



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: June 3, 2013

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director *Micki*

From: Pamela Levin, DBI
Karen Henderson, MYR
Lavena Holmes, PRT
Parveen Boparai, MTA
Joan Lubamersky, GSA/MYR
William Lee, DEM
Rebekah Krell, ART

Subject: Personal Services Contracts Approval Request

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

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

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

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

Total of this Report	YTD Expedited Approvals FY 2012-2013	Total for FY 2012-2013
\$16,045,000	\$2,832,208	\$908,764,099

POSTING FOR

06/03/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4127-12/13	19	Building Inspection	Regular	\$150,000	The Department of Building Inspection seeks assistance in developing and conducting a comprehensive fee study to ensure that all building fees and service charges are appropriate to cover the cost of providing the services. This fee study shall serve as the analytical and best-practice basis of decision-making for the Department of Building Inspection.	7/1/2013 - 6/30/2015
4128-12/13	25	Mayor	Regular	\$400,000	The Mayor's Office of Housing (MOH) needs qualified real estate brokers to market, sell and perform all real estate sales-related tasks for its limited equity program below market rate condominium units that were formerly owned by the San Francisco Redevelopment Agency and are now owned by MOH. It is the intention of MOH to create a list of pre-qualified brokers who will be engaged on an as-needed basis. Pool members will be required to enter into a personal services contract at the time of engagement.	9/1/2013 - 8/31/2018
4129-12/13	39	Port Commission	Regular	\$3,000,000	The Port will issue a Request for Qualifications to establish a pool of pre-qualified consulting teams, specializing in environmental services to provide timely and efficient consulting assistance in meeting environmental and regulatory requirements associated with Port capital project planning, development, property management, maintenance, and maritime operations. Three as-needed consulting teams will assist Port staff by providing services in the areas of environmental characterization and compliance; air, water, and stormwater permitting and compliance; hazardous materials, hazardous waste, and solid waste management; technical support of Port Projects and Programs; lead and asbestos support; geographic information systems/information management systems support; Leadership in Energy and Environmental Design review and commissioning support; and climate change support. The consultants may work in conjunction with Port's technical staff or as part of a project team. See attach Scope of Services for this PSC.	8/15/2013 - 12/31/2017
4130-12/13	68	Municipal Transportation Agency	Regular	\$10,000,000	The consultant will provide engineering services for the San Francisco Municipal Transportation Agency (SFMTA) Capital Programs and Construction Division (CP&C) including design/review of Muni's special track work, design/review of overhead contact system work, and preparing special procurement documents for long lead items. The services will also cover specialized engineering work for Muni's new communications system, GPS-driven system, and systems integration. In addition, the scope of services will cover construction management support, including providing field survey and independent Special Inspections as required by the San Francisco Department of Building Inspection.	6/1/2013 - 6/1/2018
4131-12/13	70	General Services Agency	Regular	\$225,000	The City is seeking to enhance the functions of its Case Management System in the District Attorney's Office with the implementation of three new modules related to Investigations, Juveniles, and Discovery. Additionally they are seeking to upgrade their report writing capabilities and create a bi-directional interface with the City's criminal justice databases.	4/1/2013 - 12/31/2013

POSTING FOR

06/03/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4132-12/13	77	Emergency Management	Regular	\$1,000,000	The chosen consultant(s) will build upon the work done in Part 1 (PSC#4014-12/13). Consultant will refine front-end design of sf72.org website and add content that is centered on progressive preparedness. Consultant will leverage existing content from such resources as SF Heroes, 72hours.org, QuakeQuiz, and AlertSF to explore new ways of engaging residents to be aware and prepared. Consultant will refine the back-end of sf72.org, which may include model design, API and integration, software framework selection, database selection. Other functions and duties related to community preparedness and resilience may be requested by SFDEM staff as conditions require.	6/1/2013 - 11/30/2015

Total Amount - Regular: \$14,775,000

POSTING FOR

06/03/2013

**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
4086-09/10	25	Mayor	Regular	\$1,200,000	\$2,550,000	To provide state legislative representation, to advocate on behalf of the City and Departments on legislative and regulatory matters, to assist with Implementation of the City's State Legislative Agenda, and to keep the Mayor's Office up-to-date with relevant information about State government activities. As a City and County, San Francisco is affected by a broad range of issues across many disciplines and departments. The City's state legislative representatives should possess the experience and knowledge to work in a broad array of policy topics including, but not limited to: economic development, health care, public safety, human services, housing, environment, transportation, education, and community development.	1/1/2010 - 9/30/2017
4004-12/13	28	Art Commission	Regular	\$70,000	\$400,000	Nine Writer Corps Artists-in-Residence will conduct creative writing classes with youth in need at up to 20 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated, or in crisis. Artists-in-Residence will teach youth to increase their learning, writing and public speaking skills. Artists-in-Residence will plan and organize lesson plans, facilitate writing workshops: compile, design and edit publications of youth writing; and help to organize city-wide literary arts events for participating youth. Artists-in-Residence will work for 10-1/2 months from August to June.	9/1/2012 - 6/30/2014

Sum of Modified Amounts: \$1,270,000

Pamela Levin
Department of Building Inspection
1660 Mission Street, 6th Flr.
San Francisco, CA 94103
(415) 558-6239

Karen Henderson
Mayor's Office of Housing
1 South Van Ness, 5th Flr.
San Francisco, CA 94103
(415) 701-5557

Lavena Holmes
San Francisco Port Commission
Pier 1 The Embarcadero
San Francisco, CA 94111
(415) 274-0305

Parveen Boparai
Municipal Transportation Agency
1 South Van Ness, 6th Flr
San Francisco, CA 94103
(415) 701-5377

