



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: December 03, 2012
To: The Honorable Civil Service Commission
Through: Micki Callahan
Human Resources Director
From: Parveen Boparai, MTA
Joan Lubamersky, GSA
Gordon Choy, DPW

Subject: Personal Services Contracts Approval Request

This report contains four (3) 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 (Regular FY 12-13 & Expedited this report) |
|----------------------|---|--|
| \$16,135,000 | \$1,017,973 | \$345,783,516 |

POSTING FOR

12/3/2012

**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 |
|---------------------------------|--------|-------------------------|---------------|---------------------|------------------|--|------------|------------|
| 4118-11/12 | 68 | MTA - Taxi Commission | Regular | \$235,000 | \$635,000 | Provide a full service, work-site based, Employee Assistance Program (EAP) to provide clinical supervision of the staff of three (3) full-time paid Peer Assistants, and up to 8 volunteer Peer Assistants. The contractor will also manage San Francisco Municipal Transportation Agency's (SFMTA) Trauma Response Program for SFMTA employees involved in on-the-job critical incidents, such as an accident in a Muni vehicle that results in serious injuries of fatalities; crisis support and counseling for assaults and threats. The program is designed to assist in the identification and resolution of productivity problems associated with employees impaired by personal concerns, including but limited to health, family, financial, alcohol, drug, legal, emotional, stress or other personal concerns which adversely affect job performance. | 3/15/2012 | 3/31/2013 |
| 4056-08/09 | 70 | General Services Agency | Regular | \$15,000,000 | \$73,500,000 | As-needed, project-specific services for a variety of highly specialized information technology (IT) projects. Services will include business analysis, system design, programming, design, configuration and training, and will vary depending on the requirements that are developed by the requesting department. Services are to be provided in conjunction with the acquisition of new information technology equipment. | 1/1/2009 | 12/31/2013 |
| 4057-08/09 | 90 | Public Works | Regular | \$900,000 | \$1,575,000 | Consultant will advance and manage funds for the Project Pull summer internship program. Funds will be disbursed for intern salaries and program enrichment activities. Project Pull is a youth program that provides internships within various City agencies to high school students from San Francisco who display an interest in the career fields of architecture, engineering, business and the sciences. Project Pull provide professional guidance in a work experience setting within the City Agencies to motivate students to continue their education so they may seek employment opportunities in the public service sector or other highly disciplined career fields. | 7/1/2009 | 12/31/2016 |
| Sum of Modified Amounts: | | | | \$16,135,000 | | | | |

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

Joan Lubamersky
General Services Agency
City Hall, Rm 362
San Francisco, CA 94102

Gordon Choy
Dept. Public Works
875 Stevenson St., Rm 420
San Francisco, CA 94103

Table of Contents
PSC Submissions

| PSC# | Department | Page# |
|---------------|---------------------------------|-------|
| Modifications | | |
| 4118-11/12 | Municipal Transportation Agency | 1 |
| 4056-08/09 | General Services Agency | 29 |
| 4057-08/09 | Public Works | 45 |

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 10, 2012 (Clerical Amendment 10/12/12)

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

TYPE OF APPROVAL: () EXPEDITED (X) REGULAR (OMIT POSTING___)

() CONTINUING () ANNUAL

TYPE OF REQUEST: () INITIAL REQUEST (X) MODIFICATION (PSC # 4118-11/12 Apv. 5/7/12)

TYPE OF SERVICE: Professional Service - Employee Assistance Programs

FUNDING SOURCE: Operating Budget

PSC AMOUNT: \$400,000.00
PSC MOD 1: \$235,000.00
TOTAL \$635,000.00

PSC DURATION: March 15, 2012 - March 31, 2013
PSC DURATION: N/A
TOTAL DURATION: March 15, 2012 - March 31, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide a full service, work-site based, Employee Assistance Program (EAP) to provide clinical supervision of the staff of three full-time paid Peer Assistants, and up to 8 volunteer Peer Assistants. The contractor will also manage San Francisco Municipal Transportation Agency's (SFMTA) Trauma Response Program for SFMTA employees involved in on-the-job critical incidents, such as an accident in a Muni vehicle that results in serious injuries or fatalities; crisis support and counseling for assaults and threats. The program is designed to assist in the identification and resolution of productivity problems associated with employees impaired by personal concerns, including but limited to health, family, financial, alcohol, drug, legal, emotional, stress or other personal concerns which adversely affect job performance.

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

This service is necessary due to the Memorandum Of Understanding between The Transport Workers' Union and the San Francisco Municipal Transportation Agency that establishes the need for Employee Assistance Programs (EAP) and Peer Assistant Programs (PAP).

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

This service was provided in the past through a professional service contract with Claremont Behavioral Services, Inc. The most recent contract for EAP & PAP was PSC #4013-08/09.

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):

Table with 3 columns: Union Name, Signature of person mailing / faxing form, Date. Rows include IFPTE L21 & SEIU L1021, TWU L250-A (9163) & (7410), and UAPD.

RFP sent to Union Name, on Date, Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE
PSC# 4118-11/12
Approved W/11/16/2012
SFMTA approved 9-10-12
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Licensed Clinicians with specialized in Employee Assistance Programs related to the Transportation Industry Substance Abuse Programs.

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

2574 Clinical Psychologist; 2920 Medical Social Worker; and 2220 Physician.

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:

It would be too costly to maintain licensed clinicians: Psychologist, Psychiatrist, Medical Social Worker (LCSW), Marriage Family Therapist (MFT), Licensed Marriage Family Therapist (LMFT), Ph.D's and MD's specializing in the Transportation Industry Substance Abuse Programs.

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

No. These classifications already exist. Additionally, these services are provided by specialty on an as-needed basis.

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

Yes No

A. Will the contractor directly supervise City and County employees? (X) ()
Contractor will provide clinical supervision of three (3) full-time paid Peer Assistants and up to eight (8) volunteer Peer Assistants.

B. Will the contractor train City and County employees? (X) ()
Contractor will provide training to Peer Assistances: (2) 9163 Transit Operators and (1) 7410 Automotive Service Worker.

C. Are there legal mandates requiring the use of contractual services? (X) ()
Pursuant to the Memorandum of Understanding between TWU Local 250A and SFMTA.

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

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? (X) ()
Service is being provided by Claremont Behavioral Services, Inc.

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

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

415.701.5377
Telephone Number

San Francisco Municipal Transportation Agency

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

Union Notification(s)

Dang, Leorah

From: Hamada, Cynthia <Cynthia.Hamada@sfmta.com>
Sent: Friday, October 12, 2012 11:24 AM
To: 'L21PSC Review'; atonisson@ifpte21.org; 'pattie.tamura@seiu1021.org';
'brook.demmerle@seiu1021.org'; pat@uapd.com; al@uapd.com; Ewilliams@twusf.org;
Bernard Broughton
Cc: DHR-PSCCoordinator, DHR; Boparai, Parveen; Ellison, Donald; Patel, Ashish; Sutherland,
Julian
Subject: Reg-Mod1: Professional Services - Employee Assistance Programs (Dept #68)
Attachments: 20121012105602592.pdf

The attached PSC Summary (Summary) was submitted on September 10, 2012 to both the Dept. of Human Resources and the Unions. I'm writing to clarify the Clerical Amendment being made to the first page only of this Summary. At the request of the Department of Human Resources, we were asked to delete the Duration to Modification 1 because there was no change made to it. That is the only change to the entire summary and the clerical amendment is reflected at the top of the first page.

