. List unique skills of contractor that are not possessed by the CCSF data processing employees:

Contractor has the proprietary software and implementation experience for Invision required to bring new applications to full production status in the Department of Public Health Clinical and Fiscal environment.

12. If you are recruiting CCSF staff to work with contractors, please specify your hiring plan and timetable to fill positions:

The original contract for these services has been in place since August 1994. All positions related to work with the contractors have been filled and are on-going.

**** YOU MUST RETURN THE QUESTIONNAIRE IN [] DAYS TO YOUR GUILD CONTACT ****

Prior DHR-Approved

PSC #4167-09/10

PERSONAL SERVICES CONTRACT SUMMARY

DATE: MAY 19 2010

DEPARTMENT NAME: DEPARTMENT OF PUBLIC HEALTH DEPARTMENT NUMBER 82

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

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

TYPE OF SERVICE: Clinical and Financial software implementation & support assistance.

FUNDING SOURCE: Dept. of Public Health (DPH) Funds

PSC AMOUNT: \$1,750,000 PSC DURATION: 7/1/2010 - 6/30/2017

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The proposed professional services will provide software programming and implementation support to DPH IT staff for application systems included in the Siemens Medical Services Invision products. The Invision system is the foundation of Patient Registration, Scheduling, Billing and Clinical records for DPH patient care services in Acute Care, Primary Care and Long Term Care. These systems require enhancement and functional expansion periodically due to evolving program needs. It is also anticipated that additional service needs will arise to complete systems requirements for State and Federal patient care reimbursement regulations and direct patient care clinical services. The requested support services will also provide in-depth technical and system training for DPH information technology, clinical and administrative staff for on-going support and utilization of these systems. In addition, the Contractor will also provide Web-based remote data processing capabilities for healthcare data exchange required to link all provider sites and provide integrated clinical, demographic, and financial information across the Community Health Network system of the Department of Public Health. This applies only to the professional services portion of the agreement.

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

The Health Commission passed a resolution on April 15, 2003, on the need to establish a single integrated clinical and fiscal Information Technology platform across its spectrum of services including San Francisco General Hospital, Laguna Honda Hospital, Primary Care, and Behavioral Health. It called for the continuation of current contracts for continued use of existing Invision Software, and the implementation of healthcare application systems to integrate clinical and fiscal data, thereby enabling DPH to significantly enhance its patient service charge capture revenues and comply with regulatory mandates. The requested services are necessary to continue support and enhancement of existing systems and to bring functions to full production status in the complex Public Health environment. The Contractor will also provide the technical and functional training for employees to assume full responsibility for the ongoing operation and support of these applications. Denial of this request will significantly affect DPH's ability to increase revenues and may directly impact ongoing Patient Services Billing Operations at SFGH, LHH, and Primary Care, which total over \$500 million annually.

These Invision software products will be immediately applicable to the goal of attaining Meaningful Use of Electronic Medical Records (EMR) at SFGH in the 2011-2015 timeframe and will greatly enhance the ability to qualify for approximately \$6-\$7 Million in EMR-related incentive payments to be made available through the Federal American Recovery and Reinvestment Act (ARRA) Health Information Technology for Economic and Clinical Health (HITECH) grant program. It is anticipated that Hospital ARRA incentive payments will be made available in early 2012.

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

These services are currently provided under PSC 4158-06/07. This request will end the current contract and consolidate services into one agreement in order to achieve operational efficiencies and budget savings.

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

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

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Includes entries for IFTPE Local 21, DPG, MEA and RFP sent to.

MAY 19 2010

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4167-09/10

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

June 21, 2010

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Knowledge of the technical aspects of existing Invision systems and implementation issues relating to new healthcare information systems. Ability to bring these new applications to full production status in all parts of the DPH, and train the IT, clinical and administrative staff to utilize and operationally support these systems.

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

IS Administrators (1021, 1022, 1023, 1024), IS Business Analysts (1051, 1052, 1053, 1054), IS Programmer Analysts (1062, 1063, 1064), and IS Project Director, (1070) IS Manager (1071).

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

Yes. The contractor will provide the proprietary software for local applications as well as the proprietary software and required hardware for remote data processing services.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classes are not applicable due to the proprietary nature of the information systems, and the specific knowledge required to bring this new technology to full production status in the DPH environment. It is also necessary to augment existing DPH information systems positions with contractual support services to complete the healthcare business project deliverables due to the DPH-specific customization needs. Civil Service staff will work with the contractor in order to obtain the necessary knowledge for the day-to-day maintenance of the application.

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

No. Current classifications are appropriate for this work after the projects are implemented and training has been

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

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

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

B. Will the contractor train City and County employees?

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

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

Extensive technical and functional training will be provided to DPH IS Business Analysts, Programmers, Administrators and Managers on all systems, and to physicians, nurses, business and fiscal staff for the appropriate applications. Each classification will receive 4 to 8 hours of training as the systems are installed and implemented. It is intended that CCSF employees will be fully responsible for ongoing support of all applications once these are brought to full production status. CCSF staff will be fully engaged in all aspects of implementation and fully involved in all aspects of this process.

