

City and County of San Francisco



Department of Human Resources

Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: March 18, 2013
To: The Honorable Civil Service Commission
Through: Micki Callahan
Human Resources Director *MC*
From: Greg Kato, TTX
Diane Lim, ADP
Cynthia Avakian, AIR
Jesusa Bushong, FIR
Karen Henderson, MYR
Shawn Wallace, POL
Shamica Jackson, PUC
Parveen Boparai, MTA
Kendall Gary, DT
William Lee, DEM

Subject: Personal Services Contracts Approval Request

This report contains seventeen (17) 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
\$95,277,648	\$1,821,148	\$646,162,539

POSTING FOR

03/18/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4081-12/13	08	Treasurer/Tax Collector	Regular	\$350,000	Customization of the proprietary software program Columbia Ultimate Business Solutions (CUBS) will be required due to legislative changes, including the Gross Receipts Tax and Business Registration Fee Ordinance (Proposition E passed November 6, 2012) and the Moscone Expansion District fee.	3/1/2013 - 2/28/2015
4082-12/13	08	Treasurer/Tax Collector	Regular	\$1,000,000	The Gross Receipts Tax and Business Registration Fees Ordinance (2012 Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implementation through 2018. The Treasurer & Tax Collector has previously procured a proprietary software solution for Cashiering under PSC# 4035-09/10, 9/21/2009. The software must be configured to meet the requirements of the Ordinance.	3/1/2013 - 6/30/2015
4083-12/13	08	Treasurer/Tax Collector	Regular	\$3,000,000	The Gross Receipts Tax and Business Registration Fees Ordinance (2012 Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implementation through 2018. The Treasurer & Tax Collector has previously procured proprietary software that requires data migration and business process development to meet the requirements of the Ordinance.	3/1/2013 - 6/30/2018
4084-12/13	08	Treasurer/Tax Collector	Regular	\$6,000,000	The Gross Receipts Tax and Business Registration Fees Ordinance (2012 Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implementation through 2018. The Treasurer & Tax Collector has previously procured proprietary software that requires data migration and business process development to meet the requirements of the Ordinance.	3/1/2013 - 6/30/2018
4085-12/13	I3	Adult Probation	Regular	\$335,000	A fully automated, web-based telephone reporting system based on interactive voice response (IVR) technology. The system will have the capacity of automating the reception and dissemination of information by APD officers and their clients. It will allow APD and its partners to modify clients' information and generate reports regarding clients' enrollment and compliance on programs required by the conditions of their supervision. The system will be accessible to APD clients, APD staff and its partners 365 days a year, 24 hours a day. Officers will have the ability to pre-record individual and group messages for clients.	4/1/2013 - 6/30/2016
4086-12/13	27	Airport Commission	Regular	\$4,500,000	Staff is proposing to implement an Asset Management program to create a new way of managing the Airport's facilities, which provides the Airport with the ability to cost-effectively manage its assets across their life cycles. The Airport seeks to hire a consultant that has expertise in asset management, facility condition assessments, and asset-related system integrations for medium or large hub U.S. airports, similar non-U.S. airports, and/or multi-functional facilities found on campuses of comparable size that are varied in building type, renewal life cycles, and occupancy.	3/19/2013 - 9/8/2018

POSTING FOR

03/18/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4087-12/13	27	Airport Commission	Regular	\$35,000,000	The Airport plans to upgrade its industrial waste treatment plant (IWTP). A design-build team, with knowledge and experience in industrial waste water treatment processing, sanitary sewer and recycled water systems, will design and bid the trade packages for direct construction work when design is complete. The IWTP project includes the design and construction of a new industrial waste water treatment process facility, offices and laboratory, demolition of the existing IWTP process and shop buildings, refurbishment of the existing trickling filter tank, renovation of existing clarifiers and the existing sludge transfer pump station, construction of a new microbiology laboratory, evaluation and replacement of inter-building process piping, construction of a new chlorine contact basin, incorporation of a new emergency power generator, and upgrading of the existing Wonderware software program for process control.	3/18/2013 - 12/31/2018
4088-12/13	27	Airport Commission	Regular	\$1,000,000	Provide programming and the overview schematic design of the entire recycled water system at SFO, including, but not limited to: system overview, source identification, construction needed and point of use treatment evaluation for the San Francisco International Airport campus from the terminals to the production of the recycled water.	3/18/2013 - 2/31/2016
4089-12/13	31	Fire Department	Regular	\$1,200,000	Perform physical fitness evaluations on uniformed Fire Department personnel, including coronary risk factor evaluations, cardiovascular examinations, and laboratory testing, at least once, possibly twice for each uniformed member over the life of the contract.	7/1/2013 - 6/30/2015
4090-12/13	25	Mayor	Regular	\$150,000	Perform up to 24 detailed cost estimates in general conformance with CSI format at various stages of pre-construction for up to 8 multifamily affordable housing construction projects with an aggregate hard cost value of at least \$100,000,000. Scope also includes associated meetings, reports, bid analyses, and some limited change order analyses.	2/1/2013 - 6/30/2016
4091-12/13	40	Public Utilities Commission	Regular	\$400,000	Design of a "One Water, One City" demonstration garden and outdoor classroom which will educate students in grades K-5 about ways to take care of their environment and showcase innovative green infrastructure strategies on an accessible and site-appropriate micro-scale. In addition to the design, the proposed work will also include a community outreach plan, an educational management plan (lesson plans, educational framework, etc.) and on-site garden maintenance and upkeep.	5/6/2013 - 5/31/2015
4092-12/13	40	Public Utilities Commission	Regular	\$600,000	The proposed work includes preparation of geotechnical exploration program and report providing criteria for design of new cisterns to increase capacity of Auxiliary Water Supply System (AWSS) for firefighting. Cisterns will be located throughout the City.	5/1/2013 - 4/30/2016

POSTING FOR

03/18/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4093-12/13	68	Municipal Transportation Agency	Regular	\$32,000,000	The contractor shall supply all labor, inspections, engineering, tools, materials, parts, facilities, and apparatus required to rehabilitate sixteen (16) Ex-SEPTA PCC historic streetcars. To provide a level of performance, safety, quality of materials, workmanship, and reliability sufficient to provide a 20-year minimum car service. Shall prepare all acquired detailed drawings, design calculations, stress analysis, and other technical documentation.	6/1/2013 - 6/1/2019
4094-12/13	75	Dept. of Technology	Regular	\$3,000,000	Installation of surveillance camera and related security equipment for signaling and monitoring.	2/5/2013 - 6/30/2016
4095-12/13	77	Emergency Management	Regular	\$1,092,648	The CORES Responder Management System integrates the verification of responder credentials and the deployment of responders during an emergency. The CORES Alert Notification System facilitates mass notification and two-way communication to provide immediate delivery of customized alerts to any number of relevant recipients. The contract will include hours for training and support hours.	4/1/2013 - 3/31/2018
4096-12/13	77	Emergency Management	Regular	\$650,000	WebEOC is a web-based crisis information management system currently used by San Francisco and San Mateo. WebEOC enables users from multiple locations and jurisdictions to collaborate and manage multiple incidents and events, provide situation reports, manage resources, and prepare Incident Command System (ICS) and Incident Action Plan (IAP) reports. The renewal contract includes license and support for both San Francisco and San Mateo Counties.	2/1/2013 - 1/31/2018

Total Amount - Regular: \$90,277,648

POSTING FOR

03/18/2013

**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
4034-11/12	38	Police	Regular	\$5,000,000	\$8,000,000	The proposed work is to enhance the SFPD Crime Data Warehouse to allow the implementation of full mobile computing capabilities which will allow full update access to the application by all secured mobile devices. In addition, the SFPD Crime Data Warehouse will be expanded and enhanced to allow for Property Evidence Tracking, managing of the Crime Lab workflow and to facilitate, and make accessible, local Criminal History data. All of these systems and future systems in the SFPD Crime Data Warehouse will be tied together by a full implementation of the Oracle Web Portal product that will for the first time allow SFPD Officers and other Law Enforcement agency personnel to access the full gamut of needed information from a single source.	10/1/2011	12/31/2017

Sum of Modified Amounts: \$5,000,000

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Treasurer/Tax Collector Office
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San Francisco, CA 94102
(415) 554-6888

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San Francisco Police Department
850 Bryant Street, #575
San Francisco, CA 94104
(415) 553-1096

Diane Lim
Adult Probation
880 Bryant Street, Room 200
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(415) 553-1058

Cynthia Avakian
Airport Commission
Contracts Administration Unit
PO Box 8097
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(650) 821-2014

Jesusa Bushong
Fire Department
698 2nd Street, Rm 209
San Francisco, CA 94107
(415) 558-3615

Karen Henderson
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San Francisco, CA 94103
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San Francisco, CA 94103
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1 South Van Ness, 2nd Flr
San Francisco, CA 94103
(415) 581-4066

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(415) 558-3866

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 28, 2013

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

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

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

TYPE OF SERVICE: Software Customization for Delinquent Revenue Collection

FUNDING SOURCE: General Fund and Moscone Expansion District Fees

PSC AMOUNT: \$350,000 PSC DURATION: March 1, 2013 – February 28, 2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Customization of the proprietary software program Columbia Ultimate Business Solutions (CUBS) will be required due to legislative changes, including the Gross Receipts Tax and Business Registration Fee Ordinance (Proposition E passed November 6, 2012) and the Moscone Expansion District fee.

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

The Gross Receipts Tax and Business Registration Fee Ordinance and Moscone Expansion District Fee create new complex requirements for the proprietary software the City uses for delinquent revenue collection. Denial would result in the City's inability to collect delinquent revenues using the existing software.

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):

Customization of the proprietary software to this degree has not been required in the past.

D. Will the contract(s) be renewed: *Potentially if more customization is required.*

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

31 W
January 28, 2013
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# 4081-12/13

STAFF ANALYSIS/RECOMMENDATION: *Approved W 2/28/13*

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Expertise and authorization to customize the proprietary software CUBS. Software development experience in the PICK programming language. Experience working with the Revenue Plus Collector application as an analyst/programmer and working knowledge of the Revenue Plus software functionality and file structure. Understanding and knowledge of the iBase windows database software.

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

These programming tasks are performed by programmer and business analyst positions (Civil service classes 1052, 1053, 1054, 1062, 1063 and 1064).

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:

CUBS is a proprietary software and the City could not modify without voiding our service agreement. Expertise in JBASE database and Revenue Plus software is required. The City and County does not have any access to the source code.

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

No. CUBS is a proprietary software and the City could not modify without voiding our service agreement. The City has existing programmer and business analyst classes that perform this type of work except that the City does not have access to the source code and the expertise in the Revenue Plus system and JBASE database.

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

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

Yes No

B. Will the contractor train City and County employees?

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

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

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

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

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

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

Signature of Departmental Personal Services Contract Coordinator

Greg Kato

554-6888

Print or Type Name

Telephone Number

City Hall Room 140

1 Dr Carlton B Goodlett Pl

Address

Department Proceeding without 30-Day Waiver from Union

Note: Local 21 Meet & Conf is Scheduled for 3/11th

Dang, Leorah

From: Dang, Leorah on behalf of DHR-PSCCoordinator, DHR
Sent: Wednesday, February 27, 2013 2:09 PM
To: Shah, Tajel
Cc: DHR-PSCCoordinator, DHR; Kato, Greg; Samanc, Ileana; Lewis, Brent
Subject: RE: Reg-Initial: Data Migration and Business Process Development Professional Services (Dept 08)

Hi Tajel,

Would it be possible for you to give me a timeline? Department needs to present something to the Commission, in Good Faith, for their request to move forward without the finalization of the union. Thank you

Best Wishes,
Leorah Dang
DHR PSC Coordinator
415-557-4842

Note: For all inquiries/correspondences regarding Personal Services Contracts (PSCs) please send requests directly to DHR-PSCCoordinator@sfgov.org for record keeping and review processing. Please do not send them to my email address because it may be overlooked. Thank you

-----Original Message-----

From: Shah, Tajel
Sent: Wednesday, February 27, 2013 12:02 PM
To: DHR-PSCCoordinator, DHR; Kato, Greg; Samanc, Ileana; Lewis, Brent
Subject: Re: Reg-Initial: Data Migration and Business Process Development Professional Services (Dept 08)

We r meeting with Local 21 on 11th, please proceed as the waiver is in place.

If you have a problem, please see Brent.

Tajel

From: Dang, Leorah on behalf of DHR-PSCCoordinator, DHR
Sent: Wednesday, February 27, 2013 11:57:05 AM
To: Shah, Tajel; Kato, Greg
Cc: DHR-PSCCoordinator, DHR
Subject: RE: Reg-Initial: Data Migration and Business Process Development Professional Services (Dept 08)

Hi

To clarify, I need the document (waiver or timeline) by 11:00am, Fri., 3/1st. Thank you

Best Wishes,

Leorah Dang
DHR PSC Coordinator
415-557-4842

Note: For all inquiries/correspondences regarding Personal Services Contracts (PSCs) please send requests directly to DHR-PSCCoordinator@sfgov.org for record keeping and review processing. Please do not send them to my email address because it may be overlooked. Thank you

-----Original Message-----

From: Dang, Leorah On Behalf Of DHR-PSCCoordinator, DHR
Sent: Wednesday, February 27, 2013 11:45 AM
To: Shah, Tajel; Kato, Greg; DHR-PSCCoordinator, DHR; Lewis, Brent
Subject: RE: Reg-Initial: Data Migration and Business Process Development Professional Services (Dept 08)

Hi Tajel/Greg,

This is the department's call but I would need to have a detailed "timeline" of all correspondences/phone calls. Department needs to show in Good Faith that they have tried all means to reach out to the union.

The latest for the 30-day waiver is Fri., 3/1st, if you can obtain it from Local 21. However, if you wish to be calendared for 3/18th, I would need the detailed "timeline" to be added to your PSC submission, instead of the waiver.

Please keep me posted.

Best Wishes,
Leorah Dang
DHR PSC Coordinator
415-557-4842

Note: For all inquiries/correspondences regarding Personal Services Contracts (PSCs) please send requests directly to DHR-PSCCoordinator@sfgov.org for record keeping and review processing. Please do not send them to my email address because it may be overlooked. Thank you

-----Original Message-----

From: Shah, Tajel
Sent: Wednesday, February 27, 2013 10:25 AM
To: Kato, Greg; DHR-PSCCoordinator, DHR; Lewis, Brent
Subject: Re: Reg-Initial: Data Migration and Business Process Development Professional Services (Dept 08)

I believe lack of reponse allows for us to proceed.

From: Kato, Greg
Sent: Wednesday, February 27, 2013 10:15:03 AM
To: DHR-PSCCoordinator, DHR
Cc: Shah, Tajel
Subject: RE: Reg-Initial: Data Migration and Business Process Development Professional Services (Dept 08)

I have attached the DHR-Approved PSC for \$4023-11/12. This is the same software that we are asking for the configuration.

We are currently trying to reach Local 21, but have not been getting returned calls / emails.

Thank you!

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

Union Notification(s)
◆ Local 21

Dang, Leorah

From: Kato, Greg
Sent: Thursday, January 31, 2013 1:21 PM
To: L21PSC Review; DHR-PSCCoordinator, DHR
Subject: RE: Software Customization for Delinquent Revenue Collection (Dept #8)
Attachments: PSC 1 - CUBS 2013.docx

Please find attached. I apologize for the typographical error. Happy to discuss in concert with the other items related to the Gross Receipts Tax.

Thank you!

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

From: L21PSC Review [<mailto:L21PSCReview@ifpte21.org>]
Sent: Tuesday, January 29, 2013 2:35 PM
To: Kato, Greg; DHR-PSCCoordinator, DHR
Subject: RE: Software Customization for Delinquent Revenue Collection (Dept #8)

Greg,

Please provide an updated PSC with the revisions.

Thanks,

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

From: Kato, Greg [greg.kato@sfgov.org]
Sent: Monday, January 28, 2013 11:31 AM
To: L21PSC Review; DHR-PSCCoordinator, DHR
Subject: RE: Software Customization for Delinquent Revenue Collection (Dept #8)

Good morning-

Please note that this PSC needs to be revised to \$350,000 instead of \$150,000. I apologize for the typographical error we stand ready to answer questions about this PSC and others related to the Gross Receipts Tax implementation.

Thank you!

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

From: Kato, Greg
Sent: Thursday, January 10, 2013 4:32 PM
To: 'L21PSC Review'; DHR-PSCCoordinator, DHR
Subject: Software Customization for Delinquent Revenue Collection (Dept #8)

Good afternoon-

Attached, please find the PSC 1 for Software Customization for Delinquent Revenue Collection (Dept #8) for the Treasurer-Tax Collector.

I am happy to answer any questions.

Thank you!

Greg M Kato
Policy and Legislative Manager
Office of the Treasurer & Tax Collector
City & County of San Francisco
City Hall - Room 140
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102
Phone: [415/554-6888](tel:415/554-6888)
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Twitter: [@gregkato](https://twitter.com/gregkato)

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 18, 2013

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

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

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

TYPE OF SERVICE: Cashiering System Configuration Professional Services

FUNDING SOURCE: General Fund

PSC AMOUNT: \$1,000,000 PSC DURATION: March 1, 2013 – June 30, 2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Gross Receipts Tax and Business Registration Fees Ordinance (2012 Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implementation through 2018. The Treasurer & Tax Collector has previously procured a proprietary software solution for Cashiering under PSC#. The software must be configured to meet the requirements of the Ordinance.

W 4035-01/10, 9/21/2009

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

Configuration of the cashiering system must occur in order for the Treasurer & Tax Collector to collect taxes and fees totaling approximately \$500 million annually. Denial would result in the City failing to meet the voter mandated timeline and put millions of tax dollars at risk.

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):

W 4035-01/10, 9/21/2009

The cashiering solution, including the proprietary software, was procured via RFP in 2010 under PSC# Wausau FC is the contractor delivering the solution and software.

D. Will the contract(s) be renewed: Potentially, if needed.

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

Local 21

1/18/13

Union Name

Signature of person mailing/faxing form

Date

Union Name

Signature of person mailing/faxing form

Date

RFP sent to

, on

Union Name

Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4082-12/13

STAFF ANALYSIS/RECOMMENDATION: *Approved W 2/28/13*

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Expertise and authorization to configure the Wausau FC software. Experience working with the Wausau FC cashing solution as an analyst and knowledge of the Wausau FC functionality.

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

These programming tasks are performed by the following positions: Civil service classes 1062, 1063 and 1064.

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:

Wausau FC is a proprietary software and the City could not modify without voiding our service agreement. City and County does not have access to the source code.

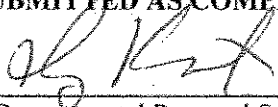
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. Wausau FC is proprietary software and the City could not modify without voiding our service agreement. The City does have existing programmer and business analyst classes that perform this type of work except that the City does not have access to the source code and the expertise in the Wausau FC software.

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? <i>Yes, the contract is with Wausau Financial System, Inc.</i> | <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

Greg Kato

554-6888

Print or Type Name

Telephone Number

**1 Dr Carlton B Goodlett Pl City Hall
Room 140**

San Francisco, CA 94102

Address

Union Notification(s)
◆ Local 21

Dang, Leorah

From: L21PSC Review <L21PSCReview@ifpte21.org>
Sent: Tuesday, January 22, 2013 12:00 PM
To: Kato, Greg; DHR-PSCCoordinator, DHR
Cc: Shah, Tajel; Pam Covington
Subject: RE: DRAFT PSC: Cashiering System Configuration Professional Services (Dept 08)

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

Kim Carter

From: Kato, Greg [greg.kato@sfgov.org]
Sent: Friday, January 18, 2013 5:07 PM
To: DHR-PSCCoordinator, DHR; L21PSC Review
Cc: Shah, Tajel
Subject: DRAFT PSC: Cashiering System Configuration Professional Services (Dept 08)

Good afternoon-

Attached, please find the DRAFT PSC for Cashiering System Configuration Professional Services.

Thank you!

Greg M Kato
Policy and Legislative Manager
Office of the Treasurer & Tax Collector
City & County of San Francisco
City Hall - Room 140
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102
Phone: 415/554-6888<tel:415%2F554-6888>
Fax: 415/554-5507<tel:415%2F554-5507>
Email: Greg.Kato@sfgov.org<mailto:Greg.Kato@sfgov.org>
Twitter: @gregkato

Prior DHR Approved
PSC #4035-09/10

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 08/12/09 (Revised 8/20/09)

DEPARTMENT NAME: Treasurer and Tax Collector's Office DEPARTMENT NUMBER 08

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

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

TYPE OF SERVICE: Replacement of existing payment processing system (software license, hardware and maintenance)

FUNDING SOURCE: General Fund

PSC AMOUNT: \$ 400,000 (for license, training, customization of application and software maintenance) PSC DURATION: 01/01/2010 - 12/31/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work: (see attached sheet for additional description).

- Provide new payment processing system.
• Licensing fees and annual software maintenance costs.
• Professional service cost in custom programming, installation and training.

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

The new payment processing system will replace the department's existing cashiering and remittance system that is no longer supported by the existing vendor for program modifications required by the Treasurer and Tax Collector's Office (TTX) to accommodate the processing of new payment types due to the City and County, implement new business process to streamline existing workflow and to implement electronic deposit capability. Existing software maintenance support contract for the current system will expire on December 31, 2010.

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 current payment processing system was approved by the Civil Service Commission (PSC #4000-98/99) in 1998.

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

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

Local 21 Union Name, Signature of person mailing/faxing form: James B. Owen, Date: 8/24/09

RFP sent to Local 21 Union Name, on (when available) Date, Signature

STAFF ANALYSIS/RECOMMENDATION: FOR DEPARTMENT OF HUMAN RESOURCES USE Reviewed 8/24/2009

CIVIL SERVICE COMMISSION ACTION:

24

09 AUG 24 PM 3:1

DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: The staff who should work in this project should have the experience, knowledge and skills in the software development and system integration of the different types of payment application in cashing, remittance, process workflow and content management system. Experience as an analyst/programmer with the primary focus on payment processing system is required.
- B. Which, if any, civil service class normally performs this work?
Civil service classes 1062 (IS Programmer Analyst), 1063 (IS Programmer Analyst - Senior), 1064 (IS Programmer Analyst- Principal), 1052 (IS Business Analyst), 1053 (IS Business Analyst - Senior) and 1054 (IS Business Analyst - Principal)
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
No.

WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable:
Existing civil service classes are not applicable due to the complexity and expertise required in the development and integration of the different payment applications. The selected vendor will be required to provide system administration training to existing departmental IT staff in maintaining the application.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
It is not practical to adopt a new civil service class that will have the required special condition of experience in payment processing because of the costs involved in developing a software application that will be specific only to the Treasurer and Tax Collector's Office.

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? (see attached sheet) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Describe the training and indicate approximate number of hours. | | |
| • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc) and approximate number to be trained. | | |
| C. Are there legal mandates requiring the use of contractual services? | <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]
Signature of Departmental Personal Services Contract Coordinator

Tajel Shah
Print or Type Name

415-554-4506
Telephone Number

#1 Dr. Carlton B. Goodlett Place
City Hall, Room 140
Address

25

0017

09 AUG 21 PM 3:11

1. DESCRIPTION OF WORK

A. Concise description of work for the payment processing system.

The City has implemented the use of a high speed mail extraction and scanning device – the OPEX 3690i to work in conjunction with other automated equipment already in place. While this device is installed and is working, full utilization of digital image processing has been limited. Much of the payment processing continues to be a paper-based operation. The City would like to exploit the capabilities of this technology by expanding the efficient use of digital imaging and Optical Character Recognition (OCR) scanning, front counter cashiering functions, returned undeliverable mail processing, handling of unidentified payments, and by implementing automated work flow and document management technology.

The new payment processing system will provide the following functionality:

- Improve existing cashiering functions by providing electronic check deposit, real-time transit inventory and improve backend system interface for real-time inquiry.
- Complete payment identification and processing at the point of receipt.
- Automated recognition of payment type and account holder information.
- Centralized cash balancing and bank deposit processing.
- Expanded use of digital imaging, barcodes, OCR data capture, and elimination of paper-based processing.
- Full security, audit trail, reconciliation, archival and retrieval capabilities.
- Improved automated work flow from reception of mail, to processing of payments (check deposit and NSF [Non-sufficient Funds]), to posting of payments to downstream batch processing systems, to archival and retrieval of historical documents.
- Supports automated reconciliation of multiple payment transaction types and distribute into various batch processing systems.
- Support for electronic deposit utilizing Check 21, ACH (Automated Clearing House) and ARC (Accounts Receivable Check) conversion.

5. ADDITIONAL INFORMATION

B. Will the contractor train City and County employees?

- Describe the training and indicate approximate number of hours:
 Training will be provided in the following areas: use of application, reporting, modifying and setting up new jobs, security setup and system maintenance. After the warranty acceptance period and initial training by the vendor, existing departmental IT staff will maintain the application provided that access to the source code is not required for problem resolution.
 Approximate number of hours for initial training: 40

- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc) and appropriate number to be trained.
 Clerk: 6
 Account Clerk: 2
 Cashier: 22
 Cashier Manager 1
 Cashier Assistant Manager: 2
 IS System Administrator: 3
 IS Network Engineer: 1

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09 AUG 24 PM 3:11
 HUMAN RESOURCES
 DEPARTMENT

Transmission Report

Date/Time 08-21-2009 05:03:52 p.m.
 Local ID 1 415 554 4359
 Local ID 2

Transmit Header Text
 Local Name 1 TTX-ADMIN
 Local Name 2

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



8/21/09

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

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

Comments:

Revised submission of PSC request from the Treasurer and Tax Collector's Office for the replacement of the existing payment system.

Should you have any questions, please contact me at 415-554-4438.

Thank you.

Darrell B. Ascano
 Darrell B. Ascano

Urgent For Review Please Comment Please Reply Please Recycle

09 AUG 24 PM 3:11

Total Pages Scanned : 5 Total Pages Confirmed : 5

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	441	415 864 2166	05:00:47 p.m. 08-21-2009	00:02:17	5/5	1	EC	HS	CP14400

Abbreviations:

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

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0019

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 28, 2013

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

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

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

TYPE OF SERVICE: Data Migration and Business Process Development Professional Services

FUNDING SOURCE: General Fund

PSC AMOUNT: \$3,000,000 PSC DURATION: March 1, 2013 – June 30, 2018

I. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Gross Receipts Tax and Business Registration Fees Ordinance (2012 Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implementation through 2018. The Treasurer & Tax Collector has previously procured proprietary software that requires data migration and business process development to meet the requirements of the Ordinance.

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

Data migration and business process development must occur in order for the Treasurer & Tax Collector to collect taxes and fees totaling approximately \$500 million annually. Denial would result in the City failing to meet the voter mandated timeline and put millions of tax dollars at risk.

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 proprietary software GRM was procured through the Purchaser's Technology Store via RFP in 2011. XTech was the lead contractor and provided professional services. Prior PSC # 4023-11/12/W

D. Will the contract(s) be renewed: Potentially, if needed.

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 1/28/13 1/18/13 W

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4083-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved W 2/28/13

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Expertise in data migration and business process development and documentation. Experience working with the GRM application as an analyst and knowledge of the GRM software functionality and file structure.

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

These programming tasks are performed by programmer and business analyst positions (Civil service classes 1052, 1053, 1054, 1062, 1063 and 1064).

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 agreement will provide additional resources to support Treasurer-Tax Collector work. The Department has the classifications and the contractors will work in tandem on the project. In addition, Treasurer-Tax Collector staff will be hired to complete ongoing and daily tasks.

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

N/A

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

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

Yes No

B. Will the contractor train City and County employees?

Yes No

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

Business process and administrative user training for business analysts and programmers. User training for auditors. Estimate 3750 hours of training, based on 20% of budget devoted to training at \$160/hour.

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

Yes No

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

Yes No

E. Has a board or commission determined that contracting is the most effective way to provide this service? Yes, the contractor is 21 Tech. We have completed multiple agreements with them. *mm*

Yes No

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

Yes No

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

Signature of Departmental Personal Services Contract Coordinator

Greg Kato

554-6888

Print or Type Name

Telephone Number

1 Dr Carlton B Goodlett Pl City Hall
Room 140

San Francisco, CA 94102

Address

Union Notification(s)
◆ Local 21

Dang, Leorah

From: L21PSC Review <L21PSCReview@ifpte21.org>
Sent: Tuesday, January 22, 2013 12:00 PM
To: Kato, Greg; DHR-PSCCoordinator, DHR
Cc: Shah, Tajel; Pam Covington
Subject: RE: DRAFT PSC Data Migration and Business Process Development Professional Services (Dept 08)

Local 21 is in receipt of the proposed PSC. It is currently under review. The Union Representative overseeing this review is Pam Covington. She may be reached at 415-864-2100 should you wish to contact her to obtain the review's status.
Kim Carter

From: Kato, Greg [greg.kato@sfgov.org]
Sent: Friday, January 18, 2013 5:06 PM
To: L21PSC Review; DHR-PSCCoordinator, DHR
Cc: Shah, Tajel
Subject: DRAFT PSC Data Migration and Business Process Development Professional Services (Dept 08)

Good afternoon-

Please find the DRAFT PSC for Data Migration and Business Process Development Professional Services. I am still working with the contractor on the training component, but am submitting to start the discussion.

Thank you!

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

Prior DHR Approved
PSC #4023-11/12

PERSONAL SERVICES CONTRACT SUMMARY

DATE: June 7, 2011

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

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

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

TYPE OF SERVICE: Professional services towards installing a replacement Business Tax System (BTS)

FUNDING SOURCE: General Fund

PSC AMOUNT: \$1,200,000 PSC DURATION: 18 months, desired start date July 2012 :

1. DESCRIPTION OF WORK

7/1/12 - 12/31/13

A. Concise description of proposed work:

TTX is seeking a proven complete Solution for the management of CCSF's Business Tax Division. The current BTS is a mainframe COBOL application whose functionality and support have long been overreached. TTX has complex requirements due to frequent legislation changes and large number of departments relying on its services. BTS does not have the flexibility to meet CCSF's growing requirements nor can it satisfy potential efficiencies from improved workflow and technologies.

