



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: April 15, 2013
 To: The Honorable Civil Service Commission
 Through: Micki Callahan
 Human Resources Director

From: Merrick Pascual, ECN
 Shamica Jackson, PUC
 Kendall Gary, DT
 Karen Roye, CSS
 Rebekah Krell, ART
 Gordon Choy, DPW

Subject: Personal Services Contracts Approval Request

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

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

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

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

Total of this Report	YTD Expedited Approvals FY 2012-2013	Total for FY 2012-2013
\$24,808,500	\$2,415,588	\$711,557,479

POSTING FOR
04/15/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4105-12/13	21	Business, Economic Development	Regular	\$350,000	The consultants will provide planning and staffing support to develop and implement workforce service innovation pilots using an agile innovation process with a focus on user-centered design. They will develop a workforce services innovation framework and the actionable steps to implement new innovations. They will also develop manuals for workforce innovation methodology, including a guide for innovation implementation, an innovation primer and best practices. Lastly, they will hold annual meetings of a learning network to present grant progress and results for feedback and dissemination.	4/16/2013 - 6/30/2015
4106-12/13	21	Business, Economic Development	Regular	\$820,000	The workforce division of OEWD manages a grant portfolio consisting of approximately 100 contract and grant agreements for 70 agencies annually across ten Federal, State and local fund sources. The process by which these agreements are negotiated, created, and tracked through their expiration is a very labor intensive process for both the City and the grantees/contractors involving repeated data entry into multiple spreadsheets, intensive paper-based process steps, and lengthy reconciliation processes. After an extensive review of current business processes and identification of areas where efficiency and accuracy can be increased dramatically, OEWD has come to the conclusion that a technology solution is needed. The division is requesting approval to purchase a subscription to a customizable web portal and fully supported database to support the department's management of the grant negotiation, agreement creation, invoicing and financial reporting processes. The resource the division would like to acquire a subscription that has been successfully utilized by the Mayor's Office of Housing and their grantees for several years.	4/16/2013 - 12/31/2017
4107-12/13	40	Public Utilities Commission	Regular	\$8,000,000	The list of qualified as-needed firms will provide creative, innovative and engaging communication tools and services to support the communication needs of the Sewer System Improvement Program, a 20-year, multi-billion dollar citywide investment upgrading our aging sewer infrastructure. The SSP will ensure San Francisco has a reliable and seismically safe sewer system now and for generations to come.	5/20/2013 - 12/31/2021
4108-12/13	75	Dept. of Technology	Regular	\$8,000,000	Contractor will provide services to monitor and administer Avaya telephone switches and telecom networks used by all City departments. These 24x7 services include: (1) Network fault management support, (2) Product management performance analysis; (3) PBX traffic and system analysis; (4) Network administration, engineering and consultant support; (5) Network routing software design and administration support, (6) Network translation implementation, and (7) System management.	7/1/2013 - 6/30/2017

Total Amount - Regular: \$17,170,000

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
3062-11/12	17	Child Support Services	Continuing	\$28,500	\$57,000	Contractor will provide genetic testing services used to establish or exclude paternity, which is required to establish paternity judgement and child support orders.	5/1/2012 - 5/31/2014
3066-10/11	17	Child Support Services	Continuing	\$10,000	\$60,000	Contractor will provide legal service of process for the City and County of San Francisco Department of Child Support Services. Service of Process is a legally required component of the legal services offered by the Child Support Enforcement Program. The enforcement program requires the Department to legally establish parentage and support, recover public assistance funds and enforce child support orders. Many legal documents must be personally served on the parties. The Contractor is required to make a minimum of three (3) service attempts at each of the addresses provided in the service packet unless the document is either served or the address for service is verified as invalid prior to the third attempt. All services must be according to California Law and San Francisco County Local Court Rules. This legal service of process is the only mean to assure a non-custodial parent's appearance in court and reasonable collection of funds as required by the letter of the law.	6/1/2011 - 11/30/2013
4062-10/11	28	Art Commission	Regular	\$4,000,000	\$9,000,000	Contracts for multiple artists to design, fabricate, transport and consult during installation of artworks in a variety of media for the Central Subway Project, a new city transit capital improvement project. There are four stations with multiple public art projects at each station.	11/1/2010 - 12/31/2020
4075-09/10	90	Public Works	Regular	\$3,600,000	\$9,600,000	Perform as-needed environmental assessments and planning studies to assist in the completion of capital improvement projects; negotiate with regulatory agencies; and prepare environmental, risk assessments and planning reports. The Department of Public Works (DPW) had previously awarded six (6) as-needed contracts of \$300,000 each, and intends to award six (6) additional contracts of \$600,000 each for five (5) years.	1/4/2010 - 12/31/2019
Sum of Modified Amounts:						\$7,638,500	

Merrick Pascual
Economic & Workforce Development
1 South Van Ness, 5th Floor
San Francisco, CA 94102
(415) 701-4811

Shamica Jackson
Public Utilities Commission
525 Golden Gate Ave., Flr. 8
San Francisco, CA 94102
(415) 554-0727

Kendall Gary
Department of Technology
1 South Van Ness, 2nd Flr
San Francisco, CA 94103
(415) 581-4066

Karen Roye
Department of Child Support Services
617 Mission Street
San Francisco, CA 94105
(415) 356-2919

Rebekah Krell
Arts Commission
25 Van Ness, Suite 345
San Francisco, CA 94102
(415) 252-4665

Gordon Choy
Department of Public Works
875 Stevenson St, Rm 420
San Francisco, CA 94103
(415) 554-6230

Table of Contents
PSC Submissions

PSC#	Department	Page#
4105-12/13	Economic & Workforce Development	1
4106-12/13	Economic & Workforce Development	7
4107-12/13	Public Utilities Commission	13
4108-12/13	Technology	17

Modifications

3062-11/12	Child Support Services	26
3066-10/11	Child Support Services	34
4062-10/11	Arts Commission	44
4075-09/10	Public Works	62

Page Intentionally Left Blank

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 2/14/2013
DEPARTMENT NAME: Department of Economic and Workforce Development DEPARTMENT NUMBER 21
TYPE OF APPROVAL: [] EXPEDITED [x] REGULAR (OMIT POSTING)
[] CONTINUING [] ANNUAL
TYPE OF REQUEST: [x] INITIAL REQUEST [] MODIFICATION (PSC#)
TYPE OF SERVICE: Professional Consulting Services-Capacity Building and Planning
FUNDING SOURCE: Department of Labor Workforce Innovation Partnership Grant supplemented with City general funds
PSC AMOUNT: \$350,000 PSC DURATION: 4/16/2013-6/30/2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The consultants will provide planning and staffing support to develop and implement workforce service innovation pilots using an agile innovation process with a focus on user-centered design. They will develop a workforce services innovation framework and the actionable steps to implement new innovations. They will also develop manuals for workforce innovation methodology, including a guide for innovation implementation, an innovation primer and best practices. Lastly, they will hold annual meetings of a learning network to present grant progress and results for feedback and dissemination.

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

A recent grant from the Department of Labor requires OEWD to plan and implement innovations for the public workforce system. The solicitation for grant applications (SGA) document required that all applicants include a plan for the work described above in part A and details concerning experience of staff/contractor in completing similar work. The proposal was evaluated and awarded based on the plan and partners detailed in the proposal. This request is to approve contracting with the named non-profit partners. If the service is denied, OEWD will not be able to meet (DOL) contract obligations.

Department of Labor W

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 This is a new program with specific Federal requirements

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):

MEA Union Name Signature of person mailing/faxing form Date 2/14/13
IFPTE Local 21 Union Name Signature of person mailing/faxing form Date 2/14/13

FOR DEPARTMENT OF HUMAN RESOURCES USE

4105-12/13
STAFF ANALYSIS/RECOMMENDATION: Approved W 3/29/2013

CIVIL SERVICE COMMISSION ACTION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Extensive experience with workforce development best practices implemented in other local areas with similar challenges. Extensive knowledge and experience with innovation planning, developing workforce innovations, capacity building initiatives; design planning, internal programmatic controls; high level of program experience; and significant high-level experience in assessing and addressing system challenges. In depth knowledge of legal requirements of federal workforce legislation to ensure compliance at all levels of service.

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

- 0923 – Manager II,
- 0922 – Manager I
- 1824 – Principal Administrative Analyst

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 project is targeted and short term and contributes to fulfilling our requirements for a time-limited grant. Ongoing work and follow-up can be supported by current OEWD staff.

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

No, because this project is short-term.

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

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

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

Signature of Departmental Personal Services Contract Coordinator

Merrick Pascual

415-701-4811

Print or Type Name

Telephone Number

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

Address

Union Notification(s)

◆ MEA

◆ Local 21

Transmission Report

Date/Time
Local ID 1

02-14-2013
4155812317

09:17:12 a.m.

Transmit Header Text
Local Name 1

SF CITY & COUNTY

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



CITY AND COUNTY OF SAN FRANCISCO
EDWIN M. LEE, MAYOR

OFFICE OF ECONOMIC AND WORKFORCE DEVELOPMENT

RHONDA SIMMONS, DIRECTOR OF
WORKFORCE DEVELOPMENT

Facsimile Transmittal

To: MEA Fax: 415-989-7077

From: Kris Damalas Date: 2/14/13 Pages w/
Cover: 3

Re: PSC Summary for review

Urgent For Review Please Comment Please Reply Please Recycle

Message:

Attached find a PSC summary for review. Should you have any questions or concerns, please don't hesitate to contact me.

Thanks,
Kris

Kris Damalas
Contracts and Performance Director
City and County of San Francisco
Office of Economic and Workforce Development
Email: kristine.damalas@sfgov.org
Ph: 415-701-4870

1 SOUTH VAN NESS AVENUE, 5TH FL.
SAN FRANCISCO, CA 94103
PHONE: 415.701.4818 (Main) - 415.701.4877 (Fax)
<http://www.workforcedevelopmentsf.org>

Total Pages Scanned : 3

Total Pages Confirmed : 3

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	169	4159897077	09:15:20 a.m. 02-14-2013	00:01:19	3/3	1	EC	HS	CP14400

Abbreviations:

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

Damalas, Kristine

From: Kim Carter <kcarter@ifpte21.org>
Sent: Thursday, February 21, 2013 3:14 PM
To: Damalas, Kristine; L21PSC Review
Cc: Sharon Jenkins
Subject: RE: PSC request for review

Thanks Kristen and Emylene for taking the time to talk with me today about this PSC. Now that I understand the full scope of the work you are looking to get done, I do not have any objections at this time.

Best,

Kim

Kim Carter
IFPTE Local 21, AFL-CIO
[415-864-2100 x127](tel:415-864-2100)
[415-864-2166](tel:415-864-2166) Fax
www.ifpte21.org

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

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

Damalas, Kristine

From: Damalas, Kristine
Sent: Thursday, February 14, 2013 9:25 AM
To: Local 21 PSC emails (L21PSCReview@ifpte21.org)
Cc: 'kcarter@ifpte21.org'; 'sjenkins@ifpte21.org'
Subject: PSC request for review
Attachments: PSC Summary form for Local 21-CSW.pdf

Good Morning,

Attached please find a PSC summary for review. If you need any additional information concerning this request, please don't hesitate to contact me.

Thanks
-Kris

Kris Damalas
Contracts and Performance Director
City and County of San Francisco
Office of Economic and Workforce Development
Email: kristine.damalas@sfgov.org
NEW Ph: 415-701-4870
Website: www.workforcedevelopmentsf.org

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 15, 2013

DEPARTMENT NAME: Economic and Workforce Development (OEWD) DEPARTMENT NUMBER 21

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

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

TYPE OF SERVICE: Web based invoicing and financial tracking system for OEWD grantees

FUNDING SOURCE: General Fund and Federal Grant Funds (Workforce Investment Act)

PSC AMOUNT: \$820,000 PSC DURATION: April 16, 2013 - December 31, 2017

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The workforce division of OEWD manages a grant portfolio consisting of approximately 100 contract and grant agreements for 70 agencies annually across ten Federal, State and local fund sources. The process by which these agreements are negotiated, created, and tracked through their expiration is a very labor intensive process for both the City and the grantees/contractors involving repeated data entry into multiple spreadsheets, intensive paper-based process steps, and lengthy reconciliation processes. After an extensive review of current business processes and identification of areas where efficiency and accuracy can be increased dramatically, OEWD has come to the conclusion that a technology solution is needed. The division is requesting approval to purchase a subscription to a customizable web portal and fully supported database to support the department's management of the grant negotiation, agreement creation, invoicing and financial reporting processes. The resource the division would like to acquire a subscription that has been successfully utilized by the Mayor's Office of Housing and their grantees for several years.

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

As the division continues to apply for additional funding through various sources that complement current programs and reduce the burden to the City's general fund the need for a less error prone tracking system has become critical. Inaccurate tracking of grantee expenditures by either our contractors or the division presents a whole host of compliance related issues which could jeopardize new and continued funding from any or all of the fund sources currently utilized by the department.

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

This service is not currently being provided. Currently OEWD staff receives grantee invoices in paper format and reenters data into various internal excel workbooks. With the implementation of this new database, the division's grant coordinators will be able to focus more time on technical assistance with grantees.

