



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: May 20, 2013
To: The Honorable Civil Service Commission
Through: Micki Callahan *[Signature]*
Human Resources Director
From: Lily Conover, CON
Merrick Pascual, ECN
Karen Henderson, MYR
Cynthia Avakian, AIR
Donna Marion, LIB
William Lee, DEM
Jacquie Hale, DPH
Gordon Choy, DPW
Shawn Wallace, POL
Fan-Wa Wong, HSS

Subject: Personal Services Contracts Approval Request

This report contains fifteen (15) 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
\$33,939,000	\$2,693,208	\$892,580,099

POSTING FOR

05/20/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4115-12/13	09	Controller	Regular	\$66,000	Vendor will provide proprietary hardware, software and related services for employee time collection as part of the second phase of the City's eMerge PeopleSoft Human Capital Management implementation. Services will include hardware and software installation configuration, integration with PeopleSoft 9.0, system testing and user training.	4/1/2013 - 6/30/2013
4116-12/13	21	Business, Economic Development	Regular	\$150,000	Conduct qualitative research of workforce system users in order to better understand their needs and how the workforce system can better meet those needs. The research process will include interviewing job seekers and employers, analysis of interview results, analysis of similar processes and systems, and a facilitated workshop for the creation of prototypical system users and areas for system improvement. The project will use internationally-recognized, award-winning person-centered design methodology.	5/21/2013 - 6/30/2015
4117-12/13	25	Mayor	Regular	\$520,000	Preparation of Federal Environmental Review Records (ERR) consistent with the requirements of the National Environmental Policy Act, Council on Environmental Quality Regulations and 24 Code of Federal Regulations (CFR) Part 58 for the Mayor's Office of Housing (MOH). MOH certifies to the United States Department of Housing and Urban Development (HUD) that ERRs prepared by non-profits agencies, as well as City Departments and the San Francisco Housing Authority have been prepared in accordance with the applicable federal laws, regulations and authorities. Additionally, MOH also is responsible for preparation of ERRs for various Community Development Block Grant (CDBG), HOME Investment Partnership Program, Emergency Shelter Grant (ESG) and Housing Opportunities for People with AIDS (HOPWA) funded projects managed in-house by City staff. The records required by Part 58 include Environmental Impact Statements, Environmental Assessments, Statutory Worksheets and Exemptions.	7/1/2013 - 6/30/2016
4118-12/13	27	Airport Commission	Regular	\$500,000	The Hotel Development Consultant will advise Airport staff on the planning and development of a proposed full service luxury hotel to be built on Airport property and leased to a Hotel operator. The consultant will perform in an advisory role providing support on tasks such as: initial planning; definition of the hotel concept in terms of number and size of guest rooms, ancillary facilities and hotel branding; hotel layout; selection of a qualified hotel operator; identification of key terms in the operation agreement; and advice for work performed by other consultants.	7/1/2013 - 6/30/2018
4119-12/13	27	Airport Commission	Regular	\$500,000	Consultant will conduct coastal and geotechnical studies for channel dredging that will provide access to SFO's Marine Emergency Response Facility (MERF), Marine Emergency Reception Dock (MERD), and the boat ramp. The existing water bottom around the Airport is too high and does not meet water depth guidelines set forth by the California Department of Boating and Waterways (CDBW) and US Army Corps of Engineers (USACE) for boat access during low tide hours. The consultant will provide bathymetry data, collect and characterize soil samples, and provide expert recommendation on channel design.	7/1/2013 - 1/31/2016
4120-12/13	41	Public Library	Regular	\$1,500,000	Provide online, live tutoring/homework help to students, elementary through college entry level, as well as adult learners, of the Public Library seven days a week from 2:00-9:00PST, at the library, home or other locations with computer access. Tutoring services will include Spanish and/or Cantonese language assistance in math and science subjects as well as English in all subjects.	8/1/2013 - 1/31/2021

POSTING FOR

05/20/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4121-12/13	77	Emergency Management	Regular	\$240,000	This UASI 2012 Grant project is designed to replace the existing Mobile VPN System for the Department of Emergency Management, Police Department (PD) and Fire Department (FD). The Mobile VPN System operates daily to allow field officers from PD and FD to communicate with back-end CAD (Computer-aided Dispatch) and other applications. In addition to the purchase of proprietary software and hardware, vendor(s) will also provide professional services including system design, installation, testing, training, support, and overall project management.	6/1/2013 - 11/30/2013
4122-12/13	77	Emergency Management	Regular	\$450,000	Contractor will coordinate and evaluate pre-disaster planning, response, and resource sharing amongst the Bay Area UASI Region and private sector businesses in order to address community resiliency, infrastructure, and economic recovery gaps. Contractor will provide a Bay Area Public-Private Strategic Plan which will include communication and collaboration protocols to facilitate information sharing. The Plan will also include resource and donation access, logistic/supply chain resumption, and a recovery plan with the private sector. Contractor will also conduct tabletop and virtual exercises to test protocols prior to finalizing the Strategic Plan.	5/1/2013 - 4/30/2016
4123-12/13	81	Public Health	Regular	\$1,220,000	Contractors will provide nutrition education and support services, with the goal of transforming environments in order to make healthy eating and physical activity possible in a variety of settings including schools, community-based organizations, childcare settings, youth-serving environments and faith-based organizations.	10/1/2013 - 9/30/2016
4124-12/13	81	Public Health	Regular	\$5,000,000	The contractor(s) will develop and implement an integrated communicable disease data system to coordinate data collection, processing, management, analysis and interpretation related to health, morbidity and program services to support public health actions (e.g., outbreak investigation, partner services, etc.) and preventative services, as well as delivering integrated services at both the individual and community level. *NOTE: The value of this request is the estimated cost of the professional services needed to implement the system, and does not include the license or maintenance cost of the software.	6/1/2013 - 6/30/2018
4125-12/13	81	Public Health	Regular	\$575,000	Part of the Affordable Care Act is establishing Nurse-Family Partnership (NFP) programs to help first-time mothers using a proven evidence-based community health program model that meets federal requirements and recommendations. This program establishes a partnership between a new mom early in her pregnancy with a registered nurse making ongoing home visits. This well-researched program is being federally funded on a national level as it has been proven to help families and communities become stronger while saving money for state, local and federal governments. These services will establish a direct connection with the federal NFP reporting system that aligns with DPH's Targeted Case Management (TCM) Online Billing System in order to meet all federal requirements for the documentation required to receive federal funding for both programs by providing a web-based case management system enabled for access by DPH Maternal and Child Health (MCAH) visiting nurses using handheld devices.	7/1/2013 - 6/30/2018
4126-12/13	90	Public Works	Regular	\$20,558,000	Department of Public Works (DPW) is seeking two qualified teams of architectural and engineering (A/E) consultants to provide architectural engineering design and construction support services for the new Office of Chief Medical Examiner (OCME) Facility and Forensic Services Division & Traffic Company (FSD/TC) Facility. The two contract amounts are approximately \$5,120,000 and \$15,438,000 for the OCME and FSD/TC facilities respectively.	4/1/2013 - 4/1/2019

POSTING FOR

05/20/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
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Total Amount - Regular: \$31,279,000

POSTING FOR

05/20/2013

**PROPOSED PERSONAL SERVICES CONTRACTS
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION**

PSC No	DeptNo	Dept Description	Approval Type	Modified Amount	Cumulative Total	Description of Work	Start Date	End Date
4084-05/06	27	Airport Commission	Regular	\$2,500,000	\$11,525,000	Planning of airport facilities and resources to serve the core aviation business of the Airport. Scope of projects range from project-specific planning to integrated facilities master planning, including (1) forecasting future aviation activity levels, (2) developing common use standards for airport facilities and systems, (3) recommending facility improvements to enhance level of service and asset utilization, (4) updating airport layout plan, land use plan, and other planning documents, (5) planning support for airfield development projects, (6) airfield and airspace simulation modeling of NextGen and other advanced navigation technologies, (7) terminal and roadway simulation modeling in support of terminal and ground access planning projects, and (8) technical noise analysis in support of broader land use planning initiatives.	3/1/2006	6/30/2018
4038-12/13	38	Police	Regular	\$0	\$655,000	This service is necessary to expand the current system an additional six square miles. This will allow the Police Department to detect and locate gunshots in almost real time in a larger area of the City. This will allow for a quick response time and a reduction in crime. The purchase also includes a 32 month warranty period upon acceptance of the system.	11/1/2012	2/28/2018
3104-11/12	66	Health Service System	Regular	\$160,000	\$200,000	One-hour exercise and stress management sessions provided during lunch hours at City Hall, Airport and various other City offices. Sessions are provided by multiple contractors and are designed to promote health and well-being. Some of the sessions include Yoga stretch, zumba, QiGong, and this year the additional offering of a University of California of San Francisco (UCSF)-led stress management class taught by UCSF faculty members. Classes are practiced in a group setting which enhances energy level and has a positive effect on individual's well-being. Sessions are designed to inform and educate people while physical classes relax muscles tensions, increase range of movement, improve circulation and center one emotionally.	7/1/2012	6/30/2016

Sum of Modified Amounts: \$2,660,000

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Fan-Wa Wong
San Francisco Health Service Systems
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Modification PSCs

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: 3/13/13

DEPARTMENT NAME: Controller DEPARTMENT NUMBER 09

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

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

TYPE OF SERVICE: Employee Time Collection Hardware & Software Implementation Services

FUNDING SOURCE: General Fund

PSC AMOUNT: \$66,000 PSC DURATION: 4/1/2013-12/31/2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Vendor will provide proprietary hardware, software and related services for employee time collection as part of the second phase of the City's eMerge PeopleSoft Human Capital Management implementation. Services will include hardware and software installation configuration, integration with PeopleSoft 9.0, system testing and user training.

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

These services are necessary to ensure efficient automated time collection through the City's eMerge Peoplesoft 9.0 system. Consequences of denial include potential delays or errors in City payroll processes.

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. Employees will be trained by vendor to use and maintain system going forward.

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 3/13/13

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4115-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved WJ 5/3/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Highly specialized knowledge of proprietary hardware/software system for configuration and implementation services, and expertise in integration with PeopleSoft 9.0.

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

1050 series - IS Business Analysts

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

The contractor will provide proprietary hardware and software used to integrate with the City's PeopleSoft 9.0 system.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The vendor will provide configuration and implementation services on their proprietary hardware/software system. Vendor will train employees to use and maintain system going forward.

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

No. The work is short term and highly specialized in nature.

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?

B. Will the contractor train City and County employees?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Describe the training and indicate approximate number of hours.

- TL Direct Software Administration, including PeopleSoft integration methodology and TL Direct Device Group configuration.
- Time Collection Device maintenance, troubleshooting and re-deployment.
- Transaction-generation process for end users of Time Collection Devices

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

Three different trainings totaling approximately 8 hours, which will be delivered to IT and HR staff.

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

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

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

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

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

Signature of Departmental Personal Services Contract Coordinator

Lily Conover

415-554-7525

Print or Type Name

Telephone Number

1 Dr. Carlton B. Goodlett Pl, Rm 306

San Francisco, CA 94102

Address

Union Notification(s)
◆ Local 21

Dang, Leorah

From: Conover, Lily
Sent: Wednesday, March 13, 2013 5:00 PM
To: DHR-PSCCoordinator, DHR
Cc: L21PSCReview@ifpte21.org
Subject: Reg-New: Employee Time Collection Hardware & Software Implementation Services (Dept #9)
Attachments: PSC Submittal.PDF

DHR PSC Coordinator,

Attached for your review is a PSC request for Employee Time Collection Hardware & Software Implementation Services.

Best Regards,

Lily Conover
Contracts Manager
Office of the Controller
City and County of San Francisco
(415) 554-7525
lily.conover@sfgov.org

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 3/22/2013

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: Project-based design consultation

FUNDING SOURCE: Grant Funds (Department of Labor, Workforce Innovation Fund)

PSC AMOUNT: \$ 150,000 PSC DURATION: 5/21/13-6/30/2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Conduct qualitative research of workforce system users in order to better understand their needs and how the workforce system can better meet those needs. The research process will include interviewing job seekers and employers, analysis of interview results, analysis of similar processes and systems, and a facilitated workshop for the creation of prototypical system users and areas for system improvement. The project will use internationally-recognized, award-winning person-centered design methodology.

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

A recent grant from the Department of Labor (DOL) requires us to plan and implement innovations for the public workforce system. The proposed service is necessary to gain a deeper understanding of workforce system user needs and to implement a series of changes based on those needs. If the service is denied, the Office of Economic and Workforce Development (OEWD) will not be able to meet DOL contract obligations.

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

This is a new service that has never been offered by OEWD.

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):

Professional & Tech Engrs, Local 21 Union Name [Signature] Signature of person mailing/faxing form [3/22/13] Date

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4116-12/13

STAFF ANALYSIS/RECOMMENDATION: Approved MW 5/3/2013

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Experience using person-centered design to create new solutions for complex problems, including products, services, environments, organizations, and modes of interaction. Experience examining the needs, desires and behaviors of system users. Experience creating feasible and viable solutions based on user profiles. Experience facilitating design work groups to accomplish project goals.

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

- 1823 Senior Administrative Analyst
- 1824 Principal Administrative Analyst
- 1825 Principal Administrative Analyst II

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 will not require maintenance once completed.

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

No, because this is a one-time planning process.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

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 Avenue, 5th Floor

San Francisco, CA 94103

Address

Union Notification(s)
◆ Local 21

Damalas, Kristine

From: Damalas, Kristine
Sent: Friday, March 22, 2013 2:56 PM
To: 'Kim Carter'; L21PSC Review
Cc: Sharon Jenkins
Subject: PSC requests for review
Attachments: PSC Summary for local 21 - txt2wrk.pdf; PSC Summary for local 21 - IDEO.pdf; PSC Summary for local 21 - JBR.pdf; PSC Summary for local 21 - SPR.pdf

Good Afternoon Kim,

Attached please find four PSC summary forms for review.

Three of the four attached are connected to the multi-year Workforce Innovation Fund programming that you, Emylene and I spoke about in late February. Each partner is doing a different piece of the larger program so we've broken these into separate requests and, assuming we receive approval, each partner will have their own contract.

If you need any additional information concerning any of these, 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: March 15, 2013

DEPARTMENT NAME: Mayor's Office of Housing DEPARTMENT NUMBER 25

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

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

TYPE OF SERVICE: Preparation of Environmental Review Records in accordance with 24 CFR Part 58

FUNDING SOURCE: HOME, CDBG, ESG and HOPWA

PSC AMOUNT: \$520,000 PSC DURATION: 07/01/2013 to 06/30/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work: (Please see additional attachment)

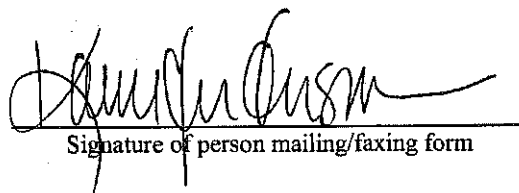
B. Explain why this service is necessary and the consequences of denial: (Please see additional attachment)

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): MOH has contracted for these ERR preparation services for the past 20 years. The most recent contract approval was 4122-09/10 issued on May 3, 2010.

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 of Professional and Technical Engineers
Union Name


Signature of person mailing/faxing form

03/25/2013
Date

Union Name

Signature of person mailing/faxing form

Date

RFP sent to _____, on _____
Union Name Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4117-12/13

STAFF ANALYSIS/RECOMMENDATION: Approved MW 5/3/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: (Please see additional attachment)

- B. Which, if any, civil service class normally performs this work? (Please see additional attachment)

- 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

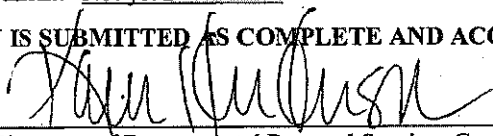
- A. Explain why civil service classes are not applicable: (Please see additional attachment)

- B. Would it be practical to adopt a new civil service class to perform this work? Explain. (Please see additional attachment)

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

- | | <u>Yes</u> | <u>No</u> |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?
•Describe 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?
Administrative requirements for grants and cooperative Subpart C – Post Award requirements. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? <u>Not yet Determined</u> | <input 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

Karen Henderson

Print or Type Name

415-701-5513-5557

Telephone Number

1 South Van Ness Avenue, 5th Floor

San Francisco, CA 94103

Address

Additional Attachment(s)

◇ **Section 1. Description of Work**

1A. Concise description of proposed work

1B. Explain why this service is necessary and the consequences of denial

◇ **Section 3. Description of Required Skills/Expertise**

3A. Specify required skills and/or expertise

3B. Which, if any, civil service class normally performs this work?

◇ **Section 4. Why Classified Civil Service Cannot Perform**

4A. Explain why civil service classes are not applicable

4B. Would it be practical to adopt a new civil service class to perform this work?

Personal Service Contract Summary

Preparation of Environmental Review Records in accordance with 24 CFR Part 58

FUNDING SOURCE: HOME, CDBG, ESG and HOPWA

PSC AMOUNT: \$520,000

PSC DURATION: 07/01/2013 to 06/30/2016

Description of Work

1A. Preparation of Federal Environmental Review Records (ERR) consistent with the requirements of the National Environmental Policy Act, Council on Environmental Quality Regulations and 24 Code of Federal Regulations (CFR) Part 58 for the Mayor's Office of Housing (MOH). MOH certifies to the United States Department of Housing and Urban Development (HUD) that ERRs prepared by non-profits agencies, as well as City Departments and the San Francisco Housing Authority have been prepared in accordance with the applicable federal laws, regulations and authorities. Additionally, MOH also is responsible for preparation of ERRs for various Community Development Block Grant (CDBG), HOME Investment Partnership Program, Emergency Shelter Grant (ESG) and Housing Opportunities for People with AIDS (HOPWA) funded projects managed in-house by City staff. The records required by Part 58 include Environmental Impact Statements, Environmental Assessments, Statutory Worksheets and Exemptions.

1 B. Under the terms of its grant agreement with the United States Department of Housing and Urban Development (HUD), the City and County of San Francisco is required to assume HUD's responsibilities for compliance with National Environmental Policy Act (NEPA) for federally funded projects in the City and County subject to the regulations at 24 CFR Part 58. All programs and projects subject to these regulations must be reviewed for compliance with the authorities listed in 24 CFR §§58.5 and 6 and the appropriate level of documentation published that evidences the review. Failure to review the projects and prepare the ERR would constitute a breach of the grant agreement the City has executed with HUD. Such a breach would result in denial of funding to the City of funds in excess of \$25 million. The City does not have the in-house technical capacity to prepare all the ERRs which may be necessary for publication and has relied on professional firms to prepare those documents for which it lacks technical capacity in the past.

Personal Service Contract Summary

Preparation of Environmental Review Records in accordance with 24 CFR Part 58/ FUNDING SOURCE: HOME, CDBG, ESG and HOPWA / PSC AMOUNT:\$520,000 /PSC DURATION: 07/01/2013 to 06/30/2016

Description of Work

3A. Knowledge of federal environmental regulations and laws regulating federally funded construction projects. Technical expertise in fields of study relating to Socioeconomic Characteristics of low income populations, Environmental Justice, Land Use and Land Use Planning, Utilities, Historical Preservation and Cultural Resources, Water Resources, Floodplains and Hydraulics, HUD Noise Standards for Noise Abatement and Control, Air Quality, Hazardous Materials, Energy, Biological Resources, Traffic and Transportation, Geology and Soils, Floodplain Management, Wetlands Protection, Coastal Zone Management Act, Sole Source Aquifers, Endangered Species Act, Wild and Scenic Rivers Act, Farmland Protection Policy Act, Toxic/Hazardous/Radioactive Materials, Contamination, Chemicals or Gases, Siting of HUD-Assisted Projects near Hazardous Operations, Airport Clear Zones and Accident Potential Zones.

3B. There is no known civil service class that performs this service. The skills necessary to compile a complete ERR would cross multiple civil service classifications and still not be complete. Civil Service Classes 5298 and 5299 prepare review and analyze Environmental Reviews for the Department of City Planning, in accordance with the California Environmental Quality Act (CEQA). The federal requirements are substantively and procedurally different than the California requirements and require substantive training and education in the federal regulatory framework.

4A. The City's Civil Service classifications do not cover the required extensive and detailed level of expertise needed in federal environmental laws and regulations. Under National Environmental Policy Act (NEPA) each federal agency adopts regulations to enforce its decision making-authority. These regulations vary among federal agencies. The applicable federal agency in respect to ERRs for MOH is HUD. HUD's regulations for complying with NEPA are articulated in 24 CFR Parts 51 and 58. These regulations include but are not limited to the following federal laws, regulations and executive orders: National Historic Preservation Act, Floodplain Management, Executive Order 11988, Wetlands Protection, Executive Order 11990, Coastal Zone Management Act, Sole Source Aquifers, Endangered Species Act, Wild and Scenic Rivers Act, Clean Air Act, Farmland Protection Policy Act, Environmental Justice Executive Order 12898, Flood Disaster Protection Act, Flood Insurance, Coastal Barrier Resources Act, Coastal Barrier Improvement Act, Resource Conservation and Recovery Act (RCRA), Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), Airport Clear Zones and Accident Potential Zones. These standards as implemented by HUD are quite different from the standards CEQA professionals are required to implement. It is not unusual for private firms to specialize in either CEQA or NEPA. In those firms that do specialize in both NEPA and CEQA, the ERR for each body of law is prepared by different staff.

4B. No, the City's would need to hire in excess of ten individuals to draft the required level of documentation for Part 58 compliance. This would far exceed the amount of funds HUD allows for allocation to Environmental Review Activities.

Union Notification(s)
◆ Local 21

Dang, Leorah

From: Karen.Henderson@SFGOV.ORG
Sent: Monday, March 25, 2013 1:05 PM
To: L21PSC Review; bmuscat@ifpte21org.sfgov.org; bbritton@ifpte21org.sfgov.org; aprebys@ifpte21.org
Cc: DHR-PSCCoordinator, DHR; Dang, Leorah
Subject: Personal Service Contract Request
Attachments: PSC Environmental Review 2013.pdf

Local 21 PSC Coordinator,

On behalf of the Mayor's Office of Housing, I would like to request your review and approval of the attach Personal Service Contract Summary. The department would like to move forward with Preparation of Environmental Review Records in accordance with 24 CFR Part 58/ \$520,000 for a duration of three (3) years. If you should require any additional information or need to discuss our PSC request, please feel free to contact me directly at 415-701-5557 within 30 days from receipt of the email. The Department of Human Resources will submit a request on our behalf to the Civil Service Commission to calendar approval of our Personal Service Contract Summary for the next commission meeting on ~~June 17, 2013~~. I look forward to hearing from you on or before April 25, 2013.