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

Scan Date: 10.12.2012 10:56:02 (-0400)

Dang, Leorah

From: Hamada, Cynthia <Cynthia.Hamada@sfmta.com>
Sent: Monday, September 10, 2012 3:34 PM
To: al@uapd.com; pat@uapd.com
Cc: DHR-PSCCoordinator, DHR; Ellison, Donald; Donovan, Mary; Boparai, Parveen; Sutherland, Julian; Patel, Ashish
Subject: Employee Assistance Programs PSC's
Attachments: 20120910150435550.pdf

Please see the attached (2) PSC's for Employee Assistance Programs. The first is the modification of an existing contract and the second is a new contract.

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

Scan Date: 09.10.2012 15:04:35 (-0400)

FAX/SCAN

| | | | |
|--|-------------------------------------|------------------|------------------------------|
| DATE: | September 10, 2012 | | |
| FROM: | Cynthia Hamada/Betsy Moy <i>cmh</i> | TO: | Al Groh & Patricia Hernandez |
| PHONE: | (415) 701-5381 | FAX/Scan: | Scanned and Emailed |
| FAX: | (415) 701-5397 | PHONE: | |
| SUBJECT: Personal Services Contract Summary | | | |
| Professional Service – Employee Assistance Programs: One is a modification of a current PSC and the other is new PSC. | | | |
| COMMENTS | | | |
| Please contact Mary Donovan, Manager, at 415.701.5039 (mary.donovan@sfmta.com) or Donald Ellison, Director, at 415.701.5079 (donald.ellison@sfmta.com) should you have additional questions. | | | |
| Thank you, | | | |
| Cynthia | | | |

NO. OF PAGES (Including fax cover): 31

San Francisco Municipal Transportation Agency
 One South Van Ness Avenue, Seventh Fl. San Francisco, CA 94103
 Tel: 415.701.4500 | Fax: 415.701.4430 | www.sfmta.com



Dang, Leorah

From: Hamada, Cynthia <Cynthia.Hamada@sfmta.com>
Sent: Monday, September 10, 2012 3:27 PM
To: 'ewilliams@twusf.org'; Bernard Broughton
Cc: DHR-PSCCoordinator, DHR; Ellison, Donald; Donovan, Mary; Boparai, Parveen; Sutherland, Julian; Patel, Ashish
Subject: Employee Assistance Programs PSC's
Attachments: 20120910150327857.pdf

Please see the attached (2) PSC's for Employee Assistance Programs. The first is the modification of an existing contract and the second is a new contract.

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

Scan Date: 09.10.2012 15:03:27 (-0400)

FAX/SCAN

| | | | |
|---------------|--------------------------|------------------|-----------------------------------|
| DATE: | September 10, 2012 | | |
| FROM: | Cynthia Hamada/Betsy Moy | TO: | Eric Williams & Bernard Broughton |
| PHONE: | (415) 701-5381 | FAX/Scan: | Scanned and emailed |
| FAX: | | PHONE: | |

SUBJECT: Personal Services Contract Summary

Professional Service – Employee Assistance Programs: One is a modification of a current PSC and the other is new PSC.

COMMENTS

Please contact Mary Donovan, Manager, at 415.701.5039 (mary.donovan@sfmta.com) or Donald Ellison, Director, at 415.701.5079 (donald.ellison@sfmta.com) should you have additional questions.

Thank you,

Cynthia

NO. OF PAGES (Including fax cover): 31

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Dang, Leorah

From: Hamada, Cynthia <Cynthia.Hamada@sfmta.com>
Sent: Monday, September 10, 2012 3:23 PM
To: 'pattie.tamura@seiu1021.org'; 'ed.warshauer@seiu1021.org';
'brook.demmerle@seiu1021.org'
Cc: DHR-PSCCoordinator, DHR; Ellison, Donald; Donovan, Mary; Boparai, Parveen; Sutherland, Julian; Patel, Ashish
Subject: Employee Assistance Program PSC's
Attachments: 20120910150214635.pdf

Please see the attached (2) PSC's for Employee Assistance Programs. The first is the modification of an existing contract and the second is a new contract.

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

Scan Date: 09.10.2012 15:02:14 (-0400)

FAX/SCAN

| | | | |
|--|--------------------------------------|------------------|--|
| DATE: | September 10, 2012 | | |
| FROM: | Cynthia Hamada/Betsy Moy <i>Chau</i> | TO: | Pattie Tamura, Ed Warshauer, Brook Demmerle |
| PHONE: | (415) 701-5381 | FAX/Scan: | Scanned and emailed |
| FAX: | (415) 701-5397 | PHONE: | |
| SUBJECT: Personal Services Contract Summary | | | |
| Professional Service – Employee Assistance Programs: One is a modification of a current PSC and the other is new PSC. | | | |
| COMMENTS | | | |
| Please contact Mary Donovan, Manager, at 415.701.5039 (mary.donovan@sfmta.com) or Donald Ellison, Director, at 415.701.5079 (donald.ellison@sfmta.com) should you have additional questions. | | | |
| Thank you, | | | |
| Cynthia | | | |

NO. OF PAGES (Including fax cover): 31

San Francisco Municipal Transportation Agency
 One South Van Ness Avenue, Seventh Fl. San Francisco, CA 94103
 Tel: 415.701.4500 | Fax: 415.701.4430 | www.sfmta.com



Dang, Leorah

From: Hamada, Cynthia <Cynthia.Hamada@sfmta.com>
Sent: Monday, September 10, 2012 3:20 PM
To: atonisson@ifpte21.org; 'L21PSC Review'
Cc: DHR-PSCCoordinator, DHR; Ellison, Donald; Donovan, Mary; Boparai, Parveen; Sutherland, Julian; Patel, Ashish
Subject: Employee Assistance Program PSC's
Attachments: 20120910150112647.pdf

Please see the attached (2) PSC's for Employee Assistance Programs. The first is the modification of an existing contract and the second is a new contract.

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

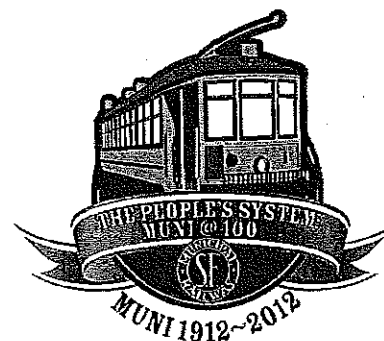
Scan Date: 09.10.2012 15:01:12 (-0400)

FAX/SCAN

| | | | |
|--|--------------------------|------------------|-----------------------------------|
| DATE: | September 10, 2012 | | |
| FROM: | Cynthia Hamada <i>CH</i> | TO: | Alex Tonisson and IFPTE, Local 21 |
| PHONE: | (415) 701-5381 | FAX/Scan: | Scanned and Emailed |
| FAX: | | PHONE: | |
| SUBJECT: Personal Services Contract Summary | | | |
| Professional Service – Employee Assistance Programs: One is a modification of a current PSC and the other is new PSC. | | | |
| COMMENTS: | | | |
| Please contact Mary Donovan, Manager, at 415.701.5039 (mary.donovan@sfmta.com) or Donald Ellison, Director, at 415.701.5079 (donald.ellison@sfmta.com) should you have additional questions. | | | |
| Thank you, | | | |
| Cynthia | | | |

NO. OF PAGES (Including fax/scan cover): 31

San Francisco Municipal Transportation Agency
 One South Van Ness Avenue, Seventh Fl. San Francisco, CA 94103
 Tel: 415.701.4500 | Fax: 415.701.4430 | www.sfmta.com



Prior DHR Approved

PSC #4118-11/12

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 7, 2012 (Reissued March 8, 2012)

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

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

TYPE OF REQUEST: (X) INITIAL REQUEST () MODIFICATION (PSC# ___)

TYPE OF SERVICE: Professional Service – Employee Assistance Programs

FUNDING SOURCE: Operating Budget

PSC AMOUNT: \$400,000.00

PSC DURATION: March 15, 2012 – March 31, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide a full service, work-site based, Employee Assistance Program (EAP) to provide clinical supervision of the staff of three full-time paid Peer Assistants, and up to 8 volunteer Peer Assistants. The contractor will also manage San Francisco Municipal Transportation Agency's (SFMTA) Trauma Response Program for SFMTA employees involved in on-the-job critical incidents, such as an accident in a Muni vehicle that results in serious injuries or fatalities; crisis support and counseling for assaults and threats. The program is designed to assist in the identification and resolution of productivity problems associated with employees impaired by personal concerns, including but limited to health, family, financial, alcohol, drug, legal, emotional, stress or other personal concerns which adversely affect job performance.