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: IFPTE Local 21
Signature of person mailing/faxing form: [Handwritten Signature]
Date: 2/15/13

Union Name:
Signature of person mailing/faxing form:
Date:

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4106-12/13
STAFF ANALYSIS/RECOMMENDATION: Approved W 3/29/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Extensive experience developing and implementing systems of a similar nature in the public sector. Program must have well developed reporting and analysis tools to be able to report on expenditures at various fund and sub-fund levels, track individual grantee budgets and reimbursement requests, and generate documents using a flexible platform where the system administrator can adjust templates easily.

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

1053 IS Business Analyst – Senior
1063 IS Program 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 department does not have any employees with the expertise to develop the needed resource. DTIS was approached about performing similar work twice and the department has consistently been told there were not resources to develop specialized web-based tools and that such projects were outside the scope of that department's work. This project is highly specialized and would best be performed by an organization that has extensive experience with similar projects as noted in 3 A above.

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

No. Development of a new like service would be temporary in nature. The organization the department would like to contract with already has a tool developed that is being successfully used in other City departments. Because the department would be purchasing a subscription to an existing tool, minimal one-time customization costs, and no maintenance, or hosting costs would be incurred.

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.

Contractor will train OEWD staff (2 – 1823; 1 -0922) on use and administration of the system

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

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

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

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

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

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? *Yes, the current contractor is Tekmeca. M*

<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

Merrick Pascual

415-701-4811

Print or Type Name

Telephone Number

1 South Van Ness Ave
San Francisco, CA 94103

Address

Union Notification(s)
◆ Local 21

Damalas, Kristine

From: Damalas, Kristine
Sent: Friday, February 15, 2013 4:59 PM
To: Local 21 PSC emails (L21PSCReview@ifpte21.org)
Cc: 'karter@ifpte21.org'; 'sjenkins@ifpte21.org'
Subject: PSC request for review (new)
Attachments: DOC056.PDF

Good Afternoon,

Attached please find a PSC summary for review. I've also provided an email from Marco Bruno at DT confirming that the request is outside the scope of services that they can provide to us. If you need any additional information concerning this request, please don't hesitate to contact me.

Thanks
-Kris-

Kris Damalas
Contracts and Performance Director
City and County of San Francisco
Office of Economic and Workforce Development
Email: kristine.damalas@sfgov.org
NEW Ph: 415-701-4870
Website: www.workforcedevelopmentsf.org

Email from Marco Bruno
2/15/2013

- Confirming that Department of Technology (DT) cannot assist with the scope of work that the Office of Economic and Workforce Development is seeking for.

Damalas, Kristine

From: Bruno, Marco
Sent: Friday, February 15, 2013 12:24 PM
To: Damalas, Kristine
Subject: RE: Question about web based database work

Kristine,

as mentioned in the past, DT provides a web content management solution to easily publish information online.

The problem you described is best solved by specialized Grant management solutions similar to the subscription service you are considering. Grant management solutions are not part of the services we offer so this is not an area where we can assist. Feel free to give me a call anytime if you have any other questions.

have a great day
marco
581-3972

From: Damalas, Kristine
Sent: Friday, February 15, 2013 9:41 AM
To: Bruno, Marco
Subject: Question about web based database work

Good Morning Marco,

As our department has looked at implementing new technology solutions over the last 2 years, you've been incredibly helpful with helping us understand what is and isn't within the realm of DT's work. We have gotten most of our outreach and programmatic stuff in place – now it's time to concentrate on shoring up some of our administrative processes. I've been looking at a few vendors to provide a better solution to our current paper-based invoicing system for our grantees and have consulted with DCYF and MOH around the systems they use. We've grown to the point that grantees mailing us documents that we need to transcribe into excel and constantly reconcile is just not sustainable anymore. Our plan is to start by customizing the financial data pieces (invoice entry, reporting, analysis, business flow for approvals, etc) and then we may branch into the program/client pieces that are available. Attached is the proposal we'd like to go with (also the system that MOH currently uses).

I need to make a request to the Civil Service commission for approval to contract out for a subscription service but wanted to check in with you first and make sure that we don't have City resources to build what we're in need of.

Thanks!
-Kris

Kris Damalas
Contracts and Performance Director
City and County of San Francisco
Office of Economic and Workforce Development
Email: kristine.damalas@sfgov.org
NEW Ph: 415-701-4870
Website: www.workforcedevelopmentsf.org

PERSONAL SERVICES CONTRACT SUMMARY

DATE 03/19/2013

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: As-Needed Communication Services and Support, Wastewater Enterprise (CS-291)

FUNDING SOURCE: Sewer System Improvement Program (SSIP) W

PSC AMOUNT: \$8,000,000 PSC DURATION: 05/20/2013 - 12/31/2021

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The list of qualified as-needed firms will provide creative, innovative and engaging communication tools and services to support the communication needs of the Sewer System Improvement Program, a 20-year, multi-billion dollar citywide investment upgrading our aging sewer infrastructure. The SSIP will ensure San Francisco has a reliable and seismically safe sewer system now and for generations to come.

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

The upgrade of our aging and seismically vulnerable sewer system is essential to protecting the health of San Francisco residents and businesses as well as the environment. The list of firms will provide a myriad of services that will ensure we effectively communicate and receive support for this important long-term investment in our system.

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

This service has not been provided in the past.

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

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

L16/L1021/L21/L200 Shamica Jackson 01/18/2013
Union Name Signature of person mailing/faxing form Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4107-12/13

STAFF ANALYSIS/RECOMMENDATION: approved W 3/29/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

These firms will need to be experts in the following field: strategic communications content and collateral development, planning and implementation, media production, graphics design, innovative engagement strategies and implementation, participatory planning, public marketing campaigns, advertisement, grassroots/constituency based services, and social media and online engagement development and implementation.

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

Media Production series, Graphic series, and Public Relations series. 1767 Media Programming Specialist, 1773 Media Training Specialist, 1764 Mail And Reproduction Service Supervisor, 1777 Media/Security Systems series, 5408 Coordinator Of Citizen Involvement, and 3374 Volunteer/Outreach Coordinator.

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 firms will augment the work of City staff ONLY when additional support is needed to adequately inform, educate and engage San Franciscans about this Program. Qualified firms will provide as-needed services for limited periods of time.

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

No, it would not be practical to adopt new civil service classes because the services these firms will provide are on an as-needed basis, with a limited duration. The services requested will not result in full-time work. The use for the services will vary based on need.

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:

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson
Print or Type Name

415-554-0727
Telephone Number

525 Golden Gate Avenue
San Francisco, CA 94102
Address

Union Notification(s)

- ◆ Local 16
- ◆ Local 1021
- ◆ Local 21
- ◆ Local 200

Dang, Leorah

From: Jackson, Shamica <SJackson@sfgwater.org>
Sent: Friday, January 18, 2013 11:35 AM
To: Isen, Carol; Degrafinried, Alaric; Jackson, Shamica; L21PSCReview@ifpte21.org; glouie@ifpte21.org; kcarter@ifpte21.org; pattie.tamura@seiu1021.org; Brook.Demmerle@seiu1021.org; local200twu@sbcglobal.net; fx@local16.org
Cc: Domingo, Kofo
Subject: 30/60DAY NOTICE PRIOR TO DHR: CS-291 draft PSC to Unions for review
Attachments: Initial-Reg_As-Needed Communication Services & Support WWE SSIP_CS-291_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 30/60 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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 6, 2013

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: Voice Network Management

FUNDING SOURCE: General Fund

Original Amount: \$8,000,000 PSC Duration: 7/1/13-6/30/17
Modification Amount: \$ W PSC Duration: W
Total Amount: \$8,000,000 Total PSC Duration: 7/1/13-6/30/17

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor will provide services to monitor and administer Avaya telephone switches and telecom networks used by all City departments. These 24x7 services include: (1) Network fault management support; (2) Product management performance analysis; (3) PBX traffic and system analysis; (4) Network administration, engineering and consultation support; (5) Network routing software design and administration support, (6) Network translation implementation, and (7) System management.

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

This service is necessary to ensure reliable telephone services with properly operating equipment to conduct business throughout City government. Not having an existing contract in place for this service would jeopardize the City's ability to protect and maintain the quality of the City's voice network by providing efficient and organized network design and administration.

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

This service was provided by contract under PSC 4041-08/09.

D. Will the contract(s) be renewed: Yes, the contract will be renewed as required for an additional one-year period.

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

L21 by e-mail Jolie Gines February 6, 2013
Union Name Signature of person mailing/faxing form Date

IBEW Local 6 by e-mail Jolie Gines February 6, 2013
Union Name Signature of person mailing/faxing form Date

RFP sent to [] on [] Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4108-12/13
STAFF ANALYSIS/RECOMMENDATION: Approved W 3/29/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Expert knowledge of the Avaya equipment and software that are part of the City's telecom network.

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

None.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The two telecom-related Civil Service Classes are 7132 Telecom Supervisor and 7275 Telecom Technician Supervisor. They cannot perform this service because the equipment is proprietary and problem resolution can only be performed by the manufacturer.

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

No. The technical focus is too narrow to justify a new class and the nature of the work does not lend itself to full-time employees.

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:

Kendall Gary 2/6/13
Signature of Departmental Personal Services Contract Coordinator

Kendall Gary
Print or Type Name

415 581 4066
Telephone Number

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

Union Notification(s)

◆ Local 21

◆ Local 6

Dang, Leorah

From: Gines, Jolie
Sent: Wednesday, February 06, 2013 2:59 PM
To: KevinH@ibew6.org; Ging Louie (glouie@ifpte21.org)
Cc: DHR-PSCCoordinator, DHR; Gary, Kendall; Isen, Richard; Lewis, Brent
Subject: New Review Request for DT PSC Voice Network Management Services
Attachments: DT VNMS PSC Feb 6 2013.pdf; CSC PSC Approval VNMS 4041- 08 09 Oct 6 2008.pdf

Kevin and Ging,

Please start your 30 Day review of the Personal Services Summary for DT to issue an RFP for Voice Network Management Services.

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

Your attention is very much appreciated.

*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

Prior Notice of Civil Service Commission Action – Expired
PSC #4041-08/09



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MORGAN R. GORRONO
PRESIDENT

August 19, 2009

E. DENNIS NORMANDY
VICE PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION ACTION

JOY Y. BOATWRIGHT
COMMISSIONER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4025-09/10 THROUGH 4029-09/10; 4055-05/06; 4004-07/08; 4041-08/09 AND 4019-08/09.

DONALD A. CASPER
COMMISSIONER

At its meeting of August 17, 2009 the Civil Service Commission had for its consideration the above matter.

MARY Y. JUNG
COMMISSIONER

PLEASE NOTE: *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.*

ANITA SANCHEZ
EXECUTIVE OFFICER

It was the decision of the Commission to:

- (1) Adopt the Human Resources Director's report on PSC #4028-09/10 on the condition that the General Services Administration meet and/or share the information gathered from the car sharing services program with TWU Local 250A and Auto Machinists Local 1414 to evaluate the effectiveness of the program on a quarterly basis. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 2 to 1; Commissioner Gorrondo dissents.) Continue to the meeting of September 21, 2009. (Three (3) votes are needed for Commission action.)
- (2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c: Cynthia Avakian, Airport Commission
- Micki Callahan, Human Resources Director
- Vivian Day, Department of Building Inspection
- Jacque Hale, Department of Public Health
- Jessica Huey, Department of Human Resources
- Shamica Jackson, Public Utilities Commission
- Naomi Kelly, Office of Contract Administration
- Florence Kyaun, Public Utilities Commission
- Joan Lubamersky, General Services Agency
- Sheila Maxwell, Department of Technology
- Brigette Rockett, Department of Human Resources
- Ben Rosenfield, Controller
- Commission File
- Chron

POSTING FOR
August 17, 2009

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

PSC No.	Depth	Dept/Name	Approval Type	Increase Amount	New Amount	Description of Work	Duration
4029-09/10	81	Public Health	Modification	\$21,000	\$70,000	Will provide clinical plastic and reconstructive surgery for residents of Laguna Honda Hospital, approximately 16 hours per month. Modification of original PSC is for an enhanced package of services.	30-Jun-10
4055-05/06	40	Public Utilities Commission	Modification	\$3,900,000	\$15,900,000	Will consists of engineering and design services for a 3,000 ft 96" diameter pipeline, crossing the Calaveras Fault and a 18,200 ft. long 10 ft diameter tunnel.	30-Jun-14
4004-07/08	40	Public Utilities Commission	Modification	\$18,500,000	\$63,500,000	Will provide civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility engineering projects.	30-Sep-14
4041-08/09	75	Dept. of Technology	Modification	\$0	\$3,188,966	Will provide monitoring and administration of all Avaya telephone switches and telecom networks in use by City departments.	31-Aug-10
4019-08/09	70	GSA - Animal Care & Control	Modification	\$74,000	\$158,000	Will provide after-hours, weekend and holiday emergency veterinary services on an as-needed basis.	30-Jun-10

1520

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 7-23-09

DEPARTMENT NAME: Department of Technology

DEPARTMENT NUMBER: 75

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC #4041-08/09)

TYPE OF SERVICE: Voice Network Management

Table with 2 columns: FUNDING SOURCE and Duration. Rows include Original PSC Amount, 1st Modification, 2nd Modification, and Total PSC Amount.