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

BTS hardware is no longer supported and simply porting over to newer versions have unknown consequences with significant loss to revenue collections. The personnel that manages the software is due to retire. \$250,000 of the proposed budget is for services to install and operate a state-of-the-art tax administration system in parallel to BTS for one year to ensure complete business operations and no loss to tax collections.

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

N/A - not previously provided.

D. Will the contract(s) be renewed:

No - not part of the long-term plans. Modern solutions for an integrated tax administration system can be managed with business analysts who are knowledgeable about TTX. The hardware can be managed through many options which are already part of the CCSF infrastructure.

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

Form with fields for Union Name, Signature of person mailing/faxing form, Date, and RFP sent to.

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4023-11/12 STAFF ANALYSIS/RECOMMENDATION:

JUN 07 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

We need to design this solution with a unified process between business and IT. The hardware architecture must be scalable and designed with process analysis. The user-centric interface must be flexible and designed such that end-to-end management of the system is possible through system administrators.

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

The installation and customization cannot be done by Civil Service staff, since the application will be proprietary software. Maintenance will be done by TTX's staff.

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 primary purpose of the RFP is to procure a software application. A portion of the application is the installation and customization of the application. These professional services are one time and needed due to CCSF not knowing or being allowed to learn the base code of the proprietary software that is being purchased.

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

No- not for this installation. Each installation using this approach varies. Existing personnel will maintain and operate the new system.

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.

1053 – IS Business Analyst, Senior

One person requires 80 hours of training. This person will become the application administrator so must know to implement all the business rules, reporting, tracking, and auditing. Required to attend training of all others.

1043 – IS Engineer, Senior

One person requires 20 hours of training. Assist the administrator to trouble-shoot maintenance issues.

1023 – IS Administrator III

One person requires 20 hours of training. Using existing skills for maintaining IT, add routines that are particular to this installation. Mostly ensures hardware and network are operable.

1064 – IS Programmer Analyst, Principal

One person requires 20 hours of training. This person will develop all the customized interfaces and reports.

1824 – Principal Administrative Analyst

One person requires 20 hours of training. This person will oversee the employees with day-to-day operations and provide regular reports on metrics/measurements.

1654 – Accountants III

Dozen people will require 20 hours training. These persons will enter data and verify report results.

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

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

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

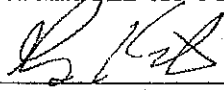
E. Has a board or commission determined that contracting is the most effective way to provide this service?

<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

Greg Kato

Print or Type Name

(415) 554-6888

Telephone Number

**City Hall Room 140
1 Dr. Carlton B. Goodlett Pl
San Francisco, CA 94102**

Address

PSC-1 for Business Tax System

Greg Kato to: Sharon Jenkins

Cc: Maria Ryan, Tajel Shah

06/07/2011 12:41 PM

History: This message has been forwarded.

Good afternoon Sharon-

Attached, please find the PSC-1 for our Business Tax System RFP.



PSC-1 BTS 6.7.11.pdf

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

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 28, 2013

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

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

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

TYPE OF SERVICE: Proprietary Software Configuration Professional Services (GRM)

FUNDING SOURCE: General Fund

PSC AMOUNT: \$6,000,000 PSC DURATION: March 1, 2013 – June 30, 2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Gross Receipts Tax and Business Registration Fees Ordinance (2012 Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implementation through 2018. The Treasurer & Tax Collector has previously procured a proprietary software that requires configuration to meet the requirements of the Ordinance.

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


The software must be configured in order for the Treasurer & Tax Collector to collect taxes and fees totaling approximately \$500 million annually. Denial would result in the City failing to meet the voter mandated timeline and put millions of tax dollars at risk.

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 proprietary software GRM was procured through the Purchaser's Technology Store via RFP in 2011. Prior PSC #4023-11/12

D. Will the contract(s) be renewed: Potentially, if needed.

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>1/28/13</u> <u>1/18/13 W</u>
Union Name	Signature of person mailing/faxing form	Date
_____ Union Name	_____ Signature of person mailing/faxing form	_____ Date

RFP sent to _____, on _____
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4084-12/13
STAFF ANALYSIS/RECOMMENDATION: Approved W 2/28/13

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:
Expertise and authorization to configure the proprietary software GRM. Experience working with the GRM application as an analyst and knowledge of the GRM software functionality and file structure.

B. Which, if any, civil service class normally performs this work?
These programming tasks are performed by programmer positions 1062, 1063 and 1064.

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:
GRM is a proprietary software and the City could not modify without voiding our service agreement. City and County does not have any access to the source code.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. GRM is a proprietary software and the City could not modify without voiding our service agreement. The City has existing programmer and business analyst classes that perform this type of work except that the City does not have access to the source code and the expertise in the GRM software system.

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

- | | Yes | No |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Describe the training and indicate approximate number of hours. • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. <i>Configuration and administrative user training for business analysts and programmers. User training for auditors. Estimate 6,000 hours of training, based on 20% of budget devoted to training at \$200/hour.</i> | | |
| 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? <i>Prior PSC #4023-11/12 Manatron as sub to XTech.</i> | <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

Greg Kato	554-6888
Print or Type Name	Telephone Number

1 Dr Carlton B Goodlett Pl City Hall
 Room 140
 San Francisco, CA 94102

Address

Union Notification(s)
◆ **Local 21**

Dang, Leorah

From: Kato, Greg
Sent: Friday, January 18, 2013 5:05 PM
To: DHR-PSCCoordinator, DHR; L21PSC Review
Cc: Shah, Tajel
Subject: DRAFT PSC: Proprietary Software Configuration Professional Services (Dept 08)
Attachments: DOC169.PDF

Good afternoon-

Please find the DRAFT PSC for proprietary software configuration professional services. I am still working on the training component, but wanted to get this in the queue for discussion.

Thank you!

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

Prior DHR Approved
PSC #4023-11/12

PERSONAL SERVICES CONTRACT SUMMARY

DATE: June 7, 2011

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

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

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

TYPE OF SERVICE: Professional services towards installing a replacement Business Tax System (BTS)

FUNDING SOURCE: General Fund

PSC AMOUNT: \$1,200,000 PSC DURATION: 18 months, desired start date July 2012 :

7/1/12 - 12/31/13

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

TTX is seeking a proven complete Solution for the management of CCSF's Business Tax Division. The current BTS is a mainframe COBOL application whose functionality and support have long been overreached. TTX has complex requirements due to frequent legislation changes and large number of departments relying on its services. BTS does not have the flexibility to meet CCSF's growing requirements nor can it satisfy potential efficiencies from improved workflow and technologies.

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

BTS hardware is no longer supported and simply porting over to newer versions have unknown consequences with significant loss to revenue collections. The personnel that manages the software is due to retire. \$250,000 of the proposed budget is for services to install and operate a state-of-the-art tax administration system in parallel to BTS for one year to ensure complete business operations and no loss to tax collections.

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

N/A - not previously provided.

D. Will the contract(s) be renewed:

No - not part of the long-term plans. Modern solutions for an integrated tax administration system can be managed with business analysts who are knowledgeable about TTX. The hardware can be managed through many options which are already part of the CCSF infrastructure.

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 June 7, 2011

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4023-11/12

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

JUN 07 2011



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

We need to design this solution with a unified process between business and IT. The hardware architecture must be scalable and designed with process analysis. The user-centric interface must be flexible and designed such that end-to-end management of the system is possible through system administrators.

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

The installation and customization cannot be done by Civil Service staff, since the application will be proprietary software. Maintenance will be done by TTX's staff.

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 primary purpose of the RFP is to procure a software application. A portion of the application is the installation and customization of the application. These professional services are one time and needed due to CCSF not knowing or being allowed to learn the base code of the proprietary software that is being purchased.

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

No- not for this installation. Each installation using this approach varies. Existing personnel will maintain and operate the new system.

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

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

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

B. Will the contractor train City and County employees?

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

1053 – IS Business Analyst, Senior

One person requires 80 hours of training. This person will become the application administrator so must know to implement all the business rules, reporting, tracking, and auditing. Required to attend training of all others.

1043 – IS Engineer, Senior

One person requires 20 hours of training. Assist the administrator to trouble-shoot maintenance issues.

1023 – IS Administrator III

One person requires 20 hours of training. Using existing skills for maintaining IT, add routines that are particular to this installation. Mostly ensures hardware and network are operable.

1064 – IS Programmer Analyst, Principal

One person requires 20 hours of training. This person will develop all the customized interfaces and reports.

1824 – Principal Administrative Analyst

One person requires 20 hours of training. This person will oversee the employees with day-to-day operations and provide regular reports on metrics/measurements.

1654 – Accountants III

Dozen people will require 20 hours training. These persons will enter data and verify report results.

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

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

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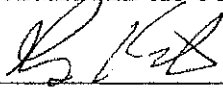
E. Has a board or commission determined that contracting is the most effective way to provide this service?

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

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

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



Signature of Departmental Personal Services Contract Coordinator

Greg Kato

(415) 554-6888

Print or Type Name

Telephone Number

**City Hall Room 140
1 Dr. Carlton B. Goodlett Pl
San Francisco, CA 94102**

Address

PSC-1 for Business Tax System

Greg Kato to: Sharon Jenkins

Cc: Maria Ryan, Tajel Shah

06/07/2011 12:41 PM

History: This message has been forwarded.

Good afternoon Sharon-

Attached, please find the PSC-1 for our Business Tax System RFP.



PSC-1 BTS 6.7.11.pdf

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

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 11, 2013
(Revised March 01, 2013)

DEPARTMENT NAME: Adult Probation DEPARTMENT NUMBER 13

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

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

TYPE OF SERVICE: Automated Supervision Reporting System

FUNDING SOURCE: General Funds

PSC AMOUNT: \$335,000 PSC DURATION: 04/01/2013-06/30/2016

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: A fully automated, web-based telephone reporting system based on interactive voice response (IVR) technology.
B. Explain why this service is necessary and the consequences of denial: The automated supervision reporting system is needed to provide the means to manage probation officers workloads according to clients' needs and risks levels.
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): Automated telephone reporting has not been provided by the department in the past.
D. Will the contract(s) be renewed: Renewal will be subject to evaluation of system performance and funds availability.

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 January 17, 2013 Date

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4085-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved W 2/28/13

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: *Contractor should have at least five years of experience establishing and maintaining successful automated telephone reporting systems with law enforcement agencies. Contractor should have the ability to train APD staff and its partners to navigate and use the system to monitor clients. Contractor should provide technical assistance as needed to maintain the system and its web-based components.*
- B. Which, if any, civil service class normally performs this work? *None that we are aware of.*
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: *No.*

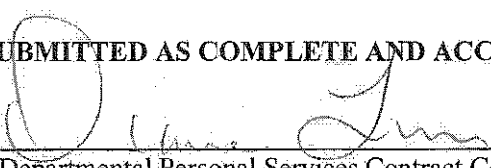
4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable: *The nature of the service is unique and highly specialized to the needs of the Adult Probation Department. These types of systems are proprietary in nature and often require authorized personnel to handle it, as well as to provide training and technical assistance. The level of effort to establish and maintain the telephone reporting system is minimal and once it is established probation officers will be in charge of running the program.*
- B. Would it be practical to adopt a new civil service class to perform this work? Explain. *The level of effort estimated is not such that will require the adoption of a new civil service class. The main outcome of this PSC is the automated reporting system. However, once the system is set up and live, it will be used by probationer officers on a regular basis to supervise clients on their caseload. Although training and technical assistance are expected, they do not constitute the bulk of the service. The majority of the funds to be spent for this program will go toward supervision and not training or technical assistance.*

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

- | | Yes | No |
|--|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Describe the training and indicate approximate number of hours. <i>The training will include instructing staff on how to access and navigate the system, enroll clients, modify information, generate letters and reports, and close clients from the system. The Contractor will also provide instruction about their customer service procedures and any other issues affecting the supervision of offenders.</i> • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. <i>Approximately ninety (90) deputy probation officers will be trained.</i> | | |
| C. Are there legal mandates requiring the use of contractual services?
<i>SB 678 (2009) California legislation requires that probation departments across the State implement evidence based practices in community corrections in order to improve public safety and decrease costs.</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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



Signature of Departmental Personal Services Contract Coordinator

Diane Lim **415-553-1058**

Print or Type Name Telephone Number

880 Bryant Street, Room 200
San Francisco, CA 94103

Address

Union Notification(s)
◆ Local 21

Dang, Leorah

From: Veronica.Martinez@sfgov.org
Sent: Friday, March 01, 2013 9:53 AM
To: L21PSCReview@ifpte21.org
Cc: DHR-PSCCoordinator, DHR; Lim, Diane; Street, Eric; Dang, Leorah
Subject: Fw: PSC Request: Automated Supervision Reporting System
Attachments: PSC Request APD-Automated Supervision-Reporting System revised 2013 03 01.pdf

Dear Local 21 Representative,

Please receive the attached revised PSC request form for Automated Supervision Reporting System. The original request was submitted on January 17, 2013. This revised form doesn't change the amount, duration, or description of the required services.

The revision was needed to provide explanation for Section 5C (are there legal mandates requiring the use of contractual services?) and to change the request from "continuing" to "regular".

Please let me know if you have any comments or questions.

Sincerely,

Verónica Martínez
Contracts Coordinator
Finance and Administrative Services Division
Adult Probation Department
Hall of Justice
850 Bryant Street, Room 200 (Main Entrance)
880 Bryant Street, Room 200 (Mailing Address)
San Francisco, CA 94103
(415) 553-9250
veronica.martinez@sfgov.org

For information about Citywide reentry efforts, please see the websites of the [Reentry Council](#) and the [Community Corrections Partnership](#)

Dang, Leorah

From: Veronica.Martinez@sfgov.org
Sent: Thursday, January 17, 2013 1:09 PM
To: L21PSCReview@ifpte21.org
Cc: DHR-PSCCoordinator, DHR; Lim, Diane; Street, Eric
Subject: PSC Request: Automated Supervision Reporting System
Attachments: PSC Request APD-Automated Supervision-Reporting System .pdf

Dear Local 21 Union Representative,

Please receive the attached PSC request.

The Adult Probation Department needs an automated telephone reporting system in order to properly supervise its 6,000 probationers. After researching and analyzing all options, the Department determined that contracting the service to a qualified outside vendor was required due to the complexity and uniqueness of the project.

The Department estimates the cost of the project to be \$135,000 on its first year (approximately \$35,000 for start up and systems interface set up cost and initial training, and approximately \$100,000 for call reporting services). Each subsequent year will cost approximately \$100,000.

The Department requests a PSC approval for the amount of \$335,000 and duration of few months over three fiscal years (04/01/2013-06/30/2016).

After discussion with Eric Street, Department's Principal Personnel Analyst, it was determined that there is not a Civil Service Class that normally performs these tasks. However, we are informing Local 21 to exercise due diligence.

The Department expects to be included in the March 18, 2013 Civil Service Commission meeting.

Please let me or Diane Lim, Director of Finance and Administrative Services, and PSC Coordinator for the Adult Probation Department; know if you have any questions or comments.

Sincerely,

Verónica Martínez
Contracts Coordinator
Finance and Administrative Services Division
Adult Probation Department
Hall of Justice
850 Bryant Street, Room 200 (Main Entrance)
880 Bryant Street, Room 200 (Mailing Address)
San Francisco, CA 94103
(415) 553-9250
veronica.martinez@sfgov.org

For information about Citywide reentry efforts, please see the websites of the [Reentry Council](#) and the [Community Corrections Partnership](#)

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 18, 2013

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

[] CONTINUING [] ANNUAL

TYPE OF REQUEST:

[X] INITIAL REQUEST [] MODIFICATION

TYPE OF SERVICE: SFO Asset Management Plan and Services

FUNDING SOURCE: Airport Facilities Maintenance Funds

PSC AMOUNT: \$4,500,000

PSC DURATION: 3/19/2013 - 9/8/2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Staff is proposing to implement an Asset Management program to create a new way of managing the Airport's facilities, which provides the Airport with the ability to cost-effectively manage its assets across their life cycles. The Airport seeks to hire a consultant that has expertise in asset management, facility condition assessments, and asset-related system integrations for medium or large hub U.S. airports, similar non-U.S. airports, and/or multi-functional facilities found on campuses of comparable size that are varied in building type, renewal life cycles, and occupancy.

B. Explain why this service is necessary and the consequences of denial: The Airport owns over 12 million square feet of building space, encompassing a range of cargo, hangar, office, emergency response, equipment, retail, mixed-use, and multi-tenant facilities. Over the past 20 years, the Airport has built many new facilities, and is currently redeveloping, or planning to redevelop older facilities, such as Terminal 3 and Terminal 1. The Airport is also planning for new facilities to improve upon the passenger experience, provide for world-class airport amenities, and ensure adequate capacity across the entire operation. The Airport recognizes the importance in establishing a comprehensive and proactive approach to managing its assets in the most efficient manner possible. Without a clear asset management plan and services, SFO will not be able to move forward in a comprehensive way to address mitigating risk-of-failure issues which may have significant impacts on SFO's operation.

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

This is a new service.

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

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

IFPTE Local 21 Union Name Signature of person mailing/faxing form Date January 18, 2013

RFP sent to: IFPTE Local 21 on January 18, 2013 Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4086-12/13 STAFF ANALYSIS/RECOMMENDATION:

Approved W 2/22/13

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. **Specify required skills and/or expertise:** Specific experience includes applying life cycle analysis and facility condition assessments, creating and using industry accepted metrics, understanding the complexity of facility subsystems and specialties, facility renewal and repair cost forecasting, and estimating the remaining useful life of standard and custom systems.

B. **Which, if any, civil service class normally performs this work?** Although architectural (Classes 5211, 5261, 5265, and 5266), civil, electrical, and mechanical engineering staff (Classes 5203, 5207, 5211, 5212, and 5241) may have performed limited asset renewal forecasting that is specific to their individual disciplines, no existing civil service class performs work that matches the extent of the total scope of required 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:** Existing civil service classes do not have the required expertise and specialized skills related to perform the above-described requirements. The Airport anticipates that various architects and engineers will provide support to this project that is specific only to their individual areas of work. However, we do expect that the on-the-field exposure to project related tasks can enable Airport staff to gain knowledge that will be beneficial to them on future projects.

B. **Would it be practical to adopt a new civil service class to perform this work? Explain.** No. The setup of this program is a one-time occurrence and therefore does not justify any instances of permanent staffing.

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

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

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

B. **Will the contractor train City and County employees?**

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

One major component of this contract occurs within Phase III – a full facilities condition assessment across the entire campus of Airport-maintained buildings. The condition assessment teams going out to perform these assessments will consist of a hybrid team of contractor and City and County employee staff. The nature of these teams will provide on-the-field training opportunities for staff on completing prescribed facility condition assessment checklists for the evaluated Airport buildings. Airport staff can also shadow the contractor while on the field and gain exposure to asset management industry techniques and knowledge on an informal basis.

The number of hours cannot be approximated until after Phase II of the contract, however, it is a known requirement that facilities condition assessments will be performed on each of the 70+ Airport buildings under this contract.

The occupation type of employees are architects and engineers. It is approximated that 20-25 employees that fall within the architectural classes of 5211, 5261, 5265, and 5266 and engineering classes of 5203, 5207, 5211, and 5241 will be trained. We expect that the on-the-field exposure to project related tasks can enable Airport staff to gain knowledge that will be beneficial to them on future projects.

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

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

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

E. **Has a board or commission determined that contracting is the most effective way to provide this service?** No, however, the Airport Commission has approved Resolution #12-0233 to issue an RFP for these services.

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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F. **Will the proposed work be completed by a contractor that has a current personal services contract with your department?** An RFP is being conducted and the results of that process are not known at this time.

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

Cynthia P. Avakian Cynthia Avakian
Feb 20 2013 4:26 PM

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

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Union Notification(s)
◆ Local 21

Cynthia Avakian

From: Cynthia Avakian
Sent: Friday, January 18, 2013 3:56 PM
To: L21PSC Review <L21PSCReview@ifpte21.org> (L21PSCReview@ifpte21.org); 'Ging Louie'
Cc: Joe Brenner; Anna Lam; Geri Rayca; Theresa Lopez
Subject: Dept 27 - Airport DRAFT PSC SFO Asset Management Plan and Services
Attachments: DRAFT PSC Form 1 Asset Management Ct 9251 130118.pdf; 12-0233.pdf

Ging,

Attached is the Airport DRAFT PSC SFO Asset Management Plan and Services. The link to the RFP is here: <http://mission.sfgov.org/OCABidPublication/BidDetail.aspx?K=6268> .

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

**Airport Commission
City and County of San Francisco
Resolution No.: 12-0233**

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 12 0233

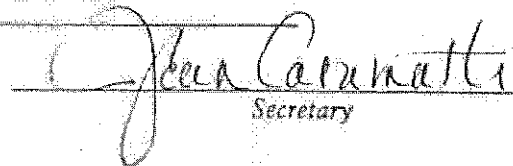
AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSALS FOR CONTRACT NO. 9251, PROFESSIONAL SERVICES FOR ASSET MANAGEMENT PLAN AND SERVICES AND TO CONDUCT NEGOTIATIONS WITH THE HIGHEST RANKED PROPOSER

- WHEREAS, Staff proposes to issue a RFP for Contract No. 9251, Professional Services for Asset Management Plan and Services; and
- WHEREAS, the Airport seeks to hire a professional services consultant that has expertise in asset management, facility condition assessments, and asset-related system integrations for medium or large hub U.S. airports, similar non-U.S. airports, and/or multi-functional facilities found on campuses of comparable size that are varied in building type, renewal lifecycles, and occupancy; and
- WHEREAS, this project will develop a comprehensive and proactive approach for the Airport to manage its assets in order to achieve potential cost-savings and efficiencies; and
- WHEREAS, the estimated contract duration is five (5) years with an estimated total project cost of \$4,500,000; and
- WHEREAS, Staff will issue a notice to proceed for Phase I and Phase II services only, with a budget not to exceed \$500,000, and may return to the Commission for authorization to proceed with Phase III, based upon the quality of work product provided in Phase I and Phase II; and
- WHEREAS, the Airport will convene a selection committee to evaluate and score proposals meeting the minimum qualifications, and perform interviews with up to three (3) of the highest ranked firms and their key personnel; and
- WHEREAS, based on the results of the Selection Committee's review of the proposals and interviews, Staff will enter into negotiations with the highest ranked proposer, and return to the Commission with a recommendation to award a contract; now, therefore, be it
- RESOLVED, that the Commission approves this resolution authorizing Staff to issue a Request for Proposals for Contract No. 9251, Professional Services for Asset Management Plan and Services.

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

at its meeting of _____

OCT 30 2012


Secretary

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 18, 2013

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: Process and Building Design for an Industrial Waste Treatment Plant

FUNDING SOURCE: Airport Capital Funds

TOTAL PSC AMOUNT: \$35,000,000 TOTAL PSC DURATION: 3/18/13 - 12/31/18

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The Airport plans to upgrade its industrial waste treatment plant (IWTP). A design-build team, with knowledge and experience in industrial waste water treatment processing, sanitary sewer and recycled water systems, will design and bid the trade packages for direct construction work when design is complete. The IWTP project includes the design and construction of a new industrial waste water treatment process facility, offices and laboratory, demolition of the existing IWTP process and shop buildings, refurbishment of the existing trickling filter tank, renovation of existing clarifiers and the existing sludge transfer pump station, construction of a new microbiology laboratory, evaluation and replacement of inter-building process piping, construction of a new chlorine contact basin, incorporation of a new emergency power generator, and upgrading of the existing Wonderware software program for process control.

B. Explain why this service is necessary and the consequences of denial: The existing Mel Leong Treatment Plant is a combined sanitary sewer and industrial waste treatment plant. The sanitary sewer plant was rebuilt and put into operation in 2004. The industrial waste plant was built in 1979 and has exceeded its life expectancy of 20 years. The IWTP Project will replace the process building and laboratory in order to meet the discharge requirements for the industrial waste treatment plant established by the California Regional Water Quality Control Board Order R2-2007-0060. Denial will cause project delays, which will affect Airport operations and compliance with California Regional Water Quality Control Board orders.

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 Cynthia Avakian Signature of person mailing/faxing form February 20 2013 3:50 PM January 18, 2013 Date

RFP sent to: IFPTE, Local 21 on Est. to be sent in Spring 2013 Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4087-12/13 STAFF ANALYSIS/RECOMMENDATION: Approval W 2/28/13

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Engineering and construction firms with specialized experience in design and construction of industrialized waste treatment plants. Project design and construction skills with direct and current industrial waste water treatment plant processes, sanitary sewer and recycled water system experience are required. Specific expertise in current processing technology, plant security, specialized treatment operating systems, structural systems, and special systems is required.

B. Which, if any, civil service class normally performs this work? Engineering classes 5201, 5207, 5241 exist but their expertise is not applicable to this project.

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: On December 11, 2012, the Airport sent a Notice of Intent to other City Departments; however, none responded with the ability to perform this work. Staff in classes 5201, 5207, 6318 and 6319 will be working on this project and will be utilized fully on the construction management team. Staff in these classifications will supervise the contracted work, but do not have the required expertise and specialized skills to perform all of the work related to this project.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. Industrial waste water treatment plants are built every thirty to forty years, so hiring experienced industrial waste design/construction professionals would be impractical.

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"/>
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B. Will the contractor train City and County employees?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (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"/>
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D. Are there federal or state grant requirements regarding the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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E. Has a board or commission determined that contracting is the most effective way to provide this service? No, however, the Airport Commission has approved Resolution #12-0270 to issue an RFP for these services.

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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F. Will the proposed work be completed by a contractor that has a current personal Services contract with your department? An RFP is estimated to be issued in Spring 2013 and the results of that process are not known at this time.

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

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

Cynthia P. Avakian Cynthia Avakian
Feb 20 2013 3:51 PM

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)
◆ Local 21

Cynthia Avakian

From: Cynthia Avakian
Sent: Friday, January 18, 2013 4:47 PM
To: L21PSC Review <L21PSCReview@ifpte21.org> (L21PSCReview@ifpte21.org); 'Ging Louie'
Cc: Joe Brenner; Mark Costanzo; Geri Rayca; Lisa Randall
Subject: Dept 27 - Airport DRAFT PSC SFO Process and Building Design for an Industrial Waste Treatment Plant
Attachments: DRAFT PSC Form 1-8427C_IWTP.pdf, 12-0270.pdf

Ging,

Attached is the Airport DRAFT PSC SFO Process and Building Design for an Industrial Waste Treatment Plant. We haven't issued the RFP yet but I will email you the link as soon as it is posted.

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

**Airport Commission
City and County of San Francisco
Resolution No.: 12-0270**

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 12_0270

AUTHORIZATION TO ISSUE A REQUEST FOR QUALIFICATIONS AND REQUEST FOR PROPOSAL FOR CONTRACT NO 8427C.A , DESIGN-BUILD SERVICES FOR INDUSTRIAL WASTE TREATMENT PLANT.

WHEREAS, Staff has determined that the existing industrial waste (IW) process, built over 30 year ago, is failing and beyond repair; and

WHEREAS, the IW process must be replaced in order to ensure that the Airport continues to be fully able of ensuring that no partially or untreated industrial wastewater flows into the SF Bay; and

WHEREAS, the scope of work consists of refurbishing the dewatering facilities, constructing a perimeter security fence, constructing a new recycled water treatment process, along with a new water treatment laboratory; and

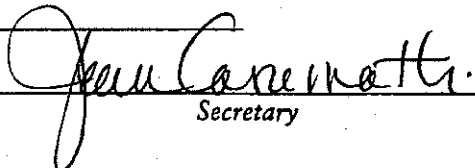
WHEREAS, the Director has determined that a design-build approach is necessary to achieve cost efficiencies and time savings, and that qualifications shall be part of the selection process in order to provide the Airport with the "best value" in terms of cost and qualifications; and

WHEREAS, the estimated cost for these design-build services is \$31,200,000, with a schedule for completion of 24 months; now, therefore be it

RESOLVED, that the Commission approves the proposed resolution authorizing the Director to issue a Request for Qualifications and Request for Proposal for Contract No. 8427C.A, Design-Build Services for Industrial Waste Treatment Plant.

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

at its meeting of DEC 18 2012


Secretary

**Notice of Intent
Request for Qualifications and Proposals (RFQ/RFP)**

**No. 8427C.A - Design Build for the Industrial Waste Treatment Plant
No. 8541.9 - Programming for Recycled Water Plan**

Cynthia Avakian

From: Mark Costanzo
Sent: Tuesday, December 11, 2012 8:26 AM
To: Kathryn How; Susan Yee; Albert J Ko; Tara Lamont; Mark Dorian; Patrick Rivera; Fuad Sweiss; Ed Byrne; Ricardo Olea; Al Herce
Cc: Geoff Neumayr; Cynthia Avakian; 'L21PSCReview@ifpte21.org'; Lisa Randall; Geri Rayca
Subject: SFO-Notice of Intent: Industrial Waste Treatment Plant and Recycled Water Plan (RFQ/P No. 8427C.A and 8541.9)
Attachments: 8427C.A_SFO-Notice of Intent_12.11.12.docx

Date: December 11, 2012

From: San Francisco International Airport

Subject: **NOTICE OF INTENT FOR: Request for Qualifications and Proposals (RFQ/RFP) No. 8427C.A Design Build for IWTP Services and 8541.9 Professional Services for Recycled Water Plan**

Requested response date is close of business day: **December 17, 2012**

The San Francisco International Airport, Design and Construction Division proposes to contract for Design Build for the Industrial Waste Treatment Plant and Programming for Recycled Water Plan as indicated in the attached file.

If your department is interested in providing these services please fill out the attached form as indicated and send back via email for further discussions. If the Airport has not received a response from your organization by **Monday December 17, 2012**, it shall be assumed that your staff is not available to perform these services within the specified time frame and the Airport will execute a contract service order for completion of these services.

All questions regarding details related to this request should be sent to: Mark Costanzo at mark.costanzo@flysfo.com.

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

Thank you for your prompt response.

Mark Costanzo



Mark P. Costanzo, P.E.
San Francisco International Airport
P.O. Box 8097
San Francisco, CA 94128
Tel. 650.821.7809

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 18, 2013

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: Programming of Recycled Water System

FUNDING SOURCE: Airport Capital Funds

TOTAL PSC AMOUNT: \$1,000,000 TOTAL PSC DURATION: 3/18/13 - 12/31/16

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Provide programming and the overview schematic design of the entire recycled water system at SFO, including, but not limited to: system overview, source identification, construction needed and point of use treatment evaluation for the San Francisco International Airport campus from the terminals to the production of the recycled water.