Joan Lubamersky
General Services Agency
1 Dr. Carlton Goodlett Pl., Rm 362
San Francisco, CA 94102
(415) 554-4859

William Lee
Department of Emergency Management
1011 Turk Street
San Francisco, CA 94102
(415) 558-3866

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

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PSC Submissions

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Modification PSCs

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 8, 2013

DEPARTMENT NAME Department of Building Inspection DEPARTMENT NUMBER 19

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING _____)

CONTINUING ANNUAL

TYPE OF REQUEST: INITIAL REQUEST MODIFICATION

TYPE OF SERVICE: Building Inspection Fee and Service Study

FUNDING SOURCE: Department of Building Inspection – Fee Revenues

PSC AMOUNT: \$150,000

PSC DURATION: July 1, 2013 to June 30, 2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Department of Building Inspection seeks assistance in developing and conducting a comprehensive fee study to ensure that all building fees and service charges are appropriate to cover the cost of providing the services. This fee study shall serve as the analytical and best-practice basis of decision-making for the Department of Building Inspection.

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

A fee study is necessary to assess the current rates/fees charged and related costs incurred to provide services to customers. The last fee study was conducted in 2008 and it is necessary to re-evaluate the cost recovery practices of the Department. Denial of this request will hinder the Department's assessment of the current fees and recovery charges, and whether those fees generate the appropriate budgetary resources to operate and provide services to the residents of San Francisco.

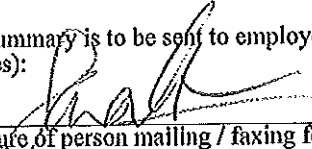
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

This service was previously contracted out (Civil Service Commission PSC#4040-07/08 approved on November 5, 2007).

D. Will the contract(s) be renewed:

No. A new contract will be negotiated when needed.

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

<u>Local 21</u> Union Name	 Signature of person mailing / faxing form	<u>04/08/13</u> Date
_____ Union Name	_____ Signature of person mailing / faxing form	_____ Date
_____ Union Name	_____ Signature of person mailing / faxing form	_____ Date

RFP sent to _____ on _____ Date _____ Signature _____

PSC# 4127-12/13

FOR DEPARTMENT OF HUMAN RESOURCES USE

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

Approved W 5/17/2013

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The contractor must possess specified skills and expertise, which include but are not limited to: Knowledge in Building Inspection services and service provision costs, including direct and indirect support costs from other departments, programs, divisions, departmental administrative support, and citywide overhead; skills in building complex models for fee, cost and benchmarking analyses; experience in employing analytical methodologies to evaluate the City's costs for fee-related services, and conducting detailed fees studies for cities/governments; and expertise in Nexus studies and economic impact analyses for user fees, including particular expertise in variable rate fee structures used by building departments in California, in particular given our constitutional mandates, as well as by other local governments in the United States.

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

None. For less complex general fee studies, class 1823 or 1824 can perform some but not all the duties of these functions.

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 service employees cannot perform this service as it requires knowledge of industry standards and benchmarking analyses in building inspection and its latest related costs, which can only be obtained through extensive experience and exposure to other similar size local and/or state governments' fee and cost structures.

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

No. This service is not needed on a full-time basis as fee/rate changes are infrequent.

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

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

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

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

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

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

Pamela J. Levin
Signature of Departmental Personal Services Contract Coordinator

PAMELA J. LEVIN
Print or Type Name

415-558-6239
Telephone Number

1660 Mission Street, 6th Floor, San Francisco, CA 94103
Address

Union Notification(s)
◆ Local 21

Dang, Leorah

From: Luu, Sarah
Sent: Monday, April 08, 2013 2:11 PM
To: L21PSCReview@ifpte21.org
Subject: Dept of Bldg Inspection - PSC Form - 2013 Fee Study

Dear Local 21 Representative,

Please find attached a copy of the PSC for a fee study that the Dept of Bldg Inspection is anticipating doing this year. A vendor will be selected out of the Controller's pre-approved list of firms (<http://famis.sfgov.org/economic2012/>). Please let me know if you have any questions or concerns. Thank you.

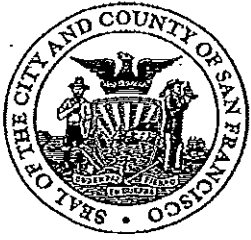


PSC_2013 Fee
Study.pdf

*Sarah Luu
Department of Building Inspection
Finance Services
1660 Mission Street, Rm 6002
San Francisco, CA 94103
Tel: 415-558-6324
Fax: 415-558-6207
sarah.luu@sfgov.org*

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

PSC #4040-07/08



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

November 8, 2007

GAVIN NEWSOM
MAYOR

NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4039-07/08
THROUGH 4048-07/08; 4002-06/07; 4003-06/07 AND 4086-03/04.**

ALICIA D. BECERRIL
PRESIDENT

At its meeting of November 5, 2007 the Civil Service Commission had for its consideration the above matter.

DONALD A. CASPER
VICE PRESIDENT

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.*

MORGAN R. GORRONO
COMMISSIONER

THOMAS T. NG
COMMISSIONER

It was the decision of the Commission to: 1) Postpone PSC #4086-03/04 to the meeting of November 19, 2007 at the request of the Public Utilities Commission; 2) Postpone PSC #4045-07/08 to the meeting of November 19, 2007; 3) Adopt the Human Resources Director's report on PSC #4044-07/08 as amended in 4a. Notify the offices of the Controller and the Purchaser, and; 4) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

YU-YEE WU
COMMISSIONER

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.