Thank you.

May 20, 2013 W

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



Personal Services Contract Summary Request

Karen Henderson

to:

bbritton

03/25/2013 01:12 PM

Hide Details

From: Karen Henderson/OCDHH/MAYOR/SFGOV

To: bbritton@ifpte21.org

1 Attachment



PSC Environmental Review 2013.pdf

Local 21 PSC Coordinator,

On behalf of the Mayor's Office of Housing, I would like to request your review and approval of the attach Personal Service Contract Summary. The department would like to move forward with Preparation of Environmental Review Records in accordance with 24 CFR Part 58/ \$520,000 for a duration of three (3) years. If you should require any additional information or need to discuss our PSC request, please feel free to contact me directly at 415-701-5557 within 30 days from receipt of the email. The Department of Human Resources will submit a request on our behalf to the Civil Service Commission to calendar approval of our Personal Service Contract Summary for the next commission meeting on June 17, 2013. I look forward to hearing from you on or before April 25, 2013.

Thank you.

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



Personal Services Contract Summary Request
Karen Henderson

to:

bmuscat

03/25/2013 01:07 PM

Hide Details

From: Karen Henderson/OCDHH/MAYOR/SFGOV

To: bmuscat@ifpte21.org

1 Attachment



PSC Environmental Review 2013.pdf

Local 21 PSC Coordinator,

On behalf of the Mayor's Office of Housing, I would like to request your review and approval of the attach Personal Service Contract Summary. The department would like to move forward with Preparation of Environmental Review Records in accordance with 24 CFR Part 58/ \$520,000 for a duration of three (3) years. If you should require any additional information or need to discuss our PSC request, please feel free to contact me directly at 415-701-5557 within 30 days from receipt of the email. The Department of Human Resources will submit a request on our behalf to the Civil Service Commission to calendar approval of our Personal Service Contract Summary for the next commission meeting on June 17, 2013. I look forward to hearing from you on or before April 25, 2013.

Thank you.

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

**Explanation to Department's PSC Request as a Regular-Initial
Instead of Regular-Modification**

From: Eugene Flannery/OCDHH/MAYOR/SFGOV
To: Karen Henderson/OCDHH/MAYOR/SFGOV@SFGOV
Date: 05/03/2013 11:26 AM
Subject: PSC

MOH needs to rebid its Environmental Review Personal Service Contracts through a RFP process for the following reasons:

1. One of the contractors originally awarded a contract and its successor are no longer in existence (CJA and PBS&J);
2. One of the original contractors has not been able to perform its duties in accordance with contract terms;

Eugene T. Flannery
Environmental Compliance Manager
Mayor's Office of Housing
1 South Van Ness Avenue
Fifth Floor
San Francisco, CA 94103
415-701-5598
h

Prior Notice of Civil Service Commission Action – Original - Current
Prior PSC Summary Form 1 – Original - Current

PSC #4122-09/10



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MORGAN R. GORRANO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

May 5, 2010

NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBER 4122-09/10.**

At its meeting of May 3, 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: Approve request for proposed personal services contract #4122-09/10. 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: Micki Callahan, Human Resources Director
- Oliver Hack, Mayor's Office of Housing
- Naomi Kelly, Office of Contract Administration
- Mary Ng, Department of Human Resources
- Ben Rosenfield, Controller
- Commission File
- Chron

POSTING FOR
4/19/2010

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4121-09/10	33	Human Resources	Regular	\$200,000	Provide technical consulting services necessary to 1) analyze the physical ability requirements for Q-2 Police Officers; 2) review the design and content of the current Q-2 physical ability examination, and revise it if necessary, based on those requirements to ensure the selection procedure is valid, and; 3) recommend a passing point on the physical ability examination component to ensure that it is valid and defensible.	12/31/2011
4122-09/10	25	Mayor	Regular	\$520,000	Prepare EPR for MOH capital projects funded by HUD. EPR need to comply with National Environmental Policy Act, Council on Environmental Quality regulations and 24 CFR Part 58. MOH is responsible for preparing and reviewing EPR for HUD projects in San Francisco. These records include Statutory Worksheets, Environmental Assessments, Environmental Impact Statements.	6/30/2015
4123-09/10	40	Public Utilities Commission	Regular	\$20,000,000	Provide professional construction management services to oversee the Water System Improvement Program (WSIP) construction project of the Harry Tracy Water Treatment Plant Long Term Improvements Project on behalf of the SFPUC. The work includes inspection oversight and enforcement of contract requirements for construction protocols, seismic safety design, quality compliance, and environmental mitigation measures.	6/30/2015
4124-09/10	40	Public Utilities Commission	Regular	\$3,700,000	Specialized and technical services in the areas of recycled water treatment, storage, distribution, operations, water quality, regulatory permitting, and other additional services related to the overall development and implementation of SFPUC recycled water projects.	6/30/2015



PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 3, 2010

DEPARTMENT NAME: Mayor's Office of Housing DEPARTMENT NUMBER 25

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

TYPE OF REQUEST: INITIAL REQUEST MODIFICATION (PSC#)

TYPE OF SERVICE: Preparation of Environmental Records under 24 CFR Part 58:

FUNDING SOURCE: HOME, CDBG, HOPWA, ESG

PSC AMOUNT: \$520,000 PSC DURATION: 07/01/2010 to 06/30/2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Preparation of Federal Environmental Review Records (ERR) consistent with the requirements of the National Environmental Policy Act, Council on Environmental Quality Regulations and 24 CFR Part 58 for the Mayor's Office of Housing (MOH). MOH certifies to the United States Department of Housing and Urban Development (HUD) that ERRs prepared by non-profits agencies, as well as City Departments, the San Francisco Housing Authority and the San Francisco Redevelopment Agency have been prepared in accordance with the controlling federal authorities. Additionally, MOH also is responsible for preparation of ERRs for various CDBG and HOME funded projects managed in-house by City staff. The records required by Part 58 include Environmental Impact Statements, Environmental Assessments, Statutory Worksheets and Exemptions.

B. Explain why this service is necessary and the consequences of denial: Under the terms of its grant agreement with the United States Department of Housing and Urban Development (HUD), the City and County of San Francisco is required to assume HUD's responsibilities for compliance with NEPA for federally funded projects in the City and County regulated by 24 CFR Part 58. All programs and projects subject to regulation must be reviewed for compliance with the authorities listed in 24 CFR §§58.5 and 6 and the appropriate level of documentation published that evidences the review. Failure to review the projects and prepare the ERR would constitute a breach of the grant agreement the City has executed with HUD. Such a breach would result in denial of funding to the City of funds in excess of \$25 million. The City does not have the in-house technical capacity to prepare the ERR for publication and has relied on professional firms to prepare these documents in the past.

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): MOH has contracted for these ERR preparation services for the past 20 years. The most recent contract approval was 4151-08/09.

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

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

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

RFP sent to Local 21 of Professional and Technical Engineers and SEIU Local 21, on March 3, 2010
Union Name Date

Eugene T. Flannery
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: Knowledge of federal environmental regulations and laws regulating federally funded construction projects. Technical expertise in fields of study relating to Socioeconomic Characteristics of low income populations, Environmental Justice, Land Use and Land Use Planning, Utilities, Historical Preservation and Cultural Resources, Water Resources, Floodplains and Hydraulics, Noise Abatement and Control, Air Quality, Hazardous Materials, Energy, Biological Resources, Traffic and Transportation, Geology and Soils, Floodplain Management, Wetlands Protection, Coastal Zone Management Act, Sole Source Aquifers, Endangered Species Act, Wild and Scenic Rivers Act, Farmland Protection Policy Act, Toxic/Hazardous/Radioactive Materials, Contamination, Chemicals or Gases, Siting of HUD-Assisted Projects near Hazardous Operations, Airport Clear Zones and Accident Potential Zones.

B. Which, if any, civil service class normally performs this work? There is no known civil service class that performs this service. The skills necessary to compile a complete ERR would cross multiple civil service classifications and still not be complete. Civil Service Classes 5298 and 5299 prepare review and analyze Environmental Reviews for the Department of City Planning, in accordance with the California Environmental Quality Act (CEQA). The federal requirements are substantively and procedurally different than the California requirements and require substantive training and education in the federal regulatory framework.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: The City's Civil Service classifications do not cover the required extensive and detailed level of expertise needed in federal environmental laws and regulations. Under NEPA each federal agency adopts regulations to enforce its decision making-authority. These regulations vary among federal agencies. The applicable federal agency in respect to ERR for MOH is HUD. HUD's regulations for complying with NEPA are articulated in 24 CFR Part 58. These regulations include but are not limited to the following federal laws, regulations and executive orders: National Historic Preservation Act, Floodplain Management, Executive Order 11988, Wetlands Protection, Executive Order 11990, Coastal Zone Management Act, Sole Source Aquifers, Endangered Species Act, Wild and Scenic Rivers Act, Clean Air Act, Farmland Protection Policy Act, Environmental Justice Executive Order 12898, Flood Disaster Protection Act, Flood Insurance, Coastal Barrier Resources Act, Coastal Barrier Improvement Act, RCRA, CERCLA, Airport Clear Zones and Accident Potential Zones. These standards as implemented by HUD are quite different from the standards CEQA professionals are required to implement. It is not unusual for private firms to specialize in either CEQA or NEPA, but not both. In those firms that do specialize in both NEPA and CEQA, the ERR for each body of law is prepared by different staff.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No, the City's would need to hire in excess of ten individuals to draft the required level of documentation for Part 58 compliance. This would far exceed the amount of funds HUD allows for allocation to Environmental Review Activities.

5.	ADDITIONAL INFORMATION (if "yes," attach explanation)	Yes	No
A.	Will the contractor directly supervise City and County employees?		x
B.	Will the contractor train City and County employees?		x
	• 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?		x
D.	Are there federal or state grant requirements regarding the use of contractual services?	x	
E.	Has a board or commission determined that contracting is the most effective way		x

to provide this service?				
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Not yet determined.				

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

Signature of Departmental Personal Services Contract Coordinator			
Print or Type Name		Telephone Number	
Address			

Transmission Report

Date/Time 03-03-2010
 Local ID 1 415 701 5502
 Local ID 2

01:29:14 p.m.

Transmit Header Text
 Local Name 1
 Local Name 2

CITY AND COUNTY MOCD.

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

MAYOR'S OFFICE OF HOUSING
 CITY AND COUNTY OF SAN FRANCISCO



GAVIN NEWSOM
 MAYOR

DOUGLAS SHOEMAKER
 DIRECTOR

FACSIMILE TRANSMITTAL SHEET

TO: LOCAL 1021	FROM: EUGENE FLANNERY
COMPANY: SEIU	DATE: 3-3-2010
FAX NUMBER: 431-6241	TIME:
PHONE NUMBER: 848364575-1740	PHONE NUMBER: 701-5598
RE: RFO FOR ENVIRONMENTAL SERVICES	TOTAL NO. OF PAGES INCLUDING COVER: 22

URGENT
 FOR REVIEW
 PLEASE COMMENT
 PLEASE REPLY
 PLEASE RECYCLE

NOTES/COMMENTS:

PLEASE CALL WITH
 COMMENTS &/OR QUESTIONS.
 EUGENE

1 SOUTH VAN NESS AVENUE, 5TH FLOOR • SAN FRANCISCO,
 CALIFORNIA 94103
 PHONE (415) 701 5500 • FAX (415) 701-5501

Total Pages Scanned : 22

Total Pages Confirmed : 22

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	390	4154316241	01:22:46 p.m. 03-03-2010	00:05:36	22/22	1	EC	HS	CP28800

Abbreviations:

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

Transmission Report

Date/Time: 03-03-2010 01:15:33 p.m. Transmitt Header Text
 Local ID 1: 415 701 5502 Local Name 1: CITY AND COUNTY MOCD.
 Local ID 2: Local Name 2:

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

MAYOR'S OFFICE OF HOUSING
 CITY AND COUNTY OF SAN FRANCISCO



GAVIN NEWSOM
 MAYOR
 DOUGLAS SHOEMAKER
 DIRECTOR

FACSIMILE TRANSMITTAL SHEET

TO: LOCAL 21	FROM: E. FLANNERY
COMPANY: PRO. & TECH. ENG.	DATE: 3-3-2010
FAX NUMBER: 864-2166	TIME:
PHONE NUMBER: 864-2100	PHONE NUMBER: 701-5598
RE: RFP FOR ENV. REV. SERVICES	TOTAL NO. OF PAGES INCLUDING COVER: 22

URGENT
 FOR REVIEW
 PLEASE COMMENT
 PLEASE REPLY
 PLEASE RECYCLE

NOTES/COMMENTS:

PLEASE CALL WITH
 QUESTIONS & COMMENTS
 EUGENE

1 SOUTH VAN NESS AVENUE, 5TH FLOOR • SAN FRANCISCO,
 CALIFORNIA 94103
 PHONE (415) 701 5500 • FAX (415) 701 5501

Total Pages Scanned : 22

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No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	388	415 864 2166	01:08:01 p.m. 03-03-2010	00:06:48	22/22	1	EC	HS	CP31200

Abbreviations:

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

**City and County of San Francisco
Mayor's Office of Housing
Request for Qualifications for**

ENVIRONMENTAL REVIEW SERVICES



Date issued:

April 1, 2010

Pre-proposal conference:

April 15, 2010 @ 10:00 am

Proposal due:

May 1, 2010, 2010 @ 12:00 pm

Request for Qualifications for Environmental Review Services

TABLE OF CONTENTS

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I. Introduction and Schedule	1
II. Scope of Work	3
III. Submission Requirements.....	4
IV. Evaluation and Selection Criteria	7
V. Pre-proposal conference and Contract award	8
VI. Terms and Conditions for Receipt of Proposals	9
VII. Contract Requirements.....	14
VIII. Protest Procedures.....	16

Appendices:

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

**Request for Qualifications for
Environmental Review Services for Mayor's Office of Housing (MOH)**

I. Introduction and Schedule

A. General

The Mayor's Office of Housing is seeking statements of qualifications from qualified environmental review consultants interested in providing Environmental review services consistent with the requirements of the NEPA, CEQ Regulations and Title 24, Part 58 of the Code of Federal Regulations. Through this Request for Qualifications (RFQ), the City will select up to three (3) consultants to provide services from July 1, 2010 through June 30, 2013. The consultants will be selected in accordance with the City's applicable equal opportunity policies. The contract shall have a term of three years.

The Director of the Mayor's Office of Housing (Director) acts as the Certifying Officer for the City and County of San Francisco (City) insofar as the City has assumed the responsibilities of the United States Department of Housing and Urban Development (HUD) for environmental responsibilities for programs subject to regulation by 24 CFR Part 58. These programs include but are not limited to the Community Development Block Grant Program (CDBG), Emergency Shelter Grant program (ESG); Housing Opportunities for Persons with AIDS (HOPWA); HOME Investment Partnership programs, Lead based paint abatement programs, Public Housing Programs, Section 8 Housing Programs, and Special purposes grants authorized by Congress. The complete list of programs for which the City has assumed HUD's environmental review responsibilities can be found at 24 CFR 58.1.

The City's assumption of HUD's environmental review responsibilities extends to HUD's responsibilities for compliance with the National Environmental Policy Act and other provisions of law as specified in 24 CFR §§58.5 and 6 for Part 58 programs. In this role the City assumes HUD's responsibility for environmental review, decision-making and action as would otherwise apply to HUD under these authorities. In carrying out its duties as a responsible entity, the City must comply with the provisions of NEPA and the Council on Environmental Quality Regulations (CEQ) contained in 40 CFR parts 1500 through 1508 as well as all regulations contained in 24 CFR Part 58.

As the Certifying Officer, the Director becomes the "responsible Federal official" as that term is used in §102 of NEPA and the statutory provisions cited in 24 CFR §58.1(b). In addition to these duties, the Certifying Officer must represent the City and County in its role as Responsible entity, is subject to the jurisdiction of the Federal Courts and ensures that the City's reviews and comments on all Environmental Impact Statements prepared for Federal projects that may have an impact on the covered programs. The Certifying Officer also ensures that the City as the responsible entity consults with the environmental agencies, State, Federal and non-Federal entities and the public in the preparation of Environmental Impact Statements and Environmental Assessments or other Environmental Reviews undertaken in compliance with the authorities listed in 24 CFR §58.5 and 58.6.

In partnership with San Francisco's diverse communities, MOH works to strengthen the social, physical and economic infrastructure serving San Francisco's low-income residents and communities. Under the leadership of Mayor Gavin Newsom, MOH and its Community Development Division have renewed the City's commitment to strengthening and improving the quality of life for residents of our low income and most vulnerable neighborhoods. MOH in partnership with the San Francisco Housing Authority has prioritized the HOPE SF program; which will rebuild select public housing sites, increase affordable housing and ownership opportunities, and improve the quality of life for existing residents and the neighboring communities. MOH partners with other city agencies in implementing the City's key initiatives; including Communities of Opportunity, Care not Cash and the Transitional Age Youth Initiative.

Interested consultants who are qualified and authorized to perform the required services under the applicable laws and who have successfully demonstrated their ability to provide environmental review services are invited to submit statements of qualifications. Local Business Enterprises (LBEs) are especially encouraged to respond. The City will apply a rating bonus of up to ten (10) percentage points to HRC certified local economically disadvantaged businesses (LBEs) or joint ventures with HRC certified LBE firms. (See HRC Attachment 2).

B. Schedule

The anticipated schedule for selecting a consultant is:

Proposal Phase	Date
RFQ issued by the City	April 1, 2010
Pre-proposal conference	April 15, 2010
Deadline for submission of written questions or requests for clarification	April 8, 2010
Proposals due	May 1, 2010
Oral interview with firms selected for further consideration	TBD
Selection of Consultants	TBD

II. Scope of Work

The Scope of Work is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the project. The following are work tasks assumed necessary to provide Environmental Review services. Proposing teams may suggest a modified scope as part of their proposal, so long as such modification does not impair the Director's ability to execute his duties as the Certifying Officer. The services to be provided by the selected consultants will include, but not be limited to the following:

1. The selected environmental review consultants will assist in implementing MOH's programs by advising the City on all pertinent issues relating to environmental reviews.
2. Preparation of the appropriate Environmental Review Record for Part 58 projects. Each ERR must contain all the environmental review documents, public notices and written determinations or environmental findings required by Part 58. In particular, the ERR for a project shall describe the project and activities that have been determined by MOH to be part of the project; evaluate the effect of the project or the activities on the human environment; document compliance with the applicable statutes and authorities; record the written determination and other review findings required by Part 58. The ERR shall also contain verifiable source documents and relevant base data used or cited in EAs, EISs or other project review documents.
3. Review and analysis of proposed projects using the criteria, standards, policies and regulations identified at 24 CFR §§58.5 and 58.6.
4. Identification of mitigation measures, if any, necessary to bring a MOH funded project into compliance with the authorities identified in 24 CFR §§58.5 and 6.
5. Gathering and compilation of information necessary for the preparation of the ERRs.
6. Development of systemic procedures to expedite production of Environmental Reviews and reporting of status of ERRs to MOH on a monthly basis.
7. Meetings and other communication with MOH staff, HUD, the State Historic Preservation Office (SHPO), other City agencies, project sponsors and other interested parties to ensure that project descriptions are accurate, the potential impacts of proposed activities are fully investigated and appropriate mitigations are incorporated into project design and implementation.
8. General consultation to MOH regarding environmental issues, including state CEQA requirements, pending legislation and similar matters.
9. Assist in consultation activities with appropriate authorities as required under applicable laws, regulations, policy statements and standards.

The selected consultants are expected to provide direct services for the analysis of environmental and historic preservation matters but may subcontract with specialist consultants for technical assistance in certain areas outside the expertise of the consultant (for example, archaeological studies, toxic studies, traffic studies, etc.,) as required by the needs of a particular Environmental Review. The consultants, who shall remain responsible for the overall Environmental Reviews, shall supervise such subcontracts.

III. Submission Requirements

A. Time and Place for Submission of Proposals

Proposals must be received by 5:00 p.m., on May 1, 2010. Postmarks will not be considered in judging the timeliness of submissions. Proposals may be delivered in person and left with Eugene T. Flannery at the address listed below or mailed to:

Eugene T. Flannery
Mayor's Office of Housing
1 South Van Ness Avenue, 5th Floor
San Francisco, CA 94103

Proposers shall submit 3 copies of the proposal itself and two copies, separately bound, of required HRC Forms to the above location. HRC Forms must be in a sealed envelope clearly marked "(Name of Consultant Firm) HRC Forms for MOH RFQ For ERR Services". HRC Forms need not be bound in binders. Faxed proposals will not be accepted. Late submissions will not be considered.

B. Format

Proposals must be submitted in three ring binders. Please use three-hole punched recycled paper, print double-sided to the maximum extent practical and submit it in a three-ring binder. Please do not bind your proposal with a spiral binding, glued binding, or anything similar. You may use tabs or other separators within the document. For word processing documents, the department prefers that text be unjustified (i.e., with a ragged-right margin) and use a serif font (e.g., Times Roman, and not Arial), and that pages have margins of at least 1" on all sides (excluding headers and footers). Proposals must be double-spaced. Please include a Table of Contents, indices are not required. You must also submit an electronic version of the proposal to Eugene.flannery@sfgov.org. The electronic submission will not take the place of the required hard copy submission. The date and time of receipt of the electronic submission will not be used to determine timeliness of submission.

C. Content

Firms interested in responding to this RFQ must submit the following information, in the order specified below:

1. Introduction (1 page)

Submit a letter of introduction with the proposal. The letter must be signed by a person authorized by your firm to obligate your firm to perform the commitments contained in the proposal. Submission of the letter will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in the proposal. The letter must include the following statement:

"The undersigned certifies under penalty of perjury that all statements made in this proposal are true and correct to the best of the undersigned's knowledge."

2. General Background Information (1 page)

Provide a brief description of the responding firm, including firm's ownership and capital structure; total number of employees in various categories (e.g., managerial, professional and clerical); principal place of business and location of other offices. Indicate the home office location of each individual being proposed to provide required services under this RFQ.