B. Explain why this service is necessary and the consequences of denial: These services are needed as the City does not have staff with the expertise to develop a program and complete a design of the entire recycled water plan from production at the treatment plant to the point of use in the terminals. The new buildings at SFO such as Terminal 2 have been plumbed to accept recycled water and need this plan to start to use the systems as intended. Failure to implement these services would result in SFO not meeting sustainable water goals, as promoted by the California Regional Water Board.

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

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

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

IFPTE, Local 21 Union Name Signature of person mailing/faxing form Date January 18, 2013

RFP sent to: IFPTE, Local 21 on Est. to be sent in Spring 2013 Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4088-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved MW 2/28/13

CIVIL SERVICE COMMISSION ACTION:

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

A. **Specify required skills and/or expertise:** Engineering firms with specialized experience in wastewater, specifically recycled water projects. This includes knowledge of recycled water systems and an understanding of how to keep them independent from other water use systems.

B. **Which, if any, civil service class normally performs this work?** Engineering classes 5201, 5207 and 5241 exist, but their expertise is not applicable to recycled water programming and design for the work needed.

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:** On December 11, 2012, the Airport sent *ofw* Notice of Intent to other City Departments; however, none responded with the ability to perform this work. Staff in classes 5201, 5207, 6318 and 6319 will be working on this project and will be utilized fully on the construction management team. Staff in these classifications will supervise the contracted work, however, the existing engineering classifications do not have the required expertise and specialized skills related to this airport recycled water design project.

B. **Would it be practical to adopt a new civil service class to perform this work? Explain** No. It is not anticipated that these services will be required after the completion of this project, so hiring experienced recycled water design professionals would be impractical.

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

- | | Yes | No |
|--|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Describe the training and indicate approximate number of hours. | | |
| • Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained. | | |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? No, however, the Airport Commission has approved Resolution #13-0030 to issue an RFP for these services. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal Services contract with your department? An RFP is estimated to be issued in Spring 2013 and the results of that process are not known at this time. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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

Cynthia P. Avakian Cynthia Avakian
Feb 20 2013 4:18 PM

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)
◆ Local 21

Cynthia Avakian

From: Cynthia Avakian
Sent: Friday, January 18, 2013 5:03 PM
To: L21PSC Review <L21PSCReview@ifpte21.org> (L21PSCReview@ifpte21.org); 'Ging Louie'
Cc: Joe Brenner; Mark Costanzo; Geri Rayca; Lisa Randall
Subject: Dept 27 - Airport DRAFT PSC SFO Programming of Recycled Water System
Attachments: DRAFT PSC Form 1-Recycled Water Systems.pdf

Ging,

Attached is the Airport DRAFT PSC SFO Programming of Recycled Water System. We haven't issued the RFP yet but I will email you the link as soon as it is posted.

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

**Airport Commission
City and County of San Francisco
Resolution No.: 13-0030**

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 13_0030

REQUEST FOR PROPOSAL FOR CONTRACT NO. 8541.9, PROFESSIONAL SERVICES FOR RECYCLED WATER SYSTEM

- WHEREAS, the Airport's existing recycled water plant is undersized and outdated; and
- WHEREAS, the Airport is proceeding with the development of a new larger recycled water plant, as part of the industrial waste plant upgrades under a separate contract; and
- WHEREAS, Airport sustainability objectives include minimizing the use of fresh water, and taking full advantage of water recycling to meet the needs for irrigation, restroom flushing and cooling tower make-up water; and
- WHEREAS, a recycled water pipeline is needed to transmit the recycled water from the treatment plant to the facilities and surroundings at the terminal complex, which are currently equipped, or will be equipped through major restoration or replacement programs, with dual piping systems like the one installed in Terminal 2 for restroom flushing; and
- WHEREAS, the services to be provided under this contract include identifying viable uses for recycled water and the development of design concepts for future design/build contracts to distribute the recycled water airport-wide; and
- WHEREAS, the duration for these services is 2 years at an estimated total cost of \$500,000; now, therefore be it
- RESOLVED, that the Commission hereby approves this resolution authorizing Staff to issue a Request for Proposal for Contract No. 8541.9, Professional Services for Recycled Water System.

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

FEB 12 2013

at its meeting of _____


Secretary

**Notice of Intent
Request for Qualifications and Proposals (RFQ/RFP)**

**No. 8427C.A - Design Build for the Industrial Waste Treatment Plant
No. 8541.9 - Programming for Recycled Water Plan**

Cynthia Avakian

From: Mark Costanzo
Sent: Tuesday, December 11, 2012 8:26 AM
To: Kathryn How; Susan Yee; Albert J Ko; Tara Lamont; Mark Dorian; Patrick Rivera; Fuad Sweiss; Ed Byrne; Ricardo Olea; Al Herce
Cc: Geoff Neumayr; Cynthia Avakian; 'L21PSCReview@ifpte21.org'; Lisa Randall; Geri Rayca
Subject: SFO-Notice of Intent: Industrial Waste Treatment Plant and Recycled Water Plan (RFQ/P No. 8427C.A and 8541.9)
Attachments: 8427C.A_SFO-Notice of Intent_12.11.12.docx

Date: December 11, 2012

From: San Francisco International Airport

Subject: **NOTICE OF INTENT FOR: Request for Qualifications and Proposals (RFQ/RFP) No. 8427C.A Design Build for IWTP Services and 8541.9 Professional Services for Recycled Water Plan**

Requested response date is close of business day: **December 17, 2012**

The San Francisco International Airport, Design and Construction Division proposes to contract for Design Build for the Industrial Waste Treatment Plant and Programming for Recycled Water Plan as indicated in the attached file.

If your department is interested in providing these services please fill out the attached form as indicated and send back via email for further discussions. If the Airport has not received a response from your organization by **Monday December 17, 2012**, it shall be assumed that your staff is not available to perform these services within the specified time frame and the Airport will execute a contract service order for completion of these services.

All questions regarding details related to this request should be sent to: Mark Costanzo at mark.costanzo@flysfo.com.

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

Thank you for your prompt response.

Mark Costanzo



Mark P. Costanzo, P.E.
San Francisco International Airport
P.O. Box 8097
San Francisco, CA 94128
Tel. 650.821.7809

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 01/15/2013 Revised 2/20/13 MW

DEPARTMENT NAME: Fire Department DEPARTMENT NUMBER: 31

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

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

TYPE OF SERVICE: Occupational Health Physical Fitness Examinations

FUNDING SOURCE: General Fund Annual Budget and Grant Funds

PSC AMOUNT: \$1,200,000 PSC DURATION: July 1, 2013 to June 30, 2015

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Perform physical fitness evaluations on uniformed Fire Department personnel...
B. Explain why this service is necessary and the consequence of denial: This service is necessary to ensure that all uniformed employees meet the health and fitness standards...
C. Explain how this service has been provided in the past...
D. Will the contract(s) be renewed? The initial duration is for three years with one-year renewal options up to two years.

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

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Includes entries for Physicians 8CC and SEIU Local 1021.

RFP sent to [] , on [] , Signature []

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4089-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved MW 2/28/13

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise:
Occupational Health Physician (MD) trained and board certified in cardiology, capable of performing and interpreting results and stress test EKGs, body fat measurements, pulmonary function tests and blood and urine test results.
- B. Which, if any, civil service class normally performs this work?
2220 Physician; 2230 Physician Specialist; 2232 Senior Physician Specialist; 2328 Nurse Practitioner
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
The testing facility will need to provide pulmonary function machines, 12-lead EKGs, treadmills and full clinical laboratory capabilities. The Department conferred with San Francisco General Hospital (SFGH), who indicated that their current equipment and personnel capacity can only handle normal hospital operations (i.e., in-patient and out-patient activities)

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable:
Although SFGH has medical staff, they may not have the specific requirement of a practitioner who is not only trained and board certified in cardiology, but is also an Occupational Health Physician (MD), who has daily and unrestricted access to testing equipment and laboratory facilities, as well as immediate advanced life support capabilities.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
Civil Service classes already exist in the medical field. However, as SFGH stated, their current equipment inventory and personnel capacity can only handle normal hospital operations (please see 3C above).

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

<u>Yes</u>	<u>No</u>
------------	-----------

- | | | |
|--|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?
<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 numbers 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? Prior approval by Civil Service Commission | <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

Jesusa Bushong
 Print or Type Name

558-3615
 Telephone Number

698 2nd Street, Room 209
 San Francisco, CA 94107
 Address

Union Notification(s)

◆ **UAPD 8CC**

◆ **Local 1021**

Dang, Leorah

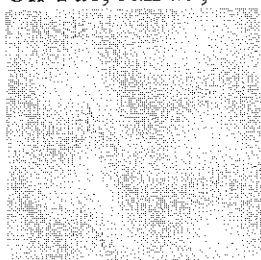
From: Jeff Duritz <jduritz@uapd.com>
Sent: Wednesday, January 30, 2013 5:34 PM
To: Bushong, Jesusa
Cc: DHR-PSCCoordinator, DHR; Zanoﬀ, Andy
Subject: Re: Personal Services Contract Request from the Fire Department

Hi Jesusa,

Thanks for forwarding the document promptly. UAPD has no objection to the Department meeting this need via PSC.

Sincerely,
Jeff

On Tue, Jan 15, 2013 at 10:04 AM, Bushong, Jesusa <jesusa.bushong@sfgov.org> wrote:



Dear Mr. Duritz:

Attached for your review and comment is the Personal Services Contract Request Form for occupational health physical fitness examinations for uniformed personnel of the Fire Department. If you have any questions or require further information, please contact Captain Andy Zanoﬀ at (415) 558-3646. The deadline for UAPD's 30-day review process is February 14, 2013.

Thank you for your assistance.

Jesusa Bushong

San Francisco Fire Department

Human Resources Division

(415) 558-3615

From: Shari Zinn [mailto:shari.zinn@yahoo.com]

Sent: Wednesday, February 20, 2013 11:56 AM

To: Bushong, Jesusa

Subject: Re: 30 day review?

Jesusa these changes are great, thank you. We can proceed with this on March 18 at CSC. Again thank you for the revisions. I look forward to working with you again in the future.

Shari Zinn BS CRT ARRT RM

SEIU 1021

PSC Committee

Dang, Leorah

From: Bushong, Jesusa
Sent: Tuesday, January 15, 2013 10:07 AM
To: tonette.garcia@seiu1021.org
Cc: DHR-PSCCoordinator, DHR; Zanoﬀ, Andy
Subject: Personal Services Contract Request from the Fire Department
Attachments: 20130115100642931.pdf

Dear Ms. Garcia:

Attached for your review and comment is the Personal Services Contract Request Form for occupational health physical fitness examinations for uniformed personnel of the Fire Department. If you have any questions or require further information, please contact Captain Andy Zanoﬀ at (415) 558-3646. The deadline for SEIU 1021 Nurses' 30-day review process is February 14, 2013.

Thank you for your assistance.

Jesusa Bushong
San Francisco Fire Department
Human Resources Division
(415) 558-3615

Prior Notice of Civil Service Commission Action
PSC #4118-08/09



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

April 27, 2009

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4118-08/09
AND 4121-08/09.**

At its meeting of April 20, 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 adopt the Human Resources Director's report. 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

Handwritten signature of Anita Sanchez in cursive.

ANITA SANCHEZ
Executive Officer

Attachment

c: Jesusa Bushong, San Francisco Fire Department
Micki Callahan, Human Resources Director
Jennifer Johnston, Department of Human Resources
Shawn McFadden, Recreation & Parks
Mary Ng, Department of Human Resources
Brigette Rockett, Department of Human Resources
Commission File
Chron

POSTING FOR
March 16, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
4115-08/09	27	Airport Commission	Regular	\$1,500,000.00	Will provide maintenance and repairs of specialized programmable logic controls, baggage sortation and diagnostic equipment of baggage handling systems, integrated with Transportation Security Administration (TSA) screening equipment.	31-Mar-12
4116-08/09	27	Airport Commission	Regular	\$4,800,000.00	Will provide a third-party consultant to both the Airport and the SFO Airline Airport Affairs Committee (AAAC), managing the airport/airline relationship, facilitating airline approvals required by Airline Lease and Use Agreements.	30-Jun-17
4117-08/09	27	Airport Commission	Regular	\$750,000.00	Will modernize SFO's network architecture to improve security, reliability and the delivery of new Shard Tenant Service (STS) offerings.	31-Mar-14
4118-08/09	31	Fire Department	Regular	\$500,000.00	Will perform physical fitness evaluations on uniformed Fire Department personnel, including coronary risk factor evaluations, cardiovascular examinations, and laboratory testing.	31-Dec-11
4119-08/09	35	San Francisco Municipal Transportation Agency	Regular	\$500,000.00	Will provide specialized professional and technical transportation planning, engineering and environmental services.	30-May-11
4120-08/09	40	San Francisco Public Utilities Commission	Regular	\$350,000.00	Will perform a comprehensive update to SFPUC's FY 2005-2006 sustainability baseline assessment by developing SFPUC's FY2008-2009 sustainability performance profile, and by evaluating progress on SFPUC's strategies for improving performance.	30-Jun-10
4121-08/09	42	San Francisco Recreation & Parks	Regular	\$1,500,000.00	Will provide full Architectural and Engineering services for the Palega Playground, including schematic phase, design development, construction documents, cost estimating, construction administration and project closeout.	30-Jun-11



0070

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 4, 2009

DEPARTMENT NAME: Fire Department

DEPARTMENT NUMBER: 31

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

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

TYPE OF SERVICE: Occupational Health Physical Fitness Examinations

FUNDING SOURCE: General Fund Annual Budget

PSC AMOUNT: \$500,000

PSC DURATION: January 1, 2010 - December 31, 2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Perform physical fitness evaluations on uniformed Fire Department personnel, including coronary risk factor evaluations, cardiovascular examinations, and laboratory testing.

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

This service is necessary to ensure that all uniformed employees are healthy and fit, so that they can safely perform the duties and responsibilities of their positions.

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):

Service provided through Civil Service contract PSC 4137-03/04 for a four year agreement.

D. Will the contract(s) be renewed:

If performance is satisfactory

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

Physicians & Dentists 8CC Union Name Signature of person mailing / faxing form Date 2-6-09
SEIU Local 1021 Union Name Signature of person mailing / faxing form Date 2-6-09
RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Occupational Health Physician (MD), trained and board certified in Cardiology, capable of performing and interpreting resting and stress test EKGs, body fat measurements, pulmonary function tests and blood-and-urine test results

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

2220 Physician, 2230 Physician Specialist, 2232 Senior Physician Specialist, 2328 Nurse Practitioner

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Yes. The testing facility will need to provide pulmonary function machines, 12-lead EKGs,

treadmills and full clinical laboratory capabilities.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The requirement is for a practitioner who is not only trained and board certified in cardiology, but also an Occupational Health physician who has daily and unrestricted access to testing equipment and laboratory facilities, as well as immediate ACLS capabilities.

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

The classes exist, but the staffing is insufficient to meet the Fire Department's needs.

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

Jesusa Bushong
Print or Type Name

558-3615
Telephone Number

698 Second Street, San Francisco, CA 94107
Address

Page Intentionally Left Blank

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 1/17/2013

DEPARTMENT NAME: Mayor's Office of Housing

DEPARTMENT NUMBER: 25

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

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

TYPE OF SERVICE Cost Estimating

FUNDING SOURCE: Local Affordable Housing Funds

PSC AMOUNT: \$150,000.00 (\$50,000.00 per year) PSC DURATION: February 1, 2013 - June 30, 2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Perform up to 24 detailed cost estimates in general conformance with CSI format at various stages of pre-construction for up to 8 multifamily affordable housing construction projects with an aggregate hard cost value of at least \$100,000,000. Scope also includes associated meetings, reports, bid analyses, and some limited change order analyses.

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

Cost estimating services are an important tool to address cost containment within the Mayor's Office of Housing development pipeline. Denial impacts the ability of MOH to effectively allocate project funds and increase the availability of affordable housing in San Francisco.

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

No prior Personal Service Contract

D. Will the contract(s) be renewed? Not yet determined

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 Email to Robert Muscal Signature of person mailing/faxing form 1/18/2013 Date

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4090-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved W 2/28/13

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

A background in design and engineering is required and a comprehensive understanding of construction cost estimating utilizing Construction Specifications Institute (CSI) standards and formats. Understanding of building types, structural design, and finishes typical in San Francisco multi-family housing development, as well as labor (Davis Bacon Prevailing Wage rates) and local hire implications.

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

No known civil service class performs this work as it is specialized, requires extensive background and tools not normally possessed or access by City staff.

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

Yes, contractor will provide its own facilities and equipment including cost estimating resources not possessed by the City to determine accuracy and appropriateness of construction costs (including labor and materials). These include but are not limited to cost data compiled by Contractor and others which is used to compare and analyze costs estimated by General Construction contractors associated with MOH affordable housing development projects.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Existing civil service classes are not applicable because they do not possess the depth of expertise and data tools necessary to adequately perform the work.

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

No, a new civil service class would not address the lack of equipment and resources including material and labor data tools for cost comparisons and analysis.

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

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

Yes No

B. Will the contractor train City and County employees?

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

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

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

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

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

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

Signature of Departmental Personal Services Contract Coordinator

Karen Henderson

Print or Type Name

701-5557

Telephone Number

1 South Van Ness Avenue, 5th Floor
San Francisco, CA 94103

Address

Union Notification(s)
◆ Local 21

Dang, Leorah

From: Karen.Henderson@SFGOV.ORG
Sent: Friday, January 18, 2013 1:49 PM
To: L21PSCreview@ifpte21.org; bmuscate@ifpte21.org; aprebys@ifpte21.org;
bbritton@ifpte21.org.sfgov.org
Cc: DHR-PSCCoordinator, DHR; Dang, Leorah
Subject: Mayor's Office of Housing - Personal Service Contract Request
Attachments: MOCD_BW_5824.PDF

Local 21 PSC Coordinator,

On behalf of the Mayor's Office of Housing, I would like to request your review and approval of the attach Personal Service Contract Summary. The department would like to move forward with Cost Estimating Services/\$150,000 for a duration of three (3) years. If you should require any additional information or need to discuss our PSC request please feel free to contact me directly at 415-701-5557 within 30 days from receipt of the email. The Department of Human Resource will submit a request on our behalf to the Civil Service Commission to calendar approval of our Personal Service Contract Summary for the next commission meeting on March 18, 2013. I look forward to hearing from you on or before February 16, 2013.

Thank you

Karen Henderson, Administrative Manager
Mayor's Office of Housing
1 South Van Ness Avenue - 5th Floor 94103
Ph: (415)701-5557 - Fax: (415) 701-5502
Karen.Henderson@sfgov.org

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 02/06/2013

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: Design, programming and on-site management of a demonstration garden and educational outdoor "classroom." (CS-303)

FUNDING SOURCE: SFPUC Wastewater Enterprise Project Funds

PSC AMOUNT: \$400,000 PSC DURATION: 05/06/2013 - 05/31/2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Design of a "One Water, One City" demonstration garden and outdoor classroom which will educate students in grades K-5 about ways to take care of their environment and showcase innovative green infrastructure strategies on an accessible and site-appropriate micro-scale. In addition to the design, the proposed work will also include a community outreach plan, an educational management plan (lesson plans, educational framework, etc.) and on-site garden maintenance and upkeep.

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

The SFPUC passed a resolution in 2011 establishing an urban agriculture pilot program to proactively encourage urban agriculture on SFPUC lands where feasible, which specifically requires the development of a portion of the College Hill Reservoir parcel as a demonstration garden and outdoor classroom. Consequences of denial would include failure to fulfill the Commission's stated programmatic goals, and the denial of environmental educational opportunities for the city's children.

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

These services have not been provided in the past, as this is a new pilot program.

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/L261 Union Name Shamica Jackson Signature of person mailing/faxing form 01/08/2013 Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4091-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved W 01/28/13

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

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

See Supplemental Attachment A, below.

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

See Supplemental Attachment A, below.

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

Yes, a significant portion of the work involves specialized expertise in the emerging field of green infrastructure through landscape design. The contractor will be developing a demonstration garden on the site, and will install a small tool shed with demonstration-scale green infrastructure elements, as well as purchase tools and equipment for operation of the garden. None of these purchases will be capital expenditures.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

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

There are no CCSF job classifications that combine demonstration-scale green infrastructure design expertise with environmental educational programming, site-specific community engagement, and maintenance expertise, all of which are required for this project.

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

No. There are few projects of this type; the required expertise would not be utilized on a full-time, permanent basis.

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 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 Avenue, 8th Floor
San Francisco, CA 94102

Address

Additional Attachment(s)

◇ Section 3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise.**
- B. Which, if any, civil service class normally performs this work?**

Supplemental Attachment A

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Specialized expertise and experience in green infrastructure design on a demonstration (micro) scale; educational programming experience and expertise as it relates to K-5 environmental curriculum with a particular focus on water systems and urban agriculture; garden maintenance and upkeep of sensitive green infrastructure components such as rain water harvesting, constructed wetlands, etc. Further, the services will also include providing location-based community outreach and engagement for site design and educational programming.

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

There are no CCSF job classifications that combine demonstration-scale green infrastructure design expertise with environmental educational programming, site-specific community engagement, and maintenance expertise, all of which are required for this project. The CCSF job classifications that may have some related expertise include 5274 Landscape Architect, 5262 Landscape Architectural Associate 1 &2 and 5211 Engineer/Architect/Landscape Architect Senior. However, the work performed by these classifications does not typically include demonstration-scale green infrastructure design, nor does it include development of the required accompanying environmental education curriculum or community outreach. Similarly, CCSF job classifications that relate to environmental program management, such as 5640 Environmental Specialist, do not include expertise in green infrastructure design and educational curriculum development. Lastly, for the management and maintenance of the demonstration garden and outdoor classroom, CCSF job classifications relating to garden maintenance, such as 3417 Gardner and 7501 Environmental Service Worker, do not have the depth of expertise to manage and maintain sensitive green infrastructure technologies (such as rain water harvesting systems or micro-constructed wetlands) or to coordinate the educational curriculum that will utilize the demonstration-scale green infrastructure technologies. The CCSF (including CCSF-PUC) green infrastructure design, education and maintenance resources are very limited; as a result, there are not adequate resources to dedicate to this pilot project.

Union Notification(s)

◆ **Local 21**

◆ **Local 261**

Dang, Leorah

From: Jackson, Shamica <SJackson@sflower.org>
Sent: Tuesday, January 08, 2013 5:24 PM
To: Isen, Carol; Degrafinried, Alaric; Jackson, Shamica; L21PSCReview@ifpte21.org; glouie@ifpte21.org; kcarter@ifpte21.org; Yun, Pauson; Scott, David; vince@liuna261.org; ramon@liuna261.org
Subject: 30 DAY NOTICE PRIOR TO DHR: CS-303 draft PSC to Unions for review
Attachments: Initial-Regular DRAFT PSC College Hill (CS-303) Dept 40 to Unions.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
525 Golden Gate Avenue, 8th Floor
San Francisco, CA 94102
voice: 415-554-0727
fax: 415-554-3225
email: sjackson@sflower.org

 Please consider the environment before printing this email

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 02/20/2013

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

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

TYPE OF SERVICE: Auxiliary Water Supply System (AWSS) Cisterns Geotechnical Engineering Services (CS-302)

FUNDING SOURCE: AWSS Project Fund

PSC AMOUNT: \$600,000 PSC DURATION: 05/01/2013 to 04/30/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The proposed work includes preparation of geotechnical exploration program and report providing criteria for design of new cisterns to increase capacity of Auxiliary Water Supply System (AWSS) for firefighting. Cisterns will be located throughout the City.

B. Explain why this service is necessary and the consequences of denial: The cisterns provide a supplemental source of water for fire suppression in the event that the domestic water system or the AWSS are insufficient to fight a fire. If these Geotechnical Engineering Services are not provided, the design of the cisterns cannot be completed.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): Similar services that are not project-specific have been provided under PSC No. 4044-09/10 (CS-998). However, CS-998 is an as-needed contract with a task order limitation of \$400,000. In addition, the first three years where work can be assigned or awarded has expired, so a new contract is necessary for these geotechnical engineering services.

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

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

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Row 1: L21, Shamica Jackson, 01/07/2013. Row 2: (blank), (blank), (blank).

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4092-12/13

Approved W 2/28/13

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Geotechnical Engineering.

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

- 5241- Engineers
- 5211- Senior Engineers

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

Contractor will provide machinery for taking borings and other soil samples.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classes are not applicable because specialized geotechnical engineering will be required that is not normally performed by engineers in these current civil service classifications.

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

No. Engineers are needed to perform engineering design for this project, but this level of resources is not for a long term need, warranting hiring personnel.

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

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

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

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

Union Notification(s)
◆ Local 21

Dang, Leorah

From: Jackson, Shamica <SJackson@sfgwater.org>
Sent: Monday, January 07, 2013 5:22 PM
To: Isen, Carol; Degrafinried, Alaric; Jackson, Shamica; L21PSCReview@ifpte21.org; glouie@ifpte21.org; kcarter@ifpte21.org; Domingo, Kofo
Subject: 30 DAY NOTICE PRIOR TO DHR: CS-302 draft PSC to Unions for review
Attachments: Initial-Regular DRAFT PSC CS-302 AWSS Cisterns Geotechnical Services Dept40.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
525 Golden Gate Avenue, 8th Floor
San Francisco, CA 94102
voice: 415-554-0727
fax: 415-554-3225
email: sjackson@sfgwater.org

 Please consider the environment before printing this email

Prior DHR Approved
PSC #4044-09/10

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 09/02/2009

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

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

TYPE OF SERVICE: As-Needed Geotechnical Engineering Services (CS-998)

FUNDING SOURCE: Project General Funds

PSC AMOUNT: \$4,500,000 PSC DURATION: 12/01/2010 to 12/01/2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The proposed work includes preparation of geotechnical performance criteria, field investigation including exploratory soil borings, laboratory test of soil samples, recommendations for soil hazard mitigation and recommendations for foundation designs criteria for various utility projects.

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

The service is necessary for projects that include buildings, dams, bridges, other hydraulic structures, tunnels and pipelines. If these services are not available, we will be unable to provide critical geotechnical recommendations needed for design of projects.

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):

Geotechnical services have been provided in the past through city staff and supplemental contractors (see PSC # 4040-04/05).

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 Union Name

Shamica Jackson Signature of person mailing/faxing form

09/03/2009 Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4044-09/10

Reviewed 9/8/2009

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

20

09 SEP - 11 AM 10:00

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The required skills and expertise needed are geotechnical engineering, soil investigations, recommendations for design and analysis of foundations including soil bearing pressure, lateral soil pressure, soil boring, lab analysis of soil samples, soil friction values and pile bearing and lateral resisting values. Trenching for Seismic faults and making recommendations for seismic response spectra for analysis is also needed.

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

Currently the following civil service classes normally perform this work: 5207 -Associate Engineers, 5241- Engineers and 5211- Senior Engineer with Geotechnical Engineering Licenses. To date, there are only two licensed Geotechnical Engineers working for the City & County of San Francisco.

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:

Currently there is one licensed Geotechnical Engineer available to work on the projects, which has proven to be insufficient resources in order to complete the projects. The city is actively working on recruiting more geotechnical engineers.

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

There are already civil service classes listed in section 3B that can be utilized to hire geotechnical engineers.

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

Yes No

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

Shamica Jackson
Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson
Print or Type Name

415-554-0727
Telephone Number

1155 Market Street, 9th Floor
San Francisco, CA 94103
Address

21

09 SEP - 9 AM 10:51

Jackson, Shamica

From: Jackson, Shamica
Sent: Thursday, September 03, 2009 4:37 PM
To: Byrne, Ed; Divine, Peg; Eavis, Ernie; Elwin, Harvey; Isen, Carol; Jindal, Roop; Sadden, Brian; Wang, Jane; Baker, Deborah; Bowman, Lora; 'Brenner, Joe'; 'Chapman, Jet'; 'Delcampo, Frank'; Domingo, Kofo; Jackson, Shamica; Kyaun, Florence; 'Louie, Ging'; McGee, Bonita; Morrison, Emily M.; Ng, Mary; Rockett, Brigette; Scott, David E; Yun, Pauson; Jackson, Prentiss
Subject: CS-998, PSC Summary Form
Importance: High
Attachments: CS-998 PSC Summary Form to DHR 090309.DOC

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-998, As-Needed Geotechnical Engineering Services, initial request for \$4,500,000.**
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. For **October 5, 2009 Commission Meeting** at 2:00 PM, City Hall Room 400.

Shamica L. Jackson
Commission Agenda Item & Task Order Manager
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

22

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09 SEP 09 AM 10:2

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 16, 2013 (Revised February 5, 2013)

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: Rehabilitation of Sixteen (16) PCC Historic Streetcars

FUNDING SOURCE: Federal Formula Funds, RM2 Funds and Prop K Funds

PSC AMOUNT: \$32,000,000.00 PSC DURATION: June 1, 2013 -- June 1, 2019

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The contractor shall supply all labor, inspections, engineering, tools, materials, parts, facilities, and apparatus required to rehabilitate sixteen (16) Ex-SEPTA PCC historic streetcars. To provide a level of performance, safety, quality of materials, workmanship, and reliability sufficient to provide a 20-year minimum car service. Shall prepare all acquired detailed drawings, design calculations, stress analysis, and other technical documentation.

The work shall be performed at the contractor's facility, except for the running acceptance testing. Subcontractors may perform specialty work, i.e., motor building, seats, etcetera, at their facilities and contractor will strictly monitor the quality of work. The contractor shall transport streetcars from the San Francisco Municipal Transportation Agency (SFMTA) to the site of the rehabilitation work, including any transportation to subcontractors, as well as transporting the completed streetcars to SFMTA's facility at 601 25th Street.

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

These vehicles have reached the end of their service life and require rehabilitation to maintain a high level of performance, reliability, and safe operation. Rehabilitation of these vehicles increases vehicle reliability and improves service levels. Furthermore, it will reduce unscheduled maintenance and greater repair costs to maintain these vehicles. Denial of this request will have a negative impact on the condition and service reliability of the vehicles and also on SFMTA's operating budget due to increase overtime work and unbudgeted parts purchases.