ANITA SANCHEZ
EXECUTIVE OFFICER

CIVIL SERVICE COMMISSION

ANITA SANCHEZ,
Executive Officer

Attachment

c: Connie Chang, Public Utilities Commission
Gordon Choy, Department of Public Works
Eugene Clendinen, District Attorney's Office
Rion Dugan, Department of Telecommunications & Information Services
Jennifer Johnston, Department of Human Resources
Joan Lubamersky, Administrative Services
John Madden, Department of Building Inspection
Jonathan Nelly, Department of Human Resources
Commission File
Chron

POSTING FOR
November 5, 2007

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Dept No	Dept Name	Approval Type	Contract Amount	Description of work	Duration
4039-07/08	4	District Attorney's Office	Regular	\$110,000.00	Will conduct additional prevention/educational work in the LGBT community to help reduce the number of incidents of violent/hate crimes committed against LGBT communities. Will provide comprehensive fee studies to ensure appropriate building fee and service charges, as well as to assist the City in fully assessing fees to recover total costs of providing related services.	30-Jun-08
4040-07/08	19	Department of Building Inspection	Regular	\$100,000.00	Will provide environmental analysis services for the New Diversion Dam Road Bridge Upgrade Project. This will entail coordination and work plan preparation; environmental document scoping; environmental background and field studies.	30-Jun-08
4041-07/08	40	San Francisco Public Utilities Commission	Regular	\$450,000.00	Will identify surplus SFPUC properties that are candidates for revenue enhancement; accessing project and entitlement feasibility and economics; making entitlement applications; building and sustaining local government and community relationships.	03-Jan-11
4042-07/08	40	San Francisco Public Utilities Commission	Regular	\$600,000.00	Will provide complete management of underwriting and remarketing for SFPUC Water Enterprise revenue bonds, planned issuance for Spring 2008.	30-Jun-11
4043-07/08	40	San Francisco Public Utilities Commission Financial Planning Group	Regular	\$2,500,000.00	Will provide third party review of engineering contract documents prepared by engineers employed by the City and by Consultants.	31-Jan-09
4044-07/08	40	San Francisco Public Utilities Commission	Regular	\$9,000,000.00	Will provide a single, toll-free 800 telephone number for participating City departments to access Telephonic Language Interpretation Services in the Core Languages and must be available 24 hours a day, 365 days of the year.	31-Dec-12
4045-07/08	70	General Services Agency, Office of Language Services	Regular	\$1,000,000.00	Will conduct market research and additional engineering analysis to assess the feasibility of the City participating in the creation of a community broadband network to serve the public.	01-Oct-10
4046-07/08	75	Dept. of Telecommunications and Information Services	Regular	\$300,000.00	Will provide as needed environmental, scientific and laboratory consultation services to provide rapid resolution of environmental issues encountered in maintenance dredging, dredge spoil disposal, hydrographic survey and regulatory negotiations.	31-Dec-12
4047-07/08	90	Public Works	Regular	\$1,800,000.00		

RECEIVED
OFFICER
EXECUTIVE COMMISSION
CIVIL SERVICE
SAN FRANCISCO
OCT 25 PM 4:04

0907

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 09/26/07

RECEIVED BY
DEPARTMENT OF
HUMAN RESOURCES
07 SEP 32 PM 12:18

DEPARTMENT NAME Department of Building Inspection DEPARTMENT NUMBER 19

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

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

TYPE OF SERVICE: Building Inspection Fee and Service Studies

FUNDING SOURCE: DBI Operating Fund

PSC AMOUNT: \$100,000 PSC DURATION: November 1, 2007 to June 30, 2008

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Department of Building Inspection seeks assistance in developing comprehensive fee studies to ensure appropriate building fee and service charges, as well as to assist the City in fully assessing fees to recover total costs of providing related services. These rate fee studies constitute experts' reviews and the studies shall serve as an analytical and best-practice comparative basis of decision-making for Department of Building Inspection.

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

This is necessary to assess the current rate/fee charged and related costs incurred to provide services to customers in order to re-evaluate the cost recovery practices of the department. Denial of this request will not allow the department to make a good independent assessment of the fees and recovery charges to generate sufficient budgetary resources to operate and provide adequate services to the residents of San Francisco.

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

This service was previously contracted out (Civil Service Commission PSC#4055-04/05 approved on January 18, 2005).

D. Will the contract(s) be renewed?

Depending on necessity and funding availability.

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

IPFTE Local 21
Union Name

[Signature]
Signature of person mailing / faxing form

10/01/07
Date

Union Name

Signature of person mailing / faxing form

Date

RFP sent to [] on [] Date [] Signature []

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

PSC# 4040-07/08
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

Approved
[Signature]

RECEIVED BY
DEPARTMENT OF
HUMAN RESOURCES
07 OCT 10 PM 2:13

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The contractor must possess specified skills and expertise, which include but are not limited to: Knowledge in Building Inspection services and service provision costs, including direct and indirect support costs from other departments, programs, divisions, departmental administrative support, and citywide overhead; skills in building complex models for fee, cost and benchmarking analyses; experience in employing analytical methodologies to evaluate the City's costs for fee-related services, and conducting detailed fees study for cities/governments; and expertise in Nexus studies and economic impact analyses for user fees, including particular expertise in variable rate fee structures used by building departments in California, in particular given our constitutional mandates, as well as by other local governments in the United States.

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

None. For less complex general fee studies, class 1823 or 1824 can perform some but not all the duties of performing these functions.

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 service employees cannot perform this service as it requires knowledge of industry standards and benchmarking analyses in building inspection and its latest related costs, which can only be obtained through extensive experience and exposure to other similar size local and/or state governments' fee and cost structures.