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: This modification is for an extension of time only for the continuation of services to monitor and administer Avaya telephone switches and telecom networks used by all City departments.
B. Explain why this service is necessary and the consequence of denial: This service is necessary to ensure reliable telephone services throughout City government.
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This service has been provided by a contractor under the current PSC #4041-08/09.
D. Will the contract(s) be renewed? No.

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

[X] IFPTE Local 21 Union Name Signature of person mailing/faxing form 7-23-2009 Date
[X] SEIU L1021 Union Name Signature of person mailing/faxing form 7-23-2009 Date

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

Reviewed 7/29/2009

PSC# 4041-08/09 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

Vertical stamp: 09 JUL 26 2009

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Expert knowledge of the Avaya equipment and computer software that are part of the City's telecom network.

B. Which, if any, civil service class normally performs this work? None.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The two telecom-related civil service classes are 7132 – Telecom Supervisor and 7275 – Telecom Technician Supervisor. Neither class can perform this service because: (1) the services are provided by a large number of Avaya employees, each with varying roles and responsibilities on the City contract for a relatively small number of hours per year, (2) proprietary equipment problem resolution can only be performed by Avaya, (3) some Avaya consultation is based on Avaya's experience with their installations for other customers.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. Adopting a new civil service class to perform this type of work would not be practical for the City. The technical focus is too narrow to justify a new class and the nature of the work does not lend itself to full-time employees.

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

Yes No

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

B. Will the contractor train City and County employees?

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

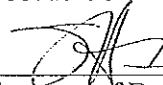
C. Are there legal mandates requiring the use of contractual services?

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

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

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

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


Signature of Departmental Personal Services Contract Coordinator

SAM

Sheila Maxwell

581-4088

Print or Type Name

Telephone Number

1 South Van Ness, 2nd Floor
San Francisco, CA 94103

Address

09 APR 2006 10:00 AM

Page Intentionally Left Blank

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 20, 2013

DEPARTMENT NAME: Child Support Services DEPARTMENT NUMBER 17

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC# 3062-11/12)

TYPE OF SERVICE: Genetic Testing

FUNDING SOURCE: Special revenue fund (2S CSS ANP—state and federal source)

Table with 4 columns: Amount, PSC Duration, Mod1 Duration, Mod2 Duration, Total Duration. Rows include PSC Amount, Mod1 Amount, Mod2 Amount, Total Amount.

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Contractor will provide genetic testing services...
B. Explain why this service is necessary and the consequences of denial: The Child Support Enforcement program relies on genetic testing...
C. Explain how this service has been provided in the past...
D. Will the contract(s) be renewed: It may be possible if the State of California does not provide a contractual vehicle...

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

Table for Union Notification with columns for Union Name, Signature of person mailing/faxing form, and Date. Includes entries for SEIU Local 1021 and IFPTE Local 21.

RFP sent to See above, on Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

STAFF ANALYSIS/RECOMMENDATION: Approved MW 3/27/2013
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contacto meets or exceeds the Parentage Testing Standards of the American Association of Blood Banks (AABB) and California law. All contractor specimen collectors are certified phlebotomists. Furthermore, the contacto has the capability of collecting specimens throughout the United States and adhering to the legal requirements of chain of custody necessary to protect the integrity of the specimen and uphold results in court.

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

While civil service classes 2402, 2403, and 2416 may perform similar work, they are not trained in the chain of custody or have the capability to collect specimens outside of the county, which is frequently required to search for the biological parents.

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

Yes. The contractor will bring supplies and safe guard equipment to successful draw specimen and return to lab for proper testing.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Laboratory Technician I or II (2402 or 2416) may perform similar work, they are not trained in the chain of custody or have the capability to collect specimens outside of the county, which is frequently required to search for the biological parents. Genetic Testing also requires laboratory tests and reports that are used as evidence in the court of law. The civil service classes nor the city and county have the capacity to perform the laboratory services.

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

No, it would not be practical to adopt a new civil service class to provide this service.

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

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

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

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

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

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

Karen M. Roye
Signature of Departmental Personal Services Contract Coordinator

Karen M. Roye
Print or Type Name

(415) 356-2919
Telephone Number

Dept. of Child Support Services

617 Mission St., S.F., CA 94105

Address

Union Notification(s)

◆ Local 1021

◆ Local 21

Dang, Leorah

From: Chin, Faye
Sent: Wednesday, February 20, 2013 12:43 PM
To: bmuscat@ifpte21.org; david.canham@seiu1021.org
Cc: DHR-PSCCoordinator, DHR; apreby@ifpte21.org; bbritton@ifpte21.org; Dennis McLaughlin; Chin, Faye
Subject: PSC #3062-11/12 2nd Modification Personal Services Contract Summary – Genetic Testing Services
Attachments: PSC 3062 11-12 Original Approval.pdf; PSC 3062 11-12 1st Modification Approval.pdf; PSC #3062 11-12 2nd Modification Approval Request 2-20-13.pdf

Hi SEIU Local 1021 and IFPTE Local 21:

The San Francisco Department of Child Support Services (SF DCSS) is requesting the second modification on the exiting professional services contract for genetic testing services.

PSC Original Amount:	\$28,500	PSC Original Duration:	5/1/2012 through 4/30/2013
Modification #1:	\$0	Modification #1:	5/1/2013 through 5/31/2013
Modification #2:	\$28,500	Modification #2:	6/1/2013 through 5/31/2014

Please review the enclosed Personal Services Contract Summary. Should you have any comments or questions, please contact me at (415) 356-2850 or email me at faye.chin@sfgov.org.

Thank you for your attention to this matter.

Sincerely,

Faye Chin
San Francisco Department of Child Support Services
Finance Division
617 Mission Street
San Francisco, CA 94105
Tel: 415-356-2850
Fax: 415-356-2971

**Prior Administrative Approval of PSC – Mod1
and Prior DHR Approved - Original
PSC #3062-11/12**



CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF CHILD SUPPORT SERVICES

617 Mission Street, San Francisco, CA 94105-3503 Tel. (415) 356-2700
Child Support Automated Information System 1-866-901-3212



EDWIN M. LEE
MAYOR

KAREN M. ROYE
DIRECTOR

MEMORANDUM

DATE: May 22, 2012
TO: PSC Contract Coordinator
Department of Human Resource (Dept. 33)
FROM: Karen Roye, PSC Coordinator *Karen M. Roye*
Department of Child Support Services (Dept. 17)
RE: Request for Administrative Approval of PSC Modification

PSC No. 3062-11/12 Approval Date: February 6, 2012

Description of Services: Contractor performs as needed sample collection and genetic parentage testing when requested by the San Francisco Department of Child Support Services. Specimen collection will be conducted in a medically acceptable fashion utilizing techniques that minimize sample degradation, contamination, and volume insufficiencies according to AABB standards. For each parentage test performed, Contractor shall provide an accurate, reliable, and legally admissible certified and notarized written parentage testing report within 10 calendar days from the date the last specimen is collected.

Original Approved Amount: <u>\$28,500</u>	Original Approved Duration: <u>5.1.12 - 4.30.13</u>
1 st Modification Amount: <u>\$ 0</u>	1 st Modified Duration: <u>5.1.13 - 5.31.13</u>
Total Amount: <u>\$28,500</u>	Total Duration as Modified: <u>5.1.12 - 5.31.13</u>

Reason for Modification: DCSS is in the Request for Proposals process for the new genetic testing contract. One of the bidding vendors finally meets the 12B compliant requirement and is awarded the contract. DCSS would like to postpone the contract term originally approved to be started one month late to properly reflect the 1-year full contract term.

Attachments: PSC approval for 3062-11/12

DHR Action:
 Approved Approval Date: 5/22/12

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

PERSONAL SERVICES CONTRACT SUMMARY

EE: February 1, 2012

DEPARTMENT NAME: Child Support Services DEPARTMENT NUMBER 17

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

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

TYPE OF SERVICE: Genetic Testing

FUNDING SOURCE: Special revenue fund (2S CSS ANP—state and federal source)

PSC AMOUNT: \$28,500.00 PSC DURATION: 5/1/2012 through 4/30/2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Contractor will provide genetic testing services used to establish or exclude paternity, which is required to establish paternity judgments and child support orders.

B. Explain why this service is necessary and the consequences of denial: The Child Support Enforcement program relies on genetic testing to establish or exclude paternity in court of law. Genetic Testing is used, for example, when a child's biological parent denies he is the child's biological father, or in a case in which paternity is otherwise in question. In addition, defendants are entitled by law to free genetic testing to establish paternity in most cases. Without this industry practice, the department will be unable to legally establish parentage for families in many instances, recoup public assistance, and fail the federal performance measures in paternity establishment and 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): The department has used a competitive bid process for the current contract; PSC # 3043-10/11

D. Will the contract(s) be renewed: It may be possible if the State of California does not provide a contractual vehicle for these services.

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

SEIU Local 1021 Union Name Signature of person mailing/faxing form Date 2/1/12

IFPTE Local 21 Union Name Signature of person mailing/faxing form Date 2/1/12

RFP sent to See above Union Name, on Not applicable Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3062-11/12

Approval Date: 2/6/12

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

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contactor meets or exceeds the Parentage Testing Standards of the American Association of Blood Banks (AABB) and California law. All contractor specimen collectors are certified phlebotomists. Furthermore, the contactor has the capability of collecting specimens throughout the United States and adhering to the legal requirements of chain of custody necessary to protect the integrity of the specimen and uphold results in court.

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

While Clinical Laboratory Technologists (2444) may perform similar work, they are not trained in the chain of custody or have the capability to collect specimens outside of the county, which is frequently required to search for the biological parents.

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

Yes. The contractor will bring supplies and safe guard equipment to successful draw specimen and return to lab for proper testing.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Clinical Laboratory Technologists (2444) may perform similar work, they are not trained in the chain of custody or have the capability to collect specimens outside of the county, which is frequently required to search for the biological parents. Genetic Testing also requires laboratory tests and reports that are used as evidence in the court of law. The civil service classes nor the city and county have the capacity to perform the laboratory services.

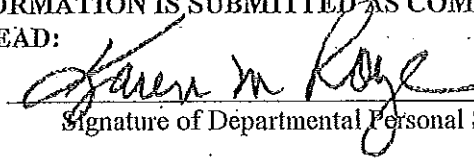
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No it would not be practical to adopt a new civil service class to provide this service.

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

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



 Signature of Departmental Personal Services Contract Coordinator

Karen M. Roye (415) 356-2919

 Print or Type Name Telephone Number

Dept. of Child Support Services
 617 Mission St., S.F., CA 94105

 Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 19, 2013

DEPARTMENT NAME: Department of Child Support Services

DEPARTMENT NUMBER: 17

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

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC #) 3066-10/11

TYPE OF SERVICE: Legal Processing Services: Tracking, Filing, Service of Summons, Research

FUNDING SOURCE: Special Revenue Fund (2S CSS ANP - State and Federal Source)

PSC Amount: \$24,500.00 PSC Duration: 6/01/2011 - 5/31/2012
Mod1 Amount: \$25,500.00 Mod1 Duration: 6/01/2012 - 5/31/2013
Mod2 Amount: \$10,000.00 Mod2 Duration: 6/01/2013 - 11/30/2013
Total Amount: \$60,000.00 Total Duration: 6/01/2011 - 11/30/2013

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Please see the attachment for detail.
B. Explain why this service is necessary and the consequence of denial: Please see the attachment for detail.
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil. Please see the attachment for detail.
D. Will the contract(s) be renewed? No. After the second modification of the contract, the Department will work on a Request For Proposal (RFP) process and set up a new contract.

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

[x] SEIU Local 1021 Union Name Signature of person mailing/faxing form Date 2/21/2013
[x] DA Investigators Union Name Signature of person mailing/faxing form Date 2/21/2013
[x] Deputy Sheriff Assn Union Name Signature of person mailing/faxing form Date 2/21/2013
[x] Municipal Exec Assn Union Name Signature of person mailing/faxing form Date 2/21/2013

RFP sent to See above, on Not applicable
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3066-10/11
STAFF ANALYSIS/RECOMMENDATION: Approved MW 3/27/2013
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The successful contractor must be capable of serving legal documents in the 9 bay area counties, and statewide, if necessary, in the manner prescribed by the law, to parties involved in child support actions initiated by the Department.

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

Job classes 8142, 8143, 8147, 8148, 8302, 8304, 8306

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

No special equipment/facilities are required.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

While the Sheriff will only make one attempt, the contractor will make 3 attempts to serve the defendant in person. The contractor needs a non-uniform image and must be able to project the image of not being part of the criminal justice system. In addition, the Legal Process Server must often work outside the City & County of San Francisco.

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

No, it would not be practical to adopt a new civil service class to provide this service for all the reasons explained above.