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

Similar services have been provided in the past through PSC #4011-08/09 for the rehabilitation of other vehicles in SFMTA's fleet of PCC cars.

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):

3. Electricians Local 6 Auto Machinists Local 1414 Union Name Signature of person mailing / faxing form Date 1/16/13
IFPTE, Local 21 TWU Local 250A (7410) Union Name Signature of person mailing / faxing form Date 1/16/13

RFP sent to Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4093-12/13

Approved MW 2/28/13

SFMTA approved 1-16-13

STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

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

A. Specify required skills and/or expertise:

Knowledge and experience in designing, integrating, and installing propulsion and braking systems; rehabilitation of vehicle body; welding; painting; and installation of electrical systems.

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

7319 Electric Motor Repairer, 7332 Maintenance Machinist, 7371 Electrical Transit System Mechanic, 7306 Automotive Body and Fender Worker, and 7309 Car and Auto Painter. The monitoring and coordination of the rehabilitation project is very specialized and the City will be unable to provide the design and integration of the entire system for the (16) Ex-SEPTA PCC Historic Streetcars.

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

Yes. The contractor will use their facility for all project work. They will also have all major system rehabilitation work done by certified OEM repair shops with OEM parts, tools and certified mechanics that enable the contractor to support the warranty requirements of the SFMTA contract.

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

A. Explain why civil service classes are not applicable:

This is a design, furnish, install contract implemented on a one-time basis only and requires the contractor to provide a 2-year warranty on the equipment and installation.

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

No. The classifications exist, but SFMTA does not have the facilities or system processes in-house to implement the work in the grand scale demand that is required by the project.

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

	Yes	No
A. Will the contractor directly supervise City and County employees?	()	(X)
B. Will the contractor train City and County employees? <i>(20) Electrical Transit Mechanics (7371) and (3) Electrical Transit Mechanic Assistant Supervisors (7380) will receive 80 hrs. of classroom and on-hands training in the proper maintenance of the various systems in the vehicles such as the propulsion system, trucks, sanding, auxiliary power supply, etc.</i>	(X)	()
C. Are there legal mandates requiring the use of contractual services?	()	(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?	()	(X)

The project will be presented to the MTA Board for approval.

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	()	(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
Print or Type Name

415-701-5377
Telephone Number

San Francisco Municipal Transportation Agency, Human Resources

1 South Van Ness Avenue, 6th Floor, San Francisco, CA 94103
Address

Union Notification(s)

- ◆ **Local 6**
- ◆ **Local 1414**
- ◆ **Local 21**
- ◆ **Local 250A**

Dang, Leorah

From: Boparai, Parveen <Parveen.Boparai@sfmta.com>
Sent: Wednesday, January 16, 2013 3:00 PM
To: DHR-PSCCoordinator, DHR; atonisson@ifpte21.org; Ging Louie (glouie@ifpte21.org); Kevin Hughes (khughes@ibew6.org); 'sfcityworkersunited@gmail.com'; 'larryjr@ualocal38.org'; speedy4864@mac.com; ':L21PSCReview@ifpte21.org'; RAustin@twusf.org; ewilliams@twusf.org; 'bbroughton@twusf.org'
Cc: Hamada, Cynthia; Hao, Elson
Subject: FW: REG: PSC Rehab of Historic Street Cars
Attachments: 20130116144150136.pdf

DHR PSC Coordinator: For your review and approval.

Unions: FYI - Please contact Elson Hao at elson.hao@sfmta.com or (415) 401-3196 if you have any additional questions.
Thx.

Parveen Boparai
Employee & Labor Relations
415.701.5377

-----Original Message-----

From: Cynthia [<mailto:Cynthia.Hamada@sfmta.com>]
Sent: Wednesday, January 16, 2013 11:19 AM
To: Boparai, Parveen
Subject:

This E-mail was sent from "ELR-MFD3035" (Aficio MP C2800).

Scan Date: 01.16.2013 14:19:07 (-0500)

Dang, Leorah

From: Hamada, Cynthia <Cynthia.Hamada@sfmta.com>
Sent: Wednesday, February 06, 2013 12:35 PM
To: DHR-PSCCoordinator, DHR
Cc: 'speedy4864@mac.com'; Hao, Elson; Boparai, Parveen
Subject: Revised PSC#48151-12/13 Rehabilitation of (16) PCC Historic Streetcars
Attachments: 20130206101808673.pdf

To the DHR PSC- Coordinator,

Please see the attached revised PSC Summary for the subject contract. I have also included the original submission for cross checking purposes. The only changes are:

- Pg. 1. Added a revised date at the top.
Removed Union Notification to Painters, Local 4.
- Pg. 2. Replaced 7346 Painter with 7309 Car & Auto Painter.

The classification change was noted during a meeting with the Union and they are aware of it.

Cynthia Hamada
Senior Personnel Analyst
Employee and Labor Relations
San Francisco Municipal Transportation Agency
415.701.5381

Scan Date: 02.06.2013 10:18:08 (-0500)

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**Municipal Transportation Agency
Board of Supervisor
City and County of San Francisco
Resolution No.: 08-094**

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

RESOLUTION No. 08-094

WHEREAS, The San Francisco Municipal Transportation Agency (SFMTA), which operates the Municipal Railway (Muni), has 24 historic streetcars in revenue service; and,

WHEREAS, The F-line ridership has grown from 10,000 to 20,000 per weekday from the year 2000 to the present day; and,

WHEREAS, This growth in ridership and planned future expansion service requires Muni to add vehicles to its historic streetcar fleet; and,

WHEREAS, There are several procurements and rehabilitation projects moving forward to expand the size of the fleet; and,

WHEREAS, SFMTA requires that 16 SFMTA Presidents Conference Committee historic streetcars be rehabilitated and returned to their original conditions so that they may be used to supplement and expand the existing historic streetcar fleet and extend their useful life for at least 20 years; and,

WHEREAS, When completed, these cars will be available to operate on the F-Line and future E-Line; and,

WHEREAS, MTA has capital funding for this project from federal and local sources; and,

WHEREAS, The Contract Compliance Office has established a five percent SBE participation goal for this contract; and,

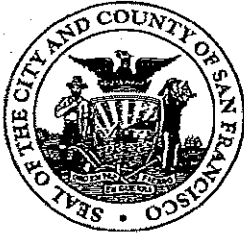
WHEREAS, Municipal Transportation Agency staff will seek the approval of this Board prior to the award of the Contract; now, therefore, be it

RESOLVED, That the SFMTA Board of Directors authorizes the Executive Director/CEO to issue a Request for Proposals for Contract No. 583-03, Complete Rehabilitation of 16 SFMTA Historic Streetcars, evaluate proposals, select the highest ranking proposer, and negotiate a contract with the most qualified proposer.

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

R. Boomer
Secretary, Municipal Transportation Agency Board

Prior Notice of Civil Service Commission Action – Similar
PSC #4011-08/09



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

4013-08/09
IM
4011-08/09 2-01M
4012-08/09 1,785, 100-

August 22, 2008

NOTICE OF CIVIL SERVICE COMMISSION ACTION

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRANO
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

YU-YEE WU SHERIDAN
COMMISSIONER

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4009-08/09
THROUGH 4015-08/09.**

At its meeting of August 18, 2008 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.*

ANITA SANCHEZ
EXECUTIVE OFFICER

It was the decision of the Commission to:

1. Postpone PSC #4013-08/09 to the meeting of September 2, 2008 at the request of IFPTB Local 21.
2. Postpone PSC #4014-08/09 to the meeting of September 2, 2008 at the request of the Public Utilities Commission.
3. 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
Executive Officer

Attachment

- c: Rachelle Axel, Arts Commission
 Parveen Boparai, Municipal Transportation Agency
 Jesusa Bushong, San Francisco Fire Department
 Micki Callahan, Human Resources Director
 Connie Chang, Public Utilities Commission
 Shamica Jackson, Public Utilities Commission
 Jennifer Johnston, Department of Human Resources
 Sheila Maxwell, Department of Telecommunications and Information Services
 Brigitte Rockett, Department of Human Resources
 Commission File
 Chron

POSTING FOR
August 18, 2008

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Depth	Dept/Name	Approval Type	Contract Amount	Description of work	Duration
4009-08/09	28	Arts Commission	Regular	\$300,000.00	Will provide design, fabricate, and install original artworks for each of the following San Francisco Public Library branches: Bayview/Arma E. Waden, Ortega, North Beach and Visitation Valley.	31-Dec-11
4010-08/09	31	San Francisco Fire Department	Regular	\$150,000.00	Will perform maintenance and repair of Telescopic doors, controls, and motors at fire facilities as necessary. Provider must be available to perform maintenance and repair 24 hours per day, and seven days per week and a qualified, certified vendor.	30-Jun-10
4011-08/09	35	San Francisco Municipal Transportation Agency (SFMTA)	Regular	\$20,000,000.00	Will perform a rehabilitation of 18 SFMTA Presidents Conference Committee (PCCs) historic streetcars which includes a major rehabilitation of 5 PCCs and partial rehabilitation (electrical and mechanical) of 11 PCCs.	30-Sep-12
4012-08/09	35	San Francisco Municipal Transportation Agency (SFMTA)	Regular	\$1,785,000.00	Will perform a completed rehabilitation of SFMTA Historic Streetcar No. 1 so that it may be safely operated in daily revenue service for at least 20 years.	30-Sep-12
4013-08/09	35	San Francisco Municipal Transportation Agency	Regular	\$1,000,000.00	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.	30-Aug-11
4014-08/09	40	San Francisco Public Utilities Commission	Regular	\$33,000,000.00	Will provide professional construction management services to oversee the Peninsula Regional WSIP construction projects, on behalf of the SFPLUC.	01-Jan-14
4015-08/09	75	Telecom & Information Services	Regular	\$960,000.00	Will provide captioned text added to video for the City's Board of Supervisors' meetings, Mayor's press conferences, 14 City Commission video tape, and cablecast by the San Francisco Government Television (SFGTV) on cable channels 26 and 79.	31-Mar-12

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 10, 2008

DEPARTMENT NAME: San Francisco Municipal Transportation Agency (SFMTA) DEPARTMENT NUMBER 35

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

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

TYPE OF SERVICE: REHABILITATE SFMTA's SIXTEEN (16) HISTORIC STREETCARS

FUNDING SOURCE: Federal Transportation Administration Grant and Local Match Funds

PSC AMOUNT: \$20,000,000.00 PSC DURATION: September 1, 2008 to September 31, 2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The scope of this project is to perform a rehabilitation of 16 SFMTA Presidents Conference Committee (PCCs) historic streetcars which includes a major rehabilitation of 5 PCCs and partial rehabilitation (electrical and mechanical) of 11 PCCs. After rehabilitation, these cars will be returned to revenue service and safely operated for at least 20 years. The Contractor shall supply all labor, inspections, engineering, tools, materials, parts, facilities, and equipment required to complete this work. The work will include: body, frame, interior and exterior work; lead paint removal; repainting of the interior and exterior; mechanical and electrical work; safety features; accessibility improvements; and other work to prepare the vehicle for revenue service. The Contractor shall prepare all required detailed drawings, design calculations, stress analysis, and other specified technical documentation in connection with the remanufacture of this unique car.

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

SFMTA which operates Muni has 24 historic streetcars in revenue service, and the F-Line ridership has grown from 10,000 to 20,000 per weekday from 2000 to present day. This growth in ridership and planned future expansion service requires SFMTA to add vehicles to its historic streetcar fleet.

These 16 PCCs, when completed, will be returned to regular historic streetcar service as part of the fleet expansion to operate on the F-Line and future E-Line.

This service is necessary in order to provide enough vehicles for the increased vehicle demand for the F-Line and the soon to open E-Line to run from the ballpark to Fort Mason. Denial of this request will mean that SFMTA will not have enough vehicles to meet the Proposition E requirements for vehicle demands of the F-line and the E-line.

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):

PSC No. 4031-04/05 approved on October 04, 2004.

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

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

Local 21, Local 6 Union Name

Signature of person mailing / faxing form

Date

7-11-08

Local 22, Local 1414 Union Name

Signature of person mailing / faxing form

Date

7-11-08

RFP sent to Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#

MTA approved

STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

7-11-08

BB

PSC FORM 1 (9/96)

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. **Specify required skills and/or expertise:**
The required skills and expertise for this work includes: transit system electrical and mechanical systems installation, equipment engineering design, body work, painting, and retrofit experience on historic PCC streetcars.
- B. **Which, if any, civil service class normally performs this work?**
There is no civil service classification that performs procurement and remanufacturing of streetcars. Classifications such as Assistant Engineer (5203), Associate Engineer (5207), LRV Equipment Engineer (9195), Sr. LRV Equipment Engineer (9196), Administrative Engineer (5174), Electrical Transit Mechanic Asst. Supervisor (7380), Electrical Transit System Mechanic (7371), Automotive Body and Fender worker (7306), Carpenter Supervisor (7226), and Carpenter (7344) can only maintain and perform upgrades on MTA historic fleets, and MTA is currently utilizing these classifications for these duties.
- C. **Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:**
Yes. The contractor will use their facility for all rehabilitation works and storage of these SFMTA Historic Streetcars

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. **Explain why civil service classes are not applicable:**
MTA civil service classes do not have the expertise to perform this work. MTA staffs' expertise is in the maintenance of these vehicles, and not in the rehabilitation of vehicles and remanufacture parts of these historic streetcars.
- B. **Would it be practical to adopt a new civil service class to perform this work? Explain.**
No because the SFMTA is not in the business of overhauling street cars. SFMTA staffs' expertise is in the operation and maintenance of streetcars. Overhauling of street cars can be done for effectively and efficiently by a company that has performed this type of work throughout the country and has developed the skills and necessary tools to do the work in the most cost effective way without sacrificing quality. The skills developed in overhauling street cars will be lost if the work is not performed on a regular basis.

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

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	()	(X)
B. Will the contractor train City and County employees?	()	(X)
C. Are there legal mandates requiring the use of contractual services?	()	(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? <i>MTA Board Resolution No. 08-094 on June 17, 2008</i>	(X)	()
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	()	(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
Print or Type Name

415-554-4160
Telephone Number

San Francisco Municipal Transportation Agency, Human Resources

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

0111a

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 28, 2013
REVISED

DEPARTMENT NAME: Department of Technology DEPARTMENT NUMBER 75

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

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

TYPE OF SERVICE: Safety and Security Systems Installation

FUNDING SOURCE: General Fund

PSC AMOUNT: \$3,000,000 PSC DURATION: February 5, 2013 to June 30, 2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:
Installation of surveillance camera and related security equipment for signaling and monitoring.

B. Explain why this service is necessary and the consequences of denial:
City departments request video camera and alarm installations for additional security. If this request is denied, the public's safety and the safety of City employees would be compromised.

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 request.

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):

IBEW Local 6
415 861 0734
Union Name
SEIU
415 431 6241
Union Name

Signature of person mailing/faxing form
Signature of person mailing/faxing form

2/1/13, revised 2/28/13
Date
12/19/2012, revised 2/28/13
Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4094-12/13
STAFF ANALYSIS/RECOMMENDATION: Approved W 2/28/13

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Installation of video cameras, security systems and related electronics required for connectivity and monitoring.
Operation of scissor lift and aerial lift truck.

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

7287 Supervising Electronic Maintenance Technician, 7318 Electronic Maintenance Technician, 7329 Electronic Maintenance Technician Assistant Supervisor and 7430 Assistant Electronic Maintenance Technician.

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 contractors will be used only for off budget projects installing new systems under the direction of DT staff. Existing City employees would assume maintenance responsibility after installation.

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

No, the classes already exist and the request is for projects on as needed basis.

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

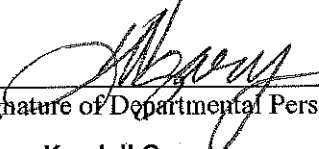
E. Has a board or commission determined that contracting is the most effective way to provide this service?

<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:

 2/28/13
Signature of Departmental Personal Services Contract Coordinator
Kendall Gary 415 581 4066
Print or Type Name Telephone Number

One South Van Ness Ave., 2nd Floor
San Francisco, CA 94103
Address

30-Day Waiver and Union Notification(s)
◆ Local 6

Dang, Leorah

From: Gines, Jolie
Sent: Thursday, February 28, 2013 3:53 PM
To: DHR-PSCCoordinator, DHR
Cc: Gary, Kendall; Lewis, Brent; KevinH@ibew6.org; JTanner940@aol.com; sharizinn@yahoo.com; David Canham (david.canham@seiu1021.org); Donohoe, Jack; Szu, Pascal; John, Joseph
Subject: RE: Urgent: Requesting Waiver for DT PSC
Attachments: REV.2 CSC PSC Summary Safety and Security Installation Feb 28 2013.doc; REV.2 CSC PSC Safety and Security JDonohoe Feb 28 2013.pdf

Leorah,

The changes have been made as requested.

Dear Unions SEIU and IBEW,

Please note the changes in 3B revising the classifications to

7287 Supervising Electronic Maintenance Technician
7318 Electronic Maintenance Technician
7329 Electronic Maintenance Technician Assistant Supervisor
7430 Assistant Electronic Maintenance Technician

Please contact me if you require additional information and if you have any further questions.

*Thank You,
Jolie*

Jolie Gines
City and County of San Francisco
Department of Technology
Contract Administration
One South Van Ness Ave., 2nd Floor
San Francisco, CA 94103

415 581 3974
415 581 3970 FAX

From: Dang, Leorah **On Behalf Of** DHR-PSCCoordinator, DHR
Sent: Thursday, February 28, 2013 2:45 PM
To: Gines, Jolie; DHR-PSCCoordinator, DHR
Cc: Gary, Kendall; Lewis, Brent
Subject: RE: Urgent: Requesting Waiver for DT PSC

Hi Jolie,

Please make the following correction for 3/18th CSC Mtg date:

1. Section #2. Union Notifications' date --
for local 6, put original date, 2/1/2013; revised 2/28/13

for SEIU, put original date, 12/19/2012; revised 2/28/13

and please resubmit revised PSC

2. Please notify SEIU of the changes and cc DHR-PSCCoordinator@sfgov.org

Best Wishes,
Leorah Dang
DHR PSC Coordinator
415-557-4842

Note: For all inquiries/correspondences regarding Personal Services Contracts (PSCs) please send requests directly to DHR-PSCCoordinator@sfgov.org for record keeping and review processing. Please do not send them to my email address because it may be overlooked. Thank you

From: Gines, Jolie
Sent: Thursday, February 28, 2013 1:29 PM
To: DHR-PSCCoordinator, DHR
Cc: Gary, Kendall; Lewis, Brent; Donohoe, Jack; Szu, Pascal; KevinH@ibew6.org
Subject: RE: Urgent: Requesting Waiver for DT PSC

Hello Leorah,

Please advise if the revised PSC, including Kevin's waiver below, meet your requirements for this project to be calendared for Civil Service approval on March 18, 2013.

*Thank You,
Jolie*

Jolie Gines
City and County of San Francisco
Department of Technology
Contract Administration
One South Van Ness Ave., 2nd Floor
San Francisco, CA 94103

415 581 3974
415 581 3970 FAX

From: Kevin Hughes [<mailto:KevinH@ibew6.org>]
Sent: Thursday, February 28, 2013 11:52 AM
To: Gines, Jolie
Subject: RE: Urgent: Requesting Waiver for DT PSC

Jolie,

Good to go.

Thank you for your help.

Kevin Hughes
Assistant Business Manager
IBEW Local 6
Ph: (415) 861-5752
Fax: (415) 861-0734

From: Gines, Jolie [mailto:jolie.gines@sfgov.org]
Sent: Thursday, February 28, 2013 11:50 AM
To: Kevin Hughes
Subject: RE: Urgent: Requesting Waiver for DT PSC

Kevin,

Okay, please review this one last time ☺

*Thank You,
Jolie*

Jolie Gines
City and County of San Francisco
Department of Technology
Contract Administration
One South Van Ness Ave., 2nd Floor
San Francisco, CA 94103

415 581 3974
415 581 3970 FAX

From: Kevin Hughes [mailto:KevinH@ibew6.org]
Sent: Thursday, February 28, 2013 11:48 AM
To: Gines, Jolie
Subject: RE: Urgent: Requesting Waiver for DT PSC

In 3B. Class 7368 needs to come out.

From: Gines, Jolie [mailto:jolie.gines@sfgov.org]
Sent: Thursday, February 28, 2013 11:35 AM
To: Kevin Hughes
Subject: RE: Urgent: Requesting Waiver for DT PSC

Hi Kevin,

Please review the attached and if okay, I will have Kendall sign this and send it to Leorah/DHR.

*Thank You,
Jolie*

Jolie Gines
City and County of San Francisco
Department of Technology

Contract Administration
One South Van Ness Ave., 2nd Floor
San Francisco, CA 94103

415 581 3974
415 581 3970 FAX

From: Kevin Hughes [mailto:KevinH@ibew6.org]
Sent: Thursday, February 28, 2013 11:29 AM
To: Gines, Jolie
Subject: RE: Urgent: Requesting Waiver for DT PSC

Hi Jolie,

With the changes you have referenced below incorporated into the PSC Summary, IBEW 6 will not oppose this PSC. This is conditioned on

the changes indicated and no other changes.

IBEW6 waives the 30 day Notice requirement for this PSC, and this PSC only.

Thank you for your help and co-operation in this matter.

Kevin Hughes
Assistant Business Manager
IBEW Local 6
Ph: (415) 861-5752
Fax: (415) 861-0734

From: Gines, Jolie [mailto:jolie.gines@sfgov.org]
Sent: Thursday, February 28, 2013 11:02 AM
To: Kevin Hughes
Cc: Gary, Kendall; Lewis, Brent; DHR-PSCCoordinator, DHR; Donohoe, Jack; Szu, Pascal
Subject: RE: Urgent: Requesting Waiver for DT PSC
Importance: High

Hi Kevin,

I am confirming your conversation with Jack Donohoe, that you will grant the Waiver from Local 6, if DT revises the PSC to remove the 7362 classification and include the ones you noted in your email to Leorah below. These include 7430, 7318, 7329 and 7287.

Please respond as soon as possible, because DHR needs the waiver by 11 a.m. tomorrow, Friday, March 1, 2013 for the March 18, 2013 meeting.

Thank You,
Jolie

Jolie Gines
City and County of San Francisco

Department of Technology
Contract Administration
One South Van Ness Ave., 2nd Floor
San Francisco, CA 94103

415 581 3974
415 581 3970 FAX

From: Dang, Leorah **On Behalf Of** DHR-PSCCoordinator, DHR
Sent: Wednesday, February 27, 2013 12:41 PM
To: Gines, Jolie
Cc: DHR-PSCCoordinator, DHR; Gary, Kendall; Lewis, Brent
Subject: FW: Urgent: Requesting Waiver for DT PSC

Hi Jolie,

Just following-up on the 30-Day Waiver from Local 6. I need the waiver, by 11:00am, Fri., 3/1st, for CSC Mtg date of 3/18th. If not, this PSC will be scheduled for 4/1st CSC Mtg date. Thank you

Type of Service: Safety and Security Systems Installation
Total Amount: \$3,000,000.00
Total Duration: 2/5/2013 – 6/30/2016

Best Wishes,
Leorah Dang
DHR PSC Coordinator
415-557-4842

Note: For all inquiries/correspondences regarding Personal Services Contracts (PSCs) please send requests directly to DHR-PSCCoordinator@sfgov.org for record keeping and review processing. Please do not send them to my email address because it may be overlooked. Thank you

From: Kevin Hughes [<mailto:KevinH@ibew6.org>]
Sent: Friday, February 01, 2013 1:18 PM
To: DHR-PSCCoordinator, DHR; John O`Rourke
Cc: Lewis, Brent; Isen, Richard
Subject: RE: Urgent: Requesting Waiver for DT PSC

Hi Leorah,

This is the first time we've seen this notification. We keep the records of what we receive, and we never received this.

In any case, I'll get back to you next week, as we have an appeal being heard on 2-4-13, and tied up with that at the moment.

I can tell you that the classes that perform this work in every Dept. that I know of, is 7430,7318,7329, and 7287.

Check with PUC, SFIA, SFMTA.

Feb 4 is coming sooner than March 4, we'll have to come back to this.

Thank you.

Kevin Hughes
Assistant Business Manager
IBEW Local 6
Ph: (415) 861-5752
Fax: (415) 861-0734

From: Dang, Leorah [<mailto:leorah.dang@sfgov.org>] **On Behalf Of** DHR-PSCCoordinator, DHR
Sent: Friday, February 01, 2013 11:24 AM
To: John O`Rourke; Kevin Hughes
Cc: Lewis, Brent; Isen, Richard; DHR-PSCCoordinator, DHR
Subject: Urgent: Requesting Waiver for DT PSC
Importance: High

2/1/2013
Local 6

Dear Local 6,

According to our records, Department of Technology (DT) sent union notification to Local 6. If waiver has already been granted, may we please have a copy. If not, on behalf of DT, DHR-PSCCoordinator is asking for a waiver for the following PSC (attached) to be presented at the CSC Mtg date of March 4, 2013:

Type of Service: Safety and Security Systems Installation
Total Amount: \$3,000,000.00
Total Duration: 2/5/2013 – 6/30/2016

Thank you for your time and consideration.

Best Wishes,
Leorah Dang
DHR-PSC Coordinator
415-557-4842

Note: For all inquiries/correspondences regarding Personal Services Contracts (PSCs) please send requests directly to DHR-PSCCoordinator@sfgov.org for record keeping and review processing. Please do not send to my email address because it may be overlooked. Thank you

Union Notification(s)
◆ Local 1021

Dang, Leorah

From: Gines, Jolie
Sent: Thursday, February 28, 2013 3:53 PM
To: DHR-PSCCoordinator, DHR
Cc: Gary, Kendall; Lewis, Brent; KevinH@ibew6.org; JTanner940@aol.com; sharizinn@yahoo.com; David Canham (david.canham@seiu1021.org); Donohoe, Jack; Szu, Pascal; John, Joseph
Subject: RE: Urgent: Requesting Waiver for DT PSC
Attachments: REV.2 CSC PSC Summary Safety and Security Installation Feb 28 2013.doc; REV.2 CSC PSC Safety and Security JDonohoe Feb 28 2013.pdf

Leorah,

The changes have been made as requested.

Dear Unions SEIU and IBEW,

Please note the changes in 3B revising the classifications to

7287 Supervising Electronic Maintenance Technician
7318 Electronic Maintenance Technician
7329 Electronic Maintenance Technician Assistant Supervisor
7430 Assistant Electronic Maintenance Technician

Please contact me if you require additional information and if you have any further questions.

*Thank You,
Jolie*

Jolie Gines
City and County of San Francisco
Department of Technology
Contract Administration
One South Van Ness Ave., 2nd Floor
San Francisco, CA 94103

415 581 3974
415 581 3970 FAX

12/19/13 Local 1021

Dang, Leorah

From: dhr-psccordinator@sfgov.org
Sent: Wednesday, December 19, 2012 1:31 PM
To: Larry.Bradshaw@seiu1021.org; Gines, Jolie; Gary, Kendall; DHR-PSCCoordinator, DHR; Isen, Richard
Subject: Receipt of Notice for new PCS over \$50K PSC # 49677 - 12/13

RECEIPT for Union Notification for new PSC over \$50k

The GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS has submitted a request for a Personal Services Contract (PSC) for \$3,000,000 for Initial Request services for the period 03/12/2013 – 06/30/2016. Questions about the services should be directed to the Department directly.

Select the link below and after logging into the system, verify receipt and follow the links to view the information:

<http://apps.sfgov.org/dhrdrupal/node/184>

Email sent to the following addresses: Larry.Bradshaw@seiu1021.org

City and County of San Francisco
Request for Qualifications (RFQ)

Safety and Security Systems Installation
December 4, 2012
#2013-1

City and County of San Francisco
Request for Qualifications for
Safety and Security Systems Installation

#2013-1



Date issued:	December 4, 2012
Pre-proposal conference:	10 a.m., December 13, 2012
Proposal due:	10 a.m., January 8, 2013

Request for Qualifications for Safety and Security Systems Installation

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Appendices:

- A. HRC Attachment 2: Requirements for Architecture, Engineering and Professional Services Contracts, for contacts \$29,000 and over (separate document). Proposers must submit the following forms: separate document
- Form 2A HRC Contract Participation form
 - Form 2B HRC "Good Faith" Outreach Requirements form
 - Form 3 HRC Non-discrimination Affidavit
 - Form 5 HRC Employment form
- The following form may be required, depending on the circumstances:
- Form 4 Joint Venture Participation Schedule
- B. Standard Forms: Listing and Internet addresses of Forms related to Taxpayer Identification Number and Certification, to Business Tax Declaration, and to Chapters 12B and 12C, and 14B of the S.F. Administrative Code. B-1
- C. Agreement for Professional Services (form P-500) separate document

**Request for Qualifications for
Safety and Security Systems Installation**

I. Introduction and Schedule

General

The intent of this RFQ is to establish a pool of contractors (“Contractors” or, in reference to entities responding to this RFQ but not yet selected by the City, “Proposers”) to assist or supplement the Technical Operations and Public Safety Services (TOPSS) staff of the City’s Department of Technology (DT) with safety and security system installation and upgrades. DT plans to assign work on an as-needed basis among the selected contractors.

DT’S goal is to obtain hourly cost rates for specific classes of contract technicians and to contract for services that will provide the highest quality services at the lowest possible price, with the most timely response, flexibility, and attention to detail.

The City seeks contract crews that are trained and able to augment DT crews in providing safety and security system installation and upgrade. From Contractors, the City needs Assistant Technicians and Technicians with the qualifications and certifications indicated in this RFQ. While the crews must be supervised by the Contractor, and must have managerial and administrative support from the Contractor, the City desires installation crews that are composed as much as possible—while still meeting the service requirements of the City—of alarm and video system installation technicians and assistant technicians. The contract will be awarded for two years with an option to renew for one additional year at the City’s sole discretion.

The City may use any combination of vendors it deems necessary to meet its system installation and upgrade needs. The City retains the right to engage the services of additional cabling contractors who are not part of the pool established by this RFQ process.