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

No. This service is not needed on a full-time basis as fee/rate changes are infrequent.

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

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

Yes

No

B. Will the contractor train City and County employees?

- Describe training and indicate approximate number of hours.

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


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

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

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

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

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


Signature of Departmental Personal Services Contract Coordinator

JOHN MADDEN
Print or Type Name

415-558-6871
Telephone Number

1660 Mission Street, 6th Floor

San Francisco, CA 94103
Address

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 3, 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: Residential Real Estate Broker Services

FUNDING SOURCE: Real Estate Sales Proceeds

PSC AMOUNT: \$ 400,000 PSC DURATION: September 1, 2013 – August 31, 2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Mayor's Office of Housing (MOH) needs qualified real estate brokers to market, sell and perform all real estate sales-related tasks for its limited equity program below market rate condominium units that were formerly owned by the San Francisco Redevelopment Agency and are now owned by MOH. It is the intention of MOH to create a list of pre-qualified brokers who will be engaged on an as-needed basis. Pool members will be required to enter into a personal services contract at the time of engagement.

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

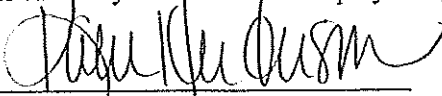
MOH does not have internal staff who have the expertise and background to perform the sales-related tasks of a real estate broker. The City's Real Estate Division staff performs the functions of a real estate broker for commercial real estate, but not for residential real estate. Denial of this service will result in the inability of MOH to administer its limited equity program, which provides affordable homeownership opportunities for low-income individuals and families.

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):

As noted above, the program was formerly administered by the San Francisco Redevelopment Agency.

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):

<u>Local 21</u>		<u>5/2/2013</u>
Union Name	Signature of person mailing/faxing form	Date
_____	_____	_____
Union Name	Signature of person mailing/faxing form	Date

RFP sent to _____, on _____
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4128-12/13
STAFF ANALYSIS/RECOMMENDATION: Approved W 5/17/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise:
Licensed and certified to conduct business in the State of California; Active member of the San Francisco Real Estate Association; Ten years of residential real estate broker experience, preferably five years of which include working with public sector clients
- 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

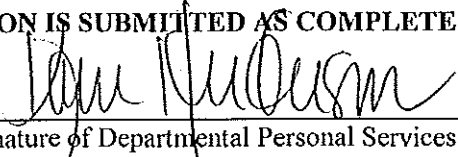
4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable:
There are civil service classes that perform the requested services for commercial real estate, but not for residential real estate.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No, because of the infrequent nature of the 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 the training and indicate approximate number of hours. | | |
| • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. | | |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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



Signature of Departmental Personal Services Contract Coordinator

Karen Henderson
Print or Type Name

415-701-5557
Telephone Number

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

Union Notification(s)
◆ Local 21

Dang, Leorah

From: Alexander Tonisson <atonisson@ifpte21.org>
Sent: Tuesday, May 14, 2013 2:00 PM
To: Henderson, Karen; L21PSC Review; bmuscat@ifpte21org.sfgov.org; bbritton@ifpte21org.sfgov.org; Andrea Prebys
Cc: DHR-PSCCoordinator, DHR; Dang, Leorah
Subject: RE: Personal Service Contract Request

Karen,
Local 21 has reviewed and approves the PSC.
-Alex Tonisson

From: Henderson, Karen [<mailto:karen.henderson@sfgov.org>]
Sent: Monday, May 13, 2013 10:07 AM
To: L21PSC Review; bmuscat@ifpte21org.sfgov.org; bbritton@ifpte21org.sfgov.org; Andrea Prebys
Cc: DHR-PSCCoordinator, DHR; Dang, Leorah; Alexander Tonisson
Subject: RE: Personal Service Contract Request

Thank you and I look forward to moving to finalizing our request.

From: L21PSC Review [<mailto:L21PSCReview@ifpte21.org>]
Sent: Friday, May 10, 2013 6:28 PM
To: Henderson, Karen; bmuscat@ifpte21org.sfgov.org; bbritton@ifpte21org.sfgov.org; Andrea Prebys
Cc: DHR-PSCCoordinator, DHR; Dang, Leorah; Alexander Tonisson
Subject: RE: Personal Service Contract Request

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

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

From: Karen.Henderson@SFGOV.ORG [Karen.Henderson@SFGOV.ORG]
Sent: Friday, May 03, 2013 4:46 PM
To: L21PSC Review; bmuscat@ifpte21org.sfgov.org; bbritton@ifpte21org.sfgov.org; Andrea Prebys
Cc: DHR-PSCCoordinator@sfgov.microsoftonline.com; Leorah.Dang@sfgov.microsoftonline.com
Subject: Personal Service Contract Request

Local 21 PSC Coordinator,
On behalf on 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 Residential Real Estate Broker Services/\$400,000 - for a duration of five (5) 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 July 1, 2013. I look forward to hearing from you on or before June 5, 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

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 29, 2013

DEPARTMENT NAME: Port of San Francisco DEPARTMENT NUMBER 39

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

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

TYPE OF SERVICE: As-Needed Environmental Services

FUNDING SOURCE: Port Capital and Operating Budget

PSC AMOUNT: \$3,000,000.00 PSC DURATION: August 15, 2013 – December 31, 2017 (40 months)

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Port will issue a Request for Qualifications to establish a pool of pre-qualified consulting teams, specializing in environmental services to provide timely and efficient consulting assistance in meeting environmental and regulatory requirements associated with Port capital project planning, development, property management, maintenance, and maritime operations. Three as-needed consulting teams will assist Port staff by providing services in the areas of environmental characterization and compliance; air, water, and stormwater permitting and compliance; hazardous materials, hazardous waste, and solid waste management; technical support of Port Projects and Programs; lead and asbestos support; geographic information systems/information management systems support; Leadership In Energy and Environmental Design review and commissioning support; and climate change support. The consultants may work in conjunction with Port's technical staff or as part of a project team. See attached Scope of Services for this PSC.