3. General Environmental Review Experience (Up to three pages)

Describe the firm's experience preparing Environmental Review Records. Include experience preparing various levels of review; i.e., Environmental Impact Statements, Environmental Assessments; Categorical Exclusions; Tiering, and Supplemental Reviews. Provide a list of major projects and clients for which the consultant has prepared Environmental Review Records since January 1, 2005. Include information on the size of the project, the name of the sponsor, the name of the governmental entity for which the review was carried out, level of review, and if the project was constructed as proposed. Describe any innovative programs or activities the consultant has successfully implemented to improve the jurisdiction's compliance with Environmental Review requirements.

4. Experience with preparing ERRs for Part 58 programs. (Up to three pages)

Describe the firm's experience providing Environmental Reviews for affordable housing and community development projects and programs. Submissions should provide adequate information in this section so the reviewer can accurately assess the responder's experience and success in preparing ERRs for Part 58 programs.

5. Assigned Personnel (Up to three pages)

Identify the contact person or persons (including email address and telephone and fax numbers), who will have primary responsibility for working on the services covered by this RFQ, and his or her authority to make decisions on behalf of the consultant. Identify backup personnel who will be assigned in case of absence of the primary representative and other key personnel within the firm who will perform specialized services. Provide a brief resume for each person listing specific experience in the areas covered by this RFQ.

6. Relevant Training and Education (Up to three pages)

For each individual identified in 5 above, describe relevant education and training in appropriate Environmental Sciences, Laws, and Planning. Please identify Part 58 specific training attended by the personnel listed in 5, above.

7. Practice Housing Scenario (Up to 3 pages)

Provide an outline of the possible issues that would arise if the project described in Appendix C were to be implemented. Identify the appropriate level of review for the hypothetical project and the basis for that conclusion, briefly summarize the probable conclusions of the ERR, proper procedures to follow, and whether the project can be funded using Part 58 monies. Submissions need not contain attachments such as EDR reports. Responses will be evaluated for the purpose of assessing knowledge of preparation of Part 58 ERRs.

8. Anticipated Subcontracts

Identify the subject areas in which the respondent anticipates that subcontracting will be necessary in order to carry out the services identified in this RFQ. If the respondent has ongoing relationships (over the past two years) with the specific sub-consultants, identify the firms that might be used to provide services in these areas and describe the relationships with the firms.

9. Conflict of Interest or Pending Litigation

Describe any arrangements, formal or informal, that the consultant has with any other party that might interfere with the consultant's ability to provide independent and unbiased advice and recommendations under this RFQ. Describe any litigations, administrative proceedings or investigations (actual or pending) in which the consultant is involved or to which it is subject, that have an adverse effect on its ability to fulfill its engagement under this RFQ or that might influence the City's evaluation of its suitability or capability.

10. References

Provide the name, address and telephone number of not less than three and not more than five clients for whom the consultant has performed services similar to those required under this RFQ. MOH will use the references for scoring.

11. Compensation

Please submit under separate cover, the fee proposal in a sealed envelope. Propose a fee structure for consulting on an hourly basis for the services to be provided under this RFQ. Please be advised that all personnel services necessary to complete the ERR must be billed at a uniform hourly rate. Identify the types of services to be provided by each individual. Proposal must also include non-personnel costs which may be billed actual cost, such as copying, cost of purchased materials such as an EDR report or Phase I inquiry, mileage, postage, etc. These costs are subject to approval by the City. Estimate the costs of each of the various Environmental Review Records; EIS, EA, and Categorical Exclusion A.

IV. Evaluation and Selection Criteria

A selection committee comprised of City staff will evaluate all proposals responsive to the submittal requirements. The City reserves the right to evaluate all factors it deems appropriate in its sole discretion, whether or not such factors have been stated in the RFQ. The final evaluations of the committee shall constitute recommendations to the Director of the Mayor's Office of Housing, who retains sole discretion to select consultants. The committee will rate and rank each proposal based on the following evaluation criteria:

1. General environmental review experience and qualifications of both the consultant and principals assigned, including experience with a variety of projects and programs. 25%
2. Experience with Environmental Reviews including: 25%
 - a. Analysis of sites contaminated with toxic and hazardous substances as well as knowledge of principles of environmental justice;
 - b. Historic Preservation Reviews within the context of the Programmatic Agreement among the City and County of San Francisco, the Advisory Council on Historic Preservation and the California State Historic Preservation Officer for Part 58 funding for housing and community development programs;
 - c. The ability to assist local jurisdictions in ensuring compliance with HUD requirements and;
3. Experience with non-profit sponsored development of housing and community facilities, particularly where Environmental Reviews are concerned (20%).
4. Identification of issues relevant to preparing an ERR consistent with Part 58 regulations for the project described in Attachment A. (20%);
5. References (10%)

The Department will select up to three (3) of the highest-ranking proposals, at the sole discretion of the Department, and commence negotiations with the selected proposers for award on an as needed environmental services contract. The selection of any proposal shall not imply acceptance by the City of all terms of the proposal, which may be subject to further negotiations and approvals before the City may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time period with the selected proposers the Department, in its sole discretion, may terminate negotiations with the highest ranked proposer and begin contract negotiations with the next highest ranked proposer.

V. Pre-proposal conference and Contract award

A. Pre-Proposal Conference

Proposers are required to attend a pre-proposal conference on April 15, 2010, at 10:00 a.m. at 1 South Van Ness Avenue, 5th Floor, San Francisco, CA 94103. All questions will be addressed at this conference and any available new information will be provided at that time. If you have further questions regarding the RFQ, please contact Eugene Flannery at 415-701-5598.

B. Contract Award

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

VI. Terms and Conditions for Receipt of Proposals

A. Errors and Omissions in RFQ

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

B. Inquiries Regarding RFQ

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

Eugene T. Flannery by email at Eugene.flannery@sfgov.org. Only email inquiries will be accepted and addressed.

C. Objections to RFQ Terms

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

D. Change Notices

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

E. Term of Proposal

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

F. Revision of Proposal

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

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

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

G. Errors and Omissions in Proposal

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

H. Financial Responsibility

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

I. Proposer's Obligations under the Campaign Reform Ordinance

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

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

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

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

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

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

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

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

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

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

J. Sunshine Ordinance

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

K. Public Access to Meetings and Records

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

L. Reservations of Rights by the City

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

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

M. No Waiver

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

N. Local Business Enterprise Goals and Outreach

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

1. LBE Subconsultant Participation Goals

The LBE subconsulting goal for this project is 10% of the total value of the goods and/or services to be procured.

Each firm responding to this solicitation shall demonstrate in its response that it has used good-faith outreach to select LBE subcontractors as set forth in S.F. Administrative Code §§14B.8 and 14B.9, and shall identify the particular LBE subcontractors solicited and selected to be used in performing the contract. For each LBE identified as a subcontractor, the response must specify the value of the participation as a percentage of the total value of the goods and/or services to be procured, the type of work to be performed, and such information as may reasonably be required to determine the responsiveness of the proposal. LBEs identified as subcontractors must be certified with the San Francisco Human Rights Commission at the time the proposal is submitted, and must be contacted by the proposer (prime contractor) prior to listing them as subcontractors in the proposal. Any proposal that does not meet the requirements of this paragraph will be non-responsive.

In addition to demonstrating that it will achieve the level of subconsulting participation required by the contract, a proposer shall also undertake and document in its submittal the good faith efforts required by Chapter 14B.8(C)&(D) and HRC Attachment 2, Requirements for Architecture, Engineering and Professional Services Contracts.

Proposals which fail to comply with the material requirements of S.F. Administrative Code §§14B.8 and 14B.9, HRC Attachment 2 and this RFQ will be deemed non-responsive and will be rejected. During the term of the contract, any failure to comply with the level of LBE subcontractor participation specified in the contract shall be deemed a material breach of contract. Subconsulting goals can only be met with HRC-certified LBEs located in San Francisco.

2. LBE Participation

The City strongly encourages proposals from qualified LBEs. Pursuant to Chapter 14B, the following rating discount will be in effect for the award of this project for any proposers who are certified by HRC as a LBE, or joint ventures where the joint venture partners are in the same discipline and have the specific levels of participation as identified below. Certification applications may be obtained by calling HRC at (415) 252-2500. The rating discount applies at each phase of the selection process. The application of the rating discount is as follows:

- a. A 10% discount to an LBE; or a joint venture between or among LBEs; or
- b. A 5% discount to a joint venture with LBE participation that equals or exceeds 35%, but is under 40%; or
- c. A 7.5% discount to a joint venture with LBE participation that equals or exceeds 40%; or

- d. A 10% discount to a certified non-profit entity.

If applying for a rating discount as a joint venture: The LBE must be an active partner in the joint venture and perform work, manage the job and take financial risks in proportion to the required level of participation stated in the proposal, and must be responsible for a clearly defined portion of the work to be performed and share in the ownership, control, management responsibilities, risks, and profits of the joint venture. The portion of the LBE joint venture's work shall be set forth in detail separately from the work to be performed by the non-LBE joint venture partner. The LBE joint venture's portion of the contract must be assigned a commercially useful function.

3. HRC Forms to be Submitted with Proposal

a. All proposals submitted must include the following Human Rights Commission (HRC) Forms contained in the HRC Attachment 2:

- 1) HRC Contract Participation Form,
- 2) HRC "Good Faith Outreach" Requirements Form,
- 3) HRC Non-Discrimination Affidavit,
- 4) HRC Joint Venture Form (if applicable), and
- 5) HRC Employment Form. If these forms are not returned with the proposal, the proposal may be determined to be non-responsive and may be rejected.

b. Please submit only two copies of the above forms with your proposal. The forms should be placed in a separate, sealed envelope labeled HRC Forms.

If you have any questions concerning the HRC Forms, you may call Bayard Fong, the Human Rights Commission Contract Compliance Officer for the Mayor's Office of Housing at 415-554-4400.

VII. Contract Requirements

A. Standard Contract Provisions

The successful proposer will be required to enter into a contract substantially in the form of the Agreement for Professional Services, attached hereto as Appendix C. Failure to timely execute the contract, or to furnish any and all insurance certificates and policy endorsement, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another firm and may proceed against the original selectee for damages.

Proposers are urged to pay special attention to the requirements of Administrative Code Chapters 12B and 12C, Nondiscrimination in Contracts and Benefits, (§34 "**Nondiscrimination; Penalties**" in the Agreement); the Minimum Compensation Ordinance (§43 "**Requiring Minimum Compensation for Covered Employee**" in the Agreement); the Health Care Accountability Ordinance (§44 "**Requiring Health Benefits for Covered Employees**" in the Agreement); the First Source Hiring Program (§45 "**First Source Hiring Program**" in the Agreement); and applicable conflict of interest laws (§ 23 "**Conflict of Interest**" in the Agreement), as set forth in paragraphs B, C, D, E and F below.

B. Nondiscrimination in Contracts and Benefits

The successful proposer will be required to agree to comply fully with and be bound by the provisions of Chapters 12B and 12C of the San Francisco Administrative Code. Generally, Chapter 12B prohibits the City and County of San Francisco from entering into contracts or leases with any entity that discriminates in the provision of benefits between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of employees. The Chapter 12C requires nondiscrimination in contracts in public accommodation. Additional information on Chapters 12B and 12C is available on the HRC's website at www.sfhrc.org.

C. Minimum Compensation Ordinance (MCO)

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in S.F. Administrative Code Chapter 12P. Generally, this Ordinance requires contractors to provide employees covered by the Ordinance who do work funded under the contract with hourly gross compensation and paid and unpaid time off that meet certain minimum requirements. For the contractual requirements of the MCO, see §43 "**Requiring Minimum Compensation for Covered Employee**" in the Agreement.

For the amount of hourly gross compensation currently required under the MCO, see <http://www.sfgov.org/olse/mco>. Note that this hourly rate may increase on January 1 of each year and that contractors will be required to pay any such increases to covered employees during the term of the contract.

Additional information regarding the MCO is available on the web at www.sfgov.org/olse/mco.

D. Health Care Accountability Ordinance (HCAO)

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Health Care Accountability Ordinance (HCAO), as set forth in S.F. Administrative Code Chapter 12Q. Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the HCAO is available on the web at www.sfgov.org/olse/hcao.

E. First Source Hiring Program (FSHP)

If the contract is for more than \$50,000, then the First Source Hiring Program (Admin. Code Chapter 83) may apply. Generally, this ordinance requires contractors to notify the First Source Hiring Program of available entry-level jobs and provide the Workforce Development System with the first opportunity to refer qualified individuals for employment.

Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the FSHP is available on the web at www.sfgov.org/moed/fshp.htm and from the First Source Hiring Administrator, (415) 401-4960.

F. Conflicts of Interest

The successful proposer will be required to agree to comply fully with and be bound by the applicable provisions of state and local laws related to conflicts of interest, including Section 15.103 of the City's Charter, Article III, Chapter 2 of City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California. The successful proposer will be required to acknowledge that it is familiar with these laws; certify that it does not know of any facts that constitute a violation of said provisions; and agree to immediately notify the City if it becomes aware of any such fact during the term of the Agreement.

Individuals who will perform work for the City on behalf of the successful proposer might be deemed consultants under state and local conflict of interest laws. If so, such individuals will be required to submit a Statement of Economic Interests, California Fair Political Practices Commission Form 700, to the City within ten calendar days of the City notifying the successful proposer that the City has selected the proposer.

VIII. Protest Procedures

A. Protest of Non-Responsiveness Determination

Within five working days of the City's issuance of a notice of non-responsiveness, any firm that has submitted a proposal and believes that the City has incorrectly determined that its proposal is non-responsive may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth working day following the City's issuance of the notice of non-responsiveness. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFQ provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

B. Protest of Contract Award

Within five working days of the City's issuance of a notice of intent to award the contract, any firm that has submitted a responsive proposal and believes that the City has incorrectly selected another proposer for award may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth working day after the City's issuance of the notice of intent to award.

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFQ provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

C. Delivery of Protests

All protests must be received by the due date. If a protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that will objectively establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) will not be considered. Protests must be delivered to:

Eugene T. Flannery
Mayor's Office of Housing
1 South Van Ness Avenue, 5th Floor
San Francisco, CA 94103

Appendix B

Standard Forms

The requirements described in this Appendix are separate from those described in Appendix A.

Before the City can award any contract to a contractor, that contractor must file three standard City forms (items 1-3 on the chart). Because many contractors have already completed these forms, and because some informational forms are rarely revised, the City has not included them in the RFQ package. Instead, this Appendix describes the forms, where to find them on the Internet (see bottom of page 2), and where to file them. If a contractor cannot get the documents off the Internet, the contractor should call (415) 554-6248 or e-mail Purchasing (purchasing@sfgov.org) and Purchasing will fax, mail or e-mail them to the contractor.

If a contractor has already filled out items 1-3 (see note under item 3) on the chart, the contractor should not do so again unless the contractor's answers have changed. To find out whether these forms have been submitted, the contractor should call Vendor File Support in the Controller's Office at (415) 554-6702.

If a contractor would like to apply to be certified as a local business enterprise, it must submit item 4. To find out about item 4 and certification, the contractor should call Human Rights Commission at (415) 252-2500.

Item	Form name and Internet location	Form	Description	Return the form to; For more info
1.	Request for Taxpayer Identification Number and Certification http://www.sfgov.org/site/oca_page.asp?id=26550 www.irs.gov/pub/irs-fill/fw9.pdf	W-9	The City needs the contractor's taxpayer ID number on this form. If a contractor has already done business with the City, this form is not necessary because the City already has the number.	Controller's Office Vendor File Support City Hall, Room 484 San Francisco, CA 94102 (415) 554-6702
2.	Business Tax Declaration http://www.sfgov.org/site/oca_page.asp?id=26550	P-25	All contractors must sign this form to determine if they must register with the Tax Collector, even if not located in San Francisco. All businesses that qualify as "conducting business in San Francisco" must register with the Tax Collector	Controller's Office Vendor File Support City Hall, Room 484 San Francisco, CA 94102 (415) 554-6702
3.	S.F. Administrative Code Chapters 12B & 12C Declaration: Nondiscrimination in	HRC-12B-101	Contractors tell the City if their personnel policies meet the City's requirements for nondiscrimination against	Human Rights Comm. 25 Van Ness, #800 San Francisco,

RFQ for Federal Environmental Review Services for MOH

Item	Form name and Internet location	Form	Description	Return the form to; For more info
	Contracts and Benefits http://www.sfgov.org/site/sfhumanrights_index.asp?id=4584 In Vendor Profile Application		protected classes of people, and in the provision of benefits between employees with spouses and employees with domestic partners. Form submission is not complete if it does not include the additional documentation asked for on the form. Other forms may be required, depending on the answers on this form. Contract-by-Contract Compliance status vendors must fill out an additional form for each contract.	CA 94102-6059 (415) 252-2500
4.	HRC LBE Certification Application http://www.sfgov.org/site/sfhumanrights_page.asp?id=45141 In Vendor Profile Application		Local businesses complete this form to be certified by HRC as LBEs. Certified LBEs receive a bid discount pursuant to Chapter 14B when bidding on City contracts. To receive the bid discount, you must be certified by HRC by the proposal due date.	Human Rights Comm. 25 Van Ness, #800 San Francisco, CA 94102-6059 (415) 252-2500

Where the forms are on the Internet

Office of Contract Administration

Homepage: www.sfgov.org/oca
 Purchasing forms: Click on "Required Vendor Forms" under the "Information for Vendors and Contractors" banner.

Human Rights Commission

HRC's homepage: <http://www.sfhrc.org/>
 Equal Benefits forms: Click on "Forms" under the "Equal Benefits" banner near the bottom.
 LBE certification form: Click on "Forms" under the "LBE" banner near the bottom

APPENDIX C

The City of New Samara wants to develop land recently accreted in the New Samara Bay as a result of unusual runoff from winter storms. Even though the accreted land is in the bay, it is within the boundaries of the City. New Samara is located in the State of California. Under McAtteer-Petris Act, the New Samara Bay Conservation and Development Commission (NSBCDC) has jurisdiction over planning and long-term development of the Bay. The NSBCDC is the federally designated state coastal management agency for the New Samara Bay segment of the California coastal zone. This designation empowers the Commission to use the authority of the federal Coastal Zone Management Act to ensure that federal projects and activities are consistent with the policies of the Bay Plan and state law.

The area of accretion is exactly six acres. The New Samara Housing Authority wants to build mixed income housing on the site. The United States Department of Housing and Urban Development Community Development Block Grant Program would provide funding for the development. The Director of the New Samara Office of Healthy Communities is the certifying officer for Part 58 programs in New Samara.

Recent surveying of the site revealed that the almost intact remains of the steamer Belgic are located beneath the accreted island's northern tip. The Belgic sank in this location in 1895. On a voyage predating the shipwreck, Lee Moon Sing was a passenger on his return trip from China in 1894. The proposed housing development would consist of 1200 units of which 100 would be affordable housing for low-income persons. Because the project site is narrow, the buildings would have to be 40 stories high to accommodate the proposed number of units. Residents of the new housing would have access to newly developed childcare services which will be part of the development. Access to and from the New Samara would be via ferry.

Recently the New Samara Airport has built two new runways into the bay which extend north and are within 1500 feet of the proposed site. While the City has not yet quieted title to the land, it intends to zone the area for mix of commercial and residential uses. Because of vagaries in the weather, attributed to global warming, the amount of water available from the City's water system has significantly diminished and is no longer sufficient to meet the needs of the City. To accommodate the needs of a growing population, New Samara undertook extensive underground explorations which revealed the existence of a previously unknown aquifer from which it now draws 40 percent of its drinking water. Portions of the aquifer underlie a landfill.

New Samara Bay is home to the Samarian Eel, which has recently been listed as an endangered species by the Fish and Wildlife Service. The Eels have colonized the southern tip of the accreted island for nesting and breeding purposes.

New Samara does not have a Programmatic Agreement with the State Office of Historic Preservation. However, it is a Certified Local Government

New Samara is part of the New Samarian Bay Area Air Quality Management District. The district is not in compliance with the State Implementation Plan for ozone and particulates.

Please identify the appropriate level of review necessary to meet the standards identified in 24 CFR Part 58, the Council on Environmental Quality regulations and the National Environmental Policy Act. Present your analysis in an outline format. The outline should include the relevant issues raised in the scenario, the applicable compliance standard for analysis of that issue, and the likely result of that analysis and necessary procedural processes including consultation to address those issues.

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 25, 2013

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

TYPE OF REQUEST: INITIAL REQUEST MODIFICATION

TYPE OF SERVICE: Hotel Development Consulting Services

FUNDING SOURCE: Airport Capital Funds

PSC AMOUNT: \$500,000 PSC DURATION: 7/1/2013-6/30/2018

1. **DESCRIPTION OF WORK**

A. **Concise description of proposed work:** The Hotel Development Consultant will advise Airport staff on the planning and development of a proposed full service luxury hotel to be built on Airport property and leased to a Hotel operator. The consultant will perform in an advisory role providing support on tasks such as: initial planning; definition of the hotel concept in terms of number and size of guest rooms, ancillary facilities and hotel branding; hotel layout; selection of a qualified hotel operator, identification of key terms in the operation agreement; and advice for work performed by other consultants.

B. **Explain why this service is necessary and the consequences of denial:** Airport/City staff does not have the knowledge and experience required for the planning and development of a full service luxury hotel at the Airport. If the services of the hotel development consultant are not available, Airport staff will not be able to successfully develop the 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):**

This is a new request.

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

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

IFPTE, Local 21 Cynthia Avakian March 25, 2013
Union Name Signature of person mailing/faxing form Date
Cynthia Avakian
Apr 23 2013 7:24 PM

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4118-12/13

STAFF ANALYSIS/RECOMMENDATION: Approved W 5/3/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. **Specify required skills and/or expertise:** The Hotel Development Consultant must have highly specialized experience and knowledge regarding the development of full service luxury hotel project and be able to provide expert advice to other consultants retained by the Airport at a later time. The consultant must understand the complexity of building a luxury hotel on Airport property that will be constructed and operated by a hotel corporation.

B. **Which, if any, civil service class normally performs this work?** None. There are no existing civil service classes that perform this work.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. **Explain why civil service classes are not applicable:** City staff does not have the knowledge and experience required to successfully plan and develop a full service luxury hotel at a commercial airport such as SFO.