In view of the nature of these services, DT considers it unlikely that a contractor would subcontract any of its work. The City reserves the right to refuse—for any reason the City deems appropriate—the services of any subcontractor retained by the Contractor. Any designation of subcontractors for the purpose of performing this contract shall be subject to prior written approval of the City.

(Note: Throughout this RFQ, where the term “proposal” and proposer” are found, it shall mean qualifications” and “potential contractor.” This is a Request for Qualifications, and only qualifications as specified in this RFQ are required to be submitted, not formal proposals as to how the potential contractor shall perform the services solicited.)

RFQ for Safety and Security Systems Installation

A. Schedule

The anticipated schedule for selecting a consultant is:

<u>Proposal Phase</u>	<u>Date</u>
RFQ is issued by the City	December 4, 2012
Pre-proposal conference	10 a.m., Thursday, December 13, 2012
Deadline for submission of written questions or requests for clarification	10 a.m. Thursday, December 20, 2012
Proposals due	10 a.m. Tuesday, January 8, 2013
Oral interview with firms selected for further consideration	10 a.m., Tuesday, January 15, 2013

RFQ for Safety and Security Systems Installation

Definition of Work

The following are work tasks assumed necessary to Proposing teams may suggest a modified scope as part of their proposal.

DT performs telecommunications-related work for City departments. As part of these duties, DT performs safety and security system installation, maintenance, and upgrade work. DT will contract for additional safety and security system personnel for special projects or in times of extraordinary workload. This RFQ solicits qualifications for the safety and security system installation portion of DT'S work.

Contractor will augment DT staff by performing work either performed by DT staff or by City contractors. Contractor will support major City construction projects as well as smaller projects, such as system upgrades.

This RFQ includes descriptions of the qualifications and experience required of the Contractor, and the work-related tasks assumed necessary to provide safety and security services to the City. These descriptions are a general guide and are not intended to be a complete list of all work that may be required of the Contractor.

All work performed by the Contractor will be under the direct supervision of DT staff. Work is performed within new or existing City buildings that are either City-owned or City-occupied. Work required of the Contractor will be industry standard safety and security system installation, including but not limited to:

- installation of intrusion alarm systems;
- installation of fire alarm systems;
- installation of panic alarm systems;
- installation of card key access systems;
- installation of biometric access systems;
- installation of video surveillance and closed circuit TV systems;
- Installation of related wiring to all systems.

To further illustrate the types of services needed, examples of past and future DT safety and security systems projects include:

- 190 9th Street, Public Library, September 2004. Reactivation of security systems in remodeled multi-level building. Work scope included consolidation of 3 burglar alarm panels from different floors to one panel terminating in the main telecom room on the first floor. Install additional motion detectors and door contacts. Relocate 4 video cameras and add 2 video cameras to existing video surveillance system. Adding 2 new card readers to access control system. All cabling in exposed cable-tray, conduits or in wall. All wiring to devices to be concealed to maintain industry appearance.
- 170 Otis, DHS Panic Alarm project, July 2002. While workers remained in place and in service, the ground floor interview room consisting of 70 interview cubicles were wired for panic alarm notification at the front desk. Annunciator panel, panic buttons and light indicators were all part of the installation.

RFQ for Safety and Security Systems Installation

- 901 Rankin Street, Rankin facility surveillance camera project, June 2003. Installation of 12 video surveillance cameras at various locations on exterior of the building. Scope of work consisted of coaxial cabling, cameras and camera housings installation and termination of all connections to digital video recorder.

III. Contractor's Qualifications

A. Minimum Qualifications

To submit a proposal for this RFQ, vendors must meet the City's minimum qualifications, which are not subject to negotiation:

1. Five years of continuous experience in installation and upgrade of safety and security systems (2006 through 2011). Proposals must include an adequate description of the required experience, limited to no more than two pages.
2. A local office. While the City prefers that vendors be located within San Francisco, at a minimum, a vendor's office must be located within 30 miles of the San Francisco city limits. Proposals must include a description of the firm's local office location, limited to no more than one page. If the local office does not yet exist, the proposal must contain an assurance that the proposer, if awarded the contract, would establish the local office before performance begins.

B. Firm Qualifications

Proposals must include information that will demonstrate that the Contractor can comply with City requirements, including but not limited to the following:

1. Financial stability. Proposer must provide tax returns or financial statements from 2009, 2010, and 2011.
2. Proven quality of work similar to that described in paragraph B above recently completed by the Proposer. Information provided should including adherence to schedules, deadlines and budgets.
3. A demonstrable record of crew safety. Documentation provided should be verifiable and should include data for at least two years.
4. The resources needed to serve the City's needs, including sufficient management, crew members, vehicles, tools, etc. (See also Section C.4, "Available Work Force" and Section C.5, "Available Resources," below.)
5. All access numbers (i.e., "phone numbers") to Contractor's mobile equipment must be local or non-toll access numbers, meaning they must be either in the 415 area code or 888, 800, or 877 numbers.

RFQ for Safety and Security Systems Installation

C. Technicians' Qualifications

Required qualifications of Contractor's technicians include, but are not limited to, the following:

1. Experience in safety and security systems, including panel programming, and related wiring.

In demonstrating adequate experience, training and qualifications, Proposer should provide the following information:

2. The recent work experience (within the last three years) of any staff that will be assigned—either full or part-time—to City projects.
3. The professional qualifications, training, and certifications held by each staff member.
4. A description of the tasks to be performed by each staff person.
5. Workload, availability and accessibility of each staff member.
6. A description of how staff usually develops, performs, and completes work.

IV. Available Work Force

A. Single Point of Contact

Contractor shall provide the City with a Single Point of Contact (SPC). The SPC will manage the City contract and will function as the City's contact for all matters related to the Contract. The SPC will oversee Contractor's crews assigned to City projects.

Regarding its ability to provide an adequate SPC, the Proposer must address the following:

1. The manner in which the SPC can be contacted (e.g., cell phone, pager, etc.);
2. Hours SPC is on duty;
3. Recourse when SPC is not on duty;
4. Recourse, including management escalation procedures, when SPC is not responding to calls from City personnel.

The proposal must include a description of the SPC's experience, including:

5. SPC's training related to safety and alarm system management.
6. SPC's job experience (the City requires that the SPC have three years of supervisory experience with similar contracts);
7. The SPC's current role and responsibilities in the Proposer's firm.

RFQ for Safety and Security Systems Installation

B. Adequate Work Force

Regarding its ability to provide an adequate work force, Proposal must include information on the following:

1. The number of crew members that the Proposer can make available to the City contract, including the classification and status (full- or part-time) of each crew member;
2. The number of support personnel (i.e., administrators), their status (full- or part-time), and a description of job duties.

V. Available Resources

Proposals must describe the resources available to personnel working on the City contract, including information on the following:

- A. The number and type of work vehicles available to Proposer's personnel working on the City contract.
- B. A description of the tools kept by individual technicians.
- C. A description of the specialized tools available to individual technicians or crews working on City contracts, including the number of each specialized tool type available.
- D. The size of the Proposer's local or nearest office and hours staffed.
- E. Computer equipment available to staff working on the City contract, including laptops and a description of e-mail access.
- F. Phone support available and how it is provided, including hours and manner by which the phone is answered at the Proposer's local office.

VI. Job-Related Requirements

The job-related requirements of the Contractor and Contractor's staff include, but are not limited to, the following:

- A. The City shall not provide tools, equipment, or vehicles. Contractor must provide tools (including installation and testing tools), computers, communications equipment, vehicles, parking arrangements, and all other work-related necessities.
- B. Contractor must comply with all applicable street regulations. All permits, fees, arrangements, etc., associated with parking and street access for Contractor's equipment and vehicles are Contractor's responsibility.

VII. Project Management

A. Typical Procedures for Determining Scope-of-Work and for Completing Work

The following procedural example is meant to illustrate how DT manages projects. DT uses these procedures with its current cabling contractor. With a future contractor, DT may continue to follow these procedures. However, DT and the City reserve the right to modify procedures at any time.

Typically, the following steps are followed to define a project and its scope of work:

- Step 1. A client department notifies DT of a safety or security system project.
- Step 2. DT project management staff conducts a pre-project field visit to refine the project description and to identify any site issues.
- Step 3. DT staff prepares a Statement of Work (SOW) outlining the project. The SOW includes such details as panel, device and cabling types needed, whether cable testing is required, locations of panel and devices and how cabling should be terminated, etc. (See Section D.3, "Statement of Work" below, for a description.)
- Step 4. If DT project management considers it necessary, DT may tour the site again with the Contractor.
- Step 5. DT and the Contractor negotiate the number of hours needed to complete the project.
- Step 6. DT and the Contractor negotiate the type of staff needed to do the work.
- Step 7. DT approves the Statement of Work, including timeline to complete, staff to be used, and a "not to exceed" dollar amount.
- Step 8. DT inspects the completed project and accepts or rejects the work. (See Section D.5, "Job Acceptance and Certification," below.)

B. Lead Time

Contractor must provide DT with prompt and accurate estimates of the lead time needed for each project. In responding to this RFQ, Proposers must include any information on special circumstances that will increase or decrease the necessary lead time (e.g., job sizes that require more lead time or job types that require more lead time).

RFQ for Safety and Security Systems Installation

C. Statement of Work

In preparation for initiating a project under the auspices of the City and DT and before initiating that job, Contractor must provide a written Statement of Work that is acceptable to DT. A Statement of Work should be submitted by the Contractor's Single Point of Contact to the identified DT project manager via e-mail, fax, or hand-delivery. The Statement of Work must include, at minimum, the following elements:

1. The work location;
2. The DT job number;
3. A detailed description of work to be done;
4. A list of the Contractor's personnel that will be doing the work;
5. The Contractor's point-of-contact for the job (typically the job supervisor who is directly supervising the Contractor's crew);
6. A blueprint or highly legible site sketch that includes pertinent information about the job that will lead to its successful completion, including:
 - number of devices to be installed;
 - Description of cabling types;
 - Cabling "runs";
 - Panels and devices to be installed and to be connected to;
 - Any architectural elements that will affect the work;
 - Site characteristics that will affect work.
7. A full description of materials to be used, including an identification of who will provide the materials (i.e., City or Contractor);
8. A "not-to-exceed" timeline;
9. A "not-to-exceed" job price, broken down by materials (if applicable), hours needed to complete the job, and the hourly rates;
10. A description of the job acceptance and certification procedures for the particular job. This should include the time and method by which Contractor's supervisor-level staff will turn the job over to DT project management and arrangements for DT project management to tour the site to accept or reject the work. (See Section D.5, "Job Acceptance and Certification," below.)

RFQ for Safety and Security Systems Installation

D. Approval of Statement of Work

The Contractor will submit the Statement-of-Work to DT project management for review. The final Statement of Work will be submitted to the DT Deputy Director, TOPSS, for signature. No work can proceed without the approval of either the Deputy Director or Deputy Director's designee.

E. Job Acceptance and Certification

The Contractor will follow DT'S procedures for job acceptance and certification. Those procedures will include:

1. Contractor will complete and present to DT lead staff a "job completion document" that includes a written description of the job completed. The document must include the DT job number;
2. Contractor and DT lead staff will conduct a "walk through" inspection of the completed job.
3. DT lead staff will accept or reject the work completed, indicating acceptance or rejection on the completed DT job completion document.
 - If accepted, DT lead staff will sign the document.
 - If rejected, DT lead staff will indicate, on the document, the reason why the job was rejected. Contractor and DT lead staff will determine how to rectify the job problems and will record the planned solution, with dates certain for task completion, on the job documentation form. The Contractor will perform the necessary work under the "not to exceed" pricing. No additional costs will be incurred by the City, unless agreed to through the Change Order process (see Section D.6, "Change Orders," below.). After completion, another walk-through inspection will take place.

F. Change Orders

Contractor is required to follow acceptable scheduling and project management procedures for changing Statements-of-Work (Change Orders), including but not limited to the following:

1. Contractor must provide DT timely and accurate written notice of all changes to job scope, costs, and schedules. The Contractor will submit Change Orders to DT project management for review. The final Change Orders will be submitted to the DT Deputy Director, TOPSS, for signature. No work can proceed under a change order without the approval of either the Deputy Director or Deputy Director designee.
2. The written Change Orders will include, at minimum, the following information:
 - A description of the work location;
 - A description of the original job, including DT job number;

RFQ for Safety and Security Systems Installation

- A description of the proposed job change, including any specific aspect of the project that is being changed or delayed and the length of proposed delay;
- A detailed justification for job changes and/ or delays;

VIII. Hourly Rates

The City will establish hourly rates by personnel classification. Rates shall be "fully loaded." This means that the City will not be charged anything in addition to the hourly rates charged for each contracted staff member. Along with the Contractor's overhead and profit, hourly rates will encompass the resources required for performing the work, as described in this RFQ, and will include the following materials: consumables, such as tape, wire ties, gasoline; tools; test equipment. For other materials, for each job, Contractor and City will agree that either the City will furnish or purchase them, or the Contractor will purchase them and bill the City.

IX. Industry Standard Wages

A. Prevailing Wage

Contractor shall pay its personnel the prevailing wages for the class of work performed by its personnel, as established by industry standards and/or as defined by the California Department of Industrial Relations.

B. Hourly Rate Increases

During the span of this contract, the Contractor may change hourly rates only once during every fiscal year on July 1, and commencing July 1, 2013.

Hourly rate increase must be based on a percentage increase directly proportional to any increase within the California Department of Industrial Relations' prevailing wage determinations for the current year, using the appropriate classification. If necessary, appropriate classifications will be negotiated prior to initiating the contract.

X. Submission Requirements

A. Time and Place for Submission of Proposals

Proposals must be received by 2:00 p.m., on Tuesday, December 11, 2012. Postmarks will not be considered in judging the timeliness of submissions. Proposals may be delivered in person and left with the Department of Technology receptionist or mailed to:

Jolie Gines
Request for Qualifications for Safety and Security Systems Installation
#2013-1
City and County of San Francisco
Department of Technology
One South Van Ness Ave., 2nd Floor
San Francisco, CA 94103

Proposers shall submit four (4) copies of the proposal and two copies, separately bound, of required HRC Forms in a sealed envelope clearly marked RFQ @013-1 Safety and Security Systems Installation to the above location. Proposals that are submitted by fax will not be accepted. Late submissions will not be considered.

B. Format

The department will place proposals in three-ring binders for the review panel. Please use three-hole recycled paper, print double-sided to the maximum extent practical, and bind the proposal with a binder clip, rubber band, or single staple, or submit it in a three-ring binder. Please do not bind your proposal with a spiral binding, glued binding, or anything similar. You may use tabs or other separators within the document.

For word processing documents, the department prefers that text be unjustified (i.e., with a ragged-right margin) and use a serif font (e.g., Times Roman, and not Arial), and that pages have margins of at least 1" on all sides (excluding headers and footers).

If your response is lengthy, please include a Table of Contents.

You must also submit an electronic version of the proposal to jolie.gines@sfgov.org.

C. Content

1. General

Please submit the following information, in the order specified below. Please note the following:

Answers must be provided in the order listed in this RFQ and limited to the length indicated.

Answers must be based on verifiable statistics and data (e.g., "In 2001 our firm completed 10 major fire safety alarm projects under contract for the County of X, under budget and within projected timelines.") rather than qualitative statements (e.g., "Our firm is the best alarm company in Northern California.").

RFQ for Safety and Security Systems Installation

Proposals must include evidence and explanations demonstrating the Contractor's ability to provide all the services described and to comply with the all requirements described. Proposers should note that some sections include requests for specific types of information or responses.

In responding to each section, Proposers may propose alternatives which may promote efficiencies for the City over those indicated in the RFQ. Any alternatives will be in addition to—not instead of—Proposers' direct responses regarding the ability to meet the stated requirements. The City will examine all alternatives and will consider whether they are relevant to the evaluation of the Proposal.

2. Introduction and Executive Summary (up to two pages)

Submit a letter of introduction and executive summary of the proposal. The letter must be signed by a person authorized by the Proposer to obligate the Proposer to perform the commitments contained in the proposal. Submission of the letter will constitute a representation by the Proposer that the Proposer is willing and able to perform the commitments contained in the proposal.

3. Contractor's Minimum Qualifications (per Section III.A) and Contractor's Qualifications and Ability to Provide Quality Services (per Section III.C). (up to 15 pages)

As indicated in Section III.A of this RFQ, Contractors must provide proof of Minimum Qualifications. Per Section III.C, proposals must demonstrate that the Proposer can meet the City's requirements regarding Contractor Qualifications. Proposers should note that for some issues in Section III.C the City requires specific information.

4. Project Management, per Section VII (up to five pages)

Proposals must demonstrate that the Proposer meets all of the City's requirements regarding Project Management, as described Section III.D of this RFQ. Proposers should note that for some issues in Section III.D the City requires specific information.

5. Hourly Rates, per Section VIII (up to three pages)

Proposer must provide information demonstrating that the Proposer meets all of the City's requirements regarding Hourly Rates, as required in Section III.E. The Evaluation Section of this RFQ (Section V) describes the method the City will use to evaluate Hourly Rates and lists information that Proposers should provide. Proposers should address all of the requirements and requests for information in both sections.

XI. Evaluation and Selection Criteria

Proposals will be evaluated by a committee comprised of City staff with expertise in safety and security systems. The City intends to evaluate the proposals generally in accordance with the criteria itemized below, with a) a possible total of 90 points for all applicants (broken down as described below), and; b) an additional 10 points possible for applicants chosen to participate in the oral interview process. The final scoring will be the total points from the review of the proposal (90 points possible) plus the interview (10 points possible), with 100 total points possible. The City intends to select up to the five highest-scoring proposers.

A. Contractor's Qualifications (20 points)

1. Firm Qualifications see Section III.B

Proposers are evaluated on the firm's proven ability to provide the quality of service required. This evaluation includes the results of reference checks (per Section III.C.1).

2. Technician's Qualifications see Section III.C

Proposers are evaluated on whether the firm's technicians meet the City's requirements for training, certification, availability, and quality of work.

B. Quality of Services (20 points)

1. Available Work Force see Section IV.

The City will evaluate whether the Proposer has adequate staffing resources to provide the services and level of service required.

2. Available Resources see Section V.

The City will evaluate the resources -- tools, vehicles, communications, office, etc. -- available to the Proposer.

C. Hourly Rates

1. Blended Hourly Rate (40 points)

The City will grant points for the lowest hourly rates. For this evaluation, the Proposer must provide one blended hourly rate. Points will be awarded as follows:

- The lowest blended hourly rate will receive the full 40 points.
- Higher rates will receive points based on the following formula:

$$\text{Points awarded} = \frac{\text{lowest rate}}{\text{rate being evaluated}} \times 40$$

RFQ for Safety and Security Systems Installation

2. Crew Composition see Section IV (10 points)

The City will grant points for how each vendor composes crews. The City's intent is to procure crews that are, as much as possible, composed of Assistant Installer and Technician level staff.

For evaluation of this issue, the Proposers must provide a description of how jobs will be staffed and managed, including a description of crew composition. The description of crew composition should include how many assistant technicians, technicians and supervisors make up a crew. Proposer should break down how crews are composed if it varies by job size or job type. If this is applicable, and crew composition does vary, Proposers may describe crew composition in any way that is most informative. For example, Proposers may describe crew composition by the following job types: installing and pulling cable on a job of under 10 devices; installing and pulling cable on a job of 10- 50 devices; pulling cable on a job of over 50 devices.

D. Oral Interview (10 points)

After reviewing proposals, the City will ask an undetermined number of Contractors to participate in an oral interview. Contractors will be informed of the format and required content of oral presentations if they are selected to present.

E. Scoring summary

	Points
a. Qualifications	20
b. Quality of services	20
c. Hourly rates	40
d. Crew composition	10
Interview	10
Total	100

XII. Pre-proposal conference and Contract award

A. Pre-Proposal Conference

Proposers must attend a pre-proposal conference at 10 a.m. on Thursday, December 13, 2012 to be held at 901 Rankin Street, San Francisco, CA 94124. All questions will be addressed at this conference and any available new information will be provided at that time. If you have further questions regarding the RFQ, please contact the individual designated in Section VI.B.

B. Contract Award

The Department of Technology will select a pool of contractors with whom Department of Technology staff shall commence contract negotiations. The selection of any proposal shall not imply acceptance by the City of all terms of the proposal, which may be subject to further negotiations and approvals before the City may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time the Department of Technology, in its sole discretion, may terminate negotiations with the highest ranked proposers and begin contract negotiations with the next highest ranked proposers.

XIII. Terms and Conditions for Receipt of Proposals

A. Errors and Omissions in RFQ

Proposers are responsible for reviewing all portions of this RFQ. Proposers are to promptly notify the Department, in writing, if the proposer discovers any ambiguity, discrepancy, omission, or other error in the RFQ. Any such notification should be directed to the Department promptly after discovery, but in no event later than five working days prior to the date for receipt of proposals. Modifications and clarifications will be made by addenda as provided below.

B. Inquiries Regarding RFQ

Inquiries regarding the RFQ and all oral notifications of an intent to request written modification or clarification of the RFQ, must be directed to:

dtcontracts@sfgov.org

C. Objections to RFQ Terms

Should a proposer object on any ground to any provision or legal requirement set forth in this RFQ, the proposer must, not more than ten calendar days after the RFQ is issued, provide written notice to the Department setting forth with specificity the grounds for the objection. The failure of a proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

D. Change Notices

The Department may modify the RFQ, prior to the proposal due date, by issuing Change Notices, which will be posted on the website. The proposer shall be responsible for ensuring that its proposal reflects any and all Change Notices issued by the Department prior to the proposal due date regardless of when the proposal is submitted. Therefore, the City recommends that the proposer consult the website frequently, including shortly before the proposal due date, to determine if the proposer has downloaded all Change Notices.

E. Term of Proposal

Submission of a proposal signifies that the proposed services and prices are valid for 120 calendar days from the proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

F. Revision of Proposal

A proposer may revise a proposal on the proposer's own initiative at any time before the deadline for submission of proposals. The proposer must submit the revised proposal in the same manner as the original. A revised proposal must be received on or before the proposal due date.

In no case will a statement of intent to submit a revised proposal, or commencement of a revision process, extend the proposal due date for any proposer.

At any time during the proposal evaluation process, the Department may require a proposer to provide oral or written clarification of its proposal. The Department reserves the right to make an award without further clarifications of proposals received.

RFQ for Safety and Security Systems Installation

Errors and Omissions in Proposal

Failure by the Department to object to an error, omission, or deviation in the proposal will in no way modify the RFQ or excuse the vendor from full compliance with the specifications of the RFQ or any contract awarded pursuant to the RFQ.

G. Financial Responsibility

The City accepts no financial responsibility for any costs incurred by a firm in responding to this RFQ. Submissions of the RFQ will become the property of the City and may be used by the City in any way deemed appropriate.

H. Proposer's Obligations under the Campaign Reform Ordinance

Proposers must comply with Section 1.126 of the S.F. Campaign and Governmental Conduct Code, which states:

No person who contracts with the City and County of San Francisco for the rendition of personal services, for the furnishing of any material, supplies or equipment to the City, or for selling any land or building to the City, whenever such transaction would require approval by a City elective officer, or the board on which that City elective officer serves, shall make any contribution to such an officer, or candidates for such an office, or committee controlled by such officer or candidate at any time between commencement of negotiations and the later of either (1) the termination of negotiations for such contract, or (2) three months have elapsed from the date the contract is approved by the City elective officer or the board on which that City elective officer serves.

If a proposer is negotiating for a contract that must be approved by an elected local officer or the board on which that officer serves, during the negotiation period the proposer is prohibited from making contributions to:

- the officer's re-election campaign
- a candidate for that officer's office
- a committee controlled by the officer or candidate.

The negotiation period begins with the first point of contact, either by telephone, in person, or in writing, when a contractor approaches any city officer or employee about a particular contract, or a city officer or employee initiates communication with a potential contractor about a contract. The negotiation period ends when a contract is awarded or not awarded to the contractor. Examples of initial contacts include: (1) a vendor contacts a city officer or employee to promote himself or herself as a candidate for a contract; and (2) a city officer or employee contacts a contractor to propose that the contractor apply for a contract. Inquiries for information about a particular contract, requests for documents relating to a Request for Qualification, and requests to be placed on a mailing list do not constitute negotiations.

Violation of Section 1.126 may result in the following criminal, civil, or administrative penalties:

1. **Criminal.** Any person who knowingly or willfully violates section 1.126 is subject to a fine of up to \$5,000 and a jail term of not more than six months, or both.

2. **Civil.** Any person who intentionally or negligently violates section 1.126 may be held liable in a civil action brought by the civil prosecutor for an amount up to \$5,000.

3. **Administrative.** Any person who intentionally or negligently violates section 1.126 may be held liable in an administrative proceeding before the Ethics Commission held pursuant to the Charter for an amount up to \$5,000 for each violation.

For further information, proposers should contact the San Francisco Ethics Commission at (415) 581-2300.

I. Sunshine Ordinance

In accordance with S.F. Administrative Code Section 67.24(e), contractors' bids, responses to RFQs and all other records of communications between the City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefits until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

J. Public Access to Meetings and Records

If a proposer is a non-profit entity that receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the S.F. Administrative Code, the proposer must comply with Chapter 12L. The proposer must include in its proposal (1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to proposer's meetings and records, and (2) a summary of all complaints concerning the proposer's compliance with Chapter 12L that were filed with the City in the last two years and deemed by the City to be substantiated. The summary shall also describe the disposition of each complaint. If no such complaints were filed, the proposer shall include a statement to that effect. Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in proposer's Chapter 12L submissions shall be grounds for rejection of the proposal and/or termination of any subsequent Agreement reached on the basis of the proposal.

K. Reservations of Rights by the City

The issuance of this RFQ does not constitute an agreement by the City that any contract will actually be entered into by the City. The City expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, proposal, or proposal procedure;
2. Reject any or all proposals;
3. Reissue a Request for Qualifications;
4. Prior to submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFQ, or the requirements for contents or format of the proposals;
5. Procure any materials, equipment or services specified in this RFQ by any other means; or
6. Determine that no project will be pursued.

L. No Waiver

No waiver by the City of any provision of this RFQ shall be implied from any failure by the City to recognize or take action on account of any failure by a proposer to observe any provision of this RFQ.

M. Local Business Enterprise Goals and Outreach

The requirements of the Local Business Enterprise and Non-Discrimination in Contracting Ordinance set forth in Chapter 14B of the San Francisco Administrative Code as it now exists or as it may be amended in the future (collectively the "LBE Ordinance") shall apply to this RFQ.

RFQ for Safety and Security Systems Installation

1. LBE Subconsultant Participation Goals

The LBE subconsulting goal for this project is 5% of the total value of the goods and/or services to be procured.

Each firm responding to this solicitation shall demonstrate in its response that it has used good-faith outreach to select LBE subcontractors as set forth in S.F. Administrative Code §§14B.8 and 14B.9, and shall identify the particular LBE subcontractors solicited and selected to be used in performing the contract. For each LBE identified as a subcontractor, the response must specify the value of the participation as a percentage of the total value of the goods and/or services to be procured, the type of work to be performed, and such information as may reasonably be required to determine the responsiveness of the proposal. LBEs identified as subcontractors must be certified with the San Francisco Human Rights Commission at the time the proposal is submitted, and must be contacted by the proposer (prime contractor) prior to listing them as subcontractors in the proposal. Any proposal that does not meet the requirements of this paragraph will be non-responsive.

In addition to demonstrating that it will achieve the level of subconsulting participation required by the contract, a proposer shall also undertake and document in its submittal the good faith efforts required by Chapter 14B.8(C)&(D) and HRC Attachment 2, Requirements for Architecture, Engineering and Professional Services Contracts.

Proposals which fail to comply with the material requirements of S.F. Administrative Code §§14B.8 and 14B.9, HRC Attachment 2 and this RFQ will be deemed non-responsive and will be rejected. During the term of the contract, any failure to comply with the level of LBE subcontractor participation specified in the contract shall be deemed a material breach of contract. Subconsulting goals can only be met with HRC-certified LBEs located in San Francisco.

2. LBE Participation

The City strongly encourages proposals from qualified LBEs. Pursuant to Chapter 14B, the following rating discount will be in effect for the award of this project for any proposers who are certified by HRC as a LBE, or joint ventures where the joint venture partners are in the same discipline and have the specific levels of participation as identified below. Certification applications may be obtained by calling HRC at (415) 252-2500. The rating discount applies at each phase of the selection process. The application of the rating discount is as follows:

- a. A 10% discount to an LBE; or a joint venture between or among LBEs; or
- b. A 5% discount to a joint venture with LBE participation that equals or exceeds 35%, but is under 40%; or
- c. A 7.5% discount to a joint venture with LBE participation that equals or exceeds 40%; or
- d. A 10% discount to a certified non-profit entity.

If applying for a rating discount as a joint venture: The LBE must be an active partner in the joint venture and perform work, manage the job and take financial risks in proportion to the required level of participation stated in the proposal, and must be responsible for a clearly defined portion of the work to be performed and share in the ownership, control, management responsibilities, risks, and profits of the joint venture. The portion of the LBE joint venture's work shall be set forth in detail separately from the work to be performed by the non-LBE joint venture partner. The LBE joint venture's portion of the contract must be assigned a commercially useful function.

3. HRC Forms to be Submitted with Proposal

a. All proposals submitted must include the following Human Rights Commission (HRC) Forms contained in the HRC Attachment 2: 1) HRC Contract Participation Form, 2) HRC "Good Faith Outreach" Requirements Form, 3) HRC Non-Discrimination Affidavit, 4) HRC Joint Venture Form (if applicable), and 5) HRC Employment Form. If these forms are not returned with the proposal, the proposal may be determined to be non-responsive and may be rejected.

b. Please submit only two copies of the above forms with your proposal. The forms should be placed in a separate, sealed envelope labeled HRC Forms.

If you have any questions concerning the HRC Forms, you may call the Human Rights Commission Contract Compliance Officer on Duty at 415 252 2500.

XIV. Contract Requirements

A. Standard Contract Provisions

The successful proposer will be required to enter into a contract substantially in the form of the Agreement for Professional Services, attached hereto as Appendix C. Failure to timely execute the contract, or to furnish any and all insurance certificates and policy endorsement, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another firm and may proceed against the original selectee for damages.