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

Short-term, specialized assistance is necessary for Port staff to efficiently perform required environmental functions and to comply with regulatory requirements in a timely manner. The very nature of the Port's aging infrastructure and deferred maintenance creates an environmental of many unanticipated urgent projects that require immediate attention. The timing for meeting these urgent needs make it necessary to contract with consultants, on an as-needed basis, to provide the requisite environmental services. The extensive contracting requirements of the City make it impractical to reply on formal bids for every contract to hire temporary staff to perform these urgent tasks. If not approved, critical environmental work necessary for capital, maintenance, and development projects may not be performed. Denial may also lead to violation of State and Federal law (e.g., Clean Water Act, Rivers and Harbors Act, Endangered Species Act) resulting in fines or other civil penalties.

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 authorized under PSC#4004-09/10. The contracts issued for environmental and related professional services under this PSC approval number are scheduled to expire on October 1, 2014.

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):

<u>IFPTE, Local 21</u> Union Name	<u>Lorcell Braganza</u> Signature of person mailing/faxing form	<u>03/29/2013</u> Date
_____ Union Name	_____ Signature of person mailing/faxing form	_____ Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4129-12/13
STAFF ANALYSIS/RECOMMENDATION: Approved MW 5/17/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Knowledge, ability, and demonstrated experience in: environmental review, characterization, permitting and compliance; air, soil, storm and groundwater sampling, analysis and remediation; hazardous materials characterization and management; industrial hygiene and analytical services; climate change, sustainability and energy efficiency planning; terrestrial and marine biology; noise and assessment; federal, state and local environmental laws and regulations.

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

Some of the services to be provided are occasionally performed or managed by staff in the engineering, planning and environmental series, including: Class 5620 Regulatory Specialist, Class 5291 Planner III, Class 6137 Assistant Industrial Hygienist, Class 6138 Industrial Hygienist, Class 5602 Utility Specialist, and 5305 Materials Testing Technician

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

Yes. Specific to the environmental compliance issues cited above, the contractor will provide drill rigs and other specialized sampling equipment not currently possessed by the City. Certain contractors will possess specialized computer modeling software used for complex environmental analyses. Certain contractors will also possess specialized materials and environmental testing laboratories.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Certain disciplines required in environmental investigation, management, and compliance are beyond the scope of specific civil service classifications. The type and quantity of services will be determined by the scope of each project, which cannot be fully defined at this time. Specific types of environmental services will be sporadic, not requiring long term, full-time service and will supplement civil service positions. Port employees will participate in projects as time and expertise are available.

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

No. Tasks under this contract will be irregular, short-term, one-time only and will involve many different areas of professional expertise. It would be impractical for the City to hire on a permanent, full time basis the many varied, and very expensive, specialized and technical skills and professional experience required in this contract.

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"/>
<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.

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

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

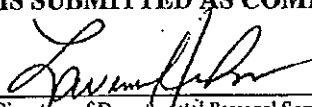
D. Are there federal or state grant requirements regarding the use of contractual services?

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?

<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

Lavena Holmes
Print or Type Name

(415) 274-0305
Telephone Number

Pier 1 - The Embarcadero
San Francisco, CA 94111
Address

Additional Attachment(s)

◇ **Section 1. Description of Work**

1A. Concise description of proposed work

II. Scope of Work

The following description of the Scope of Work is to be used as a general guide and is not intended to be a complete list of all work that may be required. Firms awarded contracts from this solicitation process may be requested to develop, design, perform analysis and/or assist in preparing procurement documents on a variety of large Port projects that will later be formally procured for additional services to complete the project. Consultants (and subconsultants) who are awarded a contract resulting from this solicitation and who perform as-needed services may be disqualified, based upon a conflict of interest, from completing or participating in related formally solicited design services contracts, where the as-needed consultant (or subconsultant) has participated in the project scope development and /or RFP document preparation.

The consultants may be required to perform studies and investigations, prepare plans, specifications and cost estimates, write reports, and perform field inspections for various types of regulatory, environmental, and health and safety issues. For example, consultants may expect their contract services to include the following types of work:

1. **Environmental Characterization and Compliance Materials testing** to characterize for purposes of protecting human health and the environment and to determine proper handling, storage, treatment, and disposal procedures. This includes but is not limited to evaluation of: soil, sediment, storm water, surface and groundwater, air, noise, and aquatic and terrestrial biological resources. Tasks may include site assessments; risk assessment and management; feasibility studies; data evaluation and management; remediation and monitoring; and environmental audits. Applicable laws and regulations include but are not limited to: California Health and Safety Code, California Code of Regulations Title 22, San Francisco Health Code Article 22A, Toxic Substances Control Act, and Resource Conservation and Recovery Act.
2. **Environmental Review, Permitting, and Permit Compliance** including: permit negotiations, filing applications, compliance program implementation, training, tracking and reporting, regulatory risk evaluation, developing compliance policies and protocols, sampling and analysis of discharges to waters of the State, storm water program management, compliance with Bay Area Air Quality Management District and California Air Resources Board programs, mitigation monitoring, operations, construction and remediation site environmental inspection. Regulatory authorities include, but are not limited to: the San Francisco Planning Department, U.S. Army Corps of Engineers, Regional Water Quality Control Board, U.S. Fish and Wildlife Service, California Department of Fish and Game, Bay Area Air Quality Management District, San Francisco Department of Public Health and the Bay Conservation and Development Commission.
3. **Hazardous Materials, Hazardous Waste, and Solid Waste Management** including: materials and waste storage, use, transport, lawful disposal and manifesting; creating and implementing operations plans; underground storage tank management, evaluation of health and safety concerns, training, and identifying permit requirements.
4. **Industrial Hygiene Services** including lead and asbestos surveys, work plan development, and third-party oversight work.
5. **Geographic Information Systems/Information Management Systems** support for environmental applications including: document control, development, analysis and maintenance of spatial data including data acquisition from field and

remote methods; creation and implementation of spatial databases, including integration with existing databases and systems; development of web-based mapping tools and creation of maps and other figures.