B. **Would it be practical to adopt a new civil service class to perform this work? Explain.** No, because of the unique nature of this request it does not seem practical to adopt a new civil service class for this type of work.

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 (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained.

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

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

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

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

E. **Has a board or commission determined that contracting is the most effective way to provide this service?** No, however, the Airport Commission has approved Resolution # 13-0029 for this work.

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

F. **Will the proposed work be completed by a contractor that has a current personal services contract with your department?** An RFP will be conducted and the results of that process are not known at this time.

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

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

Cynthia P. Avakian Cynthia Avakian
Apr 23 2013 7:24 PM

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

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

Address

Union Notification(s)
◆ Local 21

Cynthia Avakian

From: Cynthia Avakian
Sent: Monday, March 25, 2013 4:32 PM
To: L21PSC Review <L21PSCReview@ifpte21.org> (L21PSCReview@ifpte21.org); Ging Louie (glouie@ifpte21.org)
Cc: G Fries; Theresa Lopez
Subject: DRAFT PSC for Hotel Development Consulting Services
Attachments: DRAFT Hotel Dev Con PSC Form 1.pdf

Ging,

Attached is the Airport's DRAFT PSC for Hotel Development Consulting Services. We will forward the link to the RFP as soon as it is posted.

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

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

Airport Commission
City and County of San Francisco
Resolution No.: 13-0029


AIRPORT COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
RESOLUTION NO. 13-0029

AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSALS FOR A HOTEL
DEVELOPMENT CONSULTANT

- WHEREAS, until 1998, a 527-room on-Airport hotel operated by Hilton Hotels and Resorts existed at the site designated as Plot 2, adjacent to South McDonnell Road and near the Airport's International Parking Garage A; and,
- WHEREAS, this hotel was demolished in 1998 to accommodate changes in the layout of the aircraft apron and the access road adjacent to the hotel; and,
- WHEREAS, since 2006 the Airport has undertaken several preliminary studies to determine the feasibility of developing a replacement on-Airport hotel; and,
- WHEREAS, based on a recent Market Demand and Feasibility Study completed by Jones Lang LaSalle Hotels (JLLH) to determine the viability of the project, it has been determined that a hotel at the Airport is financially feasible; and,
- WHEREAS, the preferred approach is to develop a full-service luxury hotel in Plot 2 with approximately 400 guest rooms, and it is currently anticipated that the hotel will be financed, constructed and owned by the Airport, but managed, operated and maintained by a qualified hotel operator; and,
- WHEREAS, it is anticipated that the project will be completed between late 2016 and late 2017, depending on the extent of the environmental studies that might be required; and,
- WHEREAS, Airport staff will need the support of a qualified Hotel Development Consultant for planning and development of the project; now, therefore be it,
- RESOLVED, that the Airport Commission authorizes the Airport to prepare and issue a Request for Proposals for selection of a qualified Hotel Development Consultant to support the Airport in planning and development of the project; and be it further
- RESOLVED, that staff is authorized to negotiate contract terms with the highest rated firm; and if necessary, with the second highest rated firm should negotiations with the highest rated firm be unsuccessful; and be it further
- RESOLVED, that staff is to return to the Airport Commission for award of the Hotel Development Consultant contract.

*I hereby certify that the foregoing resolution was adopted by the Airport Commission
at its meeting of* _____

FEB 12 2013



Secretary

3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE** Please type in the cells below.

A. **Specify required skills and/or expertise:** The consultant will provide hydrography and bathymetry survey services, underwater soil sampling and characterizing, coastal engineering including sedimentation rate and underwater stability analyses. The consultant will also provide expert recommendations on dredging methods and channel designs that meet CDBW and USACE's guidelines.

B. **Which, if any, civil service class normally performs this work?** Civil service engineering classes (5201-5211) exist, but their expertise is not applicable to the highly specialized field of geotechnical and coastal engineering. The job description of these civil service classes does not cover knowledge of this special case. City staff will supervise the contract work.

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

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

A. **Explain why civil service classes are not applicable:** Neither Airport staff nor City engineers have all of the requisite expertise regarding geotechnical and coastal engineering. The Airport will use qualified Airport staff to manage the project, but specialized professional services in geotechnical and coastal engineering will be provided by the consultant for this unique channel design.

B. **Would it be practical to adopt a new civil service class to perform this work? Explain.** No, the uniqueness in the channel design at SFO will be a one-time program. Therefore, these specialized project design and support services will be needed only once.

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

- | | Yes | No |
|---|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> • Describe the training and indicate approximate number of hours. • Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained. | | |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? No, however, the Airport Commission approved AC Resolution 13-0014 for this work. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? An RFP is being conducted and the results of that process are not known at this time. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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

Cynthia P. Avakian Cynthia Avakian
Apr 23 2013 7:10 PM

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

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

Address

Union Notification(s)
◆ Local 21

Cynthia Avakian

From: Cynthia Avakian
Sent: Monday, March 25, 2013 1:12 PM
To: L21PSC Review <L21PSCReview@ifpte21.org> (L21PSCReview@ifpte21.org); Ging Louie (glouie@ifpte21.org)
Cc: Lisa Randall; Rosalyn Yu; Geri Rayca
Subject: RFP Channel Dredging Assessment and Geotechnical Study
Attachments: DRAFT Channel Dredging Form 1.pdf

Ging,

The Airport has posted our RFP Channel Dredging Assessment and Geotechnical Study at the following Link: <http://mission.sfgov.org/OCABidPublication/BidDetail.aspx?K=6517>. Please let me know if you have further questions. Thanks,

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 25, 2013

DEPARTMENT NAME: Public Library

DEPARTMENT NUMBER: 41

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

[] CONTINUING [] ANNUAL

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

TYPE OF SERVICE: Internet live tutoring program for students

FUNDING SOURCE: Library's Collection Development Office

PSC AMOUNT: \$1,500,000

PSC DURATION: 08/01/2013-1/31/2021

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Provide online, live tutoring/homework help to students, elementary through college entry level, as well as adult learners, of the Public Library seven days a week from 2:00-9:00PST, at the library, home or other locations with computer access. Tutoring services will include Spanish and/or Cantonese language assistance in math and science subjects as well as English in all subjects.

B. Explain why this service is necessary and the consequences of denial: Programs and services supporting learning and literacy are a key part of the Public Library's mission. This service helps children and youth resolve homework problems after school and at night when teachers are no longer available. It also helps young adults who may be balancing college and jobs and adult learners balancing jobs and a desire to pursue furthering their education. Denying the service will affect all of these constituents, especially children and youth who come from economically challenged families and families who speak English as a second language.

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 Library provided these services in the past through a professional services agreement using PSC Contract #4056-06/07, and then through annual requisitions through OCA.

D. Will the contract(s) be renewed: Yes, because the Library is planning to continue providing these services to Library users, we will include an option for renewal in the RFP.

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 2/21/13

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

RFP sent to SEIU and Local 21, on 2/21/13 Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4120-1213 STAFF ANALYSIS/RECOMMENDATION: Approved W 5/3/2013

CIVIL SERVICE COMMISSION ACTION:

Union Notification(s)

◆ **Local 1021**

◆ **Local 21**

Dang, Leorah

From: Anna C. Wong <annawong@sfpl.org>
Sent: Thursday, February 21, 2013 2:37 PM
To: pattie.tamura@seiu1021.org; ed.warshauer@seiu1021.org;
Brook.Demmerle@seiu1021.org; jgee@ifpte21.org; glouie@ifpte21.org
Cc: DHR-PSCCoordinator, DHR; Donna Marion; Toni Bernardi
Subject: PSC Notification from Library for Online Tutoring Contract
Attachments: dhrpersonalservcontractsumformpsc-1.doc; Online Homework Help RFP 2 20.docx

Hi,

The Library is intending to contract for Online Tutoring services. Therefore, Library wants to notify SEIU and Local 21 of this contracting intent. Attached please find the draft Civil Service Commission PSC and draft RFP.

If you have any questions, please direct them to Toni Bernardi at 557-4270. Her email address is tbernardi@sfpl.org.

Thank you.

Regards,

Anna Clara Wong

Contracts Manager
San Francisco Public Library
100 Larkin Street, Room 680
San Francisco, CA 94102
(415) 557-4214 telephone
(415) 437-4830 fax

City and County of San Francisco
Request for Proposal for
Online Homework Help
#LIB-107

City and County of San Francisco

Request for Proposals for

Online Homework Help

LIB-107



Date issued:

[Insert date]

Pre-proposal conference:

_____ a.m., [Insert date and time]

Proposal due:

_____ p.m., [Insert date and time]

Request for Proposals for #LIB 107 Online Homework Help

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Appendices:

- | | | |
|----|--|-------------------|
| A. | HRC Attachment 2: Requirements for Architecture, Engineering and Professional Services Contracts, for contacts \$50,000 and over (separate document). Proposers must submit the following forms: | separate document |
| | Form 2A HRC Contract Participation form | |
| | Form 2B HRC "Good Faith" Outreach Requirements form | |
| | Form 3 HRC Non-discrimination Affidavit | |
| | Form 5 HRC Employment form | |
| | The following form may be required, depending on the circumstances: | |
| | Form 4 Joint Venture Participation Schedule | |
- | | | |
|----|---|-----|
| B. | Standard Forms: Listing and Internet addresses of Forms related to Taxpayer Identification Number and Certification, to Business Tax Declaration, and to Chapters 12B and 12C, and 14B of the S.F. Administrative Code. | B-1 |
|----|---|-----|
- | | | |
|----|--|-------------------|
| C. | Agreement for Professional Services (form P-500) | separate document |
|----|--|-------------------|

Request for Proposals for Online Homework Help

I. Introduction and Schedule

A. General

The San Francisco Public Library's Department of Children and Youth Services is seeking a contractor to provide online homework help to children, teen, young adult and adult learners. The service must be able to provide an online classroom that permits direct instruction and must be able to connect the student with an appropriate subject and grade level instructor in real time during after school and weekend hours. The service must be available seven days a week in English and a minimum of five days a week in either Spanish or Cantonese; both are preferred. In addition to this live connection, the contractor must provide a collection of standard study, test prep and career resources available 24 hours a day, 7 days a week, including such resources as lessons, worksheets, study guides, preparation for the SAT, ACT and other standardized tests in all 50 states and career resources such as resume and cover letter templates and interview guidelines.

Homework support is vital to student success yet many students cannot avail themselves of that support for a variety of reasons; parents without the language or educational background to understand their child's homework, homework programs that are not available on weekends, or later in the evening, or simply not in a convenient location, or even the unavailability of someone with the needed subject matter expertise at the appropriate grade level. The library seeks to mitigate this situation by providing a live, online homework assistance program that will be available after school and on weekends. The program would be available at no cost to the Library user.

The contract shall have an original term of three years. In addition, the City shall have one option to extend the term for an additional three years, which the City may exercise in its sole, absolute discretion.

B. Schedule

The anticipated schedule for selecting a consultant is:

Proposal Phase	Date
RFP is issued by the City	
Pre-proposal conference	
Deadline for submission of written questions or requests for clarification	
Proposals due	
Written evaluation	

II. Scope of Work

The Scope of Work is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the project.

The following are work tasks assumed necessary to provide live online homework help and support resources for students in first through twelfth grade as well as college students and adult learners. Proposing teams may suggest a modified scope as part of their proposal.

1. Provide an online classroom through the Library's current online platform that connects students with a tutor with appropriate grade level and subject expertise for students in first through twelfth grade, beginning college and adult learners, on a one-to-one basis, in the following disciplines:
 - a. Math, including but not necessarily limited to:
 - Elementary science
 - Algebra
 - Calculus
 - Geometry,
 - Statistics
 - Trigonometry
 - b. Science, including but not necessarily limited to
 - Elementary science
 - Astronomy
 - Chemistry
 - Physics
 - Biology
 - Earth Sciences
 - c. English, including but not necessarily limited to
 - Grammar
 - Literature
 - Vocabulary
 - Writing
 - d. Social Sciences
 - e. History
2. Provide online access to the Online Homework Help Program during after school hours and on the weekends with a minimum time frame from 2:00-9:00 pm daily in English and a minimum time frame of from 3:00-8:00 pm Sunday through Thursday in Spanish and/or Cantonese including mobile access; provision of both Cantonese and Spanish is preferred.
3. Staff the Online Homework Help Program with sufficient tutors with appropriate subject and grade-level expertise who are trained to work with the online platform and who have been screened to work with children. Contractor must monitor tutor sessions periodically for quality control.
4. Generate monthly reports on use to the Library, including information on:
 - a. Number of uses for both live sessions and standard resources
 - b. Number of sessions by grade level and subject
 - c. Hours of use
 - d. Number of uses by location, including library sites, at home and mobile

- e. Feedback from users
- 5. Connect users to tutors with an average time frame of less than five minutes.
- 6. Provide designs for program outreach materials including posters, flyers and bookmarks for the Library to print and use to promote the services within schools, youth agencies and other applicable locations.
- 7. Update and adapt service as upgrades or improvements are made available.

III. Submission Requirements

A. Time and Place for Submission of Proposals

Proposals must be received by 5:00 p.m., on [insert date]. Postmarks will not be considered in judging the timeliness of submissions. Proposals may be delivered in person or mailed to:

**City Librarian – 6th Floor
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102
Attn: Toni Bernardi**

Proposers shall submit **Seven (7)** copies of the proposal and two copies, separately bound, of required HRC Forms in a sealed envelope clearly marked “#LIB 107 Online Homework Help” to the above location.

In addition, proposers shall e-mail an electronic version of the entire proposal, including the HRC Forms, addressed to Toni Bernardi at tbernardi@sfpl.org and to (insert Contract Monitoring Division contact)

Proposals that are submitted by fax will not be accepted. Late submissions will not be considered.

B. Format

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

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

You must also submit an electronic version of the proposal.

C. Content

Firms interested in responding to this RFP must submit the following information, in the order specified below:

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

Submit a letter of introduction and executive summary of the proposal. The letter must be signed by a person authorized by your firm to obligate your firm to perform the commitments contained in the

proposal. Submission of the letter will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in the proposal.

2. Project Approach (up to 8 pages)

Describe the services and activities that your firm proposes to provide to the City. Include the following information:

- a. Overall scope of work tasks; and
- b. Schedule and ability to complete the project within the City's required time frame; and
- c. Assignment of work within your firm's work team.

3. Firm Qualifications (up to 6 pages)

Provide information on your firm's background and qualifications which addresses the following:

- a. Name, address, and telephone number of a contact person; and
- b. A brief description of your firm, as well as how any joint venture or association would be structured; and
- c. A description of not more than four projects similar in size and scope prepared by your firm including client, reference and telephone numbers, staff members who worked on each project, budget, schedule and project summary. Descriptions should be limited to one page for each project. If joint consultants or subconsultants are proposed provide the above information for each.

4. Team Qualifications (up to 6 pages)

- a. Provide a list identifying: (1) each key person on the project team, (2) the project manager, (3) the role each will play in the project, and (4) a written assurance that the key individuals listed and identified will be performing the work and will not be substituted with other personnel or reassigned to another project without the City's prior approval.
- b. Provide a description of the experience and qualifications of the project team members, including brief resumes if necessary.

5. References (up to 4 pages)

Provide references for the lead consulting firm, lead project manager, and all subconsultants, including the name, address and telephone number of at least 4 but no more than 6 recent clients (preferably other public agencies).

6. Fee Proposal

The City intends to award this contract to the firm that it considers will provide the best overall program services. The City reserves the right to accept other than the lowest priced offer and to reject any proposals that are not responsive to this request.

Please provide a fee proposal in a sealed envelope that includes the following:

- a. An annual flat fee for three years for the three-year term. The proposed fee should be inclusive of all the services listed in Section II, Scope of Work; and
- b. Escalation rate in percentage should the Library exercised the three-year option-to-renew agreement.

IV. Evaluation and Selection Criteria

A. Minimum Qualifications

Proposers must have a minimum of four (4) years of experience in providing relevant online homework help and must have provided the service in at least four (4) public library systems. In addition, any proposer must be able to provide the service in English and either Spanish or Cantonese (both is preferred) and through mobile devices as well as computers and laptops. Any proposal that does not demonstrate that the proposer meets these minimum requirements by the deadline for submittal of proposals will be considered non-responsive and will not be eligible for award of the contract.

B. Selection Criteria

The proposals will be evaluated by a selection committee comprised of parties with expertise in providing online homework help services to students. The City intends to evaluate the proposals generally in accordance with the criteria itemized below.

Written Evaluation Criteria

1. Project Approach (30 points)
 - a. Completeness of description of services and supportive information.
 - b. Demonstration of ability to meet Program needs with regard to hours of service, language, effective interactive classroom, qualified tutors, needed homework subject matters and mobile access.
 - c. Ability to generate and provide monthly reports with required data to the Library.
 - d. Ability to design effective program outreach materials according to the Library's needs.
 - e. Ability to connect students to tutors within an average maximum five-minute timeframe.
2. Assigned Project Staff (20 points)
 - a. Recent experience of staff assigned to the project and a description of the tasks to be performed by each staff person; and
 - b. Professional qualifications and education; and
 - c. Workload, staff availability and accessibility.
3. Experience of firms and references (30 points)
 - a. Experience with similar scope of providing online homework help services for library systems offered to the public.
 - b. Expertise of the firm and subconsultants in the fields necessary to complete the tasks; and
 - c. Quality of recently completed projects, including adherence to schedules, deadlines and budgets; and
 - d. Results of reference checks.
4. Reasonableness of Pricing Structure (20 points)
 - a. Ability to meet library's budget while providing a quality and comprehensive online homework help service.

The Department will make a selection based on scoring of the written proposals; the Department will not be conducting oral interviews as part of the Evaluation process.

V. Pre-proposal conference and Contract award

A. Pre-Proposal Conference

Proposers are encouraged to attend a pre-proposal conference on [insert date], at [insert time] to be held at [insert location and address]. [If this RFP requires a subcontracting goal under Chapter 14B, then proposers (primes) must attend the mandatory pre-proposal conference. Change this sentence to "Proposers must attend the mandatory pre-proposal conference..."] All questions will be addressed at this conference and any available new information will be provided at that time. If you have further questions regarding the RFP, please contact the individual designated in Section VI.B.

B. Contract Award

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

VI. Terms and Conditions for Receipt of Proposals

A. Errors and Omissions in RFP

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

B. Inquiries Regarding RFP

Inquiries regarding the RFP and all oral notifications of an intent to request written modification or clarification of the RFP, must be in writing by mail or email directed to:

Toni Bernardi
Chief of the Office of Children and Youth Services
San Francisco Public Library
190 9th Street
San Francisco, CA 94103
(415) 557-4353
e-mail: tbernardi@sfpl.org

C. Written inquiries must be received by the date listed in Section I.B, Schedule "Deadline for submission of written questions or requests for clarification." City will post a response in the City website <http://mission.sfgov.org/OCABidPublication/> under the posting of this RFP titled "RFP for #LIB 107 Online Homework Help."**Objections to RFP Terms**

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

D. Change Notices

The Department may modify the RFP, prior to the proposal due date, by issuing Change Notices, which will be posted on the website. The proposer shall be responsible for ensuring that its proposal reflects any and all Change Notices issued by the Department prior to the proposal due date regardless of when the proposal is submitted. Therefore, the City recommends that the proposer consult the website frequently, including shortly before the proposal due date, to determine if the proposer has downloaded all Change Notices. This City's website is <http://mission.sfgov.org/OCABidPublication/>

E. Term of Proposal

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

F. Revision of Proposal

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

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

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

G. Errors and Omissions in Proposal

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

H. Financial Responsibility

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

I. Proposer's Obligations under the Campaign Reform Ordinance

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

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

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

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

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

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

1. **Criminal.** Any person who knowingly or willfully violates section 1.126 is subject to a fine of up to \$5,000 and a jail term of not more than six months, or both.
2. **Civil.** Any person who intentionally or negligently violates section 1.126 may be held liable in a civil action brought by the civil prosecutor for an amount up to \$5,000.
3. **Administrative.** Any person who intentionally or negligently violates section 1.126 may be held liable in an administrative proceeding before the Ethics Commission held pursuant to the Charter for an amount up to \$5,000 for each violation.

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

J. Sunshine Ordinance

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

K. Public Access to Meetings and Records

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

L. Reservations of Rights by the City

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

1. Waive or correct any defect or informality in any response, proposal, or proposal procedure;
2. Reject any or all proposals;
3. Reissue a Request for Proposals;

4. Prior to submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFP, or the requirements for contents or format of the proposals;
5. Procure any materials, equipment or services specified in this RFP by any other means; or
6. Determine that no project will be pursued.

M. No Waiver

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

N. Local Business Enterprise Goals and Outreach

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

1. LBE Subconsultant Participation Goals

The LBE subconsulting goal for this project is [insert percentage; waiting for sole source review] % of the total value of the goods and/or services to be procured.

Each firm responding to this solicitation shall demonstrate in its response that it has used good-faith outreach to select LBE subcontractors as set forth in S.F. Administrative Code §§14B.8 and 14B.9, and shall identify the particular LBE subcontractors solicited and selected to be used in performing the contract. For each LBE identified as a subcontractor, the response must specify the value of the participation as a percentage of the total value of the goods and/or services to be procured, the type of work to be performed, and such information as may reasonably be required to determine the responsiveness of the proposal. LBEs identified as subcontractors must be certified with the San Francisco Human Rights Commission at the time the proposal is submitted, and must be contacted by the proposer (prime contractor) prior to listing them as subcontractors in the proposal. Any proposal that does not meet the requirements of this paragraph will be non-responsive.

In addition to demonstrating that it will achieve the level of subconsulting participation required by the contract, a proposer shall also undertake and document in its submittal the good faith efforts required by Chapter 14B.8(C)&(D) and HRC Attachment 2, Requirements for Architecture, Engineering and Professional Services Contracts.

Proposals which fail to comply with the material requirements of S.F. Administrative Code §§14B.8 and 14B.9, HRC Attachment 2 and this RFP will be deemed non-responsive and will be rejected. During the term of the contract, any failure to comply with the level of LBE subcontractor participation specified in the contract shall be deemed a material breach of contract. Subconsulting goals can only be met with HRC-certified LBEs located in San Francisco.