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

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

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

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

E. Has a board or commission determined that contracting is the most effective way to provide this service? *The Health Commission passed a resolution on April 15, 2003.*

<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"/>
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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

Jacquie Hale
Print or Type Name


554-2609
Telephone Number

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

**OFFICE OF CONTRACT MANAGEMENT AND COMPLIANCE
101 Grove Street, Room 307
San Francisco, California 94102
Telephone: 554-2607**

MEMORANDUM

TO: Robert Muscat, Executive Director, IFPTE, Local 21
Pamela Covington, IFPTE, Local 21, Data Guild Rep.
Rebecca Rhine, Executive Director, MEA

FROM: Jacquie Hale, Director of Contract Management and Compliance 

DATE: May 19, 2010

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 June 21, 2010:

- 1. Clinical and Financial software implementation & support assistance**

cc: Gregg Sass
Mark Morewitz, Health Commission
File, w/a

10 MAY 20 PM 12:11
OFFICE OF CONTRACT MANAGEMENT AND COMPLIANCE
101 GROVE STREET, ROOM 307
SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE: 554-2607

Destination	Start Time	Time	Prints	Result	Note
Local 21 864-2166	05-19 16:43	00:01:54	010/010	OK	L1
MEA 989-7077	05-19 16:45	00:02:47	010/010	OK	L1

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

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

10 MAY 20 PM 12:10
 RECEIVED
 TELECOMMUNICATIONS
 DIVISION

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

TRANSMITTAL PAGE

DATE: May 19, 2010

TO: Robert Muscat, Executive Director, IFPTE, Local 21 FAX NO. (415) 864-2166
Pamela Covington, IFPTE, Local 21, Data Guild Rep. (415) 864-2166
Rebecca Rhine, Executive Director, MEA (415) 989-7077

FROM: Jacquie Hale - Director, Office of Contract Management FAX NO. (415) 554-2555

RE: Professional Service Contract Summary for the June 21, 2010
 Civil Service Commission meeting.

Number of Pages (including this transmittal page)

10

0056
0058

**DATA PROCESSING GUILD
CONTRACTS INFORMATION REQUEST FORM**

Your Guild contact is: Pamela Covington Phone: 415-864-2100

Contract Contact: Dave Counter
Contractor: Siemens Medical Solutions USA, Inc.
Cost: \$1,750,000 (Professional Services)
Term: 07/01/2010-06/30/2017

Please answer the questions that apply completely. Incomplete answers will not be processed, and a recommendation to hold the particular contract may be issued. You may use additional paper to expand your answers.

Respond to the marked questions only: 1[] 2[] 3[] 4[] 5[] 6[]
7[] 8[] 9[] 10[] 11[] 12[]

1. Does contractor hold other CCSF contracts? Yes [] No []
If yes, please specify them:

*The current contractor for these services is Siemens Medical Solutions USA, Inc..
The proposed contract represents a continuation of support services of the approved and currently installed Invision products.*

2. Is contractor a former CCSF employee? Yes [] No []

3. Does contractor have a CCSF employee as partner or shareholder?
Yes [] No [] If yes, please list such employee(s) with CCSF positions.

4. State name and role of all consultants working under this contract:

Siemens Implementation Consult Team -(as needed)

5. How long has this contractor been working with CCSF?

25 Years

**** YOU MUST ANSWER THE QUESTIONS ON THE NEXT PAGE OF THIS FORM ****

DATA PROCESSING GUILD

6. What are the hourly rates being paid on this contract?

Hourly rates for professional services are paid at \$185.00 per hour.

7. Do you anticipate renewal of this contract in next fiscal year?

Yes [] No [] If yes, please specify reasons:

The proposed agreement will be effective FY 2010. For projects of this scope and complexity the Department enters into multi-year agreements in order to achieve optimal system effectiveness and operational continuity.

8. Do you anticipate modification to this contract for additional monies in this fiscal year?

Yes [] No [] If yes, please specify reasons:

9. Is this an on-going maintenance contract? Yes [] No []

If yes, please specify plans (if any) to replace contractor with CCSF employees.

This is an Agreement for Remote Data Processing Services, Proprietary Software application licensing and maintenance, and as-needed/intermittent training and professional support services.

10. List CCSF employees who will be trained under this contract. What type of training will they be receiving?

CCSF classes to be trained include DPH IT Business Analysts, Programmers, System Administrators, and Managers. Program staff include DPH Physicians, Nurses, Clinicians and Fiscal support staff. CCSF staff will receive extensive training in the technical and functional aspects of the systems. In addition to training classes, DPH IT and program staff will work closely with the Siemens team in all phases of the implementation. It is intended that CCSF staff will assume full responsibility for on-going support of the system upon live activities of new system applications and support.

11. List unique skills of contractor that are not possessed by the CCSF data processing employees:

Contractor has the proprietary software and implementation experience for Invision required to bring new applications to full production status in the Department of Public Health Clinical and Fiscal environment.

12. If you are recruiting CCSF staff to work with contractors, please specify your hiring plan and timetable to fill positions:

The original contract for these services has been in place since August 1994. All positions related to work with the contractors have been filled and are on-going.

**** YOU MUST RETURN THE QUESTIONNAIRE IN [] DAYS TO YOUR GUILD CONTACT ****