6. **Climate Change** assessment including: greenhouse gas and carbon footprint evaluation, sea level rise vulnerability and preparedness, development of adaptive plans and strategies, including feasibility analysis and funding strategies.

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Union Notification(s)
◆ Local 21

1022a

Dang, Leorah

From: Braganza, Lorceli
Sent: Friday, March 29, 2013 4:34 PM
To: kcarter@ifpte21.org; L21PSCReview@ifpte21.org
Cc: DHR-PSCCoordinator, DHR; Holmes, Lavena
Subject: As-Needed Environmental Services (Dept #39)
Attachments: As-Needed Environmental Services.pdf

For your review... please see attached REGULAR Personal Services Contract Summary for:

Type of Service: **As-Needed Environmental Services**

in PDF version. Please let us know if you have any questions or concerns.

Thank you,
lbraganza



Lorceli Braganza
Human Resources
Port of San Francisco
Work: 415-274-0424
Fax: 415-274-0583

**Prior Notice of Civil Service Commission Action – Similar
Prior DHR Approved – Similar**

PSC #4004-09/10



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

SAN FRANCISCO
PORT COMMISSION
09 JUL 14 PM 2:31
PERSONNEL OFFICE

July 10, 2009

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4000-09/10 THROUGH 4011-09/10; 4185-06/07; 4089-06/07; 4196-06/07 AND 4076-07/08.

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

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

It was the decision of the Commission to:

- (1) Postpone PSC #4008-09/10 to the meeting of July 20, 2009 at the request of the Public Utilities Commission.
- (2) Postpone PSC #s 4009-09/10 to the meeting of July 20, 2009 to allow a representative from the Recreation and Parks Department to be present.
- (3) Postpone PSC #s 4010-09/10 to the meeting of July 20, 2009 at the request of the Recreation and Parks Department.
- (4) Adopt the Human Resources Director's report on PSC #4006-09/10 on the condition that the Department of Public Works and the IFPTE Local 21 report in six months on the progress of the project as it pertains to IFPTE Local 21 represented employees. Notify the offices of the Controller and the Purchaser.
- (5) Postpone PSC #4076-07/08 to the meeting of July 20, 2009 at the request of Children and Families Commission.
- (6) 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

POSTING FOR
July 06, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

ISS No.	Dept/ID	Department	Approval Type	Contract Amount	Description of work	Duration
4000-08/10	25	Mayor's Office of Housing	Regular	\$180,000.00	Will provide processing title changes for below market rate condominium conversion low/moderate income homeowners according to precise instructions from the City and County of San Francisco.	30-Jun-11
4001-09/10	35	San Francisco Municipal Transportation Agency	Regular	\$350,000.00	Will provide on-site back strengthening, employee exercise, education and Wellness Program Services for Municipal Railway and Department of Parking and Traffic employees.	30-Jun-12
4002-09/10	12	Juvenile Probation	Regular	\$320,000.00	Will provide intensive training and coaching for Log Cabin Ranch and other JPD staff using the Missouri Model which was developed by the Contractor. The Missouri Model is the nationally recognized best practice in programming and operations.	30-Jun-12
4003-09/10	39	Port of San Francisco	Regular	\$900,000.00	Will provide final engineering design and construction observation for proposed 25-foot wide by 800-foot public promenade structure and seawall repair in the Fisherman's Wharf area between Piers 43 and 45.	30-Sep-12
4004-09/10	38	Port of San Francisco	Regular	\$3,000,000.00	Will issue a RFQ to establish a new pool of consulting teams, specializing in environmental services to provide timely and efficient consulting assistance in meeting environmental and regulatory requirements associated with Port capital project development	01-Oct-14
4005-09/10	90	Department of Public Works	Regular	\$90,000.00	Provide independent structural design peer review services for the SFPUC new administration building, which has a unique and unconventional structural system solution.	15-Jun-10
4006-09/10	90	Department of Public Works	Regular	\$7,000,000.00	Will provide monitoring of the materials and workmanship of all work that is critical to the integrity of a building structure to ensure compliance with the approved plans and specifications for the SF General Hospital (SFGH) Rebuild Project (SFGHRP).	31-Dec-18
4007-09/10	90	Department of Public Works	Regular	\$500,000.00	Will award one contract for a three year period, up to \$100,000 per fiscal year based on the availability of funds. This contract is for the purpose of sidewalk and gutter cleaning in the Tenderloin District area.	30-Jun-12
4008-09/10	40	San Francisco Public Utilities Commission	Regular	\$300,000.00	Will provide technical services to SFPUC Biofuel Program, including program development for SF Grasscycle, research; legal and regulatory compliance issues relating to biodiesel use and use of "tolling agreements".	31-Dec-12
4009-09/10	42	Recreation and Parks Department	Regular	\$80,000.00	Will provide full design services for skate elements of the Waller Street Skate Park. This includes all services necessary for schematic phase, design development, and participation in presentations to stakeholders.	01-Aug-11
4010-09/10	42	Recreation and Parks Department	Regular	\$400,000.00	Will provide complete outreach services for the 2008 Clean and Safe Neighborhood Parks Bond projects. This includes all services necessary to design and execute a comprehensive community outreach program for selected projects.	30-Jun-14
4011-09/10	4	District Attorney	Regular	\$90,000.00	Will provide services to women and transgender individuals who have experienced sexual exploitation and violence and professional services coordinating monthly FOPP classes as a diversion model for men arrested for their first prostitution offense.	30-Jun-10