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

This service is necessary due to the Memorandum Of Understanding between The Transport Workers' Union and the San Francisco Municipal Transportation Agency that establishes the need for Employee Assistance Programs (EAP) and Peer Assistant Programs (PAP).

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

This service was provided in the past through a professional service contract with Claremont Behavioral Services, Inc. The most recent contract for EAP & PAP was PSC #4013-08/09.

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):

| | | |
|---|---|-----------------------|
| <u>IFPTE L21 & SEIU L1021</u> Union Name | <u><i>Cynthia Samala</i></u> Signature of person mailing / faxing form | <u>3/8/12</u> Date |
| <u>TWU L250-A (9163) & (7410)</u> Union Name | <u><i>Cynthia Samala</i></u> Signature of person mailing / faxing form | <u>3/8/12</u> Date |
| <u>UAPD</u> Union Name | <u><i>Cynthia Samala</i></u> Signature of person mailing / faxing form | <u>3/8/12</u> Date |

RFP sent to _____ on _____
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

SFMTA approved

PSC# 4118-11/12

3-8-12

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Licensed Clinicians with specialized in Employee Assistance Programs related to the Transportation Industry Substance Abuse Programs.

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

2574 Clinical Psychologist; 2920 Medical Social Worker; and 2220 Physician.

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:

It would be too costly to maintain licensed clinicians: Psychologist, Psychiatrist, Medical Social Worker (LCSW), Marriage Family Therapist (MFT), Licensed Marriage Family Therapist (LMFT), Ph.D's and MD's specializing in the Transportation Industry Substance Abuse Programs.

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

No. These classifications already exist. Additionally, these services are provided by specialty on an as-needed basis.

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

Yes No

A. Will the contractor directly supervise City and County employees? (X) ()
Contractor will provide clinical supervision of three (3) full-time paid Peer Assistants and up to eight (8) volunteer Peer Assistants.

B. Will the contractor train City and County employees? (X) ()
Contractor will provide training to Peer Assistance: (2) 9163 Transit Operators; (1) 7410 Automotive Service Worker.

C. Are there legal mandates requiring the use of contractual services? (X) ()
Pursuant to the Memorandum of Understanding between TWU Local 250A and SFMTA.

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

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? (X) ()
Service is being provided by Claremont Behavioral Services, Inc.

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

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

415.701.5377
Telephone Number

San Francisco Municipal Transportation Agency

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

Prior DHR Approved

PSC #4013-08/09

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 07/16/08

DEPARTMENT NAME: SF Municipal Transportation Agency DEPARTMENT NUMBER: 35 & 36

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

TYPE OF REQUEST: (X) INITIAL REQUEST () MODIFICATION (PSC# ___)

TYPE OF SERVICE: Professional Service - Employee Assistance Programs

FUNDING SOURCE: Operating Budget

PSC AMOUNT: \$1,000,000.00

PSC DURATION: 08/30/08 - 08/30/11

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide a full service work-site based Employee Assistance Program (EAP) to provide clinical supervision of the staff of three full-time paid Peer Assistants, and up to 8 volunteer Peer Assistants. The Proposer will also manage SFMTA's Trauma Response Program for SFMTA employees involved in on-the-job critical incidents, such as an accident in a Muni vehicle that results in serious injuries of fatalities; crisis support and counseling for assaults and threats. The program is designed to assist in the identification and resolution of productivity problems associated with employees impaired by personal concerns, including but limited to health, family, financial, alcohol, drug, legal, emotional, stress or other personal concerns which adversely affect job performance.

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

This service is necessary due to the Memorandum Of Understanding between The Transport Workers' Union and the San Francisco Municipal Transportation Agency (SFMTA), (07/01/04 - 06/30/08), which establishes the need for Employee Assistance Programs (EAP) and Peer Assistant Programs (PAP).

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

This service was provided in the past through a professional service contract with Claremont Behavioral Services, Inc. The most recent contract for EAP & PAP was approved by PSC #4042/05/06 on 10/17/08.

D. Will the contract(s) be renewed:

Yes. The need for this service will continue.

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

Local 250-A Union Name Signature of person mailing / faxing form Date 7/17/08

Union Name Signature of person mailing / faxing form Date

RFP sent to Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4013-08/09 SFMTA Approved

STAFF ANALYSIS/RECOMMENDATION: 7-16-08

CIVIL SERVICE COMMISSION ACTION: PB

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Licensed Clinicians.

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

None.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

It would be too costly to maintain licensed clinicians: Psychologist, Psychiatrist, Licensed Clinical Social Worker (LCSW), Marriage Family Therapist (MFT), Licensed Marriage Family Therapist (LMFT), Ph.D's and MD's.

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

No. It would be too costly to create new classifications and recruit licensed clinicians to perform these services.

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

| | <u>Yes</u> | <u>No</u> |
|--|------------|-----------|
| A. Will the contractor directly supervise City and County employees? Contractor will provide clinical supervision of three (3) full-time paid Peer Assistants and up to eight (8) volunteer Peer Assistants. | (X) | () |
| B. Will the contractor train City and County employees? Contractor will provide training to Peer Assistance: (2) 9163 Transit Operators; (1) 7410 Automotive Service Worker. | (X) | () |
| C. Are there legal mandates requiring the use of contractual services? Pursuant to the Memorandum of Understanding between TWU Local 250A and SFMTA. | (X) | () |
| D. Are there federal or state grant requirements regarding the use of contractual services? | () | (X) |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? Contracting of these service was approved at the SFMTA Board of Directors meeting of June 17, 2008 - Resolution No. 08-096. | (X) | () |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Service is being provided by Claremont Behavioral Services, Inc. | (X) | () |

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

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai (415) 554-4160
Print or Type Name Telephone Number

Municipal Transportation Agency, Human Resources

401 Van Ness Avenue, Room 320, San Francisco, CA 94102
Address

MUNICIPAL TRANSPORTATION AGENCY
BOARD OF DIRECTORS
CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION No. 08-096

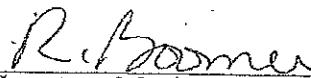
WHEREAS, Article 32 of the current Memorandum of Understanding between the Transport Worker's Union, Local 250-A and the San Francisco Municipal Transportation Agency ("SFMTA") requires the Agency to provide Employee Assistance and Peer Assistance Programs; and,

WHEREAS, Through its Trauma Response Program, the SFMTA provides trauma counseling services to SFMTA employees involved in serious accidents, as well as employees subjected to assaults and threats, which has reduced absenteeism and workers' compensation costs; and,

WHEREAS, The contract with Claremont Behavioral Services, Inc., the current provider for these professional services, expires on June 30, 2008; now therefore be it,

RESOLVED, That the Municipal Transportation Agency Board authorizes the Executive Director/CBO to issue a Request For Proposals to solicit proposals from qualified firms to manage and provide clinical supervision for the San Francisco Municipal Transportation Agency's Employee Assistance, Peer Assistance, and Trauma Response Programs for a contract amount not to exceed \$1,000,000 and for a term of three years with a one year extension at the SFMTA's sole discretion.