Proposers are urged to pay special attention to the requirements of Administrative Code Chapters 12B and 12C, Nondiscrimination in Contracts and Benefits, (§34 “Nondiscrimination; Penalties” in the Agreement); the Minimum Compensation Ordinance (§43 “Requiring Minimum Compensation for Covered Employee” in the Agreement); the Health Care Accountability Ordinance (§44 “Requiring Health Benefits for Covered Employees” in the Agreement); the First Source Hiring Program (§45 [insert section number of “First Source Hiring Program” in the Agreement]; and applicable conflict of interest laws (§23 “Conflict of Interest” in the Agreement), as set forth in paragraphs B, C, D, E and F below.

B. Nondiscrimination in Contracts and Benefits

The successful proposer will be required to agree to comply fully with and be bound by the provisions of Chapters 12B and 12C of the San Francisco Administrative Code. Generally, Chapter 12B prohibits the City and County of San Francisco from entering into contracts or leases with any entity that discriminates in the provision of benefits between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of employees. The Chapter 12C requires nondiscrimination in contracts in public accommodation. Additional information on Chapters 12B and 12C is available on the HRC’s website at www.sfhrc.org.

C. Minimum Compensation Ordinance (MCO)

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in S.F. Administrative Code Chapter 12P. Generally, this Ordinance requires contractors to provide employees covered by the Ordinance who do work funded under the contract with hourly gross compensation and paid and unpaid time off that meet certain minimum requirements. For the contractual requirements of the MCO, see §43 “Requiring Minimum Compensation for Covered Employee”.

For the amount of hourly gross compensation currently required under the MCO, see www.sfgov.org/olse/mco. Note that this hourly rate may increase on January 1 of each year and that contractors will be required to pay any such increases to covered employees during the term of the contract.

Additional information regarding the MCO is available on the web at www.sfgov.org/olse/mco.

D. Health Care Accountability Ordinance (HCAO)

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Health Care Accountability Ordinance (HCAO), as set forth in S.F. Administrative Code Chapter 12Q. Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the HCAO is available on the web at www.sfgov.org/olse/hcao.

E. First Source Hiring Program (FSHP)

If the contract is for more than \$50,000, then the First Source Hiring Program (Admin. Code Chapter 83) may apply. Generally, this ordinance requires contractors to notify the First Source Hiring Program of available entry-level jobs and provide the Workforce Development System with the first opportunity to refer qualified individuals for employment.

Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the FSHP is available on the web at www.sfgov.org/moed/fshp.htm and from the First Source Hiring Administrator, (415) 401-4960.

F. Conflicts of Interest

The successful proposer will be required to agree to comply fully with and be bound by the applicable provisions of state and local laws related to conflicts of interest, including Section 15.103 of the City's Charter, Article III, Chapter 2 of City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California. The successful proposer will be required to acknowledge that it is familiar with these laws; certify that it does not know of any facts that constitute a violation of said provisions; and agree to immediately notify the City if it becomes aware of any such fact during the term of the Agreement.

Individuals who will perform work for the City on behalf of the successful proposer might be deemed consultants under state and local conflict of interest laws. If so, such individuals will be required to submit a Statement of Economic Interests, California Fair Political Practices Commission Form 700, to the City within ten calendar days of the City notifying the successful proposer that the City has selected the proposer.

XV. Protest Procedures

A. Protest of Non-Responsiveness Determination

Within five working days of the City's issuance of a notice of non-responsiveness, any firm that has submitted a proposal and believes that the City has incorrectly determined that its proposal is non-responsive may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth working day following the City's issuance of the notice of non-responsiveness. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFQ provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

B. Protest of Contract Award

Within five working days of the City's issuance of a notice of intent to award the contract, any firm that has submitted a responsive proposal and believes that the City has incorrectly selected another proposer for award may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth working day after the City's issuance of the notice of intent to award.

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFQ provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

C. Delivery of Protests

All protests must be received by the due date. If a protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that will objectively establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) will not be considered. Protests must be delivered to:

Jolie Gines
PROTEST Request for Qualifications for
Safety and Security Systems Installation, #2013-1
Department of Technology
One South Van Ness Ave., 2nd Floor
San Francisco, CA 94103

RFQ for Safety and Security Systems Installation

Appendix B

Standard Forms

The requirements described in this Appendix are separate from those described in Appendix A.

Before the City can award any contract to a contractor, that contractor must file three standard City forms (items 1-3 on the chart). Because many contractors have already completed these forms, and because some informational forms are rarely revised, the City has not included them in the RFQ package. Instead, this Appendix describes the forms, where to find them on the Internet (see bottom of page 2), and where to file them. If a contractor cannot get the documents off the Internet, the contractor should call (415) 554-6248 or e-mail Purchasing (purchasing@sfgov.org) and Purchasing will fax, mail or e-mail them to the contractor.

If a contractor has already filled out items 1-3 (see note under item 3) on the chart, **the contractor should not do so again unless the contractor's answers have changed.** To find out whether these forms have been submitted, the contractor should call Vendor File Support in the Controller's Office at (415) 554-6702.

If a contractor would like to apply to be certified as a local business enterprise, it must submit item 4. To find out about item 4 and certification, the contractor should call Human Rights Commission at (415) 252-2500.

Item	Form name and Internet location	Form	Description	Return the form to; For more info
1.	Request for Taxpayer Identification Number and Certification http://www.sfgov.org/site/oca_page.asp?id=26550 www.irs.gov/pub/irs-fill/fw9.pdf	W-9	The City needs the contractor's taxpayer ID number on this form. If a contractor has already done business with the City, this form is not necessary because the City already has the number.	Controller's Office Vendor File Support City Hall, Room 484 San Francisco, CA 94102 (415) 554-6702
2.	Business Tax Declaration http://www.sfgov.org/site/oca_page.asp?id=26550	P-25	All contractors must sign this form to determine if they must register with the Tax Collector, even if not located in San Francisco. All businesses that qualify as "conducting business in San Francisco" must register with the Tax Collector	Controller's Office Vendor File Support City Hall, Room 484 San Francisco, CA 94102 (415) 554-6702
3.	S.F. Administrative Code Chapters 12B & 12C Declaration: Nondiscrimination in	HRC-12B-101	Contractors tell the City if their personnel policies meet the City's requirements for nondiscrimination against	Human Rights Comm. 25 Van Ness, #800 San Francisco,

RFQ for Safety and Security Systems Installation

Item	Form name and Internet location	Form	Description	Return the form to; For more info
	Contracts and Benefits http://www.sfgov.org/site/sfhumanrights_index.asp?id=4584 In Vendor Profile Application		protected classes of people, and in the provision of benefits between employees with spouses and employees with domestic partners. Form submission is not complete if it does not include the additional documentation asked for on the form. Other forms may be required, depending on the answers on this form. Contract-by-Contract Compliance status vendors must fill out an additional form for each contract.	CA 94102-6059 (415) 252-2500
4.	HRC LBE Certification Application http://www.sfgov.org/site/sfhumanrights_page.asp?id=45141 In Vendor Profile Application		Local businesses complete this form to be certified by HRC as LBEs. Certified LBEs receive a bid discount pursuant to Chapter 14B when bidding on City contracts. To receive the bid discount, you must be certified by HRC by the proposal due date.	Human Rights Comm. 25 Van Ness, #800 San Francisco, CA 94102-6059 (415) 252-2500

Where the forms are on the Internet

Office of Contract Administration

Homepage: www.sfgov.org/oca/
 Purchasing forms: Click on "Required Vendor Forms" under the "Information for Vendors and Contractors" banner.

Human Rights Commission

HRC's homepage: www.sfhrc.org
 Equal Benefits forms: Click on "Forms" under the "Equal Benefits" banner near the bottom.
 LBE certification form: Click on "Forms" under the "LBE" banner near the bottom

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 2/11/2013

DEPARTMENT NAME: Department 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: Alert Notification

FUNDING SOURCE: Urban Areas Security Initiative

PSC AMOUNT: \$1,092,648 PSC DURATION: 4/1/2013 - 3/31/2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The CORES Responder Management System integrates the verification of responder credentials and the deployment of responders during an emergency. The CORES Alert Notification System facilitates mass notification and two-way communication to provide immediate delivery of customized alerts to any number of relevant recipients. The contract will include hours for training and support hours.

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

During an emergency, officials need to be able to provide the public with information quickly. The CORES platform supports communication delivery to: phone, email, text message, pagers, facsimile, radio, and CAP XML compliant devices. A denial of this request would severely limit our department's ability to provide notification to the public during an emergency that may be potentially life-saving.

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 contract is relatively new. The original contract only included the software license and installation. This contract request is for renewal of the license and for training and support hours.

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. Row 1: Local 21, Patrick Leung, 12/27/12. Row 2: (blank), (blank), (blank). Row 3: RFP sent to (blank), on (blank), (blank) Signature (blank).

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4095-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved 2/28/13 [Signature]

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise.

Provide technical training on use of the CORES system. Provide technical support for CORES RMS and ANS.

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

1033 IS Trainer-Senior
1043 IS Engineer-Senior

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

Yes. Contractor provides the hosting equipment and the maintenance of Internet communications interfaces required for the use of the product.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

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

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

No

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.

Training will be on the use of the CORES Alert Notification System. Employees of various classifications city-wide that have access to send alert notices through the CORES platform will have access to the training.

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

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

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

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

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

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Work will be done by contractor, but current contract is not a PSC contract.

<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

WILL LEE

558-3866

Print or Type Name

Telephone Number

1011 TURK ST.
SF, CA 94102

Address

Additional Attachment(s)

◇ **Section 5D. Are there federal or state grant requirements regarding the use of contractual service?**

- **Grant Programs Directorate Information Bulletin
3/18/2011, No. 358**
- **Title 6 – Domestic Security
§609 and §611**



FEMA

Grant Programs Directorate Information Bulletin
No. 358
March 18, 2011

TO: All State Administrative Agency Heads
All State Administrative Agency Points of Contact
All State Homeland Security Directors
All State Emergency Management Agency Directors
All Urban Areas Security Initiative Points of Contact
All Tribal Nation Points of Contact

FROM: Elizabeth M. Harman
Assistant Administrator
Grant Programs Directorate

SUBJECT: Clarification on the *Personnel Reimbursement for Intelligence Cooperation and Enhancement of Homeland Security Act of 2008 (Public Law 110-412 – the PRICE Act)*

This Information Bulletin serves to clarify the implementation of the PRICE Act in regard to the State Homeland Security Grant Program (SHSP), Urban Areas Security Initiative (UASI), Tribal Homeland Security Grant Program (THSGP), and Operation Stonegarden (OPSG), and provides examples of how to account for typical personnel costs.

The PRICE Act amends the Homeland Security Act of 2002, (P.L.107-296, 6 U.S.C. 609), Title 6, Chapter 1, Subchapter XV, Part A, §609. As such, 6 U.S.C 609(b)(2)(A) states: "*Not more than 50 percent of the amount awarded to a grant recipient under section 604 (Urban Area Security Initiative) or 605 (State Homeland Security Grant Program) of this title in any fiscal year may be used to pay for personnel, including overtime and backfill costs, in support of the permitted uses under subsection (a).*"

Subsection (a) [6 U.S.C 609(a) – *Permitted Uses*] state: "... *grant funds to achieve target capabilities related to preventing, preparing for, protecting against, and responding to acts of terrorism, consistent with a State homeland security plan and relevant local, tribal, and regional homeland security plans.*"

In other words, the PRICE Act clarifies what is covered by the 50 percent cap on personnel costs. To comply with the PRICE Act, grantees should keep track of personnel and personnel-related activities that would contribute to a personnel cap. In general, costs associated with:

- Work performed under contract for a specific deliverable DOES NOT count against the personnel cap, however,
- Work performed under contract for an undefined period, such as for personnel costs supporting operational activities, including general planning, training or exercise activities DO count against the personnel cap; and
- Work performed by all non-contractor personnel, including for full- or part-time staff and operational overtime DO count against the personnel cap.

The following examples **would not** count towards the personnel cap:

- Vendor installation of a radio tower;
- Vendor training on new equipment purchased;
- Contractor hired to create an Emergency Operations Plan;
- Contractor hired to provide deliveries of ICS 400; and
- Contractor hired to assist with planning, training, evaluating, and reporting the effectiveness of a specific exercise.

The following examples **would** count towards the personnel cap:

- Contractor hired to be the State's WMD training instructor with *no specific* deliverables under contract;
- Contractor hired to facilitate unidentified number of exercises throughout the performance period;
- Contractor hired to be the part-time auditor of HSGP grants throughout the year; and
- Contractor hired to be an intelligence analyst.

Recipients should also know that cap created under 6 U.S.C. 609(b)(2)(A) may be waived at the discretion of the FEMA Administrator.

6 U.S.C. 609(b)(2)(B) states:

At the request of the recipient of a grant under section 604 or 605 of this title, the Administrator may grant a waiver of the limitation under subparagraph (A).

Sections 604 and 605 are SHSGP and UASI respectively.

Please make your state and local sub grantees aware of this additional clarification, as it will assist in the development of both Investment Justifications and to ensure accuracy of reporting requirements.

For questions related to the PRICE Act or waiver requests, please contact your Program Analyst or the Centralized Services Information Desk at 1-800-368-6498 or via email at askcsid@dhs.gov.

(F) whether the State has, or the high-risk urban area is located at or near, an international border;

(G) whether it has a coastline bordering an ocean (including the Gulf of Mexico) or international waters;

(H) its likely need to respond to acts of terrorism occurring in nearby jurisdictions;

(I) the extent to which it has unmet target capabilities;

(J) in the case of a high-risk urban area, the extent to which that high-risk urban area includes—

(i) those incorporated municipalities, counties, parishes, and Indian tribes within the relevant eligible metropolitan area, the inclusion of which will enhance regional efforts to prevent, prepare for, protect against, and respond to acts of terrorism; and

(ii) other local and tribal governments in the surrounding area that are likely to be called upon to respond to acts of terrorism within the high-risk urban area; and

(K) such other factors as are specified in writing by the Administrator; and

(2) the anticipated effectiveness of the proposed use of the grant by the State or high-risk urban area in increasing the ability of that State or high-risk urban area to prevent, prepare for, protect against, and respond to acts of terrorism, to meet its target capabilities, and to otherwise reduce the overall risk to the high-risk urban area, the State, or the Nation.

(b) Types of threat

In assessing threat under this section, the Administrator shall consider the following types of threat to critical infrastructure sectors and to populations in all areas of the United States, urban and rural:

- (1) Biological.
- (2) Chemical.
- (3) Cyber.
- (4) Explosives.
- (5) Incendiary.
- (6) Nuclear.
- (7) Radiological.
- (8) Suicide bombers.
- (9) Such other types of threat determined relevant by the Administrator.

(Pub. L. 107-296, title XX, §2007, as added Pub. L. 110-53, title I, §101, Aug. 3, 2007, 121 Stat. 282.)

§ 609. Use of funds

(a) Permitted uses

The Administrator shall permit the recipient of a grant under section 604 or 605 of this title to use grant funds to achieve target capabilities related to preventing, preparing for, protecting against, and responding to acts of terrorism, consistent with a State homeland security plan and relevant local, tribal, and regional homeland security plans, through—

(1) developing and enhancing homeland security, emergency management, or other relevant plans, assessments, or mutual aid agreements;

(2) designing, conducting, and evaluating training and exercises, including training and exercises conducted under section 321a of this title and section 748 of this title;

(3) protecting a system or asset included on the prioritized critical infrastructure list established under section 1241(a)(2) of this title;

(4) purchasing, upgrading, storing, or maintaining equipment, including computer hardware and software;

(5) ensuring operability and achieving interoperability of emergency communications;

(6) responding to an increase in the threat level under the Homeland Security Advisory System, or to the needs resulting from a National Special Security Event;

(7) establishing, enhancing, and staffing with appropriately qualified personnel State, local, and regional fusion centers that comply with the guidelines established under section 124h(d) of this title;

(8) enhancing school preparedness;

(9) supporting public safety answering points;

(10) paying salaries and benefits for personnel, including individuals employed by the grant recipient on the date of the relevant grant application, to serve as qualified intelligence analysts, regardless of whether such analysts are current or new full-time employees or contract employees;

(11) paying expenses directly related to administration of the grant, except that such expenses may not exceed 3 percent of the amount of the grant;

(12) any activity permitted under the Fiscal Year 2007 Program Guidance of the Department for the State Homeland Security Grant Program, the Urban Area Security Initiative (including activities permitted under the full-time counterterrorism staffing pilot), or the Law Enforcement Terrorism Prevention Program; and

(13) any other appropriate activity, as determined by the Administrator.

(b) Limitations on use of funds

(1) In general

Funds provided under section 604 or 605 of this title may not be used—

(A) to supplant State or local funds, except that nothing in this paragraph shall prohibit the use of grant funds provided to a State or high-risk urban area for otherwise permissible uses under subsection (a) on the basis that a State or high-risk urban area has previously used State or local funds to support the same or similar uses; or

(B) for any State or local government cost-sharing contribution.

(2) Personnel

(A) In general

Not more than 50 percent of the amount awarded to a grant recipient under section 604 or 605 of this title in any fiscal year may be used to pay for personnel, including overtime and backfill costs, in support of the permitted uses under subsection (a).

(B) Waiver

At the request of the recipient of a grant under section 604 or 605 of this title, the Ad-

administrator may grant a waiver of the limitation under subparagraph (A).

(3) Limitations on discretion

(A) In general

With respect to the use of amounts awarded to a grant recipient under section 604 or 605 of this title for personnel costs in accordance with paragraph (2) of this subsection, the Administrator may not—

(i) impose a limit on the amount of the award that may be used to pay for personnel, or personnel-related, costs that is higher or lower than the percent limit imposed in paragraph (2)(A); or

(ii) impose any additional limitation on the portion of the funds of a recipient that may be used for a specific type, purpose, or category of personnel, or personnel-related, costs.

(B) Analysts

If amounts awarded to a grant recipient under section 604 or 605 of this title are used for paying salary or benefits of a qualified intelligence analyst under subsection (a)(10), the Administrator shall make such amounts available without time limitations placed on the period of time that the analyst can serve under the grant.

(4) Construction

(A) In general

A grant awarded under section 604 or 605 of this title may not be used to acquire land or to construct buildings or other physical facilities.

(B) Exceptions

(i) In general

Notwithstanding subparagraph (A), nothing in this paragraph shall prohibit the use of a grant awarded under section 604 or 605 of this title to achieve target capabilities related to preventing, preparing for, protecting against, or responding to acts of terrorism, including through the alteration or remodeling of existing buildings for the purpose of making such buildings secure against acts of terrorism.

(ii) Requirements for exception

No grant awarded under section 604 or 605 of this title may be used for a purpose described in clause (i) unless—

(I) specifically approved by the Administrator;

(II) any construction work occurs under terms and conditions consistent with the requirements under section 5196(j)(9) of title 42; and

(III) the amount allocated for purposes under clause (i) does not exceed the greater of \$1,000,000 or 15 percent of the grant award.

(5) Recreation

Grants awarded under this part may not be used for recreational or social purposes.

(c) Multiple-purpose funds

Nothing in this part shall be construed to prohibit State, local, or tribal governments from

using grant funds under sections 604 and 605 of this title in a manner that enhances preparedness for disasters unrelated to acts of terrorism, if such use assists such governments in achieving target capabilities related to preventing, preparing for, protecting against, or responding to acts of terrorism.

(d) Reimbursement of costs

(1) Paid-on-call or volunteer reimbursement

In addition to the activities described in subsection (a), a grant under section 604 or 605 of this title may be used to provide a reasonable stipend to paid-on-call or volunteer emergency response providers who are not otherwise compensated for travel to or participation in training or exercises related to the purposes of this part. Any such reimbursement shall not be considered compensation for purposes of rendering an emergency response provider an employee under the Fair Labor Standards Act of 1938 (29 U.S.C. 201 et seq.).

(2) Performance of Federal duty

An applicant for a grant under section 604 or 605 of this title may petition the Administrator to use the funds from its grants under those sections for the reimbursement of the cost of any activity relating to preventing, preparing for, protecting against, or responding to acts of terrorism that is a Federal duty and usually performed by a Federal agency, and that is being performed by a State or local government under agreement with a Federal agency.

(e) Flexibility in unspent homeland security grant funds

Upon request by the recipient of a grant under section 604 or 605 of this title, the Administrator may authorize the grant recipient to transfer all or part of the grant funds from uses specified in the grant agreement to other uses authorized under this section, if the Administrator determines that such transfer is in the interests of homeland security.

(f) Equipment standards

If an applicant for a grant under section 604 or 605 of this title proposes to upgrade or purchase, with assistance provided under that grant, new equipment or systems that do not meet or exceed any applicable national voluntary consensus standards developed under section 747 of this title, the applicant shall include in its application an explanation of why such equipment or systems will serve the needs of the applicant better than equipment or systems that meet or exceed such standards.

(Pub. L. 107-296, title XX, §2008, as added Pub. L. 110-53, title I, §101, Aug. 3, 2007, 121 Stat. 283; amended Pub. L. 110-412, §2, Oct. 14, 2008, 122 Stat. 4336.)

REFERENCES IN TEXT

The Fair Labor Standards Act of 1938, referred to in subsec. (d)(1), is act June 25, 1938, ch. 676, 52 Stat. 1060, which is classified generally to chapter 8 (§201 et seq.) of Title 29, Labor. For complete classification of this Act to the Code, see section 201 of Title 29 and Tables.

AMENDMENTS

2008—Subsec. (a). Pub. L. 110-412, §2(1)(A), substituted “The Administrator shall permit the recipient of a

grant under section 604 or 605 of this title to use grant funds" for "Grants awarded under section 604 or 605 of this title may be used" in introductory provisions.

Subsec. (a)(10). Pub. L. 110-412, §2(1)(B), inserted " , regardless of whether such analysts are current or new full-time employees or contract employees" after "analysts".

Subsec. (b)(3) to (5). Pub. L. 110-412, §2(2), added par. (3) and redesignated former pars. (3) and (4) as (4) and (5), respectively.

PART B—GRANTS ADMINISTRATION

§ 611. Administration and coordination

(a) Regional coordination

The Administrator shall ensure that—

(1) all recipients of grants administered by the Department to prevent, prepare for, protect against, or respond to natural disasters, acts of terrorism, or other man-made disasters (excluding assistance provided under section 203, title IV, or title V of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5133, 5170 et seq., and 5191 et seq.)) coordinate, as appropriate, their prevention, preparedness, and protection efforts with neighboring State, local, and tribal governments; and

(2) all high-risk urban areas and other recipients of grants administered by the Department to prevent, prepare for, protect against, or respond to natural disasters, acts of terrorism, or other man-made disasters (excluding assistance provided under section 203, title IV, or title V of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5133, 5170 et seq., and 5191 et seq.)) that include or substantially affect parts or all of more than 1 State coordinate, as appropriate, across State boundaries, including, where appropriate, through the use of regional working groups and requirements for regional plans.

(b) Planning committees

(1) In general

Any State or high-risk urban area receiving a grant under section 604 or 605 of this title shall establish a planning committee to assist in preparation and revision of the State, regional, or local homeland security plan and to assist in determining effective funding priorities for grants under sections 604 and 605 of this title.

(2) Composition

(A) In general

The planning committee shall include representatives of significant stakeholders, including—

- (i) local and tribal government officials; and
- (ii) emergency response providers, which shall include representatives of the fire service, law enforcement, emergency medical response, and emergency managers.

(B) Geographic representation

The members of the planning committee shall be a representative group of individuals from the counties, cities, towns, and Indian tribes within the State or high-risk urban area, including, as appropriate, rep-

resentatives of rural, high-population, and high-threat jurisdictions.

(3) Existing planning committees

Nothing in this subsection may be construed to require that any State or high-risk urban area create a planning committee if that State or high-risk urban area has established and uses a multijurisdictional planning committee or commission that meets the requirements of this subsection.

(c) Interagency coordination

(1) In general

Not later than 12 months after August 3, 2007, the Secretary (acting through the Administrator), the Attorney General, the Secretary of Health and Human Services, and the heads of other agencies providing assistance to State, local, and tribal governments for preventing, preparing for, protecting against, and responding to natural disasters, acts of terrorism, and other man-made disasters, shall jointly—

(A) compile a comprehensive list of Federal grant programs for State, local, and tribal governments for preventing, preparing for, protecting against, and responding to natural disasters, acts of terrorism, and other man-made disasters;

(B) compile the planning, reporting, application, and other requirements and guidance for the grant programs described in subparagraph (A);

(C) develop recommendations, as appropriate, to—

(i) eliminate redundant and duplicative requirements for State, local, and tribal governments, including onerous application and ongoing reporting requirements;

(ii) ensure accountability of the programs to the intended purposes of such programs;

(iii) coordinate allocation of grant funds to avoid duplicative or inconsistent purchases by the recipients;

(iv) make the programs more accessible and user friendly to applicants; and

(v) ensure the programs are coordinated to enhance the overall preparedness of the Nation;

(D) submit the information and recommendations under subparagraphs (A), (B), and (C) to the appropriate committees of Congress; and

(E) provide the appropriate committees of Congress, the Comptroller General, and any officer or employee of the Government Accountability Office with full access to any information collected or reviewed in preparing the submission under subparagraph (D).

(2) Scope of task

Nothing in this subsection shall authorize the elimination, or the alteration of the purposes, as delineated by statute, regulation, or guidance, of any grant program that exists on August 3, 2007, nor authorize the review or preparation of proposals on the elimination, or the alteration of such purposes, of any such grant program.

Union Notification(s)
◆ Local 21

Dang, Leorah

From: Leung, Patrick
Sent: Thursday, December 27, 2012 2:16 PM
To: L21PSC Review
Subject: PSC-DEM CORES Notification System \$1,092,648/5yrs
Attachments: ccsf_cnnQuote_20121101.pdf; CORES PSC Request.doc

Please find attached a PSC submission for our CORES system contract for your review. Please contact me if you have any questions. I've attached the vendor's quote for the proposed extension duration.

Patrick Leung
Department of Emergency Management
30 Van Ness Avenue, Suite 3300
San Francisco, CA 94102
patrick.n.leung@sfgov.org
415-487-5024 (Work)
415-609-7013 (Cell)

From: Leung, Patrick [patrick.n.leung@sfgov.org]
Sent: Monday, June 04, 2012 11:03 AM
To: L21PSC Review
Subject: PSC submission notification

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

Sincerely,

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

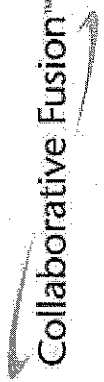
SALES QUOTATION - SQ10-130V1

Date: 11/1/2012

For: City & County of San Francisco

Department of Emergency Management

5849 Forbes Avenue, Pitsburgh, PA 15217
Office: 412-422-3463 x 4022 / Fax: 414-721-9681



Qty	Product Description	Part Number	Unit Price	Year 1	Year 2	Year 3	Year 4	Year 5
Annual Maintenance Items								
1	CORES Enterprise License - Annual Maintenance	CORES-SWM	\$ 43,490.51	\$ 43,490.51	\$ 43,490.51	\$ 43,490.51	\$ 43,490.51	\$ 43,490.51
1	CORES 250-Unit, 500-Admin Bundle - Annual Maintenance	CORES-500U-SWM	\$ 12,133.44	\$ 12,133.44	\$ 12,133.44	\$ 12,133.44	\$ 12,133.44	\$ 12,133.44
1	CORES Notification Module - Annual Maintenance (includes custom 800 #)	CORES-NM-SWM	\$ 39,088.50	\$ 39,088.50	\$ 39,088.50	\$ 39,088.50	\$ 39,088.50	\$ 39,088.50
1	CORES Notification Module - Split Billing Annual Maintenance	CORES-NM-SWM	\$ 463.50	\$ 463.50	\$ 463.50	\$ 463.50	\$ 463.50	\$ 463.50
1	CORES ID-Print Module - Annual Maintenance	CORES-IDPM-SWM	\$ 9,877.74	\$ 9,877.74	\$ 9,877.74	\$ 9,877.74	\$ 9,877.74	\$ 9,877.74
1	CORES Alert System - Annual Maintenance	CORES-CAS-SW	\$ 38,110.00	\$ 38,110.00	\$ 38,110.00	\$ 38,110.00	\$ 38,110.00	\$ 38,110.00
1	CORES Document Library Module - Annual Maintenance	CORES-DL-SWM	\$ 2,779.97	\$ 2,779.97	\$ 2,779.97	\$ 2,779.97	\$ 2,779.97	\$ 2,779.97
25	CORES PC Client Licenses - Annual Maintenance	CORES-PC-SWM	\$ 97.44	\$ 2,435.95	\$ 2,435.95	\$ 2,435.95	\$ 2,435.95	\$ 2,435.95
34,000	CORES Notification Module - Notification Minutes (for DHR)	CF-MIN	\$ 0.10	\$ 3,400.00	\$ 3,400.00	\$ 3,400.00	\$ 3,400.00	\$ 3,400.00
400,000	CORES Notification Module - SMS Messages (For DEM)	CF-MMSG	\$ 0.09	\$ 36,000.00	\$ 36,000.00	\$ 36,000.00	\$ 36,000.00	\$ 36,000.00
1	Entrust - Standard SSL Certificate (for DHR)	ENTRUST-STDSSL	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
3	Entrust - EV SSL Certificate (2 for DEM, 1 for DHR)	ENTRUST-EVSSL	\$ 850.00	\$ 2,550.00	\$ 2,550.00	\$ 2,550.00	\$ 2,550.00	\$ 2,550.00
1	IPAWS & CMAS Alerting	IPAWS-CMAS	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
Total Annual Maintenance Items				\$ 202,579.62	\$ 202,579.62	\$ 202,579.62	\$ 202,579.62	\$ 202,579.62
Labor Training								
25	Project Manager - Senior	CF-PM-S	\$ 150.00	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00
30	Software Engineer	CF-C	\$ 150.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00
50	Support Engineer	CF-C-A	\$ 120.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
2	CORES Alert System - Web Based Training	CF-WEBTRAIN-CAS	\$ 850.00	\$ 1,700.00	\$ 1,700.00	\$ 1,700.00	\$ 1,700.00	\$ 1,700.00
Total Labor Training				\$ 15,950.00	\$ 15,950.00	\$ 15,950.00	\$ 15,950.00	\$ 15,950.00
Annual Cost Cost				\$ 218,529.62	\$ 218,529.62	\$ 218,529.62	\$ 218,529.62	\$ 218,529.62
Total Five Year Cost:				\$ 1,092,648.08				

- Notes:
 1) All pricing in US\$, exclusive of duty and taxes.
 2) Quotation valid for 60 days from date above.