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

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

Yes No

B. Will the contractor train City and County employees?

- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (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:

Karen M. Roye

Signature of Departmental Personal Services Contract Coordinator

Karen M. Roye, Director

415-356-2919

Print or Type Name

Telephone Number

Department of Child Support Services

617 Mission St., SF, CA 94105

Address

Additional Attachment(s)

◇ Section 1. Description of Work

- 1A. Concise description of proposed work**
- 1B. Explain why this service is necessary and the consequence of denial**
- 1C. Explain how this service has been provided in the past**

PCS 3066-10/11 2nd Modification Request Attachment

SECTION 1: DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor will provide legal service of process for the City and County of San Francisco Department of Child Support Services. Service of Process is a legally required component of the legal services offered by the Child Support Enforcement Program. The enforcement program requires the Department to legally establish parentage and support, recover public assistance funds and enforce child support orders. Many legal documents must be personally served on the parties. The Contractor is required to make a minimum of three (3) service attempts at each of the addresses provided in the service packet unless the document is either served or the address for service is verified as invalid prior to the third attempt. All services must be according to California Law and San Francisco County Local Court Rules. This legal service of process is the only mean to assure a non-custodial parent's appearance in court and reasonable collection of funds as required by the letter of the law.

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

A lack of a process server will have a tremendous impact on the Department's legal practices as well as the day-to-day operation with the courts. The parents and children that we serve in San Francisco will also be impacted if we do not secure a process server in time.

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

The department has been going through the RFP for this contract. The original approved PSC number is 3066-10/11 for \$24,500 from June 1, 2011 to May 31, 2012. The first modification is to increase the original contract amount by \$25,500 and extend the term from June 1, 2012 to May 31, 2013. This is the second modification to increase the last approved contract amount by \$10,000 and extend the term from June 1, 2013 to November 30, 2013. The second modification will provide the Department sufficient time to work on new RFP.

Union Notification(s)

- ◆ Local 1021
- ◆ DA Investigators
- ◆ Deputy Sheriff Association
- ◆ MEA

Dang, Leorah

From: Chin, Faye
Sent: Thursday, February 21, 2013 11:31 AM
To: david.canham@seiu1021.org; mcagney@aol.com; dwilson1877@yahoo.com; rebecca@sfmea.com
Cc: DHR-PSCCoordinator, DHR; Dennis.McLaughlin@seiu1021.org; Chin, Faye
Subject: PSC #3066 10/11 2nd Modification Approval Request - Legal Processing Services
Attachments: PSC #3066 10-11 2nd Modification Approval Request 2-21-13.pdf

Good Afternoon, Unions:

The San Francisco Department of Child Support Services (SF DCSS) is requesting the second modification on the exiting professional services contract for legal processing services.

PSC Original Amount:	\$24,500	PSC Original Duration:	6/1/2011 through 5/31/2012
Modification #1:	\$25,500	Modification #1:	6/1/2012 through 5/31/2013
Modification #2:	\$10,000	Modification #2:	6/1/2013 through 11/30/2013

Please review the enclosed Personal Services Contract Summary. Should you have any comments or questions, please contact me at (415) 356-2850 or email me at faye.chin@sfgov.org.

Thank you for your attention to this matter.

Sincerely,

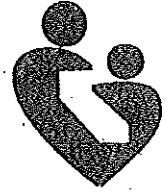
Faye Chin
San Francisco Department of Child Support Services
Finance Division
617 Mission Street
San Francisco, CA 94105
Tel: 415-356-2850
Fax: 415-356-2971

**Prior Administrative Approval of PSC – Mod1
and Prior DHR Approved - Original
PSC #3066-10-11**



CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF CHILD SUPPORT SERVICES

617 Mission Street, San Francisco, CA 94105-3503 Tel. (415) 356-2700
Child Support Automated Information System 1-866-901-3212



EDWIN M. LEE
MAYOR

KAREN M. ROYE
DIRECTOR

MEMORANDUM

DATE: March 29, 2012
TO: PSC Contract Coordinator
Department of Human Resource (Dept. 33)
FROM: Karen Roye, PSC Coordinator *Karen M. Roye*
Department of Child Support Services (Dept. 17)
RE: Request for Administrative Approval of PSC Modification

PSC No. 3066-10/11

Approval Date: March 22, 2011

Description of Services: Contractor performs personal service of legal documents to the clients when requested by the San Francisco Department of Child Support Services. The contractor will make a minimum of three diligent service attempts at each of the addresses provided by DCSS according to California Law and San Francisco County Local Court Rules. The Proof of Service for the Summons and Complaint/Petition shall be returned to the DCSS within five days after service, and shall comply with Section 417.10 of the Code of Civil Procedure and Section 22360 of the Business and Professions Code.

Original Approved Amount (1 st Year):	<u>\$24,500</u>	Original Approved Duration:	<u>6.1.11 – 5.31.12</u>
Modification Amount (2 nd Year):	<u>\$25,500</u>	Modified Duration:	<u>6.1.12 – 5.31.13</u>
Total Amount (2 Years):	<u>\$50,000</u>	Total Duration as Modified:	<u>6.1.11 – 5.31.13</u>

Reason for Modification: DCSS is satisfied with the services provided by Attorneys Diversified Services. Also, the extension of the contract term and amount is within DCSS' FY 12-13 budget.

Attachment: copy of existing contract

DHR Action: Approved

Approval Date: 4/4/12

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

PERSONAL SERVICES CONTRACT SUMMARY

ATE: March 16, 2011

DEPARTMENT NAME: Child Support Services DEPARTMENT NUMBER #17

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

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

TYPE OF SERVICE: Legal Processing services: tracking, filing, service of summons, research

FUNDING SOURCE: Special Revenue Fund: 2S CSS ANP (State and Federal)

PSC AMOUNT: \$24,500 PSC DURATION: June 1, 2011 through May 31, 2012

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Contractor will provide legal service of process for the City & County of San Francisco Department of Child Support Services.
B. Explain why this service is necessary and the consequences of denial: Service of Process is a legally required component of the legal services offered by the Child Support Enforcement Program.
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): The Department has used a CCSF compliant vendor.
D. Will the contract(s) be renewed: If the State does not provide a contractual vehicle for these services, it may be necessary to solicit such services in the future.

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

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Rows include SBIU Local 1021, Local 419 DA Investigators, and Local 498 Deputy Sheriff Assoc.

RFP sent to See above, on Union Name Date Signature

PSC# 3066-10/11 FOR DEPARTMENT OF HUMAN RESOURCES USE

MAR 17 2011

Approval Date: 3/22/11

By: [Signature]

FOR Micki Callahan, Human Resources Director 0042

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: The successful contractor must be capable of serving legal documents in the 9 Bay Area counties, and statewide, if necessary, in the manner prescribed by the law, to parties involved in child support actions initiated by the Department.
- B. Which, if any, civil service class normally performs this work? 8142, 8143, 8147, 8148, 8302, 8304, 8306
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: No special equipment/facilities is required.

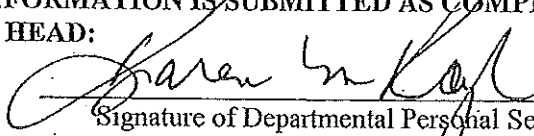
4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable: While the Sheriff will only make one attempt, the contractor will make 3 attempts to serve the defendant in person. The contractor needs a non-uniform image and must be able to project the image of not being part of the criminal justice system. In addition, the Legal Process Server must often work outside the City & County of San Francisco. When a State-wide contract becomes available, funding for this service will cease to exist.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain. No, it would not be practical to adopt a new civil service class to provide this service for all the reasons explained above.

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

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

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



 Signature of Departmental Personal Services Contract Coordinator

Karen M. Roye

 Print or Type Name

(415) 356-2919

 Telephone Number

Dept. of Child Support Services

 617 Mission St., SF, CA 94105

 Address

PERSONAL SERVICES CONTRACT SUMMARY

ATE: February 7, 2013

DEPARTMENT NAME: Arts Commission DEPARTMENT NUMBER 28

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC# 4062-10/11)

TYPE OF SERVICE: Design, Fabricate, Transport and Install artworks at the Central Subway Stations and Platform

FUNDING SOURCE: Central Subway Art Enrichment Funds (Federal Transportation Administration "New Starts" Funding)

Table with 4 columns: PSC Amount, PSC Mod#1 Amount, Total Amount, PSC Duration, PSC Mod#1 Duration, Total Duration. Values include \$5,000,000.00, \$4,000,000.00, \$9,000,000.00 and dates 11/01/2010 - 12/31/2020.

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Contracts for multiple artists to design, fabricate, transport and consult during installation of artworks in a variety of media for the Central Subway project, a new City transit capital improvement project. There are four stations with multiple public art projects at each station.

B. Explain why this service is necessary and the consequences of denial: City Administrative Code Section 3.19 requires that 2% of the construction budget of new capital improvement projects be spent on art enrichment. Denial would prohibit the SFMTA from complying with this ordinance as required for the Central Subway project.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): Civil Service Commission gave approval for the initial request of \$5,000,000 for art enrichment contracts associated with the Central Subway on January 3, 2011 (4062-10/11). Since then additional opportunities and funding for public art have been identified as part of this project for which we are currently seeking approval. Additionally, the Civil Service Commission recently approved contracting for design, fabrication, transportation and installation under PSC 4104-10/11 and 4022-12/13.

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 1021 Union Name

Signature of person mailing/faxing form

8 W 2.11.13 Date

Local 21 Union Name

Signature of person mailing/faxing form

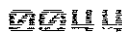
8 W 2.11.13 Date

RFP sent to NA, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4062-10/11 STAFF ANALYSIS/RECOMMENDATION: Approved W 3/27/2013

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractors must be professional fine artists who are selected by independent selection panels and approved by the Arts Commission to enter into contracts for design, fabrication, transportation and installation of artworks for the Central Subway Stations and Platform. These artists must have their designs approved by the Arts Commission as required by City Charter.

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

None. Artists and Fine Art Fabricators are not a Civil Service Classification.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There is not a civil service classification for fine artists. Contractors must be professional fine artists who are selected by independent selection panels and approved by the Arts Commission as being appropriate for the unique requirements of this project. Civil Service cannot transport artwork because classification 7355 is not insured for Fine Art Transport and the City will not assume liability for damage to artwork sustained during transportation.

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

No. Each project is unique and requires different skills as determined by an independent panel. It is in the City's interest to develop a Civic Art Collection that is diverse in style, media and artists represented.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

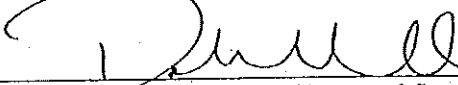
E. Has a board or commission determined that contracting is the most effective way to provide this service?

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

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

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

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


 Signature of Departmental Personal Services Contract Coordinator
REBEKAH KRELL 252-4665
 Print or Type Name Telephone Number
25 VAN NESS AVE. SUITE 345
SAN FRANCISCO CA 94102
 Address

Union Notification(s)

◆ Local 1021

◆ Local 21

Dang, Leorah

From: Lowvorn, Jennifer
Sent: Friday, February 08, 2013 11:09 AM
To: ed.warshauer@seiu1021.org; Brook.Demmerle@seiu1021.org;
pattie.tamura@seiu1021.org; L21PSCReview@ifpte21.org
Cc: DHR-PSCCoordinator, DHR; Crane, Jennifer
Subject: PSC for your review from the Arts Commission
Attachments: CSC_Request_2-8-2013.pdf

Dear Local 1021 and 21 Representatives,
Attached is a PSC request to increase the amount on a previously approved PSC for Central Subway art enrichment. If you have any questions, please feel free to contact me.

Sincerely,
Jennifer Lovvorn
Senior Project Manager
Civic Art Collection and Public Art Program

San Francisco Arts Commission
25 Van Ness Avenue, Suite 345
San Francisco, CA 94102
T: 415-252-4637 F: 415-252-2595
sfartscommission.org

[e-Newsletter](#) | [Twitter](#) | [Facebook](#) | [YouTube](#) | [Flickr](#)

**Prior Notice of Civil Service Commission Action – Original
and Prior DHR Approved - Original
PSC #4062-10/11**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

January 6, 2011

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

LISA SEITZ GRUWELL
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4062-10/11
AND 4143-07/08.**

At its meeting of January 3, 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 #4062-10/11. Notify the Office of the Controller and the Office of Contract Administration.
- (2) Adopt the report; Approve request for PSC #4143-07/08 on the condition that the Public Utilities Commission consult with IFPTE Local 21 to review Departmental Project Advisory procedures and report back to the Commission in six (6) months on the progress. 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: Micki Callahan, Human Resources Director
Marie de Vera, Department of Human Resources
Kan Htun, Art Commission
Shamica Jackson, Public Utilities Commission
Naomi Kelly, Office of Contract Administration
Florence Kyaun, Public Utilities Commission
Ben Rosenfield, Controller
Marie Ryan, Department of Human Resources
Commission File
Chron

POSTING FOR
1/3/2011

PROPOSED PERSONAL SERVICES CONTRACTS

Regular, Continuing, Annual

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Start Date - End Date
4062-10/11	28	Art Commission	Regular	\$5,000,000	Contracts for multiple artists to design, fabricate, transport and consult during installation of artworks in a variety of media for the Central Subway Project, a new city transit capital improvement project.	11/1/2010-12/31/2020

0000

PERSONAL SERVICES CONTRACT SUMMARY

DATE: November 1, 2010, revised December 16, 2010

DEPARTMENT NAME: Arts Commission DEPARTMENT NUMBER 28

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

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

TYPE OF SERVICE: Design, fabricate, transport and install artworks at the Central Subway stations and platform

FUNDING SOURCE: Central Subway art enrichment funds

PSC AMOUNT: \$5,000,000.00 PSC DURATION: 11/1/2010 to 12/31/2020

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Contracts for multiple artists to design, fabricate, transport and consult during installation of artworks in a variety of media for the Central Subway Project, a new city transit capital improvement project.