I hereby certify that the foregoing resolution was adopted by the Municipal Transportation Agency Board at its meeting of JUN 17 2008.


Secretary, Municipal Transportation Agency Board

placed on the report list for that day and shall be assigned work by the Dispatcher.

ARTICLE 26. ALCOHOL AND DRUG REHABILITATION EMPLOYEE ASSISTANCE PROGRAM

Section 26.1 Employee Assistance Program

303. FOR INFORMATIONAL PURPOSES ONLY: Unit members are eligible to participate in the City-wide Employee Assistance Program made available by the Health Service System.

Section 26.2 Confidentiality

304. Participation in the EAP shall be confidential and shall be conducted in accordance with DOT and DHHS standards.

Section 26.3 Continuation of Peer Assistance System

305. No later than September 1, 2011, the parties agree to meet and confer with all affected Unions about whether or not to reduce the staffing level for the Peer Assistance System described in this Article.

306. SFMTA offers the Operators the following Employee Assistance program for the term of the Agreement:

Section 26.4 Overview of EAP Program

307. This Employee Assistance Program ("EAP") shall cover employees only, and is designed to assist employees, in consultation with their families where clinically appropriate, with problems that may affect their ability to perform their jobs. The EAP shall offer counseling services, including assessment, referral, and follow-up services.

308. EAP's offer assistance by helping employees assess and identify problems arising from a variety of personal areas.

309. EAP's assist employees by referring them to services which lead to solutions.

310. EAP's provide training and consultation services to management and union leadership regarding assisting troubled employees.

311. The primary goal of the EAP will be to maintain employee's ability to be fully productive on the job. EAP's help employees, management, and supervisors maintain a high level of service by:

312. Motivating employees to help;

Memorandum of Understanding Between
Transport Workers Union, Local 250-A (9163) and Municipal Transportation Agency
July 1, 2011 – June 30, 2014

313. Helping supervisors identify troubled employees with job performance problems that may be related to personal problems;
314. Assessing employees with alcohol abuse, drug abuse, family problems, depression, stress and other problems that can result in performance problems;
315. Providing easily accessible quality helping services which include short-term problem-solving and referrals to more intensive care;
316. Providing crisis intervention services;
317. Providing follow-up assistance to support and guide employees through the resolution of their problems; and by
318. Acting as an education and training resource.
319. Employees shall be able to access the EAP through calling directly (self-referral), through the Peer Assistants, or through a supervisory referral based on job performance. Participation in the EAP is voluntary.
320. Establishing a voluntary EAP to compliment the mandatory testing program is intended to encourage employees to seek treatment early and on their own. The EAP will assist employees in obtaining information, guidance, and counseling to help them handle their problems before they become a drug testing or disciplinary issue.
321. An outside vendor has been selected and will perform the following duties:
322. Maintain toll-free telephone access for referrals and respond to calls in no more than sixty (60) seconds.
323. Provide union/management consultation relative to the development and integration of organizational policies and procedures necessary for effective Employee Assistance Program implementation.
324. Orient employees regarding the purpose, scope, nature and use of the Employee Assistance Program.
325. Train Union (including Division Chairpersons and any other Union officials), supervisory and management staff to develop the knowledge and skills necessary to effectively utilize the program in the performance of their responsibilities.
326. Provide direct one-to-one counseling utilizing licensed professional staff for crisis management and to identify and evaluate personal concerns among Employer's employees and/or their immediate dependents. Such direct counseling shall provide for three (3) sessions per family per year.

Memorandum of Understanding Between
Transport Workers Union, Local 250-A (9163) and Municipal Transportation Agency
July 1, 2011 – June 30, 2014

Fees for any counseling sessions exceeding three (3) will become the financial responsibility of the employee and/or dependent, unless otherwise arranged for by the employer. For non-urgent situations, an appointment will be offered within seventy-two (72) hours of request. For urgent situations, an appointment will be offered on the same day as the request for service.

327. Provide legal consultation, medical advice, financial consultation; one (1) consultation per incident is provided for each service, up to three (3) incidents per service, per year.
328. Provide referral services to professional community resources for treatment and/or assistance, as may be appropriate.
329. Provide continuing liaison and contact, when appropriate, between the employee, treatment agent or agency, and Employer to determine case status.
330. Provide monthly statistical evaluation of program activity, and other reports, as needed.
331. Send its principal or his designated representative to monthly meetings of the Municipal Railway Improvement Fund Board of Trustees, and any other meetings as reasonably required.
332. Assess all employees involved in Critical Incidents (e.g., on the job assaults, threats and/or accidents) that occur while on duty.
333. Provide up to three (3) counseling visits per employee involved in a Critical Incident.
334. Develop Critical Incident Program Policies and Procedures.
335. Provide Critical Incident Case management, including:
 - (a) Determination regarding an employee's ability to perform duties, including coordination with management and union personnel for employees who require time off work as a result of a Critical Incident;
 - (b) Assisting employees in securing additional counseling visits beyond the three (3) Critical Incident/trauma response visits described above, when necessary.

Section 26.5 Organization

1. The Joint Labor-Management Committee:

336. a. Membership and Meetings: Five (5) Committee members and two (2) alternate members to be appointed by the Unions. Five (5) Committee members to be appointed by SFMTA.

337. If MUNI chooses to appoint less than five persons, it shall still have voting strength equal to that of the Unions. On the matters that come before the Committee, MUNI shall have one vote and the Unions shall have one vote. The vote of each side shall be controlled by the votes of the Committee members present for each respective side.

338. The Committee shall elect from its ranks a Chairperson and a Co-Chair, one of whom shall be a MUNI appointee and the other the Unions' appointee. The Chair shall be held by one side for a year, then relinquished to the other side for the next year. Either MUNI or the Unions may replace their named Chair or Co-Chair at any time. The Chair shall preside over meetings of the Committee. In the absence of the Chair, the Co-Chair shall so preside. The Executive Director/CEO or his/her designee shall provide staff support to the Committee as appropriate.

339. A quorum for the transaction of business by the Committee shall consist of three (3) Union Committee members and a majority of MUNI appointed Committee members.

340. b. Functions: To receive and review information regarding the Substance Abuse and Peer Assistance Programs.

341. c. Consolidation of Committees: The parties to this Agreement and to the Agreement concerning drug and alcohol testing and EAP between TWU Local 250A and MUNI may elect to combine the joint labor-management committee established here and in the Local 250A Agreement.

2. Substance Abuse Program:

342. The Executive Director/CEO or his/her designee will manage all aspects of the FTA-mandated Substance Abuse Program. He/she shall have appointing and removal authority over all personnel working for the Substance Abuse Program personnel, and shall be responsible for the supervision of the SAP.