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: 2/11/13

DEPARTMENT NAME: Department 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: WebEOC, web-based crisis information management system

FUNDING SOURCE: Urban Areas Security Initiative

PSC AMOUNT: \$650,000 PSC DURATION: 2/1/2013 - 1/31/2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

WebEOC is a web-based crisis information management system currently used by San Francisco and San Mateo. WebEOC enables users from multiple locations and jurisdictions to collaborate and manage multiple incidents and events, provide situation reports, manage resources, and prepare Incident Command System(ICS) and Incident Action Plan(IAP) reports. The renewal contract includes license and support for both San Francisco and San Mateo Counties.

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

The communication of information is one of the most important elements during an emergency. WebEOC is a tool that streamlines the process of information sharing and incident management. It is currently used in both San Francisco and San Mateo counties. A denial of this request would impact the City's ability to manage and respond to an emergency incident.

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 contract is relatively new. The original contract only included the software license and hosting services. The contract renewal includes funding for user enhancements to the WebEOC interface.

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

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

Local 21 Union Name Patrick Leung Signature of person mailing/faxing form 12/27/12 Date

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40910-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved W 2/28/13

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Provide user enhancements on the WebEOC platform based on user feedback.

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

1043 IS Engineer-Senior

1053 IS Business Analyst-Senior

1063 IS Programmer Analyst-Senior

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

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

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

No.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

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

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Work will be done by contractor, but current contract is not a PSC contract.

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

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

[Signature]

 Signature of Departmental Personal Services Contract Coordinator

Will Clark

 Print or Type Name

558-3866

 Telephone Number

*1011 TURL ST.
 SF, CA 94102*

Additional Attachment(s)

◇ **Section 5D. Are there federal or state grant requirements regarding the use of contractual service?**

- **Grant Programs Directorate Information Bulletin
3/18/2011, No. 358**
- **Title 6 – Domestic Security
§609 and §611**



FEMA

**Grant Programs Directorate Information Bulletin
No. 358
March 18, 2011**

TO: All State Administrative Agency Heads
All State Administrative Agency Points of Contact
All State Homeland Security Directors
All State Emergency Management Agency Directors
All Urban Areas Security Initiative Points of Contact
All Tribal Nation Points of Contact

FROM: Elizabeth M. Harman
Assistant Administrator
Grant Programs Directorate

SUBJECT: Clarification on the *Personnel Reimbursement for Intelligence Cooperation and Enhancement of Homeland Security Act of 2008 (Public Law 110-412 – the PRICE Act)*

This Information Bulletin serves to clarify the implementation of the PRICE Act in regard to the State Homeland Security Grant Program (SHSP), Urban Areas Security Initiative (UASI), Tribal Homeland Security Grant Program (THSGP), and Operation Stonegarden (OPSG), and provides examples of how to account for typical personnel costs.

The PRICE Act amends the Homeland Security Act of 2002, (P.L. 107-296, 6 U.S.C. 609), Title 6, Chapter 1, Subchapter XV, Part A, §609. As such, 6 U.S.C 609(b)(2)(A) states: “*Not more than 50 percent of the amount awarded to a grant recipient under section 604 (Urban Area Security Initiative) or 605 (State Homeland Security Grant Program) of this title in any fiscal year may be used to pay for personnel, including overtime and backfill costs, in support of the permitted uses under subsection (a).*”

Subsection (a) [6 U.S.C 609(a) – *Permitted Uses*] state: “... *grant funds to achieve target capabilities related to preventing, preparing for, protecting against, and responding to acts of terrorism, consistent with a State homeland security plan and relevant local, tribal, and regional homeland security plans.*”

In other words, the PRICE Act clarifies what is covered by the 50 percent cap on personnel costs. To comply with the PRICE Act, grantees should keep track of personnel and personnel-related activities that would contribute to a personnel cap. In general, costs associated with:

- Work performed under contract for a specific deliverable DOES NOT count against the personnel cap, however,
- Work performed under contract for an undefined period, such as for personnel costs supporting operational activities, including general planning, training or exercise activities DO count against the personnel cap; and
- Work performed by all non-contractor personnel, including for full- or part-time staff and operational overtime DO count against the personnel cap.

The following examples **would not** count towards the personnel cap:

- Vendor installation of a radio tower;
- Vendor training on new equipment purchased;
- Contractor hired to create an Emergency Operations Plan;
- Contractor hired to provide deliveries of ICS 400; and
- Contractor hired to assist with planning, training, evaluating, and reporting the effectiveness of a specific exercise.

The following examples **would** count towards the personnel cap:

- Contractor hired to be the State's WMD training instructor with *no specific* deliverables under contract;
- Contractor hired to facilitate unidentified number of exercises throughout the performance period;
- Contractor hired to be the part-time auditor of HSGP grants throughout the year; and
- Contractor hired to be an intelligence analyst.

Recipients should also know that cap created under 6 U.S.C. 609(b)(2)(A) may be waived at the discretion of the FEMA Administrator.

6 U.S.C. 609(b)(2)(B) states:

At the request of the recipient of a grant under section 604 or 605 of this title, the Administrator may grant a waiver of the limitation under subparagraph (A).

Sections 604 and 605 are SHSGP and UASI respectively.

Please make your state and local sub grantees aware of this additional clarification, as it will assist in the development of both Investment Justifications and to ensure accuracy of reporting requirements.

For questions related to the PRICE Act or waiver requests, please contact your Program Analyst or the Centralized Services Information Desk at 1-800-368-6498 or via email at askesid@dhs.gov.

(F) whether the State has, or the high-risk urban area is located at or near, an international border;

(G) whether it has a coastline bordering an ocean (including the Gulf of Mexico) or international waters;

(H) its likely need to respond to acts of terrorism occurring in nearby jurisdictions;

(I) the extent to which it has unmet target capabilities;

(J) in the case of a high-risk urban area, the extent to which that high-risk urban area includes—

(i) those incorporated municipalities, counties, parishes, and Indian tribes within the relevant eligible metropolitan area, the inclusion of which will enhance regional efforts to prevent, prepare for, protect against, and respond to acts of terrorism; and

(ii) other local and tribal governments in the surrounding area that are likely to be called upon to respond to acts of terrorism within the high-risk urban area; and

(K) such other factors as are specified in writing by the Administrator; and

(2) the anticipated effectiveness of the proposed use of the grant by the State or high-risk urban area in increasing the ability of that State or high-risk urban area to prevent, prepare for, protect against, and respond to acts of terrorism, to meet its target capabilities, and to otherwise reduce the overall risk to the high-risk urban area, the State, or the Nation.

(b) Types of threat

In assessing threat under this section, the Administrator shall consider the following types of threat to critical infrastructure sectors and to populations in all areas of the United States, urban and rural:

- (1) Biological.
- (2) Chemical.
- (3) Cyber.
- (4) Explosives.
- (5) Incendiary.
- (6) Nuclear.
- (7) Radiological.
- (8) Suicide bombers.
- (9) Such other types of threat determined relevant by the Administrator.

(Pub. L. 107-296, title XX, §2007, as added Pub. L. 110-53, title I, §101, Aug. 3, 2007, 121 Stat. 282.)

§ 609. Use of funds

(a) Permitted uses

The Administrator shall permit the recipient of a grant under section 604 or 605 of this title to use grant funds to achieve target capabilities related to preventing, preparing for, protecting against, and responding to acts of terrorism, consistent with a State homeland security plan and relevant local, tribal, and regional homeland security plans, through—

(1) developing and enhancing homeland security, emergency management, or other relevant plans, assessments, or mutual aid agreements;

(2) designing, conducting, and evaluating training and exercises, including training and exercises conducted under section 321a of this title and section 748 of this title;

(3) protecting a system or asset included on the prioritized critical infrastructure list established under section 1241(a)(2) of this title;

(4) purchasing, upgrading, storing, or maintaining equipment, including computer hardware and software;

(5) ensuring operability and achieving interoperability of emergency communications;

(6) responding to an increase in the threat level under the Homeland Security Advisory System, or to the needs resulting from a National Special Security Event;

(7) establishing, enhancing, and staffing with appropriately qualified personnel State, local, and regional fusion centers that comply with the guidelines established under section 124h(i) of this title;

(8) enhancing school preparedness;

(9) supporting public safety answering points;

(10) paying salaries and benefits for personnel, including individuals employed by the grant recipient on the date of the relevant grant application, to serve as qualified intelligence analysts, regardless of whether such analysts are current or new full-time employees or contract employees;

(11) paying expenses directly related to administration of the grant, except that such expenses may not exceed 3 percent of the amount of the grant;

(12) any activity permitted under the Fiscal Year 2007 Program Guidance of the Department for the State Homeland Security Grant Program, the Urban Area Security Initiative (including activities permitted under the full-time counterterrorism staffing pilot), or the Law Enforcement Terrorism Prevention Program; and

(13) any other appropriate activity, as determined by the Administrator.

(b) Limitations on use of funds

(1) In general

Funds provided under section 604 or 605 of this title may not be used—

(A) to supplant State or local funds, except that nothing in this paragraph shall prohibit the use of grant funds provided to a State or high-risk urban area for otherwise permissible uses under subsection (a) on the basis that a State or high-risk urban area has previously used State or local funds to support the same or similar uses; or

(B) for any State or local government cost-sharing contribution.

(2) Personnel

(A) In general

Not more than 50 percent of the amount awarded to a grant recipient under section 604 or 605 of this title in any fiscal year may be used to pay for personnel, including overtime and backfill costs, in support of the permitted uses under subsection (a).

(B) Waiver

At the request of the recipient of a grant under section 604 or 605 of this title, the Ad-

administrator may grant a waiver of the limitation under subparagraph (A).

(3) Limitations on discretion

(A) In general

With respect to the use of amounts awarded to a grant recipient under section 604 or 605 of this title for personnel costs in accordance with paragraph (2) of this subsection, the Administrator may not—

(i) impose a limit on the amount of the award that may be used to pay for personnel, or personnel-related, costs that is higher or lower than the percent limit imposed in paragraph (2)(A); or

(ii) impose any additional limitation on the portion of the funds of a recipient that may be used for a specific type, purpose, or category of personnel, or personnel-related, costs.

(B) Analysts

If amounts awarded to a grant recipient under section 604 or 605 of this title are used for paying salary or benefits of a qualified intelligence analyst under subsection (a)(10), the Administrator shall make such amounts available without time limitations placed on the period of time that the analyst can serve under the grant.

(4) Construction

(A) In general

A grant awarded under section 604 or 605 of this title may not be used to acquire land or to construct buildings or other physical facilities.

(B) Exceptions

(i) In general

Notwithstanding subparagraph (A), nothing in this paragraph shall prohibit the use of a grant awarded under section 604 or 605 of this title to achieve target capabilities related to preventing, preparing for, protecting against, or responding to acts of terrorism, including through the alteration or remodeling of existing buildings for the purpose of making such buildings secure against acts of terrorism.

(ii) Requirements for exception

No grant awarded under section 604 or 605 of this title may be used for a purpose described in clause (i) unless—

(I) specifically approved by the Administrator;

(II) any construction work occurs under terms and conditions consistent with the requirements under section 5196(j)(9) of title 42; and

(III) the amount allocated for purposes under clause (i) does not exceed the greater of \$1,000,000 or 15 percent of the grant award.

(5) Recreation

Grants awarded under this part may not be used for recreational or social purposes.

(c) Multiple-purpose funds

Nothing in this part shall be construed to prohibit State, local, or tribal governments from

using grant funds under sections 604 and 605 of this title in a manner that enhances preparedness for disasters unrelated to acts of terrorism, if such use assists such governments in achieving target capabilities related to preventing, preparing for, protecting against, or responding to acts of terrorism.

(d) Reimbursement of costs

(1) Paid-on-call or volunteer reimbursement

In addition to the activities described in subsection (a), a grant under section 604 or 605 of this title may be used to provide a reasonable stipend to paid-on-call or volunteer emergency response providers who are not otherwise compensated for travel to or participation in training or exercises related to the purposes of this part. Any such reimbursement shall not be considered compensation for purposes of rendering an emergency response provider an employee under the Fair Labor Standards Act of 1938 (29 U.S.C. 201 et seq.).

(2) Performance of Federal duty

An applicant for a grant under section 604 or 605 of this title may petition the Administrator to use the funds from its grants under those sections for the reimbursement of the cost of any activity relating to preventing, preparing for, protecting against, or responding to acts of terrorism that is a Federal duty and usually performed by a Federal agency, and that is being performed by a State or local government under agreement with a Federal agency.

(e) Flexibility in unspent homeland security grant funds

Upon request by the recipient of a grant under section 604 or 605 of this title, the Administrator may authorize the grant recipient to transfer all or part of the grant funds from uses specified in the grant agreement to other uses authorized under this section, if the Administrator determines that such transfer is in the interests of homeland security.

(f) Equipment standards

If an applicant for a grant under section 604 or 605 of this title proposes to upgrade or purchase, with assistance provided under that grant, new equipment or systems that do not meet or exceed any applicable national voluntary consensus standards developed under section 747 of this title, the applicant shall include in its application an explanation of why such equipment or systems will serve the needs of the applicant better than equipment or systems that meet or exceed such standards.

(Pub. L. 107-296, title XX, § 2008, as added Pub. L. 110-53, title I, § 101, Aug. 3, 2007, 121 Stat. 283; amended Pub. L. 110-412, § 2, Oct. 14, 2008, 122 Stat. 4336.)

REFERENCES IN TEXT

The Fair Labor Standards Act of 1938, referred to in subsec. (d)(1), is act June 25, 1938, ch. 676, 52 Stat. 1060, which is classified generally to chapter 8 (§ 201 et seq.) of title 29, Labor. For complete classification of this Act to the Code, see section 201 of Title 29 and Tables.

AMENDMENTS

2008—Subsec. (a). Pub. L. 110-412, § 2(1)(A), substituted “The Administrator shall permit the recipient of a

grant under section 604 or 605 of this title to use grant funds" for "Grants awarded under section 604 or 605 of this title may be used" in introductory provisions.

Subsec. (a)(10). Pub. L. 110-412, §2(1)(B), inserted " , regardless of whether such analysts are current or new full-time employees or contract employees" after "analysts".

Subsec. (b)(3) to (5). Pub. L. 110-412, §2(2), added par. (3) and redesignated former pars. (3) and (4) as (4) and (5), respectively.

PART B—GRANTS ADMINISTRATION

§ 611. Administration and coordination

(a) Regional coordination

The Administrator shall ensure that—

(1) all recipients of grants administered by the Department to prevent, prepare for, protect against, or respond to natural disasters, acts of terrorism, or other man-made disasters (excluding assistance provided under section 203, title IV, or title V of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5133, 5170 et seq., and 5191 et seq.)) coordinate, as appropriate, their prevention, preparedness, and protection efforts with neighboring State, local, and tribal governments; and

(2) all high-risk urban areas and other recipients of grants administered by the Department to prevent, prepare for, protect against, or respond to natural disasters, acts of terrorism, or other man-made disasters (excluding assistance provided under section 203, title IV, or title V of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5133, 5170 et seq., and 5191 et seq.)) that include or substantially affect parts or all of more than 1 State coordinate, as appropriate, across State boundaries, including, where appropriate, through the use of regional working groups and requirements for regional plans.

(b) Planning committees

(1) In general

Any State or high-risk urban area receiving a grant under section 604 or 605 of this title shall establish a planning committee to assist in preparation and revision of the State, regional, or local homeland security plan and to assist in determining effective funding priorities for grants under sections 604 and 605 of this title.

(2) Composition

(A) In general

The planning committee shall include representatives of significant stakeholders, including—

- (i) local and tribal government officials; and
- (ii) emergency response providers, which shall include representatives of the fire service, law enforcement, emergency medical response, and emergency managers.

(B) Geographic representation

The members of the planning committee shall be a representative group of individuals from the counties, cities, towns, and Indian tribes within the State or high-risk urban area, including, as appropriate, rep-

resentatives of rural, high-population, and high-threat jurisdictions.

(3) Existing planning committees

Nothing in this subsection may be construed to require that any State or high-risk urban area create a planning committee if that State or high-risk urban area has established and uses a multijurisdictional planning committee or commission that meets the requirements of this subsection.

(c) Interagency coordination

(1) In general

Not later than 12 months after August 3, 2007, the Secretary (acting through the Administrator), the Attorney General, the Secretary of Health and Human Services, and the heads of other agencies providing assistance to State, local, and tribal governments for preventing, preparing for, protecting against, and responding to natural disasters, acts of terrorism, and other man-made disasters, shall jointly—

(A) compile a comprehensive list of Federal grant programs for State, local, and tribal governments for preventing, preparing for, protecting against, and responding to natural disasters, acts of terrorism, and other man-made disasters;

(B) compile the planning, reporting, application, and other requirements and guidance for the grant programs described in subparagraph (A);

(C) develop recommendations, as appropriate, to—

(i) eliminate redundant and duplicative requirements for State, local, and tribal governments, including onerous application and ongoing reporting requirements;

(ii) ensure accountability of the programs to the intended purposes of such programs;

(iii) coordinate allocation of grant funds to avoid duplicative or inconsistent purchases by the recipients;

(iv) make the programs more accessible and user friendly to applicants; and

(v) ensure the programs are coordinated to enhance the overall preparedness of the Nation;

(D) submit the information and recommendations under subparagraphs (A), (B), and (C) to the appropriate committees of Congress; and

(E) provide the appropriate committees of Congress, the Comptroller General, and any officer or employee of the Government Accountability Office with full access to any information collected or reviewed in preparing the submission under subparagraph (D).

(2) Scope of task

Nothing in this subsection shall authorize the elimination, or the alteration of the purposes, as delineated by statute, regulation, or guidance, of any grant program that exists on August 3, 2007, nor authorize the review or preparation of proposals on the elimination, or the alteration of such purposes, of any such grant program.

Union Notification(s)
◆ Local 21

Dang, Leorah

From: Leung, Patrick
Sent: Thursday, December 27, 2012 3:27 PM
To: L21PSC Review
Subject: RE: PSC-DEM WebEOC Contract \$650k/5yrs
Attachments: WebEOC PSC Request.doc

I forgot to correct the subject line.

Patrick Leung
Department of Emergency Management
30 Van Ness Avenue, Suite 3300
San Francisco, CA 94102
patrick.n.leung@sfgov.org
415-487-5024 (Work)
415-609-7013 (Cell)

From: Leung, Patrick
Sent: Thursday, December 27, 2012 3:26 PM
To: 'L21PSC Review'
Subject: RE: PSC-DEM CORES Notification System \$500k/5yrs

Please find attached a PSC submission for our WebEOC contract renewal for your review. Please contact me if you have any questions.

Patrick Leung
Department of Emergency Management
30 Van Ness Avenue, Suite 3300
San Francisco, CA 94102
patrick.n.leung@sfgov.org
415-487-5024 (Work)
415-609-7013 (Cell)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 1-10-13

DEPARTMENT NAME: Police DEPARTMENT NUMBER 38

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC# 4034-11/12)

TYPE OF SERVICE: Professional Services, Crime Data Warehouse

FUNDING SOURCE: COIT and Grant Funding

Original Amount: \$2 Million PSC Duration: 10-1-11 - 10-31-12
Amount Mod #1 \$1 million PSC Duration #1: 10-31-12- 4-30-13
Amount Mod #2 \$5 Million PSC Duration #2: 5-01-13- 12-31-17
Total Amount \$8 million Total PSC Duration: 10-1-11 - 12-31-17

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The proposed work is to enhance the SFPD Crime Data Warehouse to allow the implementation of full mobile computing capabilities which will allow full update access to the application by all secured mobile devices. In addition, the SFPD Crime Data Warehouse will be expanded and enhanced to allow for Property Evidence Tracking, managing of the Crime Lab workflow and to facilitate, and make accessible, local Criminal History data. All of these systems and future systems in the SFPD Crime Data Warehouse will be tied together by a full implementation of the Oracle Web Portal product that will for the first time allow SFPD Officers and other Law Enforcement agency personnel to access the full gamut of needed information from a single source.

B. Explain why this service is necessary and the consequences of denial: This service is necessary in order to allow the SFPD to make use of all the IT tools available to them in the 21st century for the solving and prevention of crime. Currently, the SFPD IT Applications Staff does not have the development skills or expertise in Oracle Secure Enterprise Search, Oracle Web Portal or Oracle Identification Manager in order to take on this project. As with prior phases of the SFPD Crime Data Warehouse Project, SFPD IT Staff will work jointly with the Oracle Staff in order to develop the new functions and in order to receive knowledge transfer from the Oracle Staff.

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):

Service has been provided through PSC # 4034-11/12

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

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

Local 21 Officer Shawn Wallace #1104 January 10, 2013
Union Name Signature of person mailing/faxing form Date
Union Name Signature of person mailing/faxing form Date
RFP sent to Local 21, on 7-11-11
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4034-11/12
STAFF ANALYSIS/RECOMMENDATION: Approved WW 2/28/13

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: Oracle Secure Enterprise Search, Oracle Web Portal and Oracle Identification Manager.
- B. Which, if any, civil service class normally performs this work? 1062, 1063, 1043, 1044. SFPD currently has personnel in these classifications that will receive knowledge transfer and who will support and develop the new applications after the Oracle Staff has completed its work: Roberta Garcia (1063), Mauricio Monsalve (1063), Sharon Tsang (1062), Ana Mazlumian (1062), Steve Senatori (1044), Edward Yamada (1043). An Oracle Project Manager will be in charge of the day to day activities of the Oracle Staff. A SFPD Manager (933) will be in overall charge.
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: No

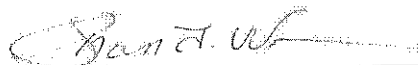
4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable: SFPD & DT personnel do not currently have the needed Oracle Secure Enterprise Search, Oracle Web Portal and Oracle Identification Manager skills to customize these products for the SFPD. The skills are highly specialized and require extensive experience and training in order to successfully develop and implement this type of application.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain. No, the current civil service classes are adequate.

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

- | | Yes | No |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • 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. Continued on Page #3 | | |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Oracle America Inc. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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



Signature of Departmental Personal Services Contract Coordinator

Officer Shawn Wallace #1104

Print or Type Name

553-1096

Telephone Number

850 Bryant Street
San Francisco, Calif. 94103

Address

Additional Attachment(s)

◇ **Section 5B. 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.**

5 B Answers Continued.

Crime Data Warehouse PSC Modification continued:

5B. Will the contractor train City and County employees?

- Describe the training and indicate approximate number of hours.

Roberta Garcia (1063), Mauricio Monsalve (1063), Sharon Tsang (1062), Ana Mazlumian (1062) will receive training in the use of Oracle Secure Enterprise Search, Oracle Web Portal and Oracle Identification Manager in order to maintain and enhance the software that makes up the SFPD Crime Data Warehouse application.

Steve Senatori (1044) and Edward Yamada (1043) will receive training in the installation and system maintenance of the same products on the servers used by the SFPD Crime Data Warehouse application.

The total number of training hours will be variable since much of the knowledge transfer will take place in the form of "on the job" training. However, the total training hours will not be less than 20 hours per SFPD employee.

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

Two 1064 Senior Programmer Analysts: Roberta Garcia (1063), Mauricio Monsalve (1063)

Two 1062 Journey Programmer Analysts: Sharon Tsang (1062), Ana Mazlumian (1062)

One 1044 Principal Systems Engineer: Steve Senatori (1044)

One 1043 Senior Systems Engineer: Edward Yamada (1043).

Union Notification(s)
◆ Local 21



PSC Modification for the Crime Data Warehouse

Thursday, January 10, 2013 1:12 PM

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

To: "Local 21" <L21PSCReview@ifpte21.org>, "Sharon Jenkins" <sjenkins@ifpte21.org>

Cc: "Rodrigo Castillo" <Rodrigo.Castillo@sfgov.org>

2 Files (2187KB)



Crime Da... Crime Da...

See attached PSC Modification for the Crime Data Warehouse project, along with the original approved PSC. If at all possible can you please review as soon as possible. If you have any questions, please contact Rod Castillo at Rodrigo.Castillo@sfgov.org or by phone at: 553-7342.

Thanks

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

Prior Administrative Approval of PSC – Mod1
PSC #4034-11/12



EDWIN M. LEE
MAYOR

POLICE DEPARTMENT
CITY AND COUNTY OF SAN FRANCISCO

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



GREGORY P. SUHR
CHIEF OF POLICE

MEMORANDUM

DATE: May 10, 2012
TO: Maria Ryan, PSC Analyst
Department of Human Resources (Dept. 33)
FROM: Officer Shawn Wallace #1104, PSC Coordinator
Police Department (Dept. #38)
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4034-11/12 Approval Date: Sept. 23, 2012

Description of Service(s): Development of a new data warehouse which will allow other agencies such as the Courts, Sheriff, District Attorney, Adult Probation, and the Public Defender to access our data as needed using our city wide hub called "JUSTIS".

Original Approved Amount:	<u>2 Million</u>	Original Approved Duration:	<u>10-1-11 - 10-31-12</u>
Modification Amount:	<u>1 Million</u>	Modification of Duration:	<u>10-31-12 - 4-30-13</u>
Total Amount as Modified:	<u>3 Million</u>	Total Duration as Modified:	<u>10-1-11 - 4-30-13</u>

Reason for the modification:

Original amount only took into account the UASI Grant funding and not the Coit Funding.

Attachment: Copy of Approved PSC Summary

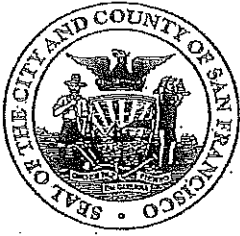
FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 5/17/12

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

Prior Notice of Civil Service Commission Action – Original
PSC #4034-11/12



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

September 28, 2011

E. DENNIS NORMANDY
PRESIDENT

KATE FAVETTI
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4024-11/12
THROUGH 4038-11/12; 3076-09/10; 4040-10/11; AND 4023-08/09.

At its meeting of September 23, 2011 the Civil Service Commission had for its consideration the above matter.

PLEASE NOTE: *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.*

It was the decision of the Commission to:

- (1) Adopt the report; Approve request for PSC #4034-11/12 as amended. Notify the Office of the Controller and the Office of Contract Administration.
- (2) Adopt the report; Approve request for all remaining proposed personal service contracts. Notify the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

c: Cynthia Avakian, Airport Commission
Parveen Boparai, Municipal Transportation Agency
Rachel Buerkle, Department of the Environment
Micki Callahan, Human Resources Director
Gordon Choy, Department of Public Works
Marie de Vera, Department of Human Resources
Kendall Gary, Department of Technology
Kan Htun, Arts Commission
Shamica Jackson, Public Utilities Commission
Florence Kyaun, Public Utilities Commission
Diane Lim, Adult Probation Department
Joan Lubamersky, General Services Agency
Esther Reyes, Controller's Office
Mayia Ryan, Department of Human Resources
Officer Shawn Wallace, San Francisco Police Department
Commission File
Chron

9/19/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4034-11/12	38	Police	Regular	\$7,000,000	The proposed work is to develop a new data warehouse which will allow other agencies such as the Courts, Sheriff, District Attorney, Adult Probation and Public Defender to access our data as needed using our City wide hub call JUSTUS. We will also be connecting to the broader Bay area, US and international data sources to improve our identification of crimes and crime activity in other regions. Predictive Oracle tools such as Oracle Business Intelligence Enterprise Engine will be used to help identify crime patterns and trends to assist in more efficient policing. The project will also be capable of providing access to data in Police vehicles, on hand held devices or laptops in order to provide more efficient public protection.	10/1/2011 - 9/30/11
4035-11/12	40	Public Utilities Commission	Regular	\$960,000	The work consists of a one year contract to optimize, operate, and maintain Fat, Oils, and Grease (FOG) to Biodesel equipment currently owned by the SFPUC and located at the SFPUC's Oceanwide Water Pollution Control Plant. This equipment involves a proprietary process patented by BlackGold Biofuels. As such, only BlackGold Biofuels can perform this work on the equipment. If the optimization work is successful, BlackGold Biofuels will train City personnel on operation and maintenance of its equipment.	9/1/2011 - 9/1/11
4036-11/12	90	Public Works	Regular	\$1,648,520	Perform environmental studies and reports for the effects of building new vehicle and transit access between Hunters Point Shipyard and northbound and southbound US 101 and I-280. The original PSC #4017-03/04 was approved on 8/18/2003 for \$2,200,000. The consultant has been under contract and has completed the studies, which were submitted to Caltrans over 3 years ago. Recently Caltrans asked the City to modify the alternatives and prepare a different type of environmental document.	8/30/2011 - 8/30/11
4037-11/12	90	Public Works	Regular	\$800,000	Organize community support; prepare educational or outreach materials; assist in developing and conducting outreach and education efforts; conduct neighborhood cleaning projects; organize community interest in establishment of Business Neighborhood Improvement Districts (BIN/D); survey public opinion or conduct focus groups; provide specialized or untrained equipment for evaluation; provide cleaning personnel for special events; conduct special cleaning services; graffiti abatement, or maintenance of plant materials services above or outside of the Bureau's routine operating responsibilities; and conducting pilot cleaning programs that affect both public and private properties. Bureau may award multiple contracts.	9/15/2011 - 12/15/11
4038-11/12	75	Dept of Technology	Regular	\$1,433,069	Phase I of this project will create a new digital video infrastructure that will operate in tandem with the old analog system until Phase II of the project is completed. Phase I includes equipment installation, integration and commissioning of two new control rooms located at SFGovTV's production facility in room 92 of City Hall. The new control rooms will be equipped with new digital audio and video equipment. Phase I also includes the installation of a new digital video routing switcher, a new Master Control center, video server, automation and the relocation of equipment currently located in room 92 to room 93. The source signals from the City Hall hearing rooms will not be replaced until Phase II, so the system installed during Phase I includes several analog/digital converters to bridge the old and new equipment.	9/19/2011 - 9/30/11

Total Amount - Regular: \$22,986,589



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Civil Service Commission
Agenda - 9/23/2011
PSC #4034-11/12

THE REGULAR MEETING OF MONDAY, SEPTEMBER 19, 2011 AT 2:00 P.M. IN CITY HALL – ROOM 400 HAS BEEN RESCHEDULED TO FRIDAY, SEPTEMBER 23, 2011 AT 3:00 P.M. IN CITY HALL – ROOM 400.