2. LBE Participation

The City strongly encourages proposals from qualified LBEs. Pursuant to Chapter 14B, the following rating discount will be in effect for the award of this project for any proposers who are certified by HRC as a LBE, or joint ventures where the joint venture partners are in the same discipline and have the specific levels of participation as identified below. Certification applications may be obtained by calling HRC at (415) 252-2500. The rating discount applies at each phase of the selection process. The application of the rating discount is as follows:

- a. A 10% discount to an LBE; or a joint venture between or among LBEs;
- or

- b. A 5% discount to a joint venture with LBE participation that equals or exceeds 35%, but is under 40%; or
- c. A 7.5% discount to a joint venture with LBE participation that equals or exceeds 40%; or
- d. A 10% discount to a certified non-profit entity.

If applying for a rating discount as a joint venture: The LBE must be an active partner in the joint venture and perform work, manage the job and take financial risks in proportion to the required level of participation stated in the proposal, and must be responsible for a clearly defined portion of the work to be performed and share in the ownership, control, management responsibilities, risks, and profits of the joint venture. The portion of the LBE joint venture's work shall be set forth in detail separately from the work to be performed by the non-LBE joint venture partner. The LBE joint venture's portion of the contract must be assigned a commercially useful function.

3. HRC Forms to be Submitted with Proposal

a. All proposals submitted must include the following Human Rights Commission (HRC) Forms contained in the HRC Attachment 2: 1) HRC Contract Participation Form, 2) HRC "Good Faith Outreach" Requirements Form, 3) HRC Non-Discrimination Affidavit, 4) HRC Joint Venture Form (if applicable), and 5) HRC Employment Form. If these forms are not returned with the proposal, the proposal may be determined to be non-responsive and may be rejected.

b. Please submit only two copies of the above forms with your proposal. The forms should be placed in a separate, sealed envelope labeled HRC Forms.

If you have any questions concerning the HRC Forms, you may call you may call Kelly Dwyer, the Contract Monitoring Division Compliance Officer for the Department at (650) 821-7723.

VII. Contract Requirements

A. Standard Contract Provisions

The successful proposer will be required to enter into a contract substantially in the form of the Agreement for Professional Services, attached hereto as Appendix C. Failure to timely execute the contract, or to furnish any and all insurance certificates and policy endorsement, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another firm and may proceed against the original selectee for damages.

Proposers are urged to pay special attention to the requirements of Administrative Code Chapters 12B and 12C, Nondiscrimination in Contracts and Benefits, (§34 "Nondiscrimination; Penalties" in the Agreement); the Minimum Compensation Ordinance (§43 "Requiring Minimum Compensation for Covered Employees" in the Agreement); the Health Care Accountability Ordinance (§44 "Requiring Health Benefits for Covered Employees" in the Agreement); the First Source Hiring Program (§45 "First Source Hiring Program" in the Agreement); and applicable conflict of interest laws (§23 "Conflict of Interest" in the Agreement), as set forth in paragraphs B, C, D, E and F below.

B. Nondiscrimination in Contracts and Benefits

The successful proposer will be required to agree to comply fully with and be bound by the provisions of Chapters 12B and 12C of the San Francisco Administrative Code. Generally, Chapter 12B prohibits the City and County of San Francisco from entering into contracts or leases with any entity that discriminates in the provision of benefits between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of employees. The Chapter 12C requires nondiscrimination in contracts in public accommodation. Additional information on Chapters 12B and 12C is available on the HRC's website at www.sfhrc.org.

C. Minimum Compensation Ordinance (MCO)

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in S.F. Administrative Code Chapter 12P. Generally, this Ordinance requires contractors to provide employees covered by the Ordinance who do work funded under the contract with hourly gross compensation and paid and unpaid time off that meet certain minimum requirements. For the contractual requirements of the MCO, see Section 43 on "Requiring Minimum Compensation for Covered Employee" in the Agreement.

For the amount of hourly gross compensation currently required under the MCO, see www.sfgov.org/olse/mco. Note that this hourly rate may increase on January 1 of each year and that contractors will be required to pay any such increases to covered employees during the term of the contract.

Additional information regarding the MCO is available on the web at www.sfgov.org/olse/mco.

D. Health Care Accountability Ordinance (HCAO)

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Health Care Accountability Ordinance (HCAO), as set forth in S.F. Administrative Code Chapter 12Q. Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the HCAO is available on the web at www.sfgov.org/olse/hcao.

E. First Source Hiring Program (FSHP)

If the contract is for more than \$50,000, then the First Source Hiring Program (Admin. Code Chapter 83) may apply. Generally, this ordinance requires contractors to notify the First Source Hiring Program of available entry-level jobs and provide the Workforce Development System with the first opportunity to refer qualified individuals for employment.

Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the FSHP is available on the web at <http://www.workforcedevelopmentsf.org/> and from the First Source Hiring Administrator, (415) 401-4960.

F. Conflicts of Interest

The successful proposer will be required to agree to comply fully with and be bound by the applicable provisions of state and local laws related to conflicts of interest, including Section 15.103 of the City's Charter, Article III, Chapter 2 of City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California. The successful proposer will be required to acknowledge that it is familiar with these laws; certify that it does not know of any facts that constitute a violation of said provisions; and agree to immediately notify the City if it becomes aware of any such fact during the term of the Agreement.

Individuals who will perform work for the City on behalf of the successful proposer might be deemed consultants under state and local conflict of interest laws. If so, such individuals will be required to submit a Statement of Economic Interests, California Fair Political Practices Commission Form 700, to the City within ten calendar days of the City notifying the successful proposer that the City has selected the proposer.

VIII. Protest Procedures

A. Protest of Non-Responsiveness Determination

Within five working days of the City's issuance of a notice of non-responsiveness, any firm that has submitted a proposal and believes that the City has incorrectly determined that its proposal is non-responsive may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth working day following the City's issuance of the notice of non-responsiveness. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

B. Protest of Contract Award

Within five working days of the City's issuance of a notice of intent to award the contract, any firm that has submitted a responsive proposal and believes that the City has incorrectly selected another proposer for award may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth working day after the City's issuance of the notice of intent to award.

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

C. Delivery of Protests

All protests must be received by the due date. If a protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that will objectively establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) will not be considered. Protests must be delivered to:

Anna Clara Wong
Contracts Manager
San Francisco Public Library
100 Larkin Street, 6th Floor
San Francisco, CA 94102

Appendix B
Standard Forms

The requirements described in this Appendix are separate from those described in Appendix A.

Before the City can award any contract to a contractor, that contractor must file three standard City forms (items 1-3 on the chart). Because many contractors have already completed these forms, and because some informational forms are rarely revised, the City has not included them in the RFP package. Instead, this Appendix describes the forms, where to find them on the Internet (see bottom of page 2), and where to file them. If a contractor cannot get the documents off the Internet, the contractor should call (415) 554-6248 or e-mail Purchasing (purchasing@sfgov.org) and Purchasing will fax, mail or e-mail them to the contractor.

If a contractor has already filled out items 1-3 (see note under item 3) on the chart, **the contractor should not do so again unless the contractor's answers have changed.** To find out whether these forms have been submitted, the contractor should call Vendor File Support in the Controller's Office at (415) 554-6702.

If a contractor would like to apply to be certified as a local business enterprise, it must submit item 4. To find out about item 4 and certification, the contractor should call Human Rights Commission at (415) 252-2500.

Item	Form name and Internet location	Form	Description	Return the form to; For more info
1.	Request for Taxpayer Identification Number and Certification http://sfgsa.org/index.aspx?page=4762 www.irs.gov/pub/irs-fill/fw9.pdf	W-9	The City needs the contractor's taxpayer ID number on this form. If a contractor has already done business with the City, this form is not necessary because the City already has the number.	Controller's Office Vendor File Support City Hall, Room 484 San Francisco, CA 94102 (415) 554-6702
2.	Business Tax Declaration http://sfgsa.org/index.aspx?page=4762	P-25	All contractors must sign this form to determine if they must register with the Tax Collector, even if not located in San Francisco. All businesses that qualify as "conducting business in San Francisco" must register with the Tax Collector	Controller's Office Vendor File Support City Hall, Room 484 San Francisco, CA 94102 (415) 554-6702
3.	S.F. Administrative Code Chapters 12B & 12C Declaration: Nondiscrimination in Contracts and Benefits	HRC-12B-101	Contractors tell the City if their personnel policies meet the City's requirements for nondiscrimination against protected classes of people, and in	Human Rights Comm. 25 Van Ness, #800 San Francisco, CA 94102-6059 (415) 252-2500

Item	Form name and Internet location	Form	Description	Return the form to; For more info
	http://sfgsa.org/index.aspx?page=4762 In Vendor Profile Application		the provision of benefits between employees with spouses and employees with domestic partners. Form submission is not complete if it does not include the additional documentation asked for on the form. Other forms may be required, depending on the answers on this form. Contract-by-Contract Compliance status vendors must fill out an additional form for each contract.	
4.	HRC LBE Certification Application http://sfgsa.org/index.aspx?page=4762 In Vendor Profile Application		Local businesses complete this form to be certified by HRC as LBEs. Certified LBEs receive a rating bonus pursuant to Chapter 14B when bidding on City contracts. To receive the bid discount, you must be certified by HRC by the proposal due date.	Human Rights Comm. (Contracts Monitoring Unit) 25 Van Ness, #800 San Francisco, CA 94102-6059 (415) 252-2500

Where the forms are on the Internet

Office of Contract Administration

Homepage: www.sfgov.org/oca/
 Purchasing forms: Click on "Required Vendor Forms" under the "Information for Vendors and Contractors" banner.

Human Rights Commission

HRC's homepage: <http://sfgsa.org/index.aspx?page=5356>
 Equal Benefits forms: Click on "Forms" under the "Equal Benefits" banner near the bottom.
 LBE certification form: Click on "Forms" under the "LBE" banner near the bottom

**Prior Notice of Civil Service Commission Action – Original – Expired
Prior DHR Approved – Original - Expired**

PSC #4056-06/07



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

November 9, 2006

NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4055-06/07
THROUGH 4067-06/07.**

THOMAS T. NG
PRESIDENT

ALICIA D. BECERRIL
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

At its meeting of November 6, 2006 the Civil Service Commission had for its consideration the above matter.

It was the decision of the Commission to adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

KATE FAVETTI
Executive Officer

Attachment

- c: Parveen Boparai, Municipal Transportation Agency
Rachel Buerkle, Department of the Environment
Jesusa Bushong, San Francisco Fire Department
Connie Chang, Public Utilities Commission
Bonita Davenport, City Planning
Philip Ginsburg, Human Resources Director
Ed Harrington, Controller
Jennifer Johnston, Department of Human Resources
Naomi Kelly, Office of Contract Administration
Donna Marion, San Francisco Public Library
Jonathan Nelly, Department of Human Resources
Joyce O. Smith, Human Rights Commission
Commission File
Chron

**POSTING FOR
November 6, 2006**

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
4055-06/07	34	Human Rights Commission	Regular	\$850,000.00	Will provide technical and specialized services that help increase Disadvantaged business Enterprises (DBE) participation in City construction projects by assisting DBE contractors or subcontractors in obtaining or increasing bonding and financing.	30-Jun-10
4056-06/07	41	Public Library	Regular	\$212,000.00	Will provide on-line live tutoring services to student patrons of the Public Library 7 days a week from 2:00pm to 9:00pm PST, at the library or at the students' homes. Tutoring services include Spanish-language assistance on math and science subjects.	31-Jan-10
4057-06/07	35	Municipal Transportation Agency	Regular	\$290,000.00	Will provide On-Site Back Strengthening and a Comprehensive health Awareness and Wellness Program for the Municipal Transportation Agency and the Department of parking and Traffic employees who have sustained work related injuries.	30-Jun-09
4058-06/07	29	City Planning Commission	Regular	\$500,000.00	Will conduct historic resource surveys within the boundaries of the Eastern Neighborhoods Program and Western SoMa Citizen's Planning Taskforce Plan Areas.	30-Mar-08
4059-06/07	29	City Planning Commission	Regular	\$480,000.00	Will employ modeling, window and shadow analysis to recommend new planning policies and controls for development and will identify mechanisms to harness area development to contribute funding to the Transbay Transit Center project.	31-Dec-07
4060-06/07	31	Fire	Regular	\$180,000.00	Will perform maintenance and repair of exhaust extractors, controls, and motors at fire facilities as necessary, and be available 24 hours per day, and 7 days per week.	30-Jun-09
4061-06/07	31	Fire	Regular	\$492,876.80	Will provide medical direction and clinical quality control for paramedics in the SFFD. Will authorize and obtain pharmaceuticals and other prescription-based supplies.	30-Oct-08
4062-06/07	22	Environment	Regular	\$117,000.00	Will develop long term strategy for Clean Air Program support, including fundraising and implementing funding options.	28-Feb-10

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 26, 2006

DEPARTMENT NAME Public Library DEPARTMENT NUMBER 41

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

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

TYPE OF SERVICE: Internet live tutoring program for students.

FUNDING SOURCE: Public Library's Office of Children and Youth Services Budget

PSC AMOUNT: \$212,000.00 PSC DURATION : 10/15/06 through 1/31/10

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

To provide on-line live tutoring services to student patrons of the Public Library seven days a week from 2:00 P.m. to 9:00 p.m. PST, at the library or at the students' homes. Tutoring services include Spanish-language assistance on math and science subjects.

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

Conducting programs to serve children and youth is part of the Public Library's mission. This program will help children and youth solve homework problems after school and at night when teachers are no longer available. Denying this service will affect children, especially those from economically challenged families, access to free and immediately accessible live-tutoring assistance.

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 Library was able to provide this service in the past via a software license contract approved by the Office of Contract Administration.

D. Will the contract(s) be renewed:

Yes, upon the advice of the City Attorney, we are planning to renew the contract, and therefore, we are seeking approval from the Civil Service Commission.

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

21
Union Name

[Signature]
Signature of person mailing / faxing form

9/29/06
Date

Union Name

Signature of person mailing / faxing form

06 OCT 17 AM 8:21
DEPARTMENT OF HUMAN RESOURCES

RFP sent to

Sole-source request
Union Name

Date

Signature

PSC# 4056-06/07

FOR DEPARTMENT OF HUMAN RESOURCES USE

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

Approved
[Signature]

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Ability to teach children and youths. Requires education and knowledge of classroom instruction materials for grade school through high school.

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

None known... the teacher and education classifications are used by the Board of Education.

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

The contractor will provide specific software licensing to the Public Library to enable internet access.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The specific teacher and education-related classes are governed by the Board of Education.

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

No, the Board of Education already has classes to perform related work.

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 training and indicate approximate number of hours.

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

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

<input 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

Donna Marion
Print or Type Name

557-4585
Telephone Number

SF Main Library, 100 Larkin Street, 2nd Floor

San Francisco, CA 94102
Address

Anna C. Wong

From: Anna C. Wong
Sent: Friday, September 29, 2006 5:25 PM
To: Emily Morrison (emily.morrison@sfgov.org); Local 21 (mseville@ifpte21.org)
Cc: Jay Manglicmot; Toni Bernardi; Catharine Barnes (catharine.barnes@sfgov.org)
Subject: PSC for Internet Live Tutoring Program
Attachments: psc.pdf; 12B 14B waiver.pdf

Hi Emily, Mike,

Attached please find the PSC to Civil Service requesting approval for the Library to issue a contract to provide internet live-tutoring services to students. No RFP will be attached or generated as the Library is seeking a Sole-source waiver from the Human Rights Commission and from the Office of Contract Administration. The waiver request to HRC is attached. The request to OCA will be generated later. Thanks for your help.

Emily – I will send the original PSC to you. Thanks!

Anna 557-4214

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: 04/24/2013

DEPARTMENT NAME: Emergency Management DEPARTMENT NUMBER: 77

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

TYPE OF REQUEST:

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

TYPE OF SERVICE: Mobile Virtual Private Network (VPN)

FUNDING SOURCE: Urban Area Security Initiative (UASI) Grant 2012

PSC AMOUNT: \$240,000 PSC DURATION: 06/01/13-11/30/13

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

This UASI 2012 Grant project is designed to replace the existing Mobile VPN System for the Department of Emergency Management, Police Department (PD) and Fire Department (FD). The Mobile VPN System operates daily to allow field officers from PD and FD to communicate with back-end CAD (Computer-aided Dispatch) and other applications. In addition to the purchase of proprietary software and hardware, vendor(s) will also provide professional services including system design, installation, testing, training, support, and overall project management.

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

The current Radio IP system which was purchased in 2008 has reached the end of its useful life and will not be supported by the vendor starting 2014. The system is absolutely critical to allow field responders to communicate with Public Safety Systems such as CAD, California Crime Database, Patient Care Report (PCR), etc. Denying the service would be detrimental to the City's communications capability for Public Safety personnel.

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 older version of the similar software was purchased off a Motorola Master Purchase agreement.

D. Will the contract(s) be renewed: At this time, this contract is not planned to be renewed. The maintenance and monthly/yearly service fees will be included with the Department of Emergency Management's annual maintenance budget.

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

Local 21 [Signature] 04/24/2013
Union Name Signature of person mailing / faxing form Date

Union Name Signature of person mailing / faxing form Date

RFP sent to N/A on Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4121-12/13
STAFF ANALYSIS/RECOMMENDATION: Approved W 5/3/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise:
Installation/configuration of specific Mobile VPN software/hardware (such as modems).
- B. Which, if any, civil service class normally performs this work?
1042 or 1043 (Journey or Senior IS Engineer) for server installation/configuration, and 7362 Communications System Tech. Dept. of Technology will receive a work order to perform mass installation/configuration after the first 10 units installed/tested by vendors.
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Contractor will provide the equipment that will be purchased for the system. This includes proprietary software and modems.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable:
The UASI Grant Program is being used to fund this project. Conditions of the grant include a personnel cap limit, which has already been reached. No additional grant funds can be used toward personnel costs. Contractor costs for specific projects are excluded from the personnel cap limitation and provide the only avenue to complete the project.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain:
No. Civil service class currently exists that would perform work under this project if it were not restricted due to grant conditions limiting the use of City staff time.

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

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

- A. Will the contractor directly supervise City and County employees? Yes No
- B. Will the contractor train City and County employees? Yes No
 - Describe training and indicate approximate number of hours.
30 hours for system administrator (1043/1044), and 15 hours for trainers from PD and FD.
 - Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained.
System administrators, trainers, and radio technicians.
- C. Are there legal mandates requiring the use of contractual services? Yes No
- D. Are there federal or state grant requirements regarding the use of contractual services? Yes No
The funding source Urban Area Security Initiative (UASI), a federal grant. W (Please see attachment)
- E. Has a board or commission determined that contracting is the most effective way to provide this service? Yes No
- F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Yes No

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

Signature of Departmental Personal Services Contract Coordinator
William Lee

415-558-3866

Print or Type Name

Telephone Number

1011 Turk St. San Francisco, CA 94102

Address

Additional Attachment(s)

◇ Section 5D. Are there federal or state grant requirements regarding the use of contractual services?

- **Title 6 – Domestic Security**
§609 and §611

(F) whether the State has, or the high-risk urban area is located at or near, an international border;

(G) whether it has a coastline bordering an ocean (including the Gulf of Mexico) or international waters;

(H) its likely need to respond to acts of terrorism occurring in nearby jurisdictions;

(I) the extent to which it has unmet target capabilities;

(J) in the case of a high-risk urban area, the extent to which that high-risk urban area includes—

(i) those incorporated municipalities, counties, parishes, and Indian tribes within the relevant eligible metropolitan area, the inclusion of which will enhance regional efforts to prevent, prepare for, protect against, and respond to acts of terrorism; and

(ii) other local and tribal governments in the surrounding area that are likely to be called upon to respond to acts of terrorism within the high-risk urban area; and

(K) such other factors as are specified in writing by the Administrator; and

(2) the anticipated effectiveness of the proposed use of the grant by the State or high-risk urban area in increasing the ability of that State or high-risk urban area to prevent, prepare for, protect against, and respond to acts of terrorism, to meet its target capabilities, and to otherwise reduce the overall risk to the high-risk urban area, the State, or the Nation.

(b) Types of threat

In assessing threat under this section, the Administrator shall consider the following types of threat to critical infrastructure sectors and to populations in all areas of the United States, urban and rural:

- (1) Biological.
- (2) Chemical.
- (3) Cyber.
- (4) Explosives.
- (5) Incendiary.
- (6) Nuclear.
- (7) Radiological.
- (8) Suicide bombers.
- (9) Such other types of threat determined relevant by the Administrator.

(Pub. L. 107-296, title XX, § 2007, as added Pub. L. 110-53, title I, § 101, Aug. 3, 2007, 121 Stat. 282.)

§ 609. Use of funds

(a) Permitted uses

The Administrator shall permit the recipient of a grant under section 604 or 605 of this title to use grant funds to achieve target capabilities related to preventing, preparing for, protecting against, and responding to acts of terrorism, consistent with a State homeland security plan and relevant local, tribal, and regional homeland security plans, through—

(1) developing and enhancing homeland security, emergency management, or other relevant plans, assessments, or mutual aid agreements;

(2) designing, conducting, and evaluating training and exercises, including training and exercises conducted under section 321a of this title and section 748 of this title;

(3) protecting a system or asset included on the prioritized critical infrastructure list established under section 1241(a)(2) of this title;

(4) purchasing, upgrading, storing, or maintaining equipment, including computer hardware and software;

(5) ensuring operability and achieving interoperability of emergency communications;

(6) responding to an increase in the threat level under the Homeland Security Advisory System, or to the needs resulting from a National Special Security Event;

(7) establishing, enhancing, and staffing with appropriately qualified personnel State, local, and regional fusion centers that comply with the guidelines established under section 124h(i) of this title;

(8) enhancing school preparedness;

(9) supporting public safety answering points;

(10) paying salaries and benefits for personnel, including individuals employed by the grant recipient on the date of the relevant grant application, to serve as qualified intelligence analysts, regardless of whether such analysts are current or new full-time employees or contract employees;

(11) paying expenses directly related to administration of the grant, except that such expenses may not exceed 3 percent of the amount of the grant;

(12) any activity permitted under the Fiscal Year 2007 Program Guidance of the Department for the State Homeland Security Grant Program, the Urban Area Security Initiative (including activities permitted under the full-time counterterrorism staffing pilot), or the Law Enforcement Terrorism Prevention Program; and

(13) any other appropriate activity, as determined by the Administrator.