Memorandum of Understanding Between
Transport Workers Union, Local 250-A (9163) and Municipal Transportation Agency
July 1, 2011 – June 30, 2014

3. EAP Services:
343. The SFMTA and the Unions have concluded that it is in the best interests of all concerned to establish a uniform EAP Program for all employees. On this basis, the parties agree that the SFMTA Improvement Fund shall engage an outside contractor to provide these services.
4. The Peer Assistance System:
- a. Structure:
344. The outside contractor selected to provide EAP services shall also be directly responsible for the clinical and administrative management of the Peer Assistance Program. This Program shall be established on a 24-hour, seven-day a week basis. The peer assistants shall provide coverage during regular business hours (Monday - Friday, 8:30 a.m. - 5:00 p.m.) for all SFMTA worksites or sections. A system-wide EAP crisis hotline shall be established. Night, weekend and holiday crisis coverage shall be provided by one of the peer assistants and shall be rotated among the peer assistants, who shall be available on a pager. The full compensation of the Peer Assistant providing such night, weekend and holiday coverage shall be pager pay. Pager pay will not be provided for regular daily coverage.
- b. Peer Assistance Oversight Committee:
345. This Committee, composed of one representative from Locals 250A, 200, 6, 790 and 1414, shall be responsible for trouble-shooting and making decisions on program operations.
- c. MIF Liaison:
346. The MIF Liaison shall be an individual designated by the Executive Director/CEO or his/her designee to serve as SFMTA's emissary in matters such as labor relations and administrative issues.
- d. Qualifications:
347. A SFMTA employee who has previous counseling experience or is interested in peer counseling and is willing to make a two year commitment to pursue training and

Memorandum of Understanding Between
Transport Workers Union, Local 250-A (9163) and Municipal Transportation Agency
July 1, 2011 - June 30, 2014

education toward certification as a drug and alcohol counselor

OR

348. A SFMTA employee who was a former substance abuser who has been clean and sober for a least two years and who continues to participate in a twelve step program

OR

349. A SFMTA employee who has had experience with family members' substance abuse and who has participated in a self-help group for co-dependency

AND

350. A SFMTA employee who is respected by their peers, the union, and the management

AND

351. A SFMTA employee who is committed to the goals of the Peer Assistance Program .

e. Duties:

352. Assist employees in accessing the Voluntary Substance Abuse Program and EAP.
353. Provide on-going support and case management for clients in the Voluntary Substance Abuse Program.
354. Abide by state and federal confidentiality laws.
355. Publicize the EAP verbally and through distribution of literature.
356. Provide employees with information regarding the EAP and Voluntary Substance Abuse programs and create a forum for employees to discuss their concerns.
357. Assist in publication of Voluntary Substance Abuse Program newsletter.
358. Seek out opportunities to participate in training programs to further develop knowledge and skills.

Memorandum of Understanding Between
Transport Workers Union, Local 250-A (9163) and Municipal Transportation Agency
July 1, 2011 – June 30, 2014

359. Develop and implement new ideas to increase utilization and maximize the effectiveness of the EAP and Voluntary Substance Abuse Programs.
360. Develop and maintain a professional environment in which to interact with clients.
361. Develop a group of volunteers in the divisions to support the goals of the EAP and Voluntary Substance Abuse Programs.
362. Assist in education and training sessions for new and existing employees.
363. Keep accurate records of client contacts and promotional activities.
- f. Staffing:
364. There shall be a clinician employed by the outside contractor for EAP Services who will be on-site a minimum of 20 hours a week. The clinician shall report directly to the outside contractor, Peer Assistance Oversight Committee and the MIF liaison. There shall be three (3) full-time Peer Assistants reporting to the outside contractor.
- g. Volunteer Peer Assistants:
365. 1. Up to eight (8) Volunteer Peer Assistants.
366. 2. Assist peer assistants upon request during their off-duty time.
367. 3. They shall participate in designated training.
368. 4. Their activities shall be within the limits of their training.
369. 5. Volunteer peer assistants will receive no compensation for their services.
- h. Functions:
370. The outside contractor, in consultation with the Peer Assistance Oversight Committee, shall develop procedures for the Peer Assistance Program.
- i. Civil Service Commission Approval:

Memorandum of Understanding Between
 Transport Workers Union, Local 250-A (9163) and Municipal Transportation Agency
 July 1, 2011 – June 30, 2014

371. The use of peer assistants shall be subject to the approval of the Civil Service Commission.

Section 26.6 Pay Status During Voluntary Self-Referral Treatment

(Voluntary Substance Abuse Program)

372. An employee who has a drug and/or alcohol abuse problem and has not been selected for drug and/or alcohol testing can voluntarily refer him/herself to the EAP for treatment. The EAP will evaluate the employee and make a specific determination of appropriate treatment. An employee who has completed two rehabilitation programs may not elect further rehabilitation under this program.
373. In the case of the up to two voluntary, employee-initiated referrals, SFMTA will pay the employee the difference between his/her SDI benefits, use of accrued paid leaves, and any catastrophic illness benefits, and the employee's regular hourly base pay, for up to the eight hours per day for full-time employees and up to three hours per day for Part-Time employees, up to a maximum of 21 work days during a five-year period. This provision shall not apply in the event the employee does not receive SDI benefit payments or during the follow-up period established by the SAP after a positive test.

Section 26.7. Non-Paid Status During Treatment After Positive Test

374. After receiving a positive drug or alcohol test result, an employee who is not terminated, and who participation in the EAP will be in a non-pay status during any absence for evaluation or treatment, while participating in a rehabilitation program.

Section 26.8 Education and Training

375. The foundation of this Program is education and voluntary compliance. It is recognized that alcohol and chemical dependency may make voluntary cessation of use difficult, and one of the Program's principal aims is to make voluntary steps toward ending substance abuse easily available.
376. The outside contractor shall review and develop on-going educational and training information on the adverse consequences of substance abuse and the responsibility to avoid being under the influence of alcohol or chemicals at work. Certain training required by the DOT Regulations shall be the responsibility of the Substance Abuse Program.

Section 26.9. Special Provisions

377. Any proposed discipline resulting from the FTA Drug and alcohol testing program shall be in accordance with the SFMTA Substance Abuse Policy And Procedures Handbook (June 2010). The SFMTA recognizes the rights of employees and/or the Union, to challenge such discipline pursuant to Article 19 and 22. The Executive Director/CEO or his/her designee will act in a fair and equitable manner, and shall prescribe that no personnel hired, contracted, selected or directly involved in the drug and alcohol testing program shall propose or render discipline.
378. If there is any conflict between this Article and the SFMTA Substance Abuse Policy And Procedures Handbook, the SFMTA Policy and Procedures shall prevail. SFMTA shall not make any changes to the Handbook on matters that are mandatory subjects of bargaining without first providing the Union with notice and an opportunity to bargain, and completing any required bargaining process.

PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 10, 2012

DEPARTMENT NAME: GSA/OCA - Purchasing DEPARTMENT NUMBER 70

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

TYPE OF REQUEST: INITIAL REQUEST MODIFICATION (PSC# # 4056-08/09)

TYPE OF SERVICE: As need information technology services, including system design, business analysis, software design, programming, configuration and other services

FUNDING SOURCE: Funding derives from department budgets

| | | | |
|---------------------------|--|--------------------|-------------------------------|
| Original Amount | \$ 120,000,000 | PSC DURATION: | <u>1/1/2009 to 12/31/2011</u> |
| Mod1 (81,000,000 reduced) | New Amount \$39,000,000 | PSC Mod1 DURATION: | N/A |
| Mod2 | 19,000,500 <u>19,500,000 WW</u> | PSC Mod2 DURATION: | <u>1/1/2012 to 12/31/2012</u> |
| Mod3 | <u>15,000,000</u> | PSC Mod3 DURATION: | <u>1/1/2013 to 12/31/2013</u> |
| TOTAL AMOUNT: | 73,000,500 <u>73,500,000 WW</u> | TOTAL DURATION: | <u>1/1/2009 to 12/31/2013</u> |

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: As-needed, project specific services for a variety of highly specialized information technology (IT) projects. Services will include business analysis, system design, programming, design, configuration and training, and will vary depending on the requirements that are developed by the requesting department. Services are to be provided in conjunction with the acquisition of new information technology equipment.
- B. Explain why this service is necessary and the consequences of denial: These contracts include prequalified vendors to help expedite the procurement of technology solutions. Outside expertise is needed, especially for projects involving new technology to supplement the skills provided by City employees. If denied, the process and timeframes required to procure new systems and implement solutions will be greatly 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): The services are presently provided through a contract, under PSC approval # 4056-08/09, which was approved by the Civil Service Commission on November 3, 2008.
- D. Will the contract(s) be renewed: No, these contracts will not be renewed past December 31, 2013. A new bid process will be conducted in 2013 to replace these contracts.

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

Local 21, MEA _____
 Union Name Jean Gebowicz Signature of person mailing/faxing form _____
 _____ Date 10/5/12

RFP sent to _____, on _____
 Union Name _____ Date _____ Signature _____

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4056-08/09
STAFF ANALYSIS/RECOMMENDATION: Approved in 11/16/2012

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE:

- A. Specify required skills and/or experience: Many highly specialized professional and technical skills are required on an as needed basis, depending on the project. Knowledge of specific types of hardware and software, business/IT analytical skills and programming experience for new application are needed to update, create and implement IT solutions.
- B. Which, if any, civil service class normally performs this work? Specify required skills and/or expertise: This work is usually performed by outside IT professionals who are experts on specific kinds of equipment or software. Portions of the work may be performed by some of the following IS classifications, depending on the department's needs and project type: Operators (1002, 1003, 1004, 1005), Technicians (1011, 1012, 1013, 1014), Administrators (1021, 1022, 1023, 1024), Trainers (1031, 1032, 1033), Engineers (1041, 1042, 1043, 1044), Business Analysts (1051, 1052, 1053, 1054) and Programmer Analysts (1061, 1062, 1063, 1064). Under an agreement between IFPTE Local 21 and OCA, IFPTE Local reviews each service requisition, and as applicable, a transition/training plan may be included in the Scope of Work to transfer knowledge and skills to City workers.
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? Yes. If yes, explain: Training may occur on the City department location or, on occasion, at the contractor's facilities. Additionally, the products or equipment may be temporarily warehoused at contractor's facilities.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable: The work is intermittent, highly skilled and highly specialized, for as-needed projects.
- B. Would it be practical to adopt a new civil service class to perform this work? No. Explain. Technology changes too rapidly.

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

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

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

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

B. Will the contractor train City and County employees?

- Describe the training and indicate approximate number of hours. Projects may include training, on a project-by-project basis, and with review from L 21. Multiple departments will do contracts using this approval to contract.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. IT classes listed in 3B above. Will vary.

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

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

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

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

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

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Yes. If yes, name of contractor here: XTech

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

Joan Lubamersky
Print or Type Name

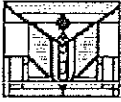
554-4859
Telephone Number

One Carlton Goodlett Pl, Rm 362

San Francisco CA 94102

Address

Union Notification(s)



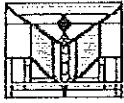
To: L21PSCReview@ifpte21.org, Alexander Tonisson <atonisson@ifpte21.org>, pcovington@ifpte21.org, staff@sfmea.com,
Cc:
Bcc:
Subject: Revised PSC Form 1 Computer Store Mod 3, Add \$15 million
From: Joan Lubamersky/ADMSVC/SFGOV - Thursday 10/11/2012 04:02 PM

This Form 1 was revised to correctly reflect the history of the PSC, beginning at the \$120,000,000, reducing by \$81,000,000 etc. We also added the specific IT classes included in 3B rather than referring to a range.



Rev PSC Form 1 Computer Store 10.12.pdf

Joan Lubamersky
General Services Agency/City Administrator
City Hall, Room 362
One Carlton Goodlett Place
San Francisco, CA 94102
Phone: 415-554-4859
Fax: 415-554-4849
e mail address: Joan.Lubamersky@sfgov.org



To: L21PSCReview@ifpte21.org, Alexander Tonisson <atonisson@ifpte21.org>, pcovington@ifpte21.org, staff@sfgov.com,
Cc:
Bcc:
Subject: 4056-08/09 Computer Store Modification 3, Add \$15 million
From: Joan Lubamersky/ADMSVC/SFGOV - Friday 10/05/2012 12:45 PM

Please see attached modification request.



Modification 3 Request Computer Store add \$15 million 10.12.pdf

Joan Lubamersky
General Services Agency/City Administrator
City Hall, Room 362
One Carlton Goodlett Place
San Francisco, CA 94102
Phone: 415-554-4859
Fax: 415-554-4849
e mail address: Joan.Lubamersky@sfgov.org

Prior Administrative Approval – Modification #2

PSC #4056-08/09

MOD 2



Gavin Newsom
Mayor

Naomi Kelly
Director and Purchaser

Purchasing

MEMORANDUM

DATE: September 8, 2011

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

FROM: Lynn Khaw
Office of Contract Administration/Purchasing (Dept. #70)

RE: Request for Administrative Approval of PSC Modification #2 (50% or Less)

PSC No: 4056-08/09 Approval Date: 11/3/2008

Description of Service(s):

| | | | |
|---------------------------------------|-------------------------------------|-----------------------------|--|
| Original Approved Amount: | <u>\$39 Million</u> | Original Approved Duration: | <u>1/1/2009 - 12/31/2011</u> |
| ^{#2} Modification Amount: | <u>Increase \$19.50 Million</u> | Modification of Duration: | <u>Extend duration to 12/31/2012</u> |
| Total Amount as Modified: | <u>\$58.50 Million</u> | Total Duration as Modified: | <u>1/1/2009 - 12/31/2012</u> |

Reason for the modification:

The initial term of the Technology Store contract will expire at the end of 2011. The Office of Contract Administration/Purchasing (OCA) intends to extend the contract for another year as permitted.

Attachment: Copy of Adopted PSC Summary

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 9 / 14 / 11

By: *Maia Te...*
for Micki Callahan, Human Resources Director

Prior DHR Approved – Mod 1

PSC #4056-08/09

Reduction Request of (\$81,000,000.00)

mod 1

City and County of San Francisco

Office of Contract Administration



Gavin Newsom
Mayor

Naomi Kelly
Director and Purchaser
Purchasing

October 6, 2009

To: Mary Ng
Department of Human Resources

From: Jaci Fong *JF*
Office of Contract Administration

Subject: Personal Services Contract Summary, PSC Form 1 – Technology Store Contract

Attached, please find our PSC Form 1 requesting a modification to clarify the approved amount of amount our contract. We are requesting DHR posting for consideration at the November 2, 2009, meeting of the Civil Service Commission .

We sincerely appreciate your assistance. If you have any questions, I can be reached at 415-554-6701.

Enclosure

PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 7, 2009

DEPARTMENT NAME: Office of Contract Administration - Purchasing DEPARTMENT NUMBER 70

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

TYPE OF REQUEST: INITIAL REQUEST MODIFICATION (PSC# 4056-08/09)

TYPE OF SERVICE: As need information technology services, including system design, business analysis, software design, programming, configuration and other technical services.