A G E N D A

Rescheduled Regular Meeting

September 23, 2011

3:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

APPROVAL OF THE RESCHEDULING OF THE MEETING

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON TODAY'S AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Chris Rustom, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

**City and County of San Francisco
Civil Service Commission
Rescheduled
Agenda for Regular Meeting
September 23, 2011
3:00 p.m.**

ITEM NO.

- (1) **CALL TO ORDER AND ROLL CALL**
- (2) **APPROVAL OF THE RESCHEDULING OF THE MEETING – Action Item**
- (3) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON TODAY’S AGENDA**
- (4) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of August 1, 2011

August 15, 2011: No action taken.

Recommendation: Adopt.

Regular Meeting of August 15, 2011

Recommendation: Adopt.

- (5) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

HUMAN RESOURCES DIRECTOR'S REPORT

- (6) **Department of Human Resources' Report on Provisional Appointments.**
(File No. 0248-11-1) – Action Item

Recommendation: Accept the report.

- (7) **Department of Human Resources' Report on the Position-Based Testing Program.**
(File No. 0249-11-1) – Action Item

Recommendation: Accept the report.

- (8) **Department of Human Resources Annual Report on the Certification of Eligibles – Entry and Promotion – Uniformed Ranks of Fire and Police. (File No. 0254-11-1) – Action Item**

Recommendation: Accept the report.

EXECUTIVE OFFICER'S REPORT

- (9) **Report on Pending Appeals Log as of June 30, 2011. (File No. 0224-11-1) - Action Item**

August 15, 2011: No action taken.

Recommendation: Accept the report.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (10) **Review of request for approval of proposed personal services contracts.**
(File No. 0208-11-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4013-11/12	Public Utilities Commission	\$670,000	The proposed work consists of periodic combined ground and airborne Light Detection and Ranging (LiDAR) surveys of HHWP's 160 miles of 230 kV and 115 kV overhead transmission line systems that run from Hetch Hetchy to Newark. Many of the survey areas are in rugged terrain and remote locations.	Regular	11/01/16

Civil Service Commission Meeting Agenda

Rescheduled Meeting September 23, 2011

4014-11/12 <i>Amended</i> <i>See Item #11</i>	Public Utilities Commission	\$27,700,000 <i>(\$30,000,000)</i>	Work consists of planning and engineering of Wastewater Enterprises' Central Bayside System drainage basin improvements from Mission Creek to Islais Creek. Primary scope items include up to 8,000 feet of 20+ feet diameter tunnel from Channel Pump Station to the Southeast Plant (SEP), a large deep pump station near the SEP, modification to the Channel PS and the Flynn PS, micro-tunnel connections to satellite pump stations and green infrastructures within the basin.	Regular	11/01/20
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August 1, 2011: Postpone PSC #'s 4013-11/12 and 4014-11/12 to the meeting of August 15, 2011 at the request of the Public Utilities Commission.

August 15, 2011: No action taken.

Recommendation: Adopt the report; Approve request for proposed personal service contracts. Notify the Office of the Controller and the Office of Contract Administration.

(11) Review of request for approval of proposed personal services contract. (File No. 0220-11-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4014-11/12 <i>Amended</i> <i>Postponed from 8/1/11</i> <i>See Item #10</i>	Public Utilities Commission	\$30,000,000	Work consists of planning and engineering of Wastewater Enterprises' Central Bayside System drainage basin improvements from Mission Creek to Islais Creek. Primary scope items include up to 8,000 feet of 20+ feet diameter tunnel from Channel Pump Station to the Southeast Plant (SEP), a large deep pump station near the SEP, modification to the Channel PS and the Flynn PS, micro-tunnel connections to satellite pump stations and green infrastructures within the basin.	Regular	11/01/20
4016-11/12	Airport Commission	\$113,000	Complete certain tasks related to user adoption and data edits of the Airport's enterprise-wide PMBS used to monitor, track and report revenue and other key business information on all San Francisco International Airport property leases, space permits, and other property contracts. Implementation includes training of Airport staff on how to use the system's features to the fullest extent, data updates, documentation and select other changes to support required functionality. This request is to complete the user adoption and data edits tasks of the original PSC 4041-06/07 that expired (November 30, 2009) and totaled \$590,000 which included the software, hardware, and services. The portion of the PSC amount devoted to services, including training, was estimated to be approximately 56% (or \$330,000).	Regular	12/31/12
4017-11/12	Airport Commission	\$350,000	This is an agreement to partially fund SamTrans owl bus service between SFO and San Francisco to the north and Palo Alto to the south. SamTrans is the bus operator that uses its own buses and facilities to operate in San Mateo County. This is a late night bus service that operates 7 days per week between the hours of 12:45 a.m. and 6:00 a.m.	Regular	08/14/13

Civil Service Commission Meeting Agenda

Rescheduled Meeting September 23, 2011

4018-11/12	Airport Commission	\$575,000	Engineering and consulting design services to replace existing obsolete Airport access control system in order to comply with NFPA Fire Code, meet new TSA guideline: Title 49, Code of Federal Regulations (CFR) Chapter XII Part 1542 - Airport Security, secure Airport Operations Area (AOA) and improve Airport security. The work includes field work, preparation of construction bid plans and specification and integration of existing Airport systems to the new access control.	Regular	10/01/14
4019-11/12	Airport Commission	\$3,000,000	SFO is embarking on the creation of a sustainability plan in which all operations, procedures, and practices will be aligned with sustainability principles. This program includes several elements as follows: 1) Update the 2007 Environmental Sustainability Report (ESR) to summarize the various environmental achievements by the Airport. 2) Secure Leadership in Energy and Environmental Design (LEED) certification for Operation and Maintenance practices at SFO Terminal Complex from U.S. Green Building Council. This certification would indicate that SFO follows sustainable practices for maintaining the entire terminal complex. 3) Develop an overall Sustainability Plan for SFO. This plan would provide sustainability guidelines for all SFO operations, procedures, and practices and would constitute the basic plan for creating a sustainable Airport. 4) Update the annual Departmental Climate Action Plan (DCAP). The SFO DCAP has been recognized by the Department of Environment as a national trend setter for developing a Climate Action Plan. City Ordinance No. 8108 (attached) requires that the DCAP be updated annually by each City Department.	Regular	08/14/14
4020-11/12	Art Commission	\$315,000	Eight Writers Corps Artist-in-Residence will conduct writing classes with youth in need at up to 14 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated, or in crisis. Artists-in-Residence will teach and mentor targeted youth to increase their learning, writing and public speaking skills. Artists-in-Residence will plan and organize lesson plans, facilitate writing workshops; compile, design and edit publications of youth writing; and help to organize city-wide literary arts events for participating youth. Artists-in-Residence will work for ten months from September to June.	Regular	06/30/12

Civil Service Commission Meeting Agenda

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4021-11/12	Public Works	\$4,100,000	<p>DPW is seeking two qualified teams of consultants to be the City's representatives in leading and coordinating the material testing and special inspection services related to the construction of ESER projects. The two contract amounts are approximately \$1,900,000 and \$620,000 to provide MTSI services for the Public Safety Building and the Fire Stations component respectively. The Materials Testing and Special Inspection (MTSI) Team will be responsible for the monitoring of the materials and workmanship of all work that is critical to the integrity of a building structure to ensure compliance with the approved plans and specifications for Earthquake Safety and Emergency Response (ESER) Bond Program projects, including the Public Safety Building and the fire-station comprehensive & seismic renovation projects. The Special Inspectors will be responsible for performing all structural inspections prescribed by Local and State Building Codes and other regulatory agencies, including but not limited to concrete placement & sampling; reinforcing steel; shotcrete, bolts installed in new concrete; drilled dowels and anchors; structural welding; special moment-resisting frame; high-strength bolting, structural masonry; special grading and in-place soil density tests (soil compaction), excavation, and backfill; and sprayed-on fireproofing. The selected MTSI Team will provide specialized expertise to supplement Civil Service classifications that can normally perform and will be managed by City staff. The City's Materials Testing Lab will also be utilized to perform testing for in-place soil density, reinforcing steel testing, drilled dowels and anchors, and concrete sampling.</p>	Regular	01/08/18
4022-11/12	Municipal Transportation Agency	\$750,000	<p>The real estate planning advisors or consultants will provide commercial real estate planning services and any other related services to produce a financially sound and cost-effective real estate planning analysis, study, or other work product as requested by the SFMTA. The elected real estate planning advisory or consultant will provide qualified personnel for services which may include, but are not limited to, the following: existing and strategic real estate and facilities portfolio analyses, planning, and recommendations Strategic real estate and facility planning re: real estate acquisitions and modifications required to support growth in the SFMTA's vehicle fleets and new facilities and/or upgrades; including economic evaluations, development planning, and financial analysis; Commercial retail space leasing market and analysis and recommendations; planning and market research for real estate and policy analysis on urban development issues (e.g., current zoning, height, bulk, floor area ration [FAR], existing and surrounding uses for various sites, schematic plans for outreach meetings); Existing portfolio analysis, planning, and strategic recommendation; Transit Oriented Development planning (TOD) and analysis; and other requested advisory services.</p>	Regular	12/31/17

Civil Service Commission Meeting Agenda

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4023-11/12	Treasurer/Tax Collector	\$1,200,000	TTX is seeking a proven complete Solution for the management of CCSF's Business Tax Division. The current BTS is a mainframe COBOL application whose functionality and support have long been over-reached. TTX has complex requirements due to frequent legislation changes and large number of departments relying on its services. BTS does not have the flexibility to meet CCSF's growing requirements nor can it satisfy potential efficiencies from improved workflow and technologies.	Regular	12/31/13
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August 15, 2011: No action taken.

Recommendation: Adopt the report; Approve request for proposed personal service contracts. Notify the Office of the Controller and the Office of Contract Administration.

(12) Review of request for approval of proposed personal services contract. (File No. 0250-11-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4024-11/12	Adult Probation	\$300,000	Contractor will provide 1) a comprehensive review and audit of the Department's policies and procedures, and update and improve policies and procedures to ensure that they are in compliance with local, state and federal law and which incorporate best practices in adult probation; 2) facilitation and support of the Community Corrections Partnership Collaboration; 3) an evaluation of Department case files on probationers sent to state prison in 2010; 4) creation of a training plan for the Department 5) grant writing and research; 6) demographic analysis.	Regular	07/30/13
4025-11/12	Airport Commission	\$500,000	The SMPOE Data Center project includes the development (both design and construction) of a new "Greenfield-built" Data Center Facility; that will include data processing equipment room, mechanical systems room, battery storage room, office, restroom and utility room. SFO requires construction management support with design-build experience in Data Centers design and construction experience to manage the programming, design and construction of this project. This project also includes the coordination of the construction of new fiber cable communications connections to be brought within the building envelope (by others) and all additional utilities/services necessary to service the building in its functional intent. The CM consultant team will be responsible for providing the specialized expertise to manage this scope of work.	Regular	06/30/16
4026-11/12	Airport Commission	\$1,750,000	The Contractor shall provide routine maintenance, scheduled maintenance/preventive maintenance, nonscheduled maintenance, ordinary wear and other maintenance and repair services, 24-hour on call response seven (7) days a week 365 days a year, equipment maintenance and repair activity documentation as well as reporting on the Airport-owned Passenger Boarding Bridges (PBB) and Baggage Handling Systems (BHS). The PBBs and BHSs were maintained by the airlines under their lease and use agreements in the past.	Regular	09/30/16

Civil Service Commission Meeting Agenda

Rescheduled Meeting September 23, 2011

4027-11/12	Airport Commission	\$2,000,000	San Francisco International Airport plans to upgrade its industrial waste water treatment plant. The design/build team, with knowledge and experience in IWWT processing, sanitary sewer and reclaimed water system processes to provide programming, schematic design and management, will assist on this project. The IWWT project includes the design and construction of a new industrial waste water treatment process facility, offices and laboratory, demolition of the existing IWWT process building and shop building, construction of additional equalization tanks with power and controls, a new trickling filter tank, renovation of existing clarifiers and the existing sludge transfer pump station, construction of a new microbiology laboratory, evaluation and replacement of inter-building process piping, construction of a new chorine contact basin, incorporation of a new emergency power generator, upgrading of the existing Wonderware software program for process control, remodeling of the existing sanitary sewer administration and operations building, developing a plan to utilize the methane gas generated from digesters, replacement of motor control centers and the design and construction of a new Headworks box and screen facility, and developing a plan for Airport-wide reclaimed water processing system. The PM team will be responsible for providing the specialized experts to prepare bridging documents and manage this scope of work.	Regular	06/30/16
4028-11/12	Arts Commission	\$800,000	Artists team selected as part of a design competition to contract for final design and fabrication of a veteran's memorial for Memorial Court, which is part of the War Memorial Complex, located between the War Memorial Opera House and the Veterans Building.	Regular	06/30/14
4029-11/12	Controller	\$1,500,000	Provide municipal financing advisory services to Office of Public Finance and other Controller's Office and City department staff in the following areas: general obligation bonds, certificates of participation, lease revenue bonds, Mello-Roos special tax bonds, tax allocation bonds, revenue bonds, tax-exempt commercial paper, and other forms of municipal financing.	Regular	10/14/16
4030-11/12	Environment	\$75,000	The contractor will provide the pick-up and disposal of residentially generated, discarded pharmaceuticals collected at designated pharmacies and police stations in San Francisco. Pick-ups must be available on both a regularly scheduled and on-call basis, depending on the collection site's individual needs. The contractor will also provide supplies and equipment as necessary for accomplishing this task.	Regular	07/01/13
4031-11/12	General Services Agency	\$2,000,000	The contractor provides consulting services for the modification and customization of Customer Relationship Management (CRM) software used to manage the City's service requests. When required, vendor services assist City staff extend functionality of the application, while training staff to make additional improvements.	Regular	10/31/16

Civil Service Commission Meeting Agenda

Rescheduled Meeting September 23, 2011

4032-11/12	Municipal Transportation Agency	\$450,000	Research and report on international best taxi industry practices and regulatory performance measures, recommend reforms of taxi regulations, develop a methodology for assessing the adequacy of taxi supply and demand and apply the methodology to evaluate the correct number of taxis in San Francisco, and develop a cost index to assess the appropriate level of taxi fares and gate fees and apply to index to determine whether San Francisco taxi fares and gate fees should be adjusted.	Regular	10/31/13
4033-11/12	Municipal Transportation Agency	\$1,770,000	Provide separate professional parking garage operational services for 13 parking facilities organized into three groups as follows: Group A - 6 Facilities (Civic Center, Lombard, Mission Bartlett, Performing Arts, and 16th & Hoff garages, and 7th & Harrison lot); Group B - 2 Facilities (Golden gateway and St. Mary's Square garages); Group C - 5 Facilities (SF General Hospital, Moscone Center, North Beach, Vallejo St., and Polk Bush garages). Services include: providing qualified and experienced parking personnel for cashiering, janitorial and security. The Operator shall provide oversight of all aspects of administrative functions including, but not limited to, collection, reconciliation and deposit of all parking and non-parking revenue; repair and maintenance of facilities, and revenue control equipment; compliance with insurance and bond requirement; providing valet or valet-assist parking services during special events., The term is six (6) years, thereafter on a month-to-month basis, not to exceed 36 months. The amount of \$1,770,000 represents the compensation paid to the parking firms for providing professional operational services at the 13 garages. The \$1,770,000 amount breaks down to approximately \$590,000 (\$72,000 per year, with a 5% increase starting in year four) for each of the three groups. Operating expenses, including parking taxes, are funded through gross parking revenue collected, but is not part of the compensation paid to the parking firm.	Regular	10/30/17
4034-11/12	Police	\$7,000,000	The proposed work is to develop a new data warehouse which will allow other agencies such as the Courts, Sheriff, District Attorney, Adult Probation and Public Defender to access our data as needed using our Citywide hub call JUSTIS. We will also be connecting to the broader Bay area, US and international data sources to improve our identification of crimes and crime activity in other regions. Predictive Oracle tools such as Oracle Business Intelligence Enterprise Engine will be used to help identify crime patterns and trends to assist in more efficient policing. The project will also be capable of providing access to data in Police vehicles, on hand held devices or laptops in order to provide more efficient public protection.	Regular	09/30/17
4035-11/12	Public Utilities Commission	\$960,000	The work consists of a one year contract to optimize, operate, and maintain Fats, Oils, and Grease (FOG) to Biodiesel equipment currently owned by the SFPUC and located at the SFPUC's Oceanside Water Pollution Control Plant. This equipment involves a proprietary process, patented by BlackGold Biofuels. As such, only BlackGold Biofuels can perform this work on the equipment. If the optimization work is successful, BlackGold Biofuels will train City personnel on the operation and maintenance of its equipment.	Regular	09/01/12



Civil Service Commission Meeting Agenda

Rescheduled Meeting September 23, 2011

4036-11/12	Public Works	\$1,648,520	Perform environmental studies and reports for the effects of building new vehicle and transit access between Hunters Point Shipyard and northbound and southbound US 101 and I-280. The original PSC #4017-03/04 was approved on 8/18/2003 for \$2,200,000. The consultant has been under contract and has completed the studies, which were submitted to Caltrans over 3 years ago. Recently Caltrans asked the City to modify the alternatives and prepare a different type of environmental document.	Regular	08/30/14
4037-11/12	Public Works	\$800,000	Organize community support; prepare educational or outreach materials; assist in developing and conducting outreach and education efforts; conduct neighborhood cleaning projects; organize community interest in establishment of Business Neighborhood Improvement Districts (BID/NID); survey public opinion or conduct focus groups; provide specialized or untried equipment for evaluation; provide cleaning personnel for special events; conduct special cleaning services, graffiti abatement, or maintenance of plant materials services above or outside of the Bureau's routine operating responsibilities; and conducting pilot cleaning programs that affect both public and private properties. Bureau may award multiple contracts.	Regular	12/15/14
4038-11/12	Department of Technology	\$1,433,069	Phase I of this project will create a new digital video infrastructure that will operate in tandem with the old analog system until Phase II of the project is completed. Phase I includes equipment installation, integration and commissioning of two new control rooms located at SFGovTV's production facility in room 92 of City Hall. The new control rooms will be equipped with new digital audio and video equipment. Phase I also includes the installation of a new digital video routing switcher, a new Master Control center, video server, automation and the relocation of equipment currently located in room 92 to room 93. The source signals from the City Hall hearing rooms will not be replaced until Phase II, so the system installed during Phase I includes several analog/digital convertors to bridge the old and new equipment.	Regular	09/30/12
3076-09/10	Controller	Increase Amount \$103,000 New Amount \$143,000	The City and County of San Francisco issued an RFP and selected a Contractor to enable the City to print and deliver checks during standard business operations and during an emergency at either a City facility (non-hosted) or at third party Contractor-run facility or service (hosted) consistently, securely and accurately. In addition, the selected Contractor will print and deliver checks in the event of hardware failure, software failure, or power failure during standard business operations and also have the ability to produce and deliver checks in the event of a large scale disaster for the San Francisco Bay Area securely and accurately. A modification of the approved PSC summary is sought to maximized the term of the contract beyond two years.	Modification	07/30/21
4040-10/11	Art Commission	Increase Amount \$8,000,000 New Amount \$9,899,510	In accordance with the City Charter, the San Francisco Symphony will perform concerts. These concerts will take place at the San Francisco Davies Symphony Hall October 2010 - July 2011 with two free concerts at a public park. Concerts will continue at San Francisco Davies Symphony Hall From July 2011 - June 30, 2014, with one free concert at the park each year.	Modification	06/30/14

4023-08/09	Municipal Transportation Agency	Increase Amount \$210,000 New Amount \$1,110,000	To provide an off-site facility to collect pre-employment, post-accident, return-to-duty, reasonable suspicion breath and urine samples during normal working hours and/or after hours for San Francisco Municipal Transportation Agency (SFMTA) employees and contractors and to provide a mobile on-site facility to collect random, reasonable suspicion and post-accident breath and urine collection in compliance with DOT/FTA Drug and Alcohol Testing Regulations.	Modification	11/30/13
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Recommendation: Adopt the report; Approve request for proposed personal service contracts. Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(13) Municipal Transportation Agency’s Report on Provisional Appointments. (File No. 0221-11-1) – Action Item

Recommendation: Adopt the report.

(14) Municipal Transportation Agency’s Report on Appointments Exempt from Civil Service under Charter Section 10.104.16 through 10.104.18. (File No. 0222-11-1) – Action Item

Recommendation: Adopt the report.

(15) Certification of the highest prevailing rate of wages of Various Crafts and Kinds of Labor Paid in Private Employment in the City & County of San Francisco. (File No. 0222-11-1) – Action Item

Recommendation: Adopt the report; Forward to the Board of Supervisors.

(16) Appeal by Sonya Knudsen of the Human Resources Director’s determination of insufficient evidence to support her charge of discrimination – EEO File #1371. (File No. 0343-09-6) – Action Item

July 18, 2011: Postpone to the meeting of August 15, 2011 at the request of Sonya Knudsen.

August 15, 2011: No action taken.

Recommendation: Postpone to the meeting of October 17, 2011, after 5:00 p.m. at the request of SEIU Local 1021.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(17) Appeal by Cecilia Jaroslowsky of the Human Resources Director's determination of failure to allege facts raising an inference of discrimination based on age. (File No. 0097-11-6) – Action Item

- May 16, 2011: Postpone to the meeting of June 20, 2011 by agreement between the Department of Human Resources and Cecilia Jaroslowsky. Stipulate this will be the last continuance granted.
- June 20, 2011: Continue to the meeting of July 18, 2011. The motion to: Adopt the report; Sustain the decision of the Human Resources Director; Deny the appeal by Cecilia Jaroslowsky failed. (Vote of 1 to 2; Commissioners Casper and Jung dissent.) Three (3) votes are needed for Commission action.
- July 18, 2011: Postpone to a meeting when all five Commissioners are present; and, when issues of allegations about a flawed process, namely, failure to redact confidential information and to follow the arbitration order have been addressed.
- August 15, 2011: No action taken.
- Recommendation:** Adopt the report. Sustain the decision of the Human Resources Director; Deny the appeal by Cecilia Jaroslowsky.

(18) Appeal of Minimum Qualifications and Rejection of an Applicant due to not Meeting the Minimum Qualifications for the Q-60 Lieutenant Examination. (File No. 0251-11-4) – Action Item

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director; Deny the appeal.

(19) Appeal of the Human Resources Director's Decision to Rescind the 7208 Heavy Equipment Operations Supervisor Eligible List. (File No. 0252-11-4) – Action Item

Recommendation: Adopt the report. It is recommended that the Civil Service Commission find that the Human Resources Director's action to cancel the 7208 Eligible List was within the Civil Service Rules and merit system principles and that the cancellation of the 7208 Eligible List be sustained.

(20) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(21) ADJOURNMENT

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 7/11/11

DEPARTMENT NAME: Police DEPARTMENT NUMBER 38

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

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

TYPE OF SERVICE: Professional Services, Crime Data Warehouse

FUNDING SOURCE: UASI Grant Funding and GOIT

PSC AMOUNT: \$7 million PSC DURATION: 10-1-11 - 9-30-17

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: The proposed work is to develop a new data warehouse which will allow other agencies such as the Courts, Sheriff, District Attorney, Adult Probation and Public Defender to access our data as needed using our City wide hub called "JUSTIS". We will also be connecting to the broader Bay area, US and international data sources to improve our identification of crimes and crime activity in other regions. Predictive Analysis and processes for reducing crime will be implemented by using past crime activity to predict future activity. Oracle tools such as Oracle Business Intelligence Enterprise Engine will be used to help identify crime patterns and trends to assist in more efficient policing. Continued on page #3.
B. Explain why this service is necessary and the consequences of denial: This development service is necessary in order to provide resources to implement the applications that will provide quick access to Police department data and other Agencies. Currently, the City employees on this project do not have the development skills or experience in Oracle Business Intelligence Enterprise Engine, Advanced Application Express, Advanced Security Options or Oracle Data Integrator to complete this project. Continued on page #3.
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This service has not been provided through a previous PSC number.
D. Will the contract(s) be renewed: Unknown at this time.

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

IFPTE Local 21 Union Name Signature of person mailing/faxing form Date 7-11-11
IFPTE Local 21 Union Name Signature of person mailing/faxing form Date
RFP sent to IFPTE Local 21 Union Name on 7-11-11 Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

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

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: Oracle Business Intelligence; Predictive Policing, Business Intelligence Publisher skills and expertise.
- B. Which, if any, civil service class normally performs this work? 1062, 1063, 1043. Continued on page #3.
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable: Kim Thompson of the Department of Technology and Rodrigo Castillo's group of the SFPD do not currently have the needed Oracle Business Intelligence Enterprise Edition, Advanced Application Express, Advanced Security Options, Advanced Database Administration or Oracle Data Integrator skills needed to develop and implement a Predictive Analysis application or Data Warehouse. There are also not enough people resources to perform this type of development. The skills needed are highly specialized and require extensive experience and training to successfully develop and implement this type of application. The following are the plans and or individuals that will work on the project; Continued on page #3.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain. No, but specialized skill sets are required such as Oracle Data Integrator and Oracle Business Intelligence Enterprise Edition.

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

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

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

Shawn Wallace

Signature of Departmental Personal Services Contract Coordinator

Officer Shawn Wallace #1104

Print or Type Name

553-1096

Telephone Number

850 Bryant Street
San Francisco, CA 94103

Address

Crime Data Warehouse PSC continued:

1A. Continued: The project will also be capable of providing access to data in Police vehicles, on hand held devices or laptops in order to provide more efficient public protection.

1B. Continued: The Police Department needs the outside expertise to complete the work with City staff maintaining and making improvements as needed. During this project the Police and Department of Technology technical staff will increase their skills through knowledge transfer, project participation, test acceptance and formal training programs currently in place.

3B. Continued: The 1062, IS Programmer Analyst is the journey level in the Programmer/Analyst series. The 1062 designs and codes programs, analyzes, develops and test screens processes, and creates test plans. The 1063, is the Senior level in the Programmer/Analyst series. The 1063, IS Programmer Analyst designs, codes and programs with a high level of complexity, prepares comprehensive test plans, debugs problem programs, and implements new programs. The 1043, IS Engineer-Senior is the advanced journey level in the Engineer series. The 1043, IS Engineer-Senior designs, plans, integrates, tests, implements the logical and physical components of large complex systems or networks.

4A. Continued:

- Oracle Business Intelligence Enterprise Edition & Advanced Security Option skills will have new staffing hired to continue growth in predictive analysis
- Advanced Application Express and Oracle Data Integrator skills will be performed by Roberta Garcia a 1063, Sharon Tsang a 1062, Mauricio Monsalve a 1062, and Ana Mazulmian a 1062

Database Administration will be performed by Database Administrator's at the Department of Technology and a Police technical lead will be trained in database management.

5B. Continued:

- City and County of San Francisco employees will be trained in PL SQL coding standards, APEX 4.0 Best Practices, building BI Publisher reports, creating and building releases in the new source control system, technical assistance with Oracle database design, and advising on database performance. Approximately, 3,560 hours.
- Programmer Analysts, Database Administrators, and Network Engineers. Approximately, 9 City and County employees will be trained.



EDWIN M. LEE
MAYOR

POLICE DEPARTMENT
CITY AND COUNTY OF SAN FRANCISCO

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



GREGORY P. SUHR
CHIEF OF POLICE

9-15-11

Anita Sanchez
Civil Service Commission
25 Van Ness Ave. Suite #720
San Francisco, Calif. 94102-6033


Ms. Sanchez,

The Police Department would like to request that PSC # 4034-11/12 set for the Sept. 23, 2011 Civil Service Commission meeting be amended to reflect the following two changes:

- 1.) PSC amount: Reduced to: 2 Million
- 2.) PSC duration: Reduced to: 10-1-11 - 10-31-12

Sorry about the late notice, and thank you for your consideration in this matter.

Sincerely


Officer Shawn Wallace #1104
San Francisco Police Department
Legal Division, Room #575
Hall of Justice
850 Bryant Street
San Francisco, Calif. 94103

***** -COMM. JOURNAL- ***** DATE JUL-11-2011 TIME 09:04 *****

MODE = MEMORY TRANSMISSION

START=JUL-11 09:03 END=JUL-11 09:04

FILE NO. =324

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
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-SFPD LEGAL DIVISION

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

**SAN FRANCISCO POLICE DEPARTMENT
LEGAL DIVISION**

TELEPHONE: 415-553-1096
FAX: 415-553-1999

TO: Joe Brenner and Kim Carter

FAX#: 864-2166

DEPT / COMPANY: Local 21

DATE: 7-11-11

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

SUBJECT: PSC

TOTAL NUMBER OF PAGES INCLUDING COVER LETTER: 4

Hello Joe and Kim,

Here is a PSC for our Crime Data Warehouse contract. If you have any questions, please direct them to Susan.Giffin@sfgov.org or Anita.Sevilla@sfgov.org

Thanks
Shawn

CONFIDENTIALITY NOTE

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PSC and RFP for Crime Data Warehouse Services Contract

Monday, July 11, 2011 8:31 AM

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

To: "Joe Brenner" <jebrenner@ifpte21.org>, "Kim Carter" <kcarter@ifpte21.org>

3 Files (323KB)



Crime Da... Crime Da... Crime Da...

Joe and Kim,

I've attached a PSC and RFP for our upcoming Crime Data Warehouse contract. If there are any questions, please contact Susan Giffin at Susan.Giffin@sfgov.org or Anita Sevilla at Anita.Sevilla@sfgov.org

Thanks
Shawn

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

SAN FRANCISCO POLICE DEPARTMENT
LEGAL DIVISION

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