(b) Limitations on use of funds

(1) In general

Funds provided under section 604 or 605 of this title may not be used—

(A) to supplant State or local funds, except that nothing in this paragraph shall prohibit the use of grant funds provided to a State or high-risk urban area for otherwise permissible uses under subsection (a) on the basis that a State or high-risk urban area has previously used State or local funds to support the same or similar uses; or

(B) for any State or local government cost-sharing contribution.

(2) Personnel

(A) In general

Not more than 50 percent of the amount awarded to a grant recipient under section 604 or 605 of this title in any fiscal year may be used to pay for personnel, including overtime and backfill costs, in support of the permitted uses under subsection (a).

(B) Waiver

At the request of the recipient of a grant under section 604 or 605 of this title, the Ad-

ministrator may grant a waiver of the limitation under subparagraph (A).

(3) Limitations on discretion

(A) In general

With respect to the use of amounts awarded to a grant recipient under section 604 or 605 of this title for personnel costs in accordance with paragraph (2) of this subsection, the Administrator may not—

(i) impose a limit on the amount of the award that may be used to pay for personnel, or personnel-related, costs that is higher or lower than the percent limit imposed in paragraph (2)(A); or

(ii) impose any additional limitation on the portion of the funds of a recipient that may be used for a specific type, purpose, or category of personnel, or personnel-related, costs.

(B) Analysts

If amounts awarded to a grant recipient under section 604 or 605 of this title are used for paying salary or benefits of a qualified intelligence analyst under subsection (a)(10), the Administrator shall make such amounts available without time limitations placed on the period of time that the analyst can serve under the grant.

(4) Construction

(A) In general

A grant awarded under section 604 or 605 of this title may not be used to acquire land or to construct buildings or other physical facilities.

(B) Exceptions

(i) In general

Notwithstanding subparagraph (A), nothing in this paragraph shall prohibit the use of a grant awarded under section 604 or 605 of this title to achieve target capabilities related to preventing, preparing for, protecting against, or responding to acts of terrorism, including through the alteration or remodeling of existing buildings for the purpose of making such buildings secure against acts of terrorism.

(ii) Requirements for exception

No grant awarded under section 604 or 605 of this title may be used for a purpose described in clause (i) unless—

(I) specifically approved by the Administrator;

(II) any construction work occurs under terms and conditions consistent with the requirements under section 5196(j)(9) of title 42; and

(III) the amount allocated for purposes under clause (i) does not exceed the greater of \$1,000,000 or 15 percent of the grant award.

(5) Recreation

Grants awarded under this part may not be used for recreational or social purposes.

(c) Multiple-purpose funds

Nothing in this part shall be construed to prohibit State, local, or tribal governments from

using grant funds under sections 604 and 605 of this title in a manner that enhances preparedness for disasters unrelated to acts of terrorism, if such use assists such governments in achieving target capabilities related to preventing, preparing for, protecting against, or responding to acts of terrorism.

(d) Reimbursement of costs

(1) Paid-on-call or volunteer reimbursement

In addition to the activities described in subsection (a), a grant under section 604 or 605 of this title may be used to provide a reasonable stipend to paid-on-call or volunteer emergency response providers who are not otherwise compensated for travel to or participation in training or exercises related to the purposes of this part. Any such reimbursement shall not be considered compensation for purposes of rendering an emergency response provider an employee under the Fair Labor Standards Act of 1938 (29 U.S.C. 201 et seq.).

(2) Performance of Federal duty

An applicant for a grant under section 604 or 605 of this title may petition the Administrator to use the funds from its grants under those sections for the reimbursement of the cost of any activity relating to preventing, preparing for, protecting against, or responding to acts of terrorism that is a Federal duty and usually performed by a Federal agency, and that is being performed by a State or local government under agreement with a Federal agency.

(e) Flexibility in unspent homeland security grant funds

Upon request by the recipient of a grant under section 604 or 605 of this title, the Administrator may authorize the grant recipient to transfer all or part of the grant funds from uses specified in the grant agreement to other uses authorized under this section, if the Administrator determines that such transfer is in the interests of homeland security.

(f) Equipment standards

If an applicant for a grant under section 604 or 605 of this title proposes to upgrade or purchase, with assistance provided under that grant, new equipment or systems that do not meet or exceed any applicable national voluntary consensus standards developed under section 747 of this title, the applicant shall include in its application an explanation of why such equipment or systems will serve the needs of the applicant better than equipment or systems that meet or exceed such standards.

(Pub. L. 107-296, title XX, § 2008, as added Pub. L. 110-53, title I, § 101, Aug. 3, 2007, 121 Stat. 283; amended Pub. L. 110-412, § 2, Oct. 14, 2008, 122 Stat. 4336.)

REFERENCES IN TEXT

The Fair Labor Standards Act of 1938, referred to in subsec. (d)(1), is act June 25, 1938, ch. 678, 52 Stat. 1060, which is classified generally to chapter 8 (§ 201 et seq.) of Title 29, Labor. For complete classification of this Act to the Code, see section 201 of Title 29 and Tables.

AMENDMENTS

2008—Subsec. (a). Pub. L. 110-412, § 2(1)(A), substituted “The Administrator shall permit the recipient of a

grant under section 604 or 605 of this title to use grant funds" for "Grants awarded under section 604 or 605 of this title may be used" in introductory provisions.

Subsec. (a)(10). Pub. L. 110-412, §2(1)(B), inserted ", regardless of whether such analysts are current or new full-time employees or contract employees" after "analysts".

Subsec. (b)(3) to (5). Pub. L. 110-412, §2(2), added par. (3) and redesignated former pars. (3) and (4) as (4) and (5), respectively.

PART B—GRANTS ADMINISTRATION

§ 611. Administration and coordination

(a) Regional coordination

The Administrator shall ensure that—

(1) all recipients of grants administered by the Department to prevent, prepare for, protect against, or respond to natural disasters, acts of terrorism, or other man-made disasters (excluding assistance provided under section 203, title IV, or title V of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5133, 5170 et seq., and 5191 et seq.)) coordinate, as appropriate, their prevention, preparedness, and protection efforts with neighboring State, local, and tribal governments; and

(2) all high-risk urban areas and other recipients of grants administered by the Department to prevent, prepare for, protect against, or respond to natural disasters, acts of terrorism, or other man-made disasters (excluding assistance provided under section 203, title IV, or title V of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5133, 5170 et seq., and 5191 et seq.)) that include or substantially affect parts or all of more than 1 State coordinate, as appropriate, across State boundaries, including, where appropriate, through the use of regional working groups and requirements for regional plans.

(b) Planning committees

(1) In general

Any State or high-risk urban area receiving a grant under section 604 or 605 of this title shall establish a planning committee to assist in preparation and revision of the State, regional, or local homeland security plan and to assist in determining effective funding priorities for grants under sections 604 and 605 of this title.

(2) Composition

(A) In general

The planning committee shall include representatives of significant stakeholders, including—

- (i) local and tribal government officials; and
- (ii) emergency response providers, which shall include representatives of the fire service, law enforcement, emergency medical response, and emergency managers.

(B) Geographic representation

The members of the planning committee shall be a representative group of individuals from the counties, cities, towns, and Indian tribes within the State or high-risk urban area, including, as appropriate, rep-

resentatives of rural, high-population, and high-threat jurisdictions.

(3) Existing planning committees

Nothing in this subsection may be construed to require that any State or high-risk urban area create a planning committee if that State or high-risk urban area has established and uses a multijurisdictional planning committee or commission that meets the requirements of this subsection.

(c) Interagency coordination

(1) In general

Not later than 12 months after August 3, 2007, the Secretary (acting through the Administrator), the Attorney General, the Secretary of Health and Human Services, and the heads of other agencies providing assistance to State, local, and tribal governments for preventing, preparing for, protecting against, and responding to natural disasters, acts of terrorism, and other man-made disasters, shall jointly—

(A) compile a comprehensive list of Federal grant programs for State, local, and tribal governments for preventing, preparing for, protecting against, and responding to natural disasters, acts of terrorism, and other man-made disasters;

(B) compile the planning, reporting, application, and other requirements and guidance for the grant programs described in subparagraph (A);

(C) develop recommendations, as appropriate, to—

(i) eliminate redundant and duplicative requirements for State, local, and tribal governments, including onerous application and ongoing reporting requirements;

(ii) ensure accountability of the programs to the intended purposes of such programs;

(iii) coordinate allocation of grant funds to avoid duplicative or inconsistent purchases by the recipients;

(iv) make the programs more accessible and user friendly to applicants; and

(v) ensure the programs are coordinated to enhance the overall preparedness of the Nation;

(D) submit the information and recommendations under subparagraphs (A), (B), and (C) to the appropriate committees of Congress; and

(E) provide the appropriate committees of Congress, the Comptroller General, and any officer or employee of the Government Accountability Office with full access to any information collected or reviewed in preparing the submission under subparagraph (D).

(2) Scope of task

Nothing in this subsection shall authorize the elimination, or the alteration of the purposes, as delineated by statute, regulation, or guidance, of any grant program that exists on August 3, 2007, nor authorize the review or preparation of proposals on the elimination, or the alteration of such purposes, of any such grant program.

Union Notification(s)
◆ Local 21

Lee, William

From: Chen, Jun
Sent: Wednesday, April 24, 2013 1:33 PM
To: L21PSCReview@ifpte21.org
Cc: Lee, William
Subject: PCS review - Mobile VPN from DEM
Attachments: PCS-MVPN-DEM-04.24.2013.pdf; MVPN P-590 RFP final 02-01-2013.pdf

Hi Dear Local 21,

I have attached signed PSC 1 form of the Mobile VPN project for your review. Should you have any questions, feel free to contact me. You can find my contact information in the below signature.

One thing that I want to apologize is that I did not send the RFP to you earlier because in my past experience working at another department, this function was performed by another section of the agency. I will make sure in the future, RFPs will send to your way prior to the posting. I have attached the RFP here in this email for your review and let me know if you have any question regarding this PSC.

Regards,

Jun Chen
Interoperability Special Projects Manager
Dept. of Emergency Management, CCSF
1011 Turk St., San Francisco, 94102
Jun.chen@sfgov.org
(415) 558-3890 (o)
(415) 310-5017 (c)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 03/18/13

DEPARTMENT NAME: Emergency Management DEPARTMENT NUMBER: 77

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

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

TYPE OF SERVICE: Public Private Sector Resiliency Initiative

FUNDING SOURCE: Homeland Security Grant - Urban Areas Security Initiative (UASI) W

PSC AMOUNT: \$450,000 PSC DURATION: 05/01/2013 - 04/30/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Contractor will coordinate and evaluate pre-disaster planning, response, and resource sharing amongst the Bay Area UASI Region and private sector businesses in order to address community resiliency, infrastructure, and economic recovery gaps.

B. Explain why this service is necessary and the consequences of denial: The UASI Region is comprised of twelve counties and three core cities, which together receive federal funding to combat and respond to terrorism and related catastrophic disasters throughout the entire Bay Area.

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):

MEA Union Name Signature of person mailing / faxing form 3/21/13 Date
Local 21 Union Name Signature of person mailing / faxing form 3/21/13 Date

RFP sent to Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4122-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved W 5/3/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. **Specify required skills and/or expertise:** This service requires extensive knowledge and expertise in regional catastrophic planning and coordination among public and private sector entities throughout the entire Bay Area. The contractor must have experience in how to prevent, respond to, and recover from acts of terrorism or man-made/natural disasters at the regional level. The provider must have a thorough understanding of how the unique characteristics of each member county impacts, not only the county, but the entire Bay Area region during disaster preparedness and recovery.
- B. **Which, if any, civil service class normally performs this work?** 8604 Emergency Services Coordinator IV, 0931 Manager III, 1237 Training 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:** Existing staff does not have the time to conduct a project of this magnitude. Also, because this service spans across twelve counties it is important that the provider be a neutral entity not associated with any of the counties.
- B. **Would it be practical to adopt a new civil service class to perform this work? Explain:** No, because the regional, state, and national interaction required to perform this service would make it impractical for a San Francisco civil service employee to perform this work for and on behalf of other counties. Funding is from a time limited grant from the Department of Homeland Security.

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

	Yes	No
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employees?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- Describe training and indicate approximate number of hours. *Provide half day training and exercise sessions on Public/Private Strategic plan.*

- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained. *Sessions are targeted towards the emergency services staff of the entire UASI Region (12 Bay Area Counties), including the City and County of SF. Training and exercise will be targeted towards DEM and EOC staff.*

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

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

Signature of Departmental Personal Services Contract Coordinator

William Lee

(415) 558-3866

Print or Type Name

Telephone Number

Department of Emergency Management - DES

1011 Turk Street, SF, CA 94102

Address

Union Notification(s)

◆ MEA

◆ Local 21

Dang, Leorah

From: Kim-Molina, Mikyung
Sent: Thursday, March 21, 2013 4:56 PM
To: rebecca@sfmea.com
Cc: DHR-PSCCoordinator, DHR
Subject: Reg-Ini: Public Private Sector Resiliency Initiative (Dept#77)
Attachments: PSC1 Resiliency Initiative signed.pdf

Hello - As part of the 30 days notice requirement to the Union, attached is a PSC Form 1. Please let me know if you have any questions.

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

Dang, Leorah

From: Kim-Molina, Mikyung
Sent: Thursday, March 21, 2013 4:52 PM
To: L21PSC Review
Cc: DHR-PSCCoordinator, DHR
Subject: Reg-Ini: Public Private Sector Resiliency Initiative (Dept#77)
Attachments: PSC1 Resiliency Initiative signed.pdf

Hello – As part of the 30 days notice requirement to the Union, attached is a PSC Form 1. Please let me know if you have any questions.

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

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DATE: MAR 21 2013 **PERSONAL SERVICES CONTRACT SUMMARY**

DEPARTMENT NAME: Department of Public Health

DEPARTMENT NUMBER 81

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

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

TYPE OF SERVICE: Nutrition Education Services to Schools and Community Based Organizations

FUNDING SOURCE: Grant from State Dept. of Public Health, Nutrition Education and Obesity Prevention Branch

PSC AMOUNT: \$1,220,000 PSC DURATION: 10/1/13 - 9/30/16 (3 years)

1. **DESCRIPTION OF WORK**

A. Concise description of proposed work:

Contractors will provide nutrition education and support services, with the goal of transforming environments in order to make healthy eating and physical activity possible in a variety of settings including schools, community-based organizations, childcare settings, youth-serving environments and faith-based organizations.

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

DPH is in receipt of a grant from the State Department of Public Health, Nutrition Education and Obesity Prevention Branch to act as a lead agency in funding local nutrition education services. The grant award requires Local Health Departments (LHD's) acting as lead agencies to contract portions of the State-approved scope of work to community partners, including schools, non-profits and faith-based organizations. The consequences of denial would be an inability to comply with the terms of the grant award, resulting in loss of funding and the inability to provide these services which provide important local, community-based initiatives to promote healthy eating and physical activity in a variety of settings to targeted populations.

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

This is a new service and grant to the Department.

D. Will the contract(s) be renewed: *Only if funding is available.*

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	Jacquie Hale	MAR 21 2013
Union Name	Signature of person mailing/faxing form	Date
Union Name	Signature of person mailing/faxing form	Date

RFP sent to _____, on _____

Union Name	Date	Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4123-12/13
STAFF ANALYSIS/RECOMMENDATION: *Approved MW 5/3/2013*

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The State grant funding these services requires that contractors have the ability to provide nutrition education to community partners and their clients, as well as the ability to provide technical assistance and training to community partners in order to ensure they are able to carry out the activities in the mandated scope of work.

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

2846 Nutritionist; 2819 Assistant Health Educator

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil services classes will be working in support of this grant, however, under the terms of the grant, the Local Health Department (LHD) must (sub)contract up to 50% of the awarded budget to schools, community-based organizations, childcare settings, youth-serving environments and faith-based organizations. The selected contract agencies must have access to and pre-existing partnerships with populations that are not readily available to City organizations.


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

No. The funding for the proposed contract is for a limited term and decreases over the term of the grant.

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

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • Describe the training and indicate approximate number of hours. • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. 		
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services? <i>Yes. Please see Attachment 1.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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



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

 Print or Type Name Telephone Number

 101 Grove St. Rm. 307

 San Francisco, CA 94102

 Address

Additional Attachment(s)

◇ Section 5D. Are there federal or state grant requirements regarding the use of contractual services?

- **State of California – Health and Human Service Agency
California Department of Public Health**

Attachment 1

State of California—Health and Human Services Agency
California Department of Public Health



RON CHAPMAN, MD, MPH
Director & State Health Officer



EDMUND G. BROWN JR.
Governor

To: Supplemental Nutrition Assistance Program (SNAP) Education Partners in
School Districts, County Offices of Education and Community-Based Organizations

FUTURE FUNDING FOR NUTRITION EDUCATION FROM THE NETWORK FOR A HEALTHY CALIFORNIA

I am writing to inform you of important changes concerning future funding from the *Network for a Healthy California* through the Supplemental Nutrition Assistance Program (SNAP) Education (SNAP-Ed) Program. Schools, school districts and county offices of education and non-profit community-based organizations have been the cornerstone of *Network* growth over the past decade. On behalf of the *Network* and the newly-formed Nutrition Education and Obesity Prevention (NEOP) Branch, I want to acknowledge with appreciation the role that you have played for many years in building the state's capacity for nutrition education. Together we have achieved significant milestones in educating low-income Californians about healthy eating and active living.

There are, however, changes to the funding structure of the *Network* that will reduce or eliminate the funds you may expect to receive in Federal Fiscal Year (FFY) 2014. *Network* contracts with schools, county offices of education, local initiatives, non-profit initiatives, regions and leadership projects will continue with the same scope of work and funding levels through September 30, 2013 to allow time for planning for new funding approaches starting in FFY 2014.

Background: Due to our success generating match funding in the program's early years, California receives fully one-third of SNAP-Ed national funds. Per USDA Guidance, SNAP-Ed funds should be allocated to reach all SNAP participants and low-income individuals eligible to receive SNAP benefits in an equitable manner and the *Healthy, Hunger-Free Kids Act*, enacted in December 2010, altered the SNAP-Ed funding mechanism to support this approach. Starting in 2014, USDA will increase the proportion of funding each state receives based on the level of SNAP participation rather than the amount of match generated. In future years, the new mechanism caps continued growth and reduces SNAP-Ed funding. On the program side, SNAP-Ed guidance now allows population-based, public health approaches and a focus on obesity prevention. USDA SNAP-Ed Guidance received in late March 2012 also contained greater emphasis on targeting low-income households, people in means-tested programs, and community environments in under-served areas.

Local Health Departments as Local Lead Agencies: With the expectation of reduced funds in future years, the California Department of Social Services (CDSS), the lead agency for SNAP, and USDA approved a transition plan for SNAP-Ed to build California's public health capacity to achieve the state's obesity prevention goals. In FFY 2013 we will work to strengthen technical capacity for jurisdiction-wide leadership among 42 of California's 61 local health departments (LHDs) with 19 health jurisdictions following in FFY 2014. The LHD funding formulas align with the number of residents with incomes below 185 percent of the Federal Poverty Level. LHDs will serve as the local lead agencies in their jurisdictions due to their local expertise and statutory authority to ensure the public's health in their jurisdiction. This structure meets USDA's objectives of basing funding on need while ensuring long-term sustainability of effort in the face of decreasing funds. LHDs granted greater than \$500,000 will be required to subcontract up to 50 percent of the grant to school and community organizations for activities that support the overall strategies for obesity prevention in that jurisdiction. Additional funding opportunities will be made available through a CDPH-issued Request for Application for regional and statewide initiatives.

We plan to hold a conference call in October to review this information and to provide you with an opportunity to ask questions. Information about how to participate in that call will be shared in coming weeks. More information will come as well via e-mail communication and at the NEOP Statewide Collaborative meeting in November.

We urge local education and non-profit agencies to work with their usual contacts at the state to implement the FFY 2013 contract. For questions related to FFY 2014, please contact Michele Y. van Eyken, MPH, RD, NEOP Assistant Chief for Programs, at 916-552-9883 or Michele.van.Eyken@cdph.ca.gov or Mr. Gil Sisneros, MPH, Assistant Chief for Administration, at 916-322-4253 or Gil.Sisneros@cdph.ca.gov.

The California Department of Public Health remains committed to continuing strong relationships with local, regional and statewide partners and trust that we can count on your continued support on behalf of California's vulnerable children, youth and families.

Sincerely yours,



Drew Johnson
Interim Deputy Director
Center for Chronic Disease Control and Health Promotion
California Department of Public Health

Cc: Linda Patterson, Chief
CalFresh Branch
California Department of Social Services
744 P Street, Sacramento, CA 95814-5512

Carol Chase Huegli, MS, RD
Nutrition Education Administrator
Nutrition Services Division
California Department of Education
1430 N Street
Sacramento, CA 95814

Kathleen Billingsley, RN
Chief Deputy Director for Programs and Policy
California Department of Public Health
1615 Capitol Avenue, Ste. 720, MS 0500
Sacramento, CA 95814

Union Notification(s)
◆ Local 21

Robert
Longhitano/DPH/SFGOV
03/21/2013 01:19 PM

To sjenkins@ifpte2.org, L21PSCReview@ifpte21.org
cc Jacquie Hale/DPH/SFGOV@SFGOV, Laura
Brainin-Rodriguez/DPH/SFGOV@SFGOV, Maria
LeClair/DPH/SFGOV@SFGOV
bcc
Subject Union Notification of PSC Summary to DHR

TO: Sharon Jenkins, IFPTE, Local 21 (via Email Only)
TO: Local 21pscreview (via Email Only)
FROM: Jacquie Hale, Director of Contract Management and Compliance
DATE: March 21, 2013
SUBJECT: Union Notification of PSC Summary to DHR

Attached is the following PSC request which will be submitted to the Department of Human Resources for review on April 24, 2013 for consideration at the May 20, 2013 Civil Service Commission Meeting.

1. Nutrition Education Services to Schools and Community Based Organizations

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



nutrition services PSC.pdf

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: MAR 21 2013

DEPARTMENT NAME: Public Health DEPARTMENT NUMBER 81

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

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

TYPE OF SERVICE: Integrated Communicable Disease Data System and Training Services

FUNDING SOURCE: Federal Center for Disease Control Grant and limited General Funds

PSC AMOUNT: \$5,000,000* PSC DURATION: June 1, 2013-June 30, 2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The contractor(s) will develop and implement an integrated communicable disease data system to coordinate data collection, processing, management, analysis and interpretation related to health, morbidity and program services to support public health actions (e.g., outbreak investigation, partner services, etc.) and preventative services, as well delivering integrated services at both the individual and community level. *NOTE: The value of this request is the estimated cost of the professional services needed to implement the system, and does not include the license or maintenance cost of the software.