FUNDING SOURCE: Funding derives from Departmental budgets

Original Amount: \$120 million PSC Duration: 1/1/2009 to 12/31/2011
Modification Amount: -\$81 million PSC Duration: N/A
Total Amount: \$39 million Total PSC Duration: 1/1/2009 to 12/31/2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

As-needed, project specific services for a variety of highly specialized information technology (IT) projects. Services will include business analysis, system design, programming, design, configuration and training, and will vary depending on the requirements that are developed by the requesting department. Services are to be provided in conjunction with the acquisition of new information technology equipment.

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

These contracts include prequalified vendors to help expedite the procurement of technology solutions. Outside expertise is needed, especially for projects involving new technology to supplement the skills provided by City employees. If denied, the process and timeframes required to procure new systems and implement solutions will be greatly 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):

The original request was approved for the total amount of all the contracts, \$120 million. The Technology Store includes several contracts that are for products only. The intent of the original request was for approval of only \$24 million in services. We are now requesting a reduction in the PSC approved amount to \$39 million, which represents the intent of our \$24 million original request, plus \$15 million based on additional needs.

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

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

| | | |
|------------------------|---|----------------|
| <u>Local 21</u> | <u><i>Patrick Reis</i></u> | <u>10/8/09</u> |
| Union Name | Signature of person mailing/faxing form | Date |
| <u>MEA</u> | <u><i>Patrick Reis</i></u> | <u>10/8/09</u> |
| Union Name | Signature of person mailing/faxing form | Date |
| RFP sent to <u>N/A</u> | , on <u>N/A</u> | <u>N/A</u> |
| Union Name | Date | Signature |

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4056-08/09
STAFF ANALYSIS/RECOMMENDATION:

Reviewed 10/8/2009 J

C. SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Many highly specialized professional and technical skills are required on an as needed basis, depending on the project. Knowledge of specific types of hardware and software, business/IT analytical skills and programming experience for new application are needed to update, create and implement IT solutions.

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

This work is usually performed by outside IT professionals who are experts on specific kinds of equipment or software. Portions of the work may be performed by some of the following classifications, depending on the department's needs and project type: IS operator series (1002-1005) IS Technician series (1011-1014) IS Administrator series (1021-1024) IS Trainer series (1031-1033) IS Engineer series (1041-1044) IS Business Analyst series (1051-1054) and IS Programmer Analyst series (1061-1064). Under an agreement with IFPTE Local 21 reviews each requisition, and as applicable, a transition/training plan may be included in the Scope of Work to transfer knowledge and skills to City workers.

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

On occasion, some training may occur at the contractor's facilities; also, the products or equipment may be temporarily warehoused at contractor's facilities.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The work is intermittent, highly skilled and highly specialized, for as-needed projects.

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

No, technology changes too rapidly.

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

Yes No

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

B. Will the contractor train City and County employees?

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

Training will be provided on an as-needed basis and may vary in scope to transfer knowledge and skills to City workers at all levels.


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

Lynn Khaw

415-554-6296

Print or Type Name

Telephone Number

City Hall, Rom 430

San Francisco, CA. 94102

Address

09001-010000

DATE: Oct. 5, 2009

DEPARTMENT NAME: Office of Contract Administration - Purchasing

DEPARTMENT NUMBER: 70

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING
 CONTINUING ANNUAL

TYPE OF REQUEST:

INITIAL REQUEST

MODIFICATION to reduce PSC approved amount. The original request was approved for the total amount of all the contracts, \$120 million. The Technology Store includes several contracts that are for products only. The intent of the original request was for approval of only \$24 million in services. We are now requesting a reduction in the PSC approved amount to ect \$39 million, which represents the intent of our \$24 million original request, plus \$15 million based on additional needs.

TYPE OF SERVICE: As need information technology services, including system design, business analysis, software design, programming, configuration and other technical services.

FUNDING SOURCE: Funding derives from Departmental budgets

PSC AMOUNT: \$39 million

PSC DURATION: 1/1/2009 to 12/31/2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

As-needed, project specific services for a variety of highly specialized information technology (IT) projects. Services will include business analysis, system design, programming, design, configuration and training, and will vary depending on the requirements that are developed by the requesting department. Services are to be provided in conjunction with the acquisition of new information technology equipment.

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

These contracts include prequalified vendors to help expedite the procurement of technology solutions. Outside expertise is needed, especially for projects involving new technology to supplement the skills provided by City employees. If denied, the process and timeframes required to procure new systems and implement solutions will be greatly 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):

The services are presently provided through a contract, under PSC approval # 4056-08/09, which was approved by the Civil Service Commission on November 3, 2008.

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

Patricia Rice

10/6/09
Date

Union Name

Signature of person mailing/faxing form

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # _____

STAFF ANALYSIS/RECOMMENDATION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Many highly specialized professional and technical skills are required on an as needed basis, depending on the project. Knowledge of specific types of hardware and software, business/IT analytical skills and programming experience for new application are needed to update, create and implement IT solutions.

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

This work is usually performed by outside IT professionals who are experts on specific kinds of equipment or software. Portions of the work may be performed by some of the following classifications, depending on the department's needs and project type: IS operator series (1002-1005) IS Technician series (1011-1014) IS Administrator series (1021-1024) IS Trainer series (1031-1033) IS Engineer series (1041-1044) IS Business Analyst series (1051-1054) and IS Programmer Analyst series (1061-1064). Under an agreement with IFPTE Local 21 reviews each requisition, and as applicable, a transition/training plan may be included in the Scope of Work to transfer knowledge and skills to City workers.

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

On occasion, some training may occur at the contractor's facilities; also, the products or equipment may be temporarily warehoused at contractor's facilities.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The work is intermittent, highly skilled and highly specialized, for as-needed projects.

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

No technology changes to rapidly.

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 (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 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

Lynn Khaw
Print or Type Name

415-554-6296
Telephone Number

City Hall, Room 430 San Francisco, CA 94102

Address

Prior DHR Approved – Original

PSC #4056-08/09

PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 3, 2008

DEPARTMENT NAME: Office of Contract Administration - Purchasing DEPARTMENT NUMBER: 70

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING
 CONTINUING ANNUAL

TYPE OF REQUEST: INITIAL REQUEST MODIFICATION

TYPE OF SERVICE: As needed Information Technology Services, including system design, business analysis, software design, programming, configuration and other technical services

FUNDING SOURCE: Funding derives from Departmental budgets

PSC AMOUNT: \$120 million (\$24 million in services) PSC DURATION: 1/1/2009 to 12/31/2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

As-needed, project-specific services for a variety of highly specialized information technology (IT) projects. Services will include business analysis, system design, programming, design, configuration and training, and will vary depending on the requirements that are developed by the requesting department. Services are to be provided in conjunction with the acquisition of new information technology equipment.

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

The concept behind these contracts is to pre-qualify vendors, impose order and help expedite the procurement of technology solutions. Outside expertise is needed, especially for projects involving new technology, to supplement the skills provided by City employees. If denied, the process and timeframes required to procure new systems and implement solutions will be greatly 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):

The services have been previously provided through contracts since the early 1990s, approved by the Board of Supervisors, and have been most recently provided under PSC # 4047-03/04, which was approved by the Civil Service Commission on 12/15/2003.