Posting date: June 19, 2009

Page 1 of 1

CCSF: DHR
PSCPSTNG

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

COPY

DATE: May 21, 2009 Revised: 6/9/09

DEPARTMENT NAME: Port of San Francisco DEPARTMENT NUMBER 39

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

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

TYPE OF SERVICE: As-Needed Environmental Services

FUNDING SOURCE: Port Capital and Operating Budget

PSC AMOUNT: \$ 3,000,000 PSC DURATION: 10/01/09 - 10/01/14

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The Port will issue a Request for Qualifications to establish a new pool of consulting teams, specializing in environmental services to provide timely and efficient consulting assistance in meeting environmental and regulatory requirements associated with Port capital project development and maritime operations.

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

Short-term, specialized assistance is necessary for Port staff to efficiently perform its required functions and to comply with regulatory requirements. If not approved, critical engineering and environmental work will not be approved in a timely manner.

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 authorized under PSC#4016-05/06 and extended for an additional 10 months to allow completion of projects that commenced prior to the original term. Pursuant to Administrative Code Section 6.64, no additional work can be authorized under the contract authorized under PSC #4016-05/06.

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):

IFPTE, Local 21 Union Name Belen C. Afable Signature of person mailing/faxing form 6/10/09 Date

Union Name Signature of person mailing/faxing form Date

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4014 - 09 / 10

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

City and County of San Francisco

Department of Human Resources

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Knowledge, ability and demonstrated experience in dealing with the regulations and personnel of regulatory agencies with authority over the design and operation of maritime facilities including, but not limited to: the U.S. Army Corp of Engineers, U.S. Fish and Wildlife Service, U.S. Environmental Protection Agency, San Francisco Bay Regional Water Quality Control Board, Cal/EPA, Bay Area Air Quality Management District, San Francisco Department of Public Health and the SF Planning Department.

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

Some of the services to be provided are occasionally performed or managed by staff in the engineering, planning and environmental series, including: Class 5620 Regulatory Specialist, Class 5291 Planner III, Class 6137 Assistant Industrial Hygienist, Class 6138 Industrial Hygienist, Class 5602 Utility Specialist, 5305 Materials Testing Technician.

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

Yes. Specific to environmental compliance issues cited above, the contractor will provide drill rigs and other specialized sampling equipment not currently possessed by the City. Certain of the contractors will possess specialized computer modeling software used for complex environmental analyses. Certain of the contractors will also possess specialized materials testing laboratories.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Certain disciplines within the environmental compliance field are beyond the scope of specific civil service classifications. The type and quantity of services will be determined by the scope of each engineering project, which cannot be predicted at this time. Specific types of services will be sporadic, not requiring long term, full-time service. These services are to supplement from time to time civil service positions. Part employees will participate in projects as time and expertise are available.

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

No. Tasks under this contract will be irregular, short-term, one-time only and will involve many different areas of professional expertise. It would be impractical for the City to hire on a permanent, full time basis the many varied, and very expensive, specialized and technical skills and professional experience required in this contract.

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

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

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

Lavena Holmes-Williams

Signature of Departmental Personal Services Contract Coordinator

Lavena Holmes-Williams

Print or Type Name

415-274-0421

Telephone Number

Pier 1 - The Embarcadero

San Francisco, CA 94111

Address

ATTACHMENT

1. A. DESCRIPTION OF WORK

Scope of Work

A. Specialty Areas

The consultants may be required to perform studies and investigations, prepare plans, specifications and cost estimates, write reports, and perform field inspections for various types of regulatory, environmental, and health and safety issues. These professional services shall be provided either by direct assignment of the consultants' personnel or through approved subconsultants. Examples of various types of work to be performed include, but are not limited to the following:

1. **Environmental Characterization and Compliance Issues** including soil, sediment, and groundwater sampling and testing, site assessments, risk assessment and management, records management, construction support, regulatory strategy and liaison, remediation and monitoring, and environmental audits. Applicable laws and regulations include but are not limited to: California Health and Safety Code, California Code of Regulations, Title 22, San Francisco Health Code Article 22A, Toxic Substances Control Act, Resource Conservation and Recovery Act.
2. **Air and Water Permitting Issues** including sampling and analysis of discharges to waters of the State, storm water management, Bay Area Air Quality Management and California Air Resources Board programs that relate to mobile sources, and process and sanitary engineering.
3. **Hazardous Materials, Hazardous Waste, and Solid Waste Management Issues** including consulting and advisory services related to storage, transportation, use, removal, lawful disposal, manifests, business plans, underground tanks, health and safety concerns, and training and permit requirements.
4. **Environmental Review, Permitting and Analysis** in support of Port capital and development projects; Regulatory authorities include: San Francisco Planning Department, U.S. Army Corps of Engineers, Regional Water Quality Control Board, U.S. Fish and Wildlife Service, California Department of Fish and Game, Bay Area Air Quality Management District, San Francisco Department of Public Health and the Bay Conservation and Development Commission.
5. **Technical support of Port Projects and Programs involving San Francisco Bay water quality, sediment quality, ecological, and permitting issues.** Such projects and programs may require sediment sampling and analysis, hydrographic surveys, tidal and circulation studies, permitting, construction oversight for in-water projects (including dredging), and other regulatory negotiations.
6. **Lead and Asbestos surveys, workplan development, and third-party oversight work.**
7. **Geographic Information Systems/Information Management Systems Support** for environmental applications, including document control and database development.
8. **LEED Review and Commissioning Support**, including energy efficiency and conservation, water conservation, materials use, and other green building disciplines.