B. Explain why this service is necessary and the consequences of denial: City Administrative code section 3.19 requires that 2% of the construction budget of new capital improvement projects be spent on art enrichment. Denial would prohibit the SFMTA from complying with this ordinance as required for the Central Subway Project.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): The most recent Civil Service approval was for design, fabrication, transport and installation of artwork for the new General Hospital facility under PSC #4090-0809 on February 2, 2009.

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 1021 Union Name Signature of person mailing/faxing form Date December 16, 2010
Local 21 Union Name Signature of person mailing/faxing form Date December 16, 2010
original RFP sent to 1021 + 21, on 11/2/10, Signature Judy Moran
Revised sent 12/16/10

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4062-10/11 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractors must be professional fine artists who are selected by independent selection panels and approved by the Arts Commission to enter into contracts to design, fabricate, transport and install artworks at the Central Subway stations and platform. These artists must have their designs approved by the Arts Commission as required by City Charter.

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

None. Artists and fine art fabricators are not a Civil Service classification

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There is not Civil Service classification for fine artists. Contractors must be professional artists who have been selected by an independent selection panel and approved by the Arts Commission as being appropriate for the unique requirements of this project. Civil Service cannot transport artwork because classification 7365 is not insured for fine art transport and the city will not assume liability for damage to artwork sustained during transportation.

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

No. Each project is unique and requires different skills, as determined by an independent panel. It is in the city's interest to develop a Civic Art Collection that is diverse in style, media and artists represented.

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:

Kan Htun Acting Director
Signature of Departmental Personal Services Contract Coordinator

Kan Htun
Print or Type Name

252-4804
Telephone Number

25 Van Ness Ave, Suite 240
San Francisco, CA 941102
Address

Page Intentionally Left Blank

Prior Notice of Civil Service Commission Action – Similar

PSC #4022-12/13

PSC #4104-10/11

19



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

September 21, 2012

NOTICE OF CIVIL SERVICE COMMISSION ACTION

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4019-12/13
THROUGH 4026-12/13; 4066-11/12; 3061-11/12; 4070-10/11 AND
4095-09/10.

At its meeting of September 17, 2012 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.

SANDRA ENG
ACTING EXECUTIVE OFFICER

The Commission:

- (1) Continued PSC #4022-12/13 to the meeting of October 1, 2012 in order to notify IFPTE Local 21 of the request for approval.
- (2) Withdrew PSC #4025-12/13 at the request of the Recreation and Parks Department. Notified the Office of the Controller and the Office of Contract Administration.
- (3) Withdrew PSC #3061-11/12 at the request of the Public Utilities Commission. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)
- (4) Adopted the report; Approved the requests for all remaining contracts. Notified 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

SANDRA ENG
Acting Executive Officer

Attachment

- c:
- Cynthia Avakian, Airport Commission
 - Parveen Boparai, Municipal Transportation Agency
 - Micki Callahan, Human Resources Director
 - Leorah Dang, Department of Human Resources
 - Marie de Vera, Department of Human Resources
 - Jaci Fong, Office of Contract Administration
 - Alicia John-Baptiste, Planning Department
 - Rebekah Krell, Art Commission
 - Sean McFadden, Recreation & Park Department
 - Ben Rosenfield, Controller
 - Commission File
 - Chron

POSTING FOR

9/17/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4019-12/13	27	Airport Commission	Regular	\$150,000,000	Design and construction services necessary for the Design-Build Terminal 3 (T3) Improvement Projects. The Civil Service Commission has previously approved PSC #4106-09/10 for the construction management portion of this Project. The Design-Build T3 Project will provide a building expansion to expand the Transportation Security Administration (TSA) security screening checkpoint on the east side of the Terminal to improve circulation, meet the latest security requirements and improve passenger throughput per forecast demand. The Project will remodel existing Hold Rooms, restrooms, passenger amenities, and airline and concessions shell space, all with new finishes, furniture, fixtures and equipment. Scope of work will also include new Art Enrichment Program; Concessions Program; terminal seismic upgrade; HVAC, Plumbing, Fire Protection, Power, Metering, Lighting, Life Safety, Fire Alarm, Visual and Audible Paging System modifications; Static and Dynamic Signage; Hydrant Fuel System; Passenger Boarding Bridges (PBB) upgrades; Aircraft Apron Paving; Special Systems rooms, Tenant Wiring Closets, WIFI infrastructure; new Access Control and close circuit television (CCTV) systems. The project will reconfigure the TSA security checkpoint and departures lobby to improve security and operational efficiency. This project will be LEED certified.	10/1/2012 - 10/1/2016
4020-12/13	27	Airport Commission	Regular	\$35,000,000	This request is for design-build services for a contractor with specialty design experience at airports to provide the design and construction for the West Field Cargo Development Project. The Commission has previously approved PSC 4078-11/12 on February 6, 2012 for construction management services for this project. The Design-Build contractor will perform the design and construction of a new cargo building including landside and airfield site improvements. This project will replace an existing outdated cargo facility performing needed hazardous abatement and site remediation in the airport cargo area known as the West Field Cargo Area. This project will be LEED certified.	9/17/2012 - 12/31/2014
4021-12/13	27	Airport Commission	Regular	\$500,000	The Airport has determined that it is necessary to acquire an enterprise-wide system where contract information is effectively maintained in one repository for timely consumption, decision making and reporting; thereby, streamlining communications and productivity throughout the contract management life cycle. The system to be provided by the successful proposer shall address all business requirements, including capability to: (1) Enable input, maintenance and tracking of contract information for Airport contracts across the contract management life-cycle, (2) Accommodate concurrent usage by different user groups with appropriate access levels to allow for Contract/Project Managers, senior level management, Contracts staff, Accounting and other stakeholders to utilize the system, (3) Create and manage alerts and notifications to streamline communications, (4) Search, filter and query on specified contract data, (5) Develop outputs and reports that can optimize management, certification and compliance of contracts, (6) Integrate with other defined systems including data imports and outputs in specified formats to avoid data duplication and redundant processes.	10/1/2012 - 9/30/2018
4022-12/13	28	Art Commission	Regular	\$110,000	Contracts for two artists to design, fabricate, transport and install artworks for the SoMA West Improvement Projects.	8/8/2012 - 12/31/2014



PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 8, 2012

DEPARTMENT NAME: Arts Commission DEPARTMENT NUMBER 28

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

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

TYPE OF SERVICE: Design, fabricate, transport and install artworks for the SoMA West Improvement Projects.

FUNDING SOURCE: Art Enrichment

PSC AMOUNT: \$110,000 PSC DURATION: August 8, 2012 - December 31, 2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contracts for two artists to design, fabricate, transport and install artworks for the SoMA West Improvement Projects.

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

City Administrative code section 3.19 requires that 2% of the construction budget of capital improvement projects be spent on art enrichment. Denial would prohibit the inclusion of an art enrichment opportunity.

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

A recent Civil Service approval was for design, fabrication and installation for an artwork at 17th and Folsom Park under PSC# 3004-12/13 on July 30, 2012.

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):

SEIU Union Name Signature of person mailing/faxing form Date 9/18/12
Local 21 Union Name Signature of person mailing/faxing form Date 9/18/12

RFP sent to N/A Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractors must be the professional fine artists who are selected by independent selection panels and approved by the Arts Commission to enter into contracts to design, fabricate, transport and install artworks for the SoMA West Improvement Projects. These artists must have their design approved by the Arts Commission as required by City Charter.

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

None. Artist is not a Civil Service Classification.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There is no Civil Service classification for fine artists. Contractors must be the professional fine artists who have been selected by and independent selection panel and judged by the Arts Commission as being appropriate for the unique requirements of this site. Civil Service cannot perform transportation because transport classification 7355 is not insured for fine art transport and the city will not assume liability for damage to artworks sustained during transportation.

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

No. Each art enrichment project is unique and requires different skills, as determined by an independent selection panel. It is in the City's interest to develop an art collection that is diverse in style, media and artists represented.

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 (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:

Th E DeCing
Signature of Departmental Personal Services Contract Coordinator

Tom Delaigny signing for →

Rebekah Krell
Print or Type Name

252-4665
Telephone Number

25 Van Ness Ave, Suite 345
San Francisco, CA 94102
Address



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRANO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

LISA SEITZ GRUWELL
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

May 18, 2011

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4104-10/11
THROUGH 4106-10/11; 2000-07/08; AND 4018-09/10.

At its meeting of May 16, 2011 the Civil Service Commission had for its consideration the above matter.

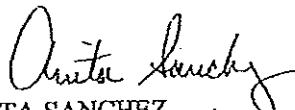
PLEASE NOTE: It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.

It was the decision of the Commission to:

- (1) Postpone PSC #4106-10/11 to the meeting of June 6, 2011 by mutual agreement of the Department of Public Works and IFPTE Local 21.
- (2) Adopt the report; Approve request for proposed personal services on all remaining 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:
- Micki Callahan, Human Resources Director
 - Carina Carlos, Department of Public Works
 - Gordon Choy, Department of Public Works
 - Marie de Vera, Department of Human Resources
 - Jacque Hale, Department of Public Health
 - Kan Htun, Arts Commission
 - Naomi Kelly, Office of Contract Administration
 - Ben Rosenfield, Controller
 - Maria Ryan, Department of Human Resources
 - Commission File
 - Chron

POSTING FOR
5/16/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No.	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4104-10/11	28	Art Commission	Regular	\$7,624,000	Contracts for multiple artists to design, fabricate, transport and install artworks in a variety of media for the Public Safety Building as part of the capital projects for the new building.	5/1/2011 - 6/1/2015
4105-10/11	81	Public Health	Regular	\$5,200,000	Intermittent, as-needed pharmacist and pharmacy technician registry services for use during unusually high patient activity, workload peaks or low staffing levels of Civil Service employees due to unscheduled staff absences or shortages.	1/1/2011 - 12/31/2013
4106-10/11	90	Public Works	Regular	\$100,000	The Furniture Fixtures & Equipment (FF&E) Asset Management Consultant (AMC) shall participate with the Executive Architect and the Bureau of Architecture in the development and maintenance of the furniture program and create a base building database for the Public Safety Building (PSB) that accurately catalogs FF&E and related systems required for preparing a solicitation to the prospective vendor(s) of these systems. The AMC shall be responsible for ensuring that all furniture specified shall be completely installed by the manufacturers and/or vendors selected through a separate RFQ process.	3/1/2011 - 12/31/2013

Total Amount - Regular: \$8,924,000

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 3-15-2011

DEPARTMENT NAME: Arts Commission DEPARTMENT NUMBER 28

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

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

TYPE OF SERVICE: Design, fabricate, transport and install artworks at the Public Safety Building.

FUNDING SOURCE: Art Enrichment

PSC AMOUNT: \$2,624,000 PSC DURATION: 5-1-2011 through 6-1-2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Contracts for multiple artists to design, fabricate, transport and install artworks in a variety of media for the Public Safety Building as part of the capital projects for the new building.

B. Explain why this service is necessary and the consequences of denial: City Administrative code section 3.19 requires that 2% of the construction budget of new capital improvement projects be spent on art enrichment. Denial would prohibit the Police and Fire Departments from complying with this ordinance. This work is being funded under art enrichment funds generated from the construction of the new Public Safety Building capital improvement 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): The most recent Civil Service approval was for design, fabrication and installation of artwork for the General Hospital Acute Care Unit projects under PSC# 4090-08/09 on FEBRUARY 2, 2009.

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 1021 Union Name Signature of person mailing/faxing form Date 3-15-2011
Local 21 Union Name Signature of person mailing/faxing form Date 3-15-2011

RFP sent to Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE MAR 15 2011

PSC# 4104-10/11 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractors must be the professional fine artists who are selected by independent selection panels and approved by the Arts Commission to enter into contracts to design, fabricate, transport and install artworks at the Public Safety Building. These artists must have their design approved by the Arts Commission as required by City Charter.

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

None. Artist is not a Civil Service classification.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There is no Civil Service classification for fine artists. Contractors must be the professional fine artists who have been selected by an independent selection panel and judged by the Arts Commission as being appropriate for the unique requirements of this site. Civil Service cannot perform transportation because transport classification 7355 is not insured for fine art transport and the city will not assume liability for damage to artworks sustained during transportation.