D. Will the contract(s) be renewed? Yes, if an option to extend the contracts for 2 years is exercised.

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

Local 21, MEA Patrick Pei 10/6/08
Union Name Signature of person mailing/faxing form Date

RFP sent to: Local 21 On 10/6/08 Patrick Pei
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4056-08109
STAFF ANALYSIS/RECOMMENDATION:

*Approved
pm*

CIVIL SERVICE COMMISSION ACTION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Many highly specialized professional and technical skills are required on an as-needed basis, depending on the project. Knowledge of specific types of hardware and software, business / IT analytical skills, and programming experience for new applications are needed to update, create and implement IT solutions.

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

This work is usually performed by outside IT professionals who are experts on specific kinds of equipment or software. Portions of the work may be performed by some of the following classifications, depending on the department's needs and project type: IS Operator series (1002-1005) IS Technician series (1011-1014) IS Administrator series (1021-1024) IS Trainer series (1031-1033) IS Engineer series (1041-1044) IS Business Analyst series (1051-1054) and IS Programmer Analyst series (1061-1064).

Under an agreement with IFPTE Local 21, Local 21 reviews each requisition, and as applicable, a transition / training plan may be included in the Scope of Work to transfer knowledge and skills to City workers.

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

On occasion, some training may occur at the contractor's facilities; also, the products or equipment may be temporarily warehoused at contractor's facilities.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The work is intermittent, highly skilled, and highly specialized, for as-needed projects.

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

No. The technology changes too rapidly.

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

Yes No

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

B. Will the contractor train City and County employees? Depends on the project.

- 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

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? 3 of the 4 proposed contractors are part of the current Computer Store contract.

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



Signature of Departmental Personal Services Contract Coordinator

Lynn Khaw
Print or Type Name

415-554-6296
Telephone Number

City Hall, Room 430, San Francisco, CA 94102

09 OCT - 9 11 1996

PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 17, 2012

DEPARTMENT NAME: Public Works DEPARTMENT NUMBER 90

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

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC# 4057-08/09)

TYPE OF SERVICE: Citywide Intern Employment Agency Services

FUNDING SOURCE: Departmental Funds (From all participating departments)

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

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Project Pull is a summer internship program established to provide professional guidance in a work experience setting within the City Agencies...

B. Explain why this service is necessary and the consequences of denial: This service is necessary to ensure that the program is administered efficiently with the essential goal of enriching the lives and providing opportunities to high school and college bound students...

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This is a modification to PSC# 4057-08/09, approved on November 3, 2008.

D. Will the contract(s) be renewed: Possibly. The Contract shall have a term of one (1) year with an option to renew for two (2) successive renewal terms.

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

Local 21 Union Name Signature of person mailing/faxing form Date 10/17/12

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4057-08/09 STAFF ANALYSIS/RECOMMENDATION: Approved W 11/16/12 CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Knowledge and expertise in the management of youth programs, mentoring for student, and managing funds such as payroll administration, program expenses and monthly invoices for minors hired for seasonal internship.

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

None

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

None

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil services classes are not applicable because this specialized service is an intermittent position for an eight (8) week summer program that requires a multi-disciplined organization to recruit students, evaluate their performance, provide mentoring match-ups, training workshops and enrichment activities and provide for advance funding for the program to pay student salaries and other program expenses.

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

No, it would not be practical to adopt a new civil service class because the program is seasonal and the scope of work is limited.

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

Yes No

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

Gordon Choy

Signature of Departmental Personal Services Contract Coordinator

Gordon Choy

(415) 554-6230

Print or Type Name

Telephone Number

875 Stevenson Street, Room 420

San Francisco, CA 94103

Address

Union Notification(s)

Dang, Leorah

From: Carlos, Carina <Carina.Carlos@sfdpw.org>
Sent: Wednesday, October 17, 2012 3:46 PM
To: DHR-PSCCoordinator, DHR
Cc: 'L21PSCReview@ifpte21.org'; 'Ging Louie (glouie@ifpte21.org)'; Wong, Tammy; Choy, Gordon; Kim, Sung; Miles, Lisa
Subject: Citywide Intern Employment Agency Services (Dept#90) - PSC Mod #4
Attachments: PSC Mod #4 (PSC# 4057-0809) - Citywide Intern Employment Agency Services.PDF; PSC Mod #4 (PSC# 4057-0809) - Citywide Intern Employment Agency Services.doc; PSC# 4057-0809 dated 10-14-08.pdf; PSC No. 4057-0809 Mod for DHR 6-29-2011 approved 7-07-11.pdf; PSC No. 4057-0809 Mod 2 for DHR 2-10-12 approved 2-17-12.pdf; 4057-0809_DPW_AA_Mod3_07182012.pdf; CSC Approval PSC 4057-0809.pdf

Good afternoon,

Attached are the following documents related to the PSC Modification #4 for Citywide Intern Employment Agency Services:

1. PDF of PSC Mod #4 Form dated 10/17/12
2. Word version of PSC Mod #4 Form dated 10/17/12
3. PDF of Notice of Civil Service Action dated 11/06/08
4. PDF of PSC Form 1 dated 10/14/08
5. PDF of PSC Mod #1 Form dated 6/29/11
6. PDF of PSC Mod #2 Form dated 2/10/12
7. PDF of PSC Mod #3 Form dated 7/18/12

Thank you,



Carina Carlos
Contract Analyst

DPW | Department of Public Works
Business Services - Contract Administration Division
875 Stevenson Street, Room 420
San Francisco, CA 94103

Tel: (415) 554-6416 | **Fax:** (415) 554-6232
E-Mail: Carina.Carlos@sfdpw.org

Prior Administrative Approval – Modification #3

PSC #4057-08/09



Edwin M. Lee, Mayor
Mohammed Nuru, Director



Gordon Choy, Division Manager

MEMORANDUM

July 18, 2012

TO: Citywide Personal Services Contract Coordinator
Department of Human Resources
FROM: *GK* Gordon Choy, PSC Coordinator
for Department of Public Works (90)
SUBJECT: Civil Service Commission PSC Modification Up To 50% of Approved Amount or Time

The Public Works Department is proposing to modify an approved Personal Services Contract Summary (PSC) and is requesting your consideration for an administrative review of the PSC Modification because the proposed modification is up to 50% of the Civil Service Commission's approved PSC amount and/or duration.

Following is the information about the PSC modification:

PSC No. #4057-08/09 Approved on: 11/03/2008

Description: Citywide Intern Employment Agency Services

| | | | |
|--------------------------|---------------------|-----------------------------|----------------------------|
| Original Approved Amount | <u>\$450,000.00</u> | Original Approved Duration | <u>07/01/09 – 06/30/12</u> |
| Modification #1 Amount: | <u>\$ 45,000.00</u> | Modification of Duration #1 | <u>07/01/09 – 06/30/12</u> |
| Modification #2 Amount: | <u>\$180,000.00</u> | Modification of Duration #2 | <u>07/01/09 – 08/31/12</u> |
| Modification #3 Amount: | <u>\$0</u> | Modification of Duration #3 | <u>07/01/09 – 12/31/12</u> |
| Total Modified Amount: | <u>\$675,000.00</u> | Total Modified Duration: | <u>07/01/09 – 12/31/12</u> |

Reason for 3rd modification: The current contract and the program expire on August 31, 2012. However, we would like to extend the contract date to 31 December 2012. Program will incur costs after the current program end date.

Attachment: Copy of Approved PSC Summary
Copy of Approved PSC Modifications #1 and #2

Thank you for your consideration in issuing an administrative decision on this PSC Modification. Please call me at (415) 554-6230 if there are any questions.

Cc: Lisa M. Miles, Contract Manager
Tammy Wong, GSA Human Resources

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 7/18/12

By: *[Signature]*
for Micki Callahan, Human Resources Director