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

Current public health data systems are legacies of previous public health response actions related to different disease areas. At present, each area has its own system and its own protocol for system development, interoperability, data management, information sharing and security. The planned services are needed in order for DPH to continue Department-wide integration of systems and services while achieving service efficiencies, and to meet the needs of current populations. Denial will result in continued inefficiencies and impaired response capacity.

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

This is new request.

D. Will the contract(s) be renewed: As needed and funding is available.

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

MAR 21 2013

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

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4124-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved [Signature] 5/3/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The contractor(s) must have a commercially available public health communicable disease data system and sufficient resources to provide implementation and development services and ongoing support, including guarantees that the application meets minimum performance standards.

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

IS Administrators (1022, 1023, 1024); IS Business Analysts (1052, 1053, 1054), IS Engineers (1042, 1043, 1044); IS Programmers (1062, 1063, 1064); IS Project Manager (1070); IS Manager (1071).

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service classes are not applicable because this is a proprietary product with services which include technical components beyond the scope of expertise of in-house staff to develop within practical time and quality parameters. Civil Service classes will provide connectivity to the application and monitor connectivity issues at both the desktop and network level for this application.

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

It is not practical to adopt a new Civil Service class because the services are intermittent and as-needed and deal with a proprietary product that is already developed and available for commercial use. Civil Service staff will work with the contractor(s) to obtain the necessary knowledge for the day-to-day upkeep of the application. In addition, Civil Service classes will also have the opportunity to gain insight and knowledge of current best practices for public health data system applications through their interactions with the contractor(s). Once implemented, ongoing support functions will be transitioned to the DPH IT team for effective operations.

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 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.

The contractor will train existing Civil Service staff on the implementation and ongoing support of the system. As part of the implementation process, DPH staff currently assigned to the Population Health and Prevention Division will work closely with the information vendor staff to install, implement and bring the system to full production status. DPH staff which will be involved in the implementation and support of the system include IT Project Management, Analyst, Programming and Engineering classifications as well as program clinical staff. It is anticipated that DPH IT staff classifications will receive at least 80 hours of training as the result of the implementation process, and that program clinical staff will receive training on a variable scale based on the required interaction with the system for clinical operational and regulatory reporting functions.

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

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

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

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

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

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

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

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

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


Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale

554-2609

Print or Type Name

Telephone Number

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

Union Notification(s)
◆ Local 21

Robert
Longhitano/DPH/SFGOV
03/21/2013 01:15 PM

To L21PSCReview@ifpte21.org, atonisson@ifpte21.org,
pcovington@ifpte21.org
cc Jacquie Hale/DPH/SFGOV@SFGOV,
Nonie.Cardona@sfgov1.onmicrosoft.com@SFGOV
bcc

Subject Union Notification of PSC Summary to DHR

TO: Alex Tonnison, IFPTE, Local 21 (via Email Only)
TO: Pam Covington, IFPTE, Local 21 (via Email Only)
TO: Local 21pscreview (via Email Only)
FROM: Jacquie Hale, Director of Contract Management and Compliance
DATE: March 21, 2013
SUBJECT: Union Notification of PSC Summary to DHR

Attached is the following PSC request which will be submitted to the Department of Human Resources for review on April 24, 2013 for consideration at the May 20, 2013 Civil Service Commission Meeting

1. Integrated Communicable Disease Data System and Training Services

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



PHP software application.pdf

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

MAR 25 2013 PERSONAL SERVICES CONTRACT SUMMARY

DATE: _____

DEPARTMENT NAME: Public Health DEPARTMENT NUMBER 81

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

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

TYPE OF SERVICE: A web-based application for Targeted Case Management (TCM) and Nurse Family Partnership (NFP) cases managed by the Department of Health

FUNDING SOURCE: General Fund and Nurse Family Partnership State Grant

PSC AMOUNT: \$575,000 (est. 115,000/year) PSC DURATION: 7/1/13-6/30/18

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Part of the Affordable Care Act is establishing Nurse-Family Partnership (NFP) programs to help first-time mothers using a proven evidence-based community health program model that meets federal requirements and recommendations. This program establishes a partnership between a new mom early in her pregnancy with a registered nurse making ongoing home visits. This well-researched program is being federally funded on a national level as it has been proven to help families and communities become stronger while saving money for state, local and federal governments. These services will establish a direct connection with the federal NFP reporting system that aligns with DPH's Targeted Case Management (TCM) Online Billing System in order to meet all federal requirements for the documentation required to receive federal funding for both programs by providing a web-based case management system enabled for access by DPH Maternal and Child Health (MCAH) visiting nurses using handheld devices.

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

MCAH has 30 nurses doing extensive required documentation on paper charts. The new NFP program requires additional documentation and electronic reporting. An online system will reduce documentation errors, improve accuracy and audit compliance, and reduce duplicate data entry. It will also facilitate required communication and approvals between nurses and supervisors, increasing productivity and improving client-centered care. Denial will result in a reduced level of care and potential loss of federal funding due to the difficulty with meeting all documentation requirements with a solely paper 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 is a new contract.

D. Will the contract(s) be renewed:

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

IFPTE Local 21 Jacque Hale MAR 25 2013
Union Name Signature of person mailing/faxing form Date

RFP sent to _____, on _____
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4125-12/13
STAFF ANALYSIS/RECOMMENDATION: Approved WJ 5/3/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The contractor must have a commercially available case management application that meets all the federal and State requirements for TCM and NFP, and sufficient resources to provide it over the internet with ongoing support, including guarantees that the application meets minimum performance standards.

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

IS Administrators (1022, 1023, 1024); IS Business Analysts (1052, 1053, 1054); IS Engineers (1042, 1043, 1044); IS Programmers (1062, 1063, 1064); IS Project Manager (1070); IS Manager (1071).

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

Yes, the contractor will provide secured hosting and related hardware needed to host a 24/7 application.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classes are not applicable because this is a proprietary product with services which contain technical components beyond the scope of expertise of in-house staff to develop within practical time and quality parameters. Civil service classes will provide connectivity to the application and monitor connectivity issues at both the desktop and network level for this application.

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

It is not practical to adopt a new civil service class because the services are intermittent, as-needed and deal with a proprietary product that is already developed and available for commercial use. Civil service staff will work with the contractor in order to obtain the necessary knowledge for the day-to-day upkeep of the application. In addition, civil service classes will also have the opportunity to gain insight and knowledge of current best practices for web-based applications through their interactions with the vendor.

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

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

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

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

B. Will the contractor train City and County employees?

- Describe the training and indicate approximate number of hours: Contractor will provide 4-6 hours of web-based training for individuals granted administrator rights to the application. After this training, in conjunction with trained administrators, contractor will provide 2-4 hours of web-based training with front-line users of the application.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. Nurse Managers (2); Public Health Nurses (30); Health Program Coordinator (1); Health Workers (5); Health Care Billing Clerks (2), IT Project Management, Analyst, Programming and Engineering classifications

<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:

Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale

554-2609

Print or Type Name

Telephone Number

101 Grove St. Rm. 307
San Francisco, CA 94102

Address

Union Notification(s)
◆ Local 21

Robert
Longhitano/DPH/SFGOV
03/25/2013 03:27 PM

To L21PSCReview@ifpte21.org, atonisson@ifpte21.org,
pcovington@ifpte21.org
cc Jacquie Hale/DPH/SFGOV@SFGOV, Laura
Marshall/DPH/SFGOV@SFGOV,
Nonie.Cardona@sfgov1.onmicrosoft.com@SFGOV
bcc

Subject Union Notification of PSC Summary to DHR

TO: Alex Tonnison, IFPTE, Local 21(via Email Only)
TO: Pam Covington, IFPTE, Local 21 (via Email Only)
TO: Local 21pscreview (via Email Only)
FROM: Jacquie Hale, Director of Contract Management and Compliance
DATE: March 25, 2013
SUBJECT: Union Notification of PSC Summary to DHR

Attached is the following PSC request which will be submitted to the Department of Human Resources for review on April 24, 2013 for consideration at the May 20, 2013 Civil Service Commission Meeting

1. *A web-based application for Targeted Case Management (TCM) and Nurse Family Partnership (NFP) cases managed by the Department of Health*

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



TCM_web_based_sys_DPH.pdf

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 19, 2013

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: A/E Design and Construction Services

FUNDING SOURCE: General Fund for the OCME facility and GO Bond for the FSD/TC facility

PSC AMOUNT: \$20,558,000 PSC DURATION: 04/1/2013 through 04/01/2019

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Department of Public Works (DPW) is seeking two qualified teams of architectural and engineering (A/E) consultants to provide architectural engineering design and construction support services for the new Office of Chief Medical Examiner (OCME) Facility and Forensic Services Division & Traffic Company (FSD/TC) Facility. The two contract amounts are approximately \$5,120,000 and \$15,438,000 for the OCME and FSD/TC facilities respectively.

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

The City is committed to maintaining OCME and FSD/TC accreditations and assuring integrity of the justice system. Specialized expertise is required to design and document a facility that can be accredited and to develop a design solution that will mitigate cross contamination of infectious diseases, uphold the chain-of-custody for evidence in courts of law and meet stringent requirements of "National Association Medical Examiners" (NAME) and "American Society of Crime Lab Directors" (ASCLD) accreditation agencies. Denial may risk accreditation of OCME and FSD operations and perceived loss of assured chain-of-custody for evidence in courts of law, putting criminal legal proceedings at risk.

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

A/E services for the Public Safety Building were approved via PSC#4095-08/09 and for the Cruise Terminal via PSC#4018-09/10. This service requires specialized expertise that is needed intermittently.

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 3/20/2013

RFP sent to Union Name, on Date, Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4126-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved [Signature] 5/3/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Medical Examiner Facility: Specialized architectural and engineering expertise in design and construction of medical examiner facility with autopsy, Toxicology/Histology laboratory, associated lab support, and administration spaces. *Note:* 80% of this facility is for laboratory functions. Experience in meeting accreditation requirements for Medical Examiner facilities, cross contamination, high security features to control chain-of-custody for evidence to be presented in court, and including biohazards isolation and expertise in achieving LEED Gold rating for laboratory facilities.

Forensic Laboratory Facility: Specialized architectural and engineering expertise in design and construction of Forensic Laboratory facility with Firearms, Gunshot residue, test range, Toxicology, Histology, DNA, Serology, Question Documents, Trace evidence, Crime Scene investigation, Electronic, Photo, Blood Alcohol, Drug laboratory functions, associated lab support, and administration spaces. *Note:* 75% of this facility is for laboratory functions. Experience in meeting accreditation requirements for Forensic facilities, cross contamination, high security features to control chain-of-custody for evidence to be presented in court, and including biohazards isolation and expertise in achieving LEED Gold rating for laboratory facilities.

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

None regarding these specialized facilities; however, city staff employed in architect and engineer series classifications (5268 Architect; 5241 Engineer; 5211 Sr. Engineer/Architect) have general architectural and engineering expertise. City staff will provide Project Management of the projects and to the extent that City Staff are appropriated for non-specialized services such as peer reviews, structural engineering, and art enrichment support.

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:

Permanent civil service employees do not possess the experience and specialized expertise in design and construction of delivering a new medical examiner or forensic laboratory facilities.

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

No. These highly technical and specialized services for the delivery of a new medical examiner and forensic laboratory facilities are needed once every 30 to 50 years.

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. *Medical Examiner and Laboratory facilities accreditation requirements and interior architecture finishes regarding durability and sanitary concerns - 10 hours.*
- Indicate occupational type of City and County employees to receive training (i.e., clerks, Civil engineers, etc.) And approximate number to be trained. *Approximately 3-6 architectural and engineering staff*

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? *Contractor not selected.*

<input type="checkbox"/>	<input 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

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

Union Notification(s)
◆ Local 21

Dang, Leorah

From: Lim, Michelle <Michelle.Lim@sfdpw.org>
Sent: Wednesday, March 20, 2013 3:32 PM
To: glouie@ifpte21.org; L21PSCReview@ifpte21.org
Cc: Choy, Gordon; Kim, Sung; Matthies, John
Subject: PSC for Chief Medical Examiner Facility and Forensic Services Division & Traffic Company Facility A/E Design & Construction
Attachments: OCME & FSD AE Design and Construction PSC.pdf; Withdrawal PSC re: Office of Chief Medical Examiner Facility A/E Design & Construction (Dept#90)

Good afternoon,

Attached is the PSC for the Chief Medical Examiner (OCME) Facility and Forensic Services Division & Traffic Company (FSD/TC) Facility A/E Design and Construction services. The contract manager is John Matthies and he can be reached at (415) 557-4659.

Please note that previous PSC submitted for OCME A/E services was withdrawn.



Michelle Lim
Contract Analyst

DPW | Department of Public Works
Business Services – Contract Administration Division
1155 Market Street, 4th Floor
San Francisco, CA 94103

Tel: (415) 554-6233
Fax: (415) 554-6232
E-Mail: Michelle.Lim@sfdpw.org

Please note our new address.

Prior DHR Approved – Similar

PSC #4095-08/09

PSC #4018-09/10

PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 26, 2008 (revised December 31, 2008)

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: RFQ - A/E Team led by an Executive Architect for a new Public Safety Building

FUNDING SOURCE: General Fund

PSC AMOUNT: \$12,000,000 PSC DURATION: 3/26/09 to 6/30/2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The A/E Team shall deliver architectural and engineering planning, design, and construction support services for the complete, new, \$125M Public Safety Building. The A/E Team shall be primarily responsible for the core and shell. The Executive Architect shall integrate the work of the A/E Team with City A/E Staff, who, to the extent they are available, shall be responsible for planning, design, and construction support services for interior tenant improvements and landscape architecture.

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

The proposed project is a major component of the program to replace the Hall of Justice, which has serious facility operations deficiencies and life safety hazards. These services are a critical component for properly estimating the costs for a bond proposal for the November 2009 ballot. Delay in procurement of these services beyond mid-March would reduce confidence in the bond proposal which comprises capital projects totaling \$580M, potentially risking delay of the entire capital 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):

Executive A/E services for the Laguna Honda Hospital Replacement Program were approved via PSC #4112-99/00 and for the San Francisco General Hospital Rebuild Project via PSC #4105-06/07.

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4095-08/09 STAFF ANALYSIS/RECOMMENDATION: Approved by 1/5/09

CIVIL SERVICE COMMISSION ACTION:

RECEIVED BY DEPARTMENT OF HUMAN RESOURCES 2009 JAN -5 PM 3:56

Transmission Report

Date/Time 12-31-2008 03:27:09 p.m.
 Local ID 1 415 554 6232
 Local ID 2

Transmit Header Text
 Local Name 1 DPW
 Local Name 2

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

City and County of San Francisco



Gavin Newsom, Mayor
 Edward D. Helskin, Director



(415) 554-6229
 FAX (415) 554-6232
<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 31, 2008
 Number of pages including cover sheet 3

To: _____
Manager

Local 21

From: _____
Gordon Choy

Division Manager

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

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

REMARKS:					
	Urgent	<input checked="" type="checkbox"/>	For your review	Reply ASAP	Please comment
<p>Please see the attached revised PSC form, which replaces the PSC form previously sent to you on 12/26/08.</p> <p>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 Project Manager.</p> <p>The Contract Manager is Charles Higuera, and he may be reached at (415) 558-4646 for any additional questions.</p>					

RECEIVED BY
 DEPARTMENT OF
 HUMAN RESOURCES
 2009 JAN -5 PM 3:56

Total Pages Scanned : 3

Total Pages Confirmed : 3

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	276	415 864 2166	03:26:00 p.m. 12-31-2008	00:00:44	3/3	1	EC	HS	CP31200

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: June 10, 2009 (revised June 26, 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: Engineering and Architectural Services

FUNDING SOURCE: Port Revenue Bonds

PSC AMOUNT: \$4,500,000 PSC DURATION: September 1, 2009 - March 31, 2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Highly specialized Architectural and Structural, Mechanical, Electrical and Plumbing Engineering services related to Cruise Terminal design, programming, planning and operations, maritime engineering, geotechnical engineering, traffic engineering, economic feasibility analysis, special event planning and operations. Additional engineering services related to food service design, lighting consulting, cost estimating, waterproofing, security systems engineering, and information telecommunications systems engineering. The project team is envisioned to be composed of staff from DPW and the Consultant. In certain areas of the project, the Consultant team will take the lead for Planning, Conceptual Design and Schematic Design, with DPW staff continuing with preparation of Design Development and Construction Documents. DPW staff will lead the effort in those areas of the project that do not require specialized expertise in the technical and operational aspects of cruise terminals. In summary, the project team will form a public-private partnership consisting of DPW and Cruise Terminal Design Consultants, working in collaboration to achieve goals for a complete, efficient, functional, and operational facility within the targeted quality, cost, and schedule goals of the Project.

B. Explain why this service is necessary and the consequences of denial: The services are needed to complement Architectural and Engineering services being provided by DPW to renovate the existing Cruise Terminal structure and provide enhanced Cruise Terminal operations for the Port of San Francisco. Denial of this request will hamper DPW's effort to design a highly specialized building type and will delay the delivery of this major capital 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): This is a new service requiring specialized expertise that is needed for the new Cruise Terminal.

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 6/26/09

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4118-09/10 FF ANALYSIS/RECOMMENDATION: Reviewed 6/26/2009

CIVIL SERVICE COMMISSION ACTION:

09 JUN 25 PM 2:19

Transmission Report

Date/Time 06-26-2009 12:42:17 p.m.
 Local ID 1 41555469444
 Local ID 2

Transmit Header Text
 Local Name 1 Line 1
 Local Name 2

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

City and County of San Francisco



Gavin Newsom, Mayor
 Edward D. Reiskin, Director



(415) 554-6229
 FAX (415) 554-6232
<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 June 26, 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
<p>Please see the attached PSC form. This replaces and supersedes the PSC Summary Form faxed to you on June 10, 2009.</p> <p>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 Project Manager.</p> <p>The Contract Manager is Edgar Lopez, and he may be reached at (415) 554-4881 for any additional questions.</p>				

06 JUN 26 PM 2:09

Total Pages Scanned : 3

Total Pages Confirmed : 3

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
	870	415 864 2166	12:39:51 p.m. 06-26-2009	00:01:44	3/3	1	EC	HS	CP14400

Abbreviations:

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

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 25, 2013

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC #4084-05/06)

TYPE OF SERVICE: Airport Planning and Management Services

FUNDING SOURCE: Airport Operating Funds and Federal Funds

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

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Planning of airport facilities and resources to serve the core aviation business of the Airport. Scopes of projects range from project-specific planning to integrated facilities master planning...

B. Explain why this service is necessary and the consequences of denial: Complex aviation planning tasks requiring highly specific expertise are needed intermittently by the Airport and are outside the scope of continuous airport planning and staff capabilities.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): These services have been authorized through this on-call services contract (PSC# 4084-05/06) since 2006.

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

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

IFPTE, Local 21 Union Name Signature of person mailing/faxing form Date March 25, 2013

RFP sent to: Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4084-05/06 STAFF ANALYSIS/RECOMMENDATION: Approved [Signature] 5/3/2013 CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. **Specify required skills and/or expertise:** Expertise in producing runway safety plans, modeling airspace simulations for aircraft movement, forecasting future aviation levels, and developing common use standard and airport land use documents, creating planning documents and a definition manual for redevelopment of critical airport infrastructure projects to meet new security and aviation requirements, and creating and analyzing demand management and capacity studies. Ability to develop tools that model and analyze level of service provided by Airport facilities and make recommendations to enhance level of service related to anticipated aviation needs.

B. **Which, if any, civil service class normally performs this work?** 5278 Planner II, 5298 Planner III Environmental Review, and 5299 Planner IV- Environmental Review; however, the Airport and other City staff do not have the expertise for the varied types of aviation planning.

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 reports and plans need to be provided by outside experts in order to provide assurance to regulatory agencies. Also, the work needed is specialized, is only needed on a project-specific basis, and requires different kinds of expertise for each project, from runway safety to aviation forecasting.

B. **Would it be practical to adopt a new civil service class to perform this work? Explain.**
No. Each team requires different kinds of expertise. As the work is done, new teams will be created to tackle different issues.

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

- | | Yes | No |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Describe the training and indicate approximate number of hours. | | |
| • Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained. | | |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? No, however, the Airport Commission has approved Resolution #13-0019 for this work. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Several contractors were identified through an RFQ and these contractors will most likely be used for this work. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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

Cynthia P. Avakian Cynthia Avakian
Apr 23 2013 6:35 PM

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

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

Address

**Airport Commission
City and County of San Francisco
Resolution No.: 13-0019**

AIRPORT COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
RESOLUTION NO. 13_0019

**APPROVAL OF POOL OF AS-NEEDED CONSULTANTS FOR AIRPORT PLANNING
AND ENVIRONMENTAL PLANNING MANAGEMENT CONSULTING SERVICES IN
FOUR SUBJECT AREAS**

WHEREAS, on October 9, 2012, the Airport Commission adopted Resolution No. 12-0226 authorizing Airport staff to issue a Request for Qualifications (RFQ) to create a pool list of consultants for As-Needed Airport Planning and Environmental Planning Management Consulting Services in the following four subject areas: 1) Airport Planning, 2) Natural Resources Environmental Planning, 3) National Environmental Policy Act (NEPA) Environmental Planning, and 4) California Environmental Quality Act (CEQA) Environmental Planning; and

WHEREAS, on November 13, 2012, Airport staff received six Statements of Qualifications (SOQs) for the Airport Planning subject area, six SOQs for the Natural Resources Environmental Planning subject area, seven SOQs for the NEPA Environmental Planning subject area, and seven SOQs for the CEQA Environmental Planning subject area. All 26 SOQs were determined to have met the minimum qualifications set forth in the RFQ for the specific subject area(s) for which consultants submitted SOQs; and

WHEREAS, the Airport convened a four-member panel, which thoroughly evaluated the written SOQs of each firm/team. The selection panelists determined that the optional oral interview would not be needed; and

WHEREAS, the RFQ specified that up to four firms may be included on the as-needed pool list for each of the four subject areas; and

WHEREAS, the individual contract length and amount will vary with the specific scope of work for individual contracts; and

WHEREAS, the Contracts Monitoring Division (CMD) issued conditional LBE waivers for the following subject areas: Airport Planning, NEPA Environmental Planning, and Natural Resources. Specific LBE goals for the CEQA Environmental Planning subject area will be determined through the subsequent task assignment and contract approval process. Some projects may be federally funded through the Federal Aviation Administration's Airport Improvement Program; accordingly, disadvantaged business enterprise goals may apply to these projects.



AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 13_0019

WHEREAS, upon identification of a specific scope of work, Airport staff will seek the Commission's approval to award a contract to the most qualified consultant for the particular scope of work; now, therefore, be it

RESOLVED, this Commission adopts the following pool lists of consultants for As-Needed Airport Planning and Environmental Planning Management Consulting Services for a two-year period in the four subject areas consisting of the following firms:

1) Airport Planning:

Landrum & Brown, Inc
LeighFisher
Ricondo & Associates, Inc.
RS&H

2) Natural Resources Environmental Planning:

LSA Associates, Inc.
ICF Jones & Stokes, Inc

3) NEPA Environmental Planning:

RS&H
LeighFisher

4) CEQA Environmental Planning:

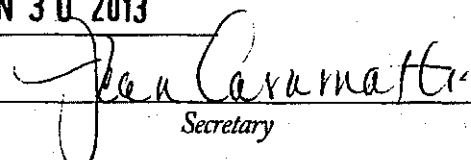
ESA Airports
RS&H
Tetra Tech
URS Corporation

Page 2 of 2

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

at its meeting of _____

JAN 30 2013


Secretary

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Union Notification(s)
◆ Local 21

Cynthia Avakian

From: Cynthia Avakian
Sent: Monday, March 25, 2013 2:54 PM
To: L21PSC Review <L21PSCReview@ifpte21.org> (L21PSCReview@ifpte21.org); Ging Louie (glouie@ifpte21.org)
Cc: Vishal Trivedi; John Bergener
Subject: DRAFT PSC 4084-05/06 - Airport Planning and Management Services Mod 4
Attachments: DRAFT PSC 4084-05-06 Form 1 Mod4.pdf

Ging,

Attached is the Airport's DRAFT PSC 4084-05/06 Mod 4.

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

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

**Notice of Civil Service Commission Action – Mod 2
Prior DHR Administrative Approval – Mod 3**

PSC #4152-08/09

Mod 2



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

August 22, 2007

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4000-07/08 THROUGH 4006-07/08; 4084-05/06; 4098-04/05 AND 4051-03/04.

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRANO
COMMISSIONER

THOMAS T. NG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

At its meeting of August 20, 2007 the Civil Service Commission had for its consideration the above matter.

It was the decision of the Commission to: 1) Postpone PSC #4004-07/08 to the meeting of September 4, 2007 at the request of the Public Utilities Commission, and; 2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c: Parveen Boparai, Municipal Transportation Agency
- Rachel Buerkle, Department of the Environment
- Connie Chang, Public Utilities Commission
- Rion Dugan, Department of Telecommunication & Information Services
- Ed Harrington, Controller
- James Horan, Acting Human Resources Director
- Jennifer Johnston, Department of Human Resources
- Naomi Kelly, Office of Contract Administration
- William Lee, Emergency Communications Department
- Galen Leung, San Francisco International Airport
- Jonathan Nelly, Department of Human Resources
- Mabel Ng, Ethics Commission
- Rob Stengel, Emergency Communications Department
- Shawn Wallace, San Francisco Police Department
- Commission File
- Chron

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

PSC No.	DepthNo	DeptName	Approval Type	Increase Amount	New Amount	Description of Work	Duration
4084-05/06	27	Airport Commission	Regular	\$8,000,000.00	\$9,025,000.00	Will provide planning of airport facilities and resources to serve the core aviation business of the Airport.	31-Aug-11
4098-04/05	27	Airport Commission	Regular	\$1,000,000.00	\$6,000,000.00	Will provide a fully-functional Parking Access Control System (PARCS) at Domestic Garage, IT Garage "A", IT Garage "G", Lot C, Lot D, Garage and Lot DD, and Westfield Garage.	31-Jan-11
4051-03/04	40	San Francisco Public Utilities Commission	Regular	\$1,200,000.00	\$3,700,000.00	Will provide specialized geotechnical services on an as-need basis. Will prepare geo-technical performance criteria; design plans, specifications and cost estimates; perform investigations; write studies and reports; and provide field visits.	24-Feb-09

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 20, 2007

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC #4084-05/06)

TYPE OF SERVICE: Airport Planning and Management Services

FUNDING SOURCE: Airport Operating Funds and Federal Funds

Original PSC Amount: \$1,025,000 Original PSC Duration: 3/1/2006 - 2/28/2008
Mod. 1: -0- Mod. #1 Duration: 3/1/2008 - 6/30/2009
Proposed Modification: #2 -8,000,000- Proposed Mod. (#2) Duration: 9/1/2007 - 8/31/2011
TOTAL PSC AMOUNT: \$9,025,000 TOTAL PSC DURATION: 3/1/2006 - 8/31/2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Planning of airport facilities and resources to serve the core aviation business of the Airport. Scope of projects range from project-specific planning to integrated facilities master planning, including (1) forecasting future aviation activity levels, (2) developing common use standards for airport facilities and systems, (3) recommending facility improvements to enhance level of service and asset utilization, (4) update airport land use planning documents, (5) Runway Safety Area (RSA) Planning Support, (6) Airside Simulation Modeling for the Domestic Terminal Redevelopment Plan, and (7) developing planning documents and a project definition manual for the redevelopment of Boarding Area D to meet new aviation and security requirements.

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

Complex aviation planning tasks requiring highly specific expertise are needed intermittently by the Airport and are outside the scope of continuous airport planning and staff capabilities. The needed reports must be generated by contractors in order to provide assurance to the agencies requiring the reports: the FAA, bond rating agencies, the San Mateo County Office of Emergency Services (Sheriff's Office), etc. Denial will result in delays in the redevelopment of Boarding Area D, with a loss of revenue. This modification is needed due to the accelerated project timelines in order to meet the needs of additional airlines.

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

These services have been authorized through this on-call services contract (PSC# 4084-05/06) since 2006.

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

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

IFPTE, Local 21 Union Name Galen W.M. Leung Signature of person mailing/faxing form JUL 20 2007 Date

RFP sent to: Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4084-05/06

STAFF ANALYSIS/RECOMMENDATION: Approved 8/20/07

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Expertise in producing runway safety plans, modeling airside simulations for aircraft movement, forecasting future aviation levels, and developing common use standard and airport land use documents, creating planning documents and a definition manual for redevelopment of passenger Boarding Area D to meet new security and aviation requirements, and creating and analyzing demand management and capacity studies. Ability to develop tools that model and analyze level of service provided by Airport facilities and make recommendations to enhance level of service related to anticipated aviation needs.

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

5278 Planner II, 5298 Planner III Environmental Review, and 5299 Planner IV – Environmental Review; however, the Airport and other City staff do not have the expertise for the varied types of aviation planning.

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 reports and plans need to be provided by outside experts in order to provide assurance to regulatory agencies. Also, the work needed is specialized, is only needed on a project-specific basis, and requires different kinds of expertise for each project, from runway safety to aviation forecasting.

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

No. Each team requires different kinds of expertise. As the work is done, new teams will be created to tackle different issues.

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

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

Yes No

B. Will the contractor train City and County employees?

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

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?

Several contractors were identified through an RFQ and these contractors will most likely be used for this work: Jacobs Consultancy, Ricondo & Assoc., HNTB, and Louis Berger Group.

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



Signature of Departmental Personal Services Contract Coordinator

Galen W.M. Leung

(650) 821-2012

Print or Type Name

Telephone Number

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

Address

Mod 3



San Francisco International Airport

MEMORANDUM

DATE: July 26, 2011
 TO: Maria Ryan, PSC Analyst
 Department of Human Resources (Dept. 33)
 FROM: Cynthia Avakian, PSC Coordinator
 Airport Commission (Dept. 27)
 RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4084-05/06 Approval Date: 8/20/07

Description of Service(s): Airport Planning and Management Services

Original Approved Amount:	<u>\$1,025,000</u>	Original Approved Duration:	<u>3/1/06 – 2/28/08</u>
Mod 1 Amount:	<u>\$--</u>	Mod 1 of Duration:	<u>3/1/08 – 6/30/09</u>
Mod 2 Amount:	<u>\$8,000,000</u>	Mod 2 of Duration:	<u>9/1/07 – 8/31/11</u>
Mod 3 Amount:	<u>\$--</u>	Mod 3 Duration:	<u>8/31/11 – 5/1/14</u>
Total Modified Amount:	<u>\$9,025,000</u>	Total Modified Duration:	<u>3/1/06 – 5/1/14</u>

Reason for the modification:

To address work required to address delays in starting contracts, uncertain aviation activity, expanded common use standards, changing facility improvements, and activities related to the 2015 Runway Safety Act requirements.

Attachment: Copy of Approved PSC Summary

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 8/1/11

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

AIRPORT COMMISSION CITY AND COUNTY OF SAN FRANCISCO

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

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 3-25-13

DEPARTMENT NAME: Police DEPARTMENT NUMBER 38

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC# 4038-12/13)

TYPE OF SERVICE: Gunshot Detection System (expansion of current system)

FUNDING SOURCE: United States Department of Justice, Community Oriented Policing Services (COPS)

Original Amount: \$655,000 PSC Duration: 11-1-12 - 10-31-13
Modification Amount \$0 PSC Duration: 11-1-13 - 2-28-18
Total Amount \$655,000 Total PSC Duration: 11-1-12 - 2-28-18

1. DESCRIPTION OF WORK

A. Concise description of proposed work: This service is necessary to expand the current system an additional six square miles. This will allow the Police Department to detect and locate gunshots in almost real time in a larger area of the City. This will allow for a quick response time and a reduction in crime. The purchase also includes a 32 month warranty period upon acceptance of the system.

B. Explain why this service is necessary and the consequences of denial: If this service were denied, the safety and security of the residents of San Francisco would be compromised. The City would also lose the Community Oriented Policing Services (COPS) Grant if the funds were not used for this service.

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 previously approved as PSC 4038-12/13 on October 15, 2012.

D. Will the contract(s) be renewed: Yes, when funding is available.

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 3-25-13
Union Name Signature of person mailing/faxing form Date
RFP sent to N/A, on Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4038-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved MW 5/3/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Knowledge and skill to install the proprietary gunshot detection software. Skill set to survey, engineer and install the acoustic sensors and base stations along with the knowledge and skill to integrate the system.

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

No civil service classification performs this work. It is a proprietary system being purchased from ShotSpotter Inc.

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

Yes all of the new equipment needed for the expansion of the current system will be provided by the vendor. The professional services are incidental to the purchase of the equipment.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The gunshot detection system is a state of the art technology that civil service classes are not exposed to. It is a skill set that requires specific expertise in gunshot detection systems, equipment and applications. A portion of the work such as installation and maintenance of the wireless and fiber link is done by civil service classifications, as coordinated through the Dept. of Technology.

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

No, this is a one time service that requires experience and training known only to ShotSpotter Inc. technicians to complete the installation and testing.

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? ShotSpotter Inc.

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

Shawn Wallace

Signature of Departmental Personal Services Contract Coordinator

Officer Shawn Wallace #1104

553-1096

Print or Type Name

Telephone Number

850 Bryant Street
San Francisco, CA 94103

Address

Union Notification(s)
◆ Local 21



Modified PSC for the Gunshot Detection System

Monday, March 25, 2013 10:30 AM

From: "Shawn Wallace" <sfpd.contracts@sbcglobal.net>
To: "Kim Carter" <kcarter@ifpte21.org>, "Local 21" <L21PSCReview@ifpte21.org>
Cc: "Mikail Ali" <Mikail.Ali@sfgov.org>
1 File (1017KB)



ShotSpot...

Please see the attached Modified PSC. If there are any questions about the service, please direct them to Commandor Mikail Ali at Mikail.Ali@sfgov.org

Thanks
Shawn

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

Notice of Civil Service Commission Action – Original

PSC #4038-12/13



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

October 18, 2012

NOTICE OF CIVIL SERVICE COMMISSION ACTION

KATE MAVETTI
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 4035-12/13
THROUGH 4039-12/13; 3006-11/12; AND 3010-11/12;

At its meeting of October 15, 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.*

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

The Commission:

- (1) Adopted the report as amended to reflect fall of 2012 instead of summer 2012 as to when the RFP would be issued; Approved the request for TSC #4036-12/13 on the condition that the Airport Commission notify IFPTE Local 21 on the training process and the progress of bringing the work in-house. Notified the Office of the Controller and the Office of Contract Administration.
- (2) Adopted the report; approved the request 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

JENNIFER JOHNSTON
Executive Officer

Attachment

- cc: Cynthia Arskian, Airport Commission
- Mick Callahan, Human Resources Director
- Lily Conover, Controller's Office
- Leorah Dang, Department of Human Resources
- Aleria Degroffried, Public Utilities Commission
- Thomas DiSanto, City Planning
- Jaei Fong, Office of Contract Administration
- Sharnica Jackson, Public Utilities Commission
- LuWan Jones, Public Utilities Commission
- Lucy Palileo, Department of Human Resources
- Den Rosenfield, Controller
- Shawn Wallace, San Francisco Police Department
- Commission File
- Clara

POSTING FOR
13/15/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4035-12/13	09	Comptroller	Regular	\$500,000	Vendor will provide a proprietary call-center system that is specifically designed to integrate with PeopleSoft 9.0. This system will automate, simplify and streamline payroll and human resource processes directly into PeopleSoft 9.0. The add-on solution will provide automation to facilitate the retrieval of paper and manual data entry, enhanced end-user productivity and automated workflow approval processes.	10/1/2012 - 9/30/2017
4036-12/13	27	Airport Commission	Regular	\$250,000	SFO seeks the assistance of skilled and reputable cyber-security and organizational consultants to create and assist in implementing an Enterprise Strategic Information Security Program that is consistent with and aligned to the Airport's five-year strategic plan to possess the best integrated response capabilities, and be the least vulnerable U.S. airport to terrorist activity.	30.9.2012 - 12/14/2017
4037-12/13	28	City Planning	Regular	\$175,000	A comprehensive Study to update programs and supporting documentation for various potential public funding sources, including impact fees and potential infrastructure finance districts. This study will: 1. identify and develop three specific types of standards for open space, recreational facilities, transportation infrastructure, streetscape improvements and childcare facilities. The three standards include: policy based standards, average existing level of service/amenity standards, and Citywide nexus standards; and 2. Generate an updated nexus analysis. It is expected that this analysis will support all existing area and citywide impact fees, and would be amended or updated at intervals as required to support development fees.	12/1/2012 - 12/31/2013
4038-12/13	38	Police	Regular	\$653,000	Expansion of the current gunshot detector system to cover an additional six square miles throughout the City. The system that is being expanded uses acoustic sensing technology to identify, discriminate, record & locate gunshot/explosions to the Police Department within seconds of the shots being fired. Multiple acoustic sensors will be installed throughout the expanded six square mile area that will communicate registered gunshot explosions activity back to a central server.	11/1/2012 - 10/31/2013
4039-12/13	40	Public Utilities Commission	Regular	\$5,000,000	Independent third-party cataloging of all of SFPUC's water-use investment & programs. Specialized technical support services to develop comprehensive Agency-wide workforce strategy & plan across SFPUC's Enterprises. Technical support services to develop jobs components & implementation plans of specialized Water, Sewer & Power Enterprises projects, such as municipal energy efficiency programs.	12/1/2012 - 12/31/2017
				Total Amount - Regular:	\$6,580,000	



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PERSONAL SERVICES CONTRACT SUMMARY

DATE: 5/1/13

DEPARTMENT NAME: Health Service System DEPARTMENT NUMBER 66
TYPE OF APPROVAL: EXPEDITED [X] REGULAR (OMIT POSTING)
CONTINUING ANNUAL
TYPE OF REQUEST: INITIAL REQUEST [X] MODIFICATION (PSC# 3104-11/12)
TYPE OF SERVICE: Health and Wellbeing Classes
FUNDING SOURCE: Health Service System

PSC AMOUNT: \$40,000 PSC DURATION: 7/1/2012-6/30/2013
PSC Mod #1 Amt \$160,000 PSC Mod #1 Duration 7/1/2013-6/30/2016
Total as modified \$200,000 Total Duration as modified 7/1/2012-6/30/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

One-hour exercise and stress management sessions provided during lunch hours at City Hall, Airport and various other City offices. Sessions are provided by multiple contractors and are designed to promote health and well-being. Some of the sessions include Yoga stretch, zumba, Qigong, and this year the additional offering of a University of California of San Francisco (UCSF)-led stress management class taught by UCSF faculty members. Classes are practiced in a group setting which enhances energy level and has a positive effect on individual's well-being. Sessions are designed to inform and educate people while physical classes relax muscle tensions, increase range of movement, improve circulation and center one emotionally.

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

This service supports the Health Service System (HSS) and City's initiative to promote health and wellbeing of employees. Healthy employees are more productive and can result in lower health and benefit costs in the long term.

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 last year by various instructors (PSC# 3104-11/12), but this year the class offering will be expanded to include a UCSF-led science-based stress management course offered City-wide.

D. Will the contract(s) be renewed: Subject to availability of funding and satisfactory performance, the various contracts might be renewed.

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 5/1/2013
Union Name Signature of person mailing/faxing form Date
Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3104-11/12
STAFF ANALYSIS/RECOMMENDATION: Approved MW 5/3/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: *Certification in bodywork and breath work; specialized dance; lectures require subject matter experts such cardiac doctors, nurses, and Health Plan Account Managers.*
- B. Which, if any, civil service class normally performs this work? *None to the best of HSS' knowledge*
- 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

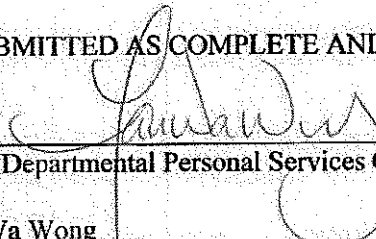
- A. Explain why civil service classes are not applicable: *The skills require specialized knowledge and training that does not exist with existing civil service classes.*
- B. Would it be practical to adopt a new civil service class to perform this work? Explain. *No. This is a specialized area. It is not practical to develop this expertise in-house.*

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

Yes, Qigong with Sherry Wood, Zumba class with Claudia Rhodas, Yoga with Yoga of Devotion; Yoga Class at Laguna Honda with Astrud Castillo

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



Signature of Departmental Personal Services Contract Coordinator

Fan-Wa Wong 415-554-1762

Print or Type Name Telephone Number

Health Service System
 1145 Market Street, San Francisco,
 CA 94103
 Address

Union Notification(s)
◆ Local 21

Dang, Leorah

From: Wong, Fan-Wa
Sent: Thursday, May 02, 2013 9:08 AM
To: pattie.tamura@seiu1021.org; ed.warshauer@seiu1021.org;
Brook.Demmerle@seiu1021.org
Cc: DHR-PSCCoordinator, DHR
Subject: Health Service System - PSC Modification #1
Attachments: HSS Wellness Classes 3-year PSC request.pdf

Dear Union and DHR,

Attached is a proposed modification to an existing PSC for a portfolio of wellness classes that HSS plans to continue to offer to our City employees.

Original PSC: \$40,000
Value of the modification: \$160,000

By way of this email, HSS is notifying SEIU that my proposed PSC modification will be calendared for the 5/20/2013 CSC meeting date.

Warm Regards,
Fan-Wa

Ms. Fan-Wa Wong
Vendor Contracts Manager
San Francisco Health Service Systems
1145 Market, 2nd Floor, San Francisco, CA 94103
Tel: (415) 554-1762
E-mail: Fan-Wa.Wong@sfgov.org

Prior DHR Approved – Original

PSC #3104-11/12

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 5/21/12

DEPARTMENT NAME: Health Service System DEPARTMENT NUMBER 66

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

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

TYPE OF SERVICE: Health and Wellbeing Classes

FUNDING SOURCE: Health Service System

PSC AMOUNT: \$40,000 PSC DURATION: July 1, 2012 - June 30, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work: One-hour sessions provided during most often during lunch hours at City Hall, Airport and various other City offices. Sessions are provided by multiple contractors and are designed to promote health and wellbeing. Some of the sessions include Yoga stretch, belly dancing, zumba, Qigong, and other wellness classes. Classes are practiced in a group setting which enhances energy level and has a positive effect on individual's well being. Lectures are designed to inform and educate people while physical classes relax muscle tensions, increase range of movement, improve circulation and center one emotionally.

B. Explain why this service is necessary and the consequences of denial: This service supports the HSS and City's initiative to promote health and wellbeing of employees. Healthy employees are more productive and can result in lower health and benefit costs in the long term.

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 last year by various teachers (PSC# 3090-10/11).

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

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

SEIU Local 1021 Union Name Signature of person mailing/faxing form 5/21/12 Date

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

***** FOR DEPARTMENT OF HUMAN RESOURCES USE *****
PSC# 3104-11/12 Received 5/21/12
STAFF ANALYSIS/RECOMMENDATION: Approval Date: 5/24/12

155 By: [Signature] FOR Micki Callahan, Human Resources Director FORM 1 (9/96)

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: *Certification in bodywork and breath work; specialized dance; lectures require subject matter experts such cardiac doctors, nurses, and Health Plan Account Managers.*
- 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.*

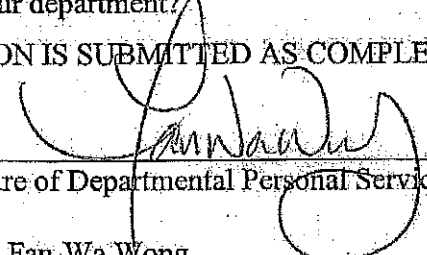
4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable: *The skills require specialized knowledge and training that does not exist with existing civil service classes.*
- B. Would it be practical to adopt a new civil service class to perform this work? Explain. *No. This is a specialized area. It is not practical to develop this expertise in-house.*

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 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
 Fan-Wa Wong 415-554-1762

 Print or Type Name Telephone Number

Health Service System
 1145 Market Street, San Francisco,
 CA 94103

 Address