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

No. Each project is unique and requires different skills, as determined by an independent selection panel. It is in the City's interest to develop an art collection that is diverse in style, media, and artists represented.

ADDITIONAL INFORMATION (If "yes," attach explanation)

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

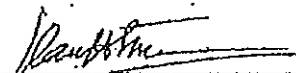
E. Has a board or commission determined that contracting is the most effective way to provide this service?

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

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

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

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



Signature of Departmental Personal Services Contract Coordinator

Kan Htun

252-4804

Print or Type Name

Telephone Number

25 Van Ness Ave, Suite 240

San Francisco, CA 941102

Address

Page Intentionally Left Blank

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 19, 2013

DEPARTMENT NAME: Public Works

DEPARTMENT NUMBER 90

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

TYPE OF REQUEST: INITIAL REQUEST MODIFICATION (PSC# 4075-09/10)

TYPE OF SERVICE: As-needed Environmental Consulting & Planning Services

FUNDING SOURCE: Individual project funding via interdepartmental work orders

Original Amount	<u>\$4,800,000</u>	PSC Duration:	<u>01/04/2010 – 12/30/2016</u>
Modification #1 Amount	<u>\$1,200,000</u>	PSC Mod #1 Duration:	<u>No change</u>
Modification #2 Amount	<u>\$3,600,000</u>	PSC Mod #2 Duration:	<u>12/31/2016 – 12/31/2019</u>
Total Amount	<u>\$9,600,000</u>	Total PSC Duration:	<u>01/04/2010 – 12/31/2019</u>

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Perform as-needed environmental assessments and planning studies to assist in the completion of capital improvement projects, to negotiate with regulatory agencies, and prepare environmental, risk assessments and planning reports. The Department of Public Works (DPW) had previously awarded six (6) as-needed contracts at \$800,000 each, and intends to award six (6) additional contracts of \$600,000 each for five (5) years.

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

These specialized services and expertise are necessary because DPW does not currently possess it. DPW must respond to immediate situations to rapidly review and prepare specialized reports that assess human health risk, ecological risk, and environmental planning posed by contaminants in soils, groundwater, air and hazardous building materials. Denial of these services may result in DPW's inability to comply with mandatory regulations; completion of public work projects and delays in responding may compromise the health and safety of City employees and residents.

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 modification of PSC# 4075-09/10, approved January 4, 2010, which provided services through 6 As-needed contracts. A new solicitation is required to award more work, because the previous contracts can only issue work within the first 3 years, with the remaining 2 years used to complete projects in progress, PSC# 4075-09/10 cannot be terminated. Therefore we are modifying this PSC to allow for additional 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):

Local 21
Union Name

[Signature]
Signature of person mailing/faxing form

2011
3/19/2013
Date

RFP sent to _____, on _____
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4075-09/10
STAFF ANALYSIS/RECOMMENDATION: Approved MW 3/27/2013
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Consultants must have a multi-disciplined staff of professionals that have specialized expertise in environmental planning, environmental site characterization and compliance issues; air and water quality issues; hazardous materials and hazardous waste sampling, treatment and disposal; archeological, biological, habitat studies, morphology studies, and toxicology capabilities. Also required is the ability to perform human and eco-risk data assessments; environmental site assessments; familiarity with regulatory agencies and its laws, the ability to negotiate with these agencies.

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

Civil Service classifications 5620 – Regulatory Specialists may be able to perform some of the work. This PSC is for services that are beyond what City personnel provide, and does not duplicate services provided by the City.

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

Yes. Consultants will be required to provide their own specialized staff to address environmental and toxicological human health risk assessment capabilities to properly characterize and evaluate contaminated or hazardous waste, environmental testing laboratories, driller, drill rigs, archeologist, architectural historians.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service classifications are applicable and where possible, they will be utilized to perform some aspects of the work. The services of these contracts will be performed on an as-needed basis and will be utilized when Civil Service employees cannot perform the work because of their inability to respond, or lack of expertise to perform the work. The broad scope of environmental services also tends to exceed City's current capabilities of staff and equipment.

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

No. Civil Service classifications already exist to perform some aspects of the work. However it is not cost effective to maintain environmental testing laboratories, driller, drill rigs, etc for this as needed work. The work is project funded.

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.

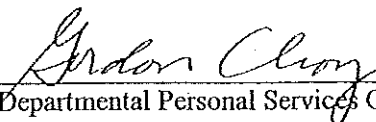
C. Are there legal mandates requiring the use of contractual services?

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? *Ordinance No. 253-86, Maher Ordinance, and No.357-97, Contracting for Hazardous Materials Abatement, was passed by the Board of Supervisors to comply with these situations.*

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? **Unknown. An RFP is in process to select the new consultants.**

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



 Signature of Departmental Personal Services Contract Coordinator

Gordon Choy (415) 554-6230

 Print or Type Name Telephone Number

1155 Market Street, 4th Floor
San Francisco, CA 94103

 Address

Union Notification(s)
◆ Local 21

Dang, Leorah

From: Ellenburg, Rochelle <Rochelle.Ellenburg@sfdpw.org>
Sent: Wednesday, March 20, 2013 11:35 AM
To: DHR-PSCCoordinator, DHR
Cc: Lim, Michelle; glouie@ifpte21.org; 'L21PSCReview@ifpte21.org'; DeSouza, Stanley; Williams, Maurice; Choy, Gordon; Kim, Sung; Carlos, Carina; Wong, Tammy
Subject: As-needed Environmental Consulting & Planning Services (Dept# 90)
Attachments: PSC Mod Request 2.pdf; PSC Mod Request 2.docx; As-Needed Environmental Consulting Planning Services PSC.pdf; 4075-0910_Mod1_03192013.pdf; Ord 253 86 Maher.pdf; Ord 286 99 Hazmat Abatement Work Section 6 63.doc

Good Morning,

Attached are documents related to Modification #2 to PSC# 4075-09/10 for As-needed Environmental Consulting and Planning Services.

The attached documents are as follows:

1. PDF of PSC modification 2 dated 3/19/2013
2. Word version of PSC modification 2 dated 3/19/2013
3. PDF of PSC#4075-09/10, dated 12/2/2009
4. PDF of PSC#4075-09/10 mod 1, administratively approved 3/19/2013
5. PDF of Ordinance 253.86, Maher Ordinance
6. Word copy of Ordinance 286.99, Hazardous Abatement Work

Local 21 is copied on this email. However, it is our understanding that PSC modifications do not follow the 30-day advance union notification requirement.

Please kindly confirm if this submission is on track for the April 15th CSC meeting.

Thank you!



Rochelle Ellenburg

DPW | Department of Public Works
Contract Administration
1155 Market Street, 4th Floor
San Francisco, CA 94103
Tel: (415) 554-5424
E-Mail: Rochelle.Ellenburg@sfdpw.org

Additional Attachment

- **Ordinance 253.86 - Hazardous Waste – Analyzing Soil (Maher)**
- **Ordinance 286.99 - Hazardous Materials Abatement Work (Sec. 6.63)**

Environmental Health

Improving Environments, Protecting Health

For More Information
1180 Market Street, Suite 210
San Francisco, California 94102
415-252-3100

ENVIRONMENTAL HEALTH HOME

[Air Quality](#)
[Community Noise](#)
[Consumer Protection](#)
[Food & Agricultural Resources](#)
[Food Safety](#)
[Green Business Programs](#)
[Hazardous Materials & Waste](#)
[Healthy Housing](#)
[Healthy Urban Planning](#)
[Medical Cannabis Dispensary](#)
[Neighborhood Assessment](#)
[Pesticide Safety](#)
[Pest and Vector Control](#)
[Tobacco Control](#)
[Water Quality](#)

Hazardous Waste

Analyzing Soil for Hazardous Waste

Analyzing soil for hazardous waste by Department of Public Works regulations: The Hazardous Waste Program staff continue to review and process the reports required in the Analyzing the Soil for Hazardous Waste Ordinance (Maher) and oversee activities in the City.

These regulations are established pursuant to ordinance no.258-86 adopted by the Board of Supervisors of the City and County of San Francisco to serve as general guidelines for preparing site history and soil analysis reports and for building permit applicants affected by the San Francisco Public Works Municipal Code, article 20.

Procedure For Soil Analysis Report

The application shall submit a soil sampling and analysis report to the Director of Public Works and the Director of Public Health. Pursuant to Public Works Municipal Code, article 22A soil sampling shall be under the direction of a professional Geologist, Civil Engineer, or Engineering Geologist, who is experienced in the field of soils engineering. Soil sample analyses shall be conducted by a certified laboratory in accordance with methods for analyzing samples for the California Department of Health Services or the State water resources control Board and the San Francisco Bay Regional Water Quality Control Board.

The person directing the soil sampling and analyses shall prepare the soil analysis report which must include

- the information specified in Department of Public Works Article 20 and Public Works Municipal Code, article 22A, and
- a statement that the result of the sampling program is in his judgment representative of the proposed excavation site conditions.

If the Director of Public Health determines that the soil analysis report does not meet the requirements of Public Works Municipal Code, article 20, the Director shall notify the application in writing within 30 days of receipt of the report and indicate the reasons the report is unacceptable. The Director will also send a copy of the notification to the Director of Public Works.

Procedure For Building Permit Applicants:

Applicants for building permits for sites located within the area described in San Francisco Planning Code, article 10, sec 1001 (a) - preservation of historical architectural and aesthetic landmarks shall be required to sign a:

1. receipt form that the applicants has received the informational notice provided by the Department of Public Works (DPW) and
2. that the application, being incomplete, has been rejected pending receipt of written notification from the Director of Public Health that the applicant has complied with the requirements of Public Works Municipal Code, article 20.

Permit applications for sites located within the above specified areas will not be rejected provided:

1. The permit application states that less than 50 cubic yards of soil will be disturbed, or
2. The applicant establishes that the applicants property has been continuously zoned Residential Zoned Residential under the City Planning Code Since 1921 and has been in residential use since 1921.
3. A letter from the Department of City Planning will satisfy this requirement

For all other sites, a site history and soil analysis report is required to be sent to Department of Public Works (DPW) and Department of Public Health (DPH).

If hazardous wastes are not present on the site per the soil analysis report, DPH will so notify DPW and the applicant in writing. DPH will accept the permit application after receipt of such notice from the applicant.
If the soil analysis report indicates that hazardous wastes are present for which there are no quantitative federal or state standards:

1. The applicant shall make a written request to the applicable federal or state agency (ies) for a written determination as to whether a site mitigation plan is required
2. The applicant shall submit a copy of this request to the Director of Public Works and the Director of Public Health, indicating the date the request was made.

DPW will accept the building permit application as complete for purpose of meeting the requirements of Public Works Municipal Code, article 20 Upon the receipt of the following

1. Written notification from the Director of Public Health that the applicant has complied with the site history and soil analysis reporting requirements, and
2. Written notification from the Director of Public Health that the applicable state or federal agency(ies) has determined that no site mitigation plan (SMP) is required, or
3. Written notification from the Director of Public Health that the applicant submitted a SMP to the appropriate state or federal agency (ies), completed the SMP and certified in accord with Public Works Municipal Code, section 1005 that mitigation measures have been completed in compliance with the SMP.

Upon approval of the SMP by the applicable state or federal agency (ies), DPW may issue any permits necessary for the applicant to carry out the SMP.

If the state or federal agency (ies) does not make a determination as to whether a SMP is necessary within 6 months from the date the applicant seeks a determination from the applicable agency, or has not approved or disapproved the SMP within 12 months from the date the

Fee Schedule of Licenses, Permits,
Fines & Service Charges

Maher Site Map

Local Oversight Program

Site Mitigation Program

Analyzing Soil for Hazardous Wastes

Voluntary Remedial Action Program

Department of Public Health

applicant submitted the plan, DPW shall notify the City Attorney.

If the soil analysis report indicates that hazardous wastes are present in the soil at levels exceeding quantitative federal or state minimum standards, DPW will accept the building permit application as complete for purpose of meeting the requirements of Public Works Municipal Code, article 20 upon receipt of the following:

1. Written notification from the Director of Public Health that the applicant has complied with the site history and soil analysis reporting requirements, and
2. Written notification from the Department of Public Health that the applicant submitted an SMP to the appropriate state or federal agency (ies), completed the SMP and certified in accord with San Francisco Planning Code, article 10, Sec.1005 that mitigation measures have been completed in Compliance with the SMP.

Upon approval of the SMP by the applicant state or federal agency (ies), DPW may issue any permits necessary for the applicant to carry out the SMP.

If the state or federal agency (ies) has not approved or disapproved the SMP within months from the date the applicant submitted the plan, DPW shall notify the city Attorney as specified in Public Works Municipal Code section 1004(d).

The seller or the seller's agent involved in the sale or exchange of any real property within the City and County of San Francisco shall provide a copy of ordinance 253-86 to the buyer or buyers and shall obtain a written receipt from the buyer or buyers acknowledging receipt of a copy of the ordinance. Copies of the ordinance are available from Bureau Building Inspection, Room 104, 450 McAllister Street, San Francisco, Ca 94102 or calling (415) 558-3301.

Permit warning stamp San Francisco Public Works Municipal Code, article 20(sec.1012) will affixed to the reverse side of the permit at the time issuance.

All building permits issued by the Central Permit Bureau shall bear the following printed warning:

Pursuant to Article 20 of Chapter 10, Part II of the San Francisco Municipal Code (Public Works Code), certain building permits may be issued only after the permittee analyzes the soil for the presence of hazardous wastes and, where applicable, certifies that it has completed site mitigation. No officer, employee, or agency of the City conducted the soil sampling and analyses, recommended site mitigation measures, conducted the site mitigation or checked or verified the reports submitted or work performed for accuracy, reliability or adherence to protocols. In issuing this permit, neither the City nor any of its officers or employees make any representation that the soil on or about the site is free from the presence of hazardous wastes. Nor does the City's implementation of this process relieve any person from their duties and responsibilities relating to hazardous waste contamination under state and federal law. Neither soil analysis pursuant to Article 20 of the Public Works Code nor the issuance of this permit is intended to alter, extinguish, or transfer these responsibilities.

IV.

EXEMPTIONS FROM AND ALTERNATIVES TO
COMPETITIVE BIDDING

SEC. 066. HAZARDOUS MATERIALS ABATEMENT WORK.

When the Director of Public Works (the "Director") determines: (1) that hazardous materials on public property must be expeditiously abated (the "work"); and (2) that there is inadequate time to advertise and competitively bid the work in accordance with this Chapter, then the work may be performed in accordance with the following procedures:

(A) The Department of Public Works shall advertise for and receive proposals from hazardous materials abatement contractors, which proposals shall address the qualifications of the contractors to perform the abatement work. The proposals shall be evaluated according to the requirements of this Chapter and Chapters 12B, 12C and 12D.A, relevant to professional services contracts.

(B) The Department of Public Works shall select a sufficient number of qualified contractors to perform the amount of hazardous materials abatement work anticipated to be required in the upcoming one or more years and enter into master agreements on an "if- and as-needed" basis with those contractors. Each master agreement shall state the maximum total dollar value of work each contractor is authorized to perform during the contract period.

(C) The Department shall seek price quotations for performance of the work from at least three of the contractors with master agreements. The contract for the work will be awarded to the contractor submitting the lowest quotation, except as otherwise provided herein. The Department shall keep a record of such quotations and a register of all awards made thereunder. In the event that the Department is unable to obtain three quotations, the Director shall base the award on the quotation or quotations received. If the Director believes that the public interest would best be served by accepting other than the lowest quotation, he or she is hereby authorized to accept the quotation that in his or her discretion will best serve the public interest. The Director may reject any and all quotations and request new quotations. (Added by Ord. 286-99, File No. 991645, App. 11/5/99)

Disclaimer:

This Code of Ordinances and/or any other documents that appear on this site may not reflect the most current legislation adopted by the Municipality. American Legal Publishing Corporation provides these documents for informational purposes only. These documents should not be relied upon as the definitive authority for local legislation. Additionally, the formatting and pagination of the posted documents varies from the formatting and pagination of the official copy. The official printed copy of a Code of Ordinances should be consulted prior to any action being taken.

For further information regarding the official version of any of this Code of Ordinances or other documents posted on this site, please contact the Municipality directly or contact American Legal Publishing toll-free at 800-445-5588.

© 2002 American Legal Publishing Corporation
techsupport@amlegal.com
1.800.445.5588.

http://www.amlegal.com/nxt/gateway.dll?f=templates&fn=default.htm&vid=alp:sf_admin

Explanation of PSC Quick Turn-Around Request

- **Mod #1 - Administrative Approval dated 3/19/2013**
- **Mod #2 – Modification Request dated 3/19/2013**

Dang, Leorah

From: Ellenburg, Rochelle <Rochelle.Ellenburg@sfdpw.org>
Sent: Thursday, March 21, 2013 11:38 AM
To: Dang, Leorah
Cc: Choy, Gordon; Kim, Sung; Lim, Michelle; Carlos, Carina
Subject: Mod Request 2 for PSC 4075-09/10

Hello Leora,

I received your voicemail message this morning.

The reason for the quick turn-around time between mod 1 and mod 2 to PSC 4075-09/10 is because mod #1 was a modification to the existing contracts under the PSC. The amount changed was within the threshold amount so administrative approval was sought. These contracts are for 5 years, however, all work must be issued within the first 3 years of the contract. So mod 1 was working within this approaching deadline to ensure sufficient funds were available before work could be issued while also within the first 3 years.

Mod #2 was for an entirely new RFP with a new pool of contracts. This increase in the amount and the term is for the new set of contracts to be awarded under a new RFP. A policy was recently instated stating that these pools of as-needed contracts must be submitted as modifications to existing/current PSCs rather than a new PSC. Mod 2 is for a new set of contracts but is seeking coverage under the existing/current PSC. Because Mod #2 will require approval by the commission, we submitted mod 2 by the March 20th DHR deadline for the April 15th meeting.

Let me know if you have additional questions.

Thank you,



Rochelle Ellenburg

DPW | Department of Public Works
Contract Administration
1155 Market Street, 4th Floor
San Francisco, CA 94103
Tel: (415) 554-5424
E-Mail: Rochelle.Ellenburg@sfdpw.org

Prior Administrative Approval of PSC – Mod1
PSC #4075-09/10

Mod 1

City and County of San Francisco

San Francisco Department of Public Works
Office of the Deputy Director for Financial Management and Administration
Division of Contract Administration
1155 Market Street, 4th Floor
San Francisco, CA 94103
(415) 554-6230 www.sfdpw.org



Edwin M. Lee, Mayor
Mohammed Nuru, Director



Gordon Choy, Division Manager

MEMORANDUM

March 14, 2013

TO: Personal Services Contract Coordinator
Department of Human Resources

FROM: Gordon Choy, PSC Coordinator
Department of Public Works (90) *Gordon Choy*

SUBJECT: Civil Service Commission PSC Modification Less than 50% of Approved Amount or Time

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

Following is the information about the PSC modification:

PSC No. 4075-09/10 Approved on: 1/4/2010

Description: Perform as-needed environmental assessments and planning studies to assist in the completion of capital improvement projects; negotiate with regulatory agencies; and prepare environmental, risk assessments and planning reports.

Original Approved Amount	<u>\$4,800,000.00</u>	Original Approved Duration	<u>1/4/2010 - 12/30/2016</u>
Modification Amount:	<u>\$1,200,000.00</u>	Modification of Duration	<u>No change</u>
Total Modified Amount:	<u>\$6,000,000.00</u>	Total Modified Duration:	<u>1/4/2010 - 12/30/2016</u>

Reason for the modification: Need more dollar capacity to complete major environmental planning and design work such as the ESER Bond projects, Mission Bay Loop, and the Forensic Service Building.

Attachment: Copy of Approved PSC Summary

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

Cc: Contract Manager
Tammy Wong, GSA Human Resources

FOR DEPARTMENT OF HUMAN RESOURCES USE

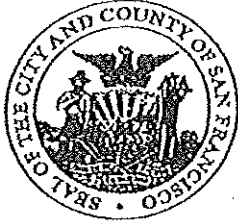
DHR ACTION: Approved

Approval Date: 3/19/2013

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



Original



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

January 7, 2010

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
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 4075-09/10
THROUGH 4080-09/10; 4028-07/08; 4097-08/09 AND 4021-07/08.

At its meeting of January 4, 2010 the Civil Service Commission had for its consideration the above matter.

PLEASE NOTE: It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.

It was the decision of the Commission to:

- (1) Amend and approve PSC #4097-08/09 with the increase amount to \$749,900 with the new amount of \$1,320,000.
- (2) Amend and approve PSC #4021-07/08 as reduced to \$156,000 with the new amount of \$546,000 and duration of 2011.
- (4) Approve request for all remaining proposed personal services contracts. Notify the offices 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

RECEIVED

10 JAN -8 AM 10: 41

CONTRACT ADMINISTRATIONS

Attachment

- Micki Callahan, Human Resources Director
- Gordon Choy, Department of Public Works
- Sheila Arcelona, District Attorney's Office
- Elaine Forbes, Planning Department
- Shamica Jackson, Public Utilities Commission
- Florence Kyaun, Public Utilities Commission
- Joan Lubamersky, General Services Agency
- Mary Ng, Department of Human Resources
- Commission File
- Chron

POSTING FOR
1/4/2010

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4075-09/10	90	Public Works	Regular	\$4,800,000	Perform as-needed environmental assessments and planning studies to assist in the completion of capital improvement projects; negotiate with regulatory agencies, and prepare environmental, risk assessments and planning reports. DPW intends to award six contracts of \$800,000 each for five years.	12/30/2016
4076-09/10	90	Public Works	Regular	\$3,000,000	Provide special construction and building materials inspection and testing services for the City's building, construction and renovation projects on an as-needed basis. The testing agencies will utilize certified staff to perform reinforced concrete, high strength bolting, structural steel welding, masonry, shotcrete, and spray-applied fireproofing inspection and testing services. The City intends to award five contracts for \$600,000 each for five years.	12/30/2016
4077-09/10	40	Public Utilities Commission	Regular	\$900,000	Provide advertising, communication, education, outreach and marketing services for the CleanPowerSF Program, which will soon make the City the default energy provider for residents and businesses in the city. The Marketing Program will inform residents and businesses that the City is their energy provider and it will persuade residents and businesses not to opt out from the initiative.	12/31/2011
4078-09/10	40	Public Utilities Commission	Regular	\$1,000,000	Provide as-needed services for microbiological based analytical testing Encompassing: 1) specialized methods that the Water Quality Division Laboratories (WQDL) are not capable of performing internally, 2) backup testing services for the procedures that the WQDL performs in-house, 3) emergency response support, and 4) laboratory and consulting services for test method development and validation.	12/31/2013
4079-09/10	04	District Attorney	Regular	\$238,000	Provide services to expend services at the CARE Program, a truancy intervention center operated by the Bayview YMCA through a grant from the Dept. of Children, Youth and Family. CARE serves chronically truant students from the City's Southeast Sector. Services include providing educational advocacy and case management services to youth, including academic assistance, referrals to community resources, assistance with school re-entry, and concrete life skills training.	2/1/2012
4080-09/10	04	District Attorney	Regular	\$243,350	Provide community based services to Limited English Proficient (LEP) victims of domestic and dating violence, working closely with the District Attorney's Office prosecution team and victim/witness assistance unit. The contractor will provide community based, culturally & linguistically competent services such as legal referrals, access to safe houses, shelter, assistance with restraining orders, housing relocation, education about the criminal justice system & other forms of outreach, education & support to underserved LEP victims of domestic violence.	8/31/2011

PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 2, 2009

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: As-Needed Environmental Consulting & Planning Services

FUNDING SOURCE: Individual Project Funding via Interdepartmental Work Orders

PSC AMOUNT: \$4,800,000 PSC DURATION: 1/4/2010 - 12/30/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Perform as-needed environmental assessments and planning studies to assist in the completion of capital improvement projects; negotiate with regulatory agencies; and prepare environmental, risk assessments and planning reports. The Department of Public Works (DPW) intends to award six (6) contracts of \$800,000 each for five (5) years.

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

These specialized services and expertise are necessary because DPW does not currently possess it. DPW must respond to immediate situations to rapidly review and prepare specialized reports that assess human health risk, ecological risk, and environmental planning posed by contaminants in soils, groundwater, air and hazardous building materials. Denial of these services may result in DPW's inability to comply with mandatory regulations, complete public work projects and delays may compromise the health and safety of City employees and residents.

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):

Previous contracts for As-Needed Environmental Consulting Services were awarded under PSC# 4016-06/07, approved August 7, 2006. Previous As-Needed Environmental Planning Services were awarded under PSC# 4024-06/07, approved August 21, 2006.

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

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

Local 21 Union Name Signature of person mailing/faxing form Date 12/3/2009

Union Name Signature of person mailing/faxing form Date

RFP sent to Local 21 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:

Consultants must have a multi-disciplined staff of professionals that have specialized expertise in environmental planning, environmental site characterization and compliance issues; air and water quality issues; hazardous materials and hazardous waste sampling, treatment and disposal; archeological, biological, habitat studies, morphology studies, and toxicology capabilities. Also required are the ability to perform human and eco-risk data assessments; environmental site assessments; familiarity with regulatory agencies and its laws and ability to negotiate with these agencies.

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

Civil Service classifications 5620 - Regulatory Specialist and Planner from classification 5277 series may be able to perform some of the work. However, this PSC is for services that are beyond what City personnel provide, and does not duplicate services provided by the City.

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

Yes. Consultants will be required to provide their own specialized staff to address environmental and toxicological human health risk assessment capabilities to properly characterize and evaluate contaminated or hazardous waste, as well as environmental testing laboratories, driller, drill rigs, archeologist and architectural historians.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service classifications are applicable and where possible, they will be utilized to perform some aspects of the work. The services of these contracts will be performed on an if and as-needed basis and will be utilized when Civil Service employees cannot perform the work because of their inability to respond, or lack of expertise to perform the work. The broad scope of environmental services also tends to exceed City's current capabilities of staff and equipment.

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

No. Civil Service classifications already exist to perform some aspects of the work. However, it is not cost effective to maintain environmental testing laboratories, driller, drill rigs, etc. for this as-needed work. The work is project funded.

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?
Through approval of previous as-needed contracts (SEE 1.C), Ordinance No. 253-86, Maher Ordinance", and No.357-97, Contracting for Hazardous Materials Abatement, was passed by the Board of Supervisors to comply with these situations.

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?
Unknown. An RFP is in process to select the new consultants.

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

Gordon Choy
Signature of Departmental Personal Services Contract Coordinator

Gordon Choy
Print or Type Name

(415) 554-6230
Telephone Number

875 Stevenson Street, Room 420
San Francisco, CA 94103
Address
0077

Transmission Report

Date/Time
Local ID 1
Local ID 2

12-03-2009
415 554 6232

11:08:02 a.m.

Transmit Header Text
Local Name 1
Local Name 2

DPW

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

City and County of San Francisco



Garvin Newsom, Mayor
Edward D. Relekin, Director



(415) 654-6229
FAX (415) 654-6232
<http://www.sfdpw.com>
Department of Public Works
Contract Administration Division
Financial Management and Administration
875 Stevenson Street, Room 420
San Francisco, CA 94103-0903
Gordon Choy, Division Manager

FAX

Date December 3, 2009
Number of pages including cover sheet 3
To: _____
Manager

Local 21

Phone _____
Fax Phone (415) 864-2166
CC: _____

From: _____
Gordon Choy

Division Manager

Phone (415) 554-6230
Fax Phone (415) 554-6232

REMARKS					
	Urgent	<input checked="" type="checkbox"/>	For your review	Reply ASAP	Please comment
Please see the attached PSC form.					
In Compliance with Local 21's MOU and the Civil Service Commission's Instructions for Processing Proposed Personal Services Contract Approval Requests, this is your advance notice of the proposed services. An RFP will be sent to you at a later date when this office has received a copy from the Contract Manager.					
The Contract Manager is Stanley DeSouza, and he may be reached at (415) 554-8369 for any additional questions.					

Total Pages Scanned : 3

Total Pages Confirmed : 3

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	808	415 864 2166	11:05:24 a.m. 12-03-2009	00:01:52	3/3	1	EC	HS	CP14400

Abbreviations:

HS: Host send
HR: Host receive
WS: Waiting send

PL: Polled local
PR: Polled remote
MS: Mailbox save

MP: Mailbox print
CP: Completed
FA: Fail

TU: Terminated by user
TS: Terminated by system
RP: Report

G3: Group 3
EC: Error Correct

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 12, 2006

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: As-needed Environmental Consulting Services

FUNDING SOURCE: Project funding via Interdepartmental Work Orders

PSC AMOUNT: \$4,200,000 PSC DURATION: 9/1/06 through 8/30/11

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Consultant will perform as-needed environmental assessments and studies that may be required to assist in the completion of capital improvement projects; assist the City to negotiate with regulatory agencies; prepare risk assessments and management reports as they relate to hazmat incidences. The Department of Public Works (DPW) intends to award six(6) contracts of \$700,000 each for five (5) years.

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

These specialized services are necessary because DPW must respond to immediate situations to rapidly review and prepare specialized reports that assess human and ecological risks posed by contaminants in soils, groundwater, air and hazardous building materials. Denial of these services may result in DPW's inability to comply with mandatory regulations; and delays in responding may compromise the health and safety of City employees and residents.

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):

Previous contracts were awarded to Aeolus-Northgate Environmental, JV, AguaTierra Associates, Fugro West, Inc., Baseline Environmental, URS Corporation Americas, and Geomatrix, Inc., through PSC#4072-02/03, approved December 16, 2002.

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

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

Local 21 Union Name Signature of person mailing/faxing form Date July 13, 2006

Union Name Signature of person mailing/faxing form Date

RFP sent to Local 21 Union Name on When available Date Signature

***** FOR DEPARTMENT OF HUMAN RESOURCES USE *****

PSC# 4016-06/07 STAFF ANALYSIS/RECOMMENDATION:

Approved [Signature]

CIVIL SERVICE COMMISSION ACTION:

RECEIVED BY DEPARTMENT OF HUMAN RESOURCES 06 JUL 19 AM 7:18

J. All actions heretofore taken by a department head consistent with the provisions of this section are hereby approved.

6.62. JOB ORDER CONTRACTS.

The job order contracting system ("JOC") provides for an indefinite quantity contract with a predefined set of bid items that are assigned on a periodic or task order basis for the performance of public work maintenance, repair and minor construction projects. The department heads authorized to execute contracts for public work projects are authorized to utilize JOC according to the procedures set forth below.

A. Each JOC contract is to be advertised for competitive bids in accordance with the procedures set forth in this Chapter and awarded to the responsible bidder who submits the lowest responsive bid.

B. The Advertisement For Bids shall include unit prices and detailed technical specifications for each construction task contemplated to be performed under the JOC contract. Each task item shall include direct costs for material, equipment and labor. Construction tasks shall be grouped by trade.

C. The Advertisement For Bids for a JOC contract shall contain the City's estimate regarding the percentage of work under the JOC contract that will be performed by each trade. The Human Rights Commission shall set goals for MBE/WBE subcontractor participation in accordance with Administrative Code Chapter 12D.A. Calculation of whether a contractor's bid has met the goals will be based on the City's estimate of the amount of work that will be performed by each trade.

D. Contractor's bid shall identify by trade group which tasks will be performed by contractor and which tasks will be performed under subcontract. Contractor shall identify in its bid all subcontractors to be utilized, including the subcontractors' name, business tax registration certificate number, license number and the location of the place of business of each subcontractor. Contractor agrees that it is qualified for and will perform with its own forces work of all trades for which a subcontractor is not listed in the bid. This paragraph supercedes the listing requirements of section 6.21(J). Substitutions of JOC subcontractors shall be in accordance with California Public Contract Code section 4107. Penalties set forth in Administrative Code sections 6.22 and 6.80 shall apply to JOC contracts for violation of this section.

E. Contractors submitting bids on the JOC contract shall state in their bids an adjustment on a percentage basis either increasing or decreasing the unit prices for all construction tasks set forth in the bid documents. There may be a single adjustment factor that applies to all tasks. For example, an adjustment factor of 25% below the unit prices stated in the bid documents would be bid as .75. All of the contractor's profit, overhead and indirect costs shall be included in the adjusted unit prices.

F. The Advertisement For Bids and the contract specifications shall contain a maximum dollar amount of the JOC contract, which maximum amount shall not exceed three million dollars. The cumulative modifications to a JOC contract shall result in a contract sum not to exceed one hundred fifty percent of the original contract amount.

G. JOC contracts shall provide for an expiration term of not more than three years, including all modifications.

H. Projects will be assigned under the JOC contract on a work order basis at the sole discretion of the department head concerned.

6.63. HAZARDOUS MATERIALS ABATEMENT WORK.

When the Director of Public Works (the "Director") determines: (1) that hazardous materials on public property must be expeditiously abated (the "work"); and (2) that there is inadequate time to advertise and competitively bid the work in accordance with this Chapter, then the work may be performed in accordance with the following procedures:

A. The Department of Public Works shall advertise for and receive proposals from hazardous materials abatement contractors, which proposals shall address the qualifications of the contractors to perform the abatement work. The proposals shall be

evaluated according to the requirements of this Chapter and Chapters 12B, 12C and 12D.A, relevant to professional services contracts.

B. The Department of Public Works shall select a sufficient number of qualified contractors to perform the amount of hazardous materials abatement work anticipated to be required in the upcoming one or more years and enter into master agreements on an "if- and as-needed" basis with those contractors. Each master agreement shall state the maximum total dollar value of work each contractor is authorized to perform during the contract period.

C. The Department shall seek price quotations for performance of the work from at least three of the contractors with master agreements. The contract for the work will be awarded to the contractor submitting the lowest quotation, except as otherwise provided herein. The Department shall keep a record of such quotations and a register of all awards made thereunder. In the event that the Department is unable to obtain three quotations, the Director shall base the award on the quotation or quotations received. If the Director believes that the public interest would best be served by accepting other than the lowest quotation, he or she is hereby authorized to accept the quotation that in his or her discretion will best serve the public interest. The Director may reject any and all quotations and request new quotations.

6.64. AS-NEEDED CONTRACTS.

A department head authorized to execute public work and professional service contracts may issue an Advertisement For Bids for construction services or a request for proposals or qualifications for professional services on an as-needed basis, with definite or indefinite quantities of work. None of the requirements of this Chapter or Administrative Code Chapters 12B, 12C or 12D.A are waived for as-needed contracts. All as-needed contracts shall provide for a not-to-exceed price and an expiration term of not more than three years, including all modifications. Additionally, the cumulative modifications to an as-needed contract shall result in a contract sum not to exceed one hundred fifty-percent of the original contract amount. Before any item of work is commenced under an as-needed contract, the cost of such work must be certified by the Controller as to the availability of funds. The department heads authorized to execute public work and professional service contracts shall report quarterly to the Board of Supervisors regarding the department's use of as-needed contracts and the actual amount of participation of MBE and WBE subcontractors or subconsultants that were listed on prime contractors' bid(s) or proposal(s) to determine whether MBE/WBE subcontracting participation goals are being met on as-needed contracts. Such reports shall be referred to a Board committee for public hearing.

6.65. CONTRACTING FOR ELEVATOR, ESCALATOR OR FIRE ALARM SYSTEMS INSPECTION, MAINTENANCE AND REPAIR WORK.

The department heads of departments empowered to contract for public works or improvements are authorized to execute contracts for elevator, escalator or fire alarm service inspection, maintenance and repair work ("special services") in accordance with the following procedures:

A. The competitive bid requirements of this Chapter shall not apply to the procurement of contracts for special services. The department head may negotiate contracts for the service of existing elevators, escalators or fire alarm systems with the manufacturer of the elevators to be serviced or may seek bids for such work. Prior to commencing such negotiations, the department head must first obtain approval of the Mayor or the Mayor's designee or the board or commission, as appropriate.

B. The determination for award of special service contracts shall be based on expertise, quality of work and economical pricing.

C. Special service contracts shall provide for an expiration terms of not more than three years. At the end of the contract period, the department head may elect to renew the contract for a period of not more than two years or to initiate a new procurement process for special services pursuant to this subsection.

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 27, 2006

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: As-Needed Environmental Planning Services

FUNDING SOURCE: Individual Project Funding via Interdepartmental Work Orders

PSC AMOUNT: \$3,200,000 PSC DURATION: September 15, 2006 through September 14, 2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Consultants will provide as-needed environmental project planning services prior to California Environmental Quality Act (CEQA) and commencement of construction projects. Consultants will be required to assemble project and planning information into comprehensive reports, to issue requests for and/or perform field surveys, and conduct research and compile existing sources of information. The Department of Public Works (DPW) intends to award four (4) as-needed contracts at \$800,000 each. Individual Contract Service Orders (CSO) will define job/task and specific scopes of work.

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

Services are necessary for compliance with Federal, State and Local regulatory environmental laws. Denial may result in delays to construction projects and non-compliance with environmental laws and regulations, which may require subsequent mitigation measures for construction.

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

Services were provided through as-needed environmental planning services contracts awarded to Tetra Tech, Inc., Impact Sciences, EDAW, Inc., and The Duffy Company through PSC#4317-00/01, approved February 5, 2001.

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

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

Local 21 Union Name Signature of person mailing/faxing form Date 7-27-2006
Union Name Signature of person mailing/faxing form Date
RFP sent to Local 21, on When available Signature
Union Name Date

PSC# 4024-06/07 FOR DEPARTMENT OF HUMAN RESOURCES USE
STAFF ANALYSIS/RECOMMENDATION: Approved Jim

C. SERVICE COMMISSION ACTION:

RECEIVED BY DEPARTMENT OF HUMAN RESOURCES 06 AUG -2 AM 6:00

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Consultants should have the ability to assemble project and planning information, including research of existing information into comprehensive reports; perform field surveys and land use inventories; identify City Planning Code uses and evaluate habitats for notable plants and/or animals. Consultants should also have expertise in mitigation monitoring for dust, noise and vibration; assessing historic, cultural and archeological resources; and providing surveys of urban design, visual quality, inventories of built environment, and assessment of the transport of people through them.

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

None. City Planning Classification 52XX series normally review environmental reports prepared by the consultants being solicited for these services.

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

Yes. Consultants may provide specialized field research and monitoring equipment which are not cost-effective for the City to purchase and maintain.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

As noted in response to question 3.B. above, there are currently no Civil Service classifications that actually perform these services.

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

No. These services are normally utilized on an as-needed basis and departmental utilization has shown that it would not be practical to maintain full-time staffing for unknown or future proposed construction projects.

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? *Unknown. An RFP will be processed to select the new consultants.*

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

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

Gordon Choy

Signature of Departmental Personal Services Contract Coordinator

Gordon Choy

(415) 554-6230

Print or Type Name

Telephone Number

875 Stevenson Street, Room 420

San Francisco, CA 94103

Address