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 3, 2013

REQUESTING DEPARTMENT: San Francisco Municipal Transportation Agency Department Number: 68

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

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

TYPE OF SERVICE: As-Needed Specialized Engineering Services

FUNDING SOURCE: Federal Grants, State Grants and Other Local Funding Sources

PSC AMOUNT: \$10,000,000.00 PSC DURATION: June 1, 2013 - June 1, 2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The consultant will provide engineering services for the San Francisco Municipal Transportation Agency (SFMTA) Capital Programs and Construction Division (CP&C) including design/review of Muni's special track work, design/review of overhead contact system work, and preparing special procurement documents for long lead items. The services will also cover specialized engineering work for Muni's new communications system, GPS-driven system, and systems integration. In addition, the scope of services will cover construction management support, including providing field survey and independent Special Inspections as required by the San Francisco Department of Building Inspection.

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

SFMTA needs to secure outside specialized engineering services on short notice to augment the skill set and resource level of in-house staff. In 2012, the SFMTA Board's approved a five-year Capital Improvement Program (CIP) to fix Muni's aging system. The CP&C began this year launching numerous Transit Fixed Guideway improvement project, facility upgrade projects, and Transit Optimization/Expansion Projects (TEP) while simultaneously starting major projects to replace Muni's aging communication system and Central Control Systems. The CP&C requires that SFMTA be completely and sufficiently staffed to perform the services. However, due to the variety of project work over the next five years, the need for specialized professional services and other assistance required to complete projects at times, exceeds the availability and capabilities of in-house staff to perform the work. If these professional services cannot be provided when they are needed, it will adversely impact and delay the delivery of projects which will in turn have a negative impact on providing service to the public.

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

A similar type of contract with a different scope of services was approved in the past using PSC #4100-08/09 was approved on March 2, 2009.

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

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

IFPTE, Local 21 Union Name Signature of person mailing/faxing form Date 4/3/13

RFP sent to IFPTE Local 21 Union Name on 2/27/2013 Date Lucien Burgert Signature

***** FOR DEPARTMENT HUMAN RESOURCES USE SFMTA approved PSC# 4130-12/13 Approved W 5/17/2013 4-3-13 STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The necessary expertise requires working on projects involving trackwork design, overhead contract system design, reviewing/coordinating communication system design, review/coordinating central control system design, and Special Inspections. In addition, the services require special skills in system integration, CPUC system safety certification, start-up and commissioning work, FTA procurement and cost analyses.

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

These services could be performed by classifications 5241 Engineer, 5207 Associate Engineer, and 6318 Construction Inspector. However, the need for these services is demanded by project-driven phases and only on an as-needed and short-term basis.

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 the civil service classes are not applicable:

Some SFMTA projects require specialized expertise in areas that are not possessed by current civil service classes. Although certain civil service classes may perform some of the work such as coordinating startup and commissioning, they do not have the specific expertise for some high-level tasks. Additionally, dependent upon project needs, professional services are required due to the unavailability of in-house staff to perform the work.

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

No. It is not practical to adopt new civil-service classes that are not regularly used in these specialized areas.

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

YES NO

- 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.
 - 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? YES NO
- D. Are there federal or state grant requirements regarding the use of contractual services? YES NO
- E. Has a board or commission determined that contracting is the most effective way to provide this service? YES 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:

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

415-701-5377
Telephone Number

San Francisco Municipal Transportation Agency

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

Union Notification(s)
◆ Local 21

Dang, Leorah

From: Hamada, Cynthia <Cynthia.Hamada@sfmta.com>
Sent: Wednesday, April 03, 2013 4:43 PM
To: DHR-PSCCoordinator, DHR; L21PSCReview@ifpte21.org
Cc: Schuler, Jennifer; 'glouie@ifpte21.org'; Burgert, Lucien; Fong, John; Farhangi, Shahnam; Boparai, Parveen
Subject: PSC for As-Needed Specialized Engineering Services
Attachments: 20130403161753087.pdf

DHR-PSCCoordinator: For your review, posting, and processing for the Civil Service Commission's approval.

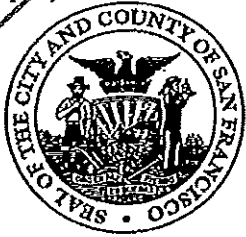
IFPTE Local 21 - For your information.

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

Scan Date: 04.03.2013 16:17:52 (-0400)

**Prior Notice of Civil Service Commission Action – Similar
Prior DHR Approved – Similar**

PSC #4100-08/09



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
 GAVIN NEWSOM
 MAYOR

4098-08/09 199K
 4099-08/09 \$250K
 4100-08/09 \$311.

March 5, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

- DONALD A. CASPER
PRESIDENT
- MORGAN R. GORRONO
VICE PRESIDENT
- JOY Y. BOATWRIGHT
COMMISSIONER
- MARY Y. JUNG
COMMISSIONER
- E. DENNIS NORMANDY
COMMISSIONER
- ANITA SANCHEZ
EXECUTIVE OFFICER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4098-08/09 THROUGH 4113-08/09; 4068-07/08; 4172-07/08 AND 4114-08/09.

At its meeting of March 2, 2009 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

- (1) PSC #4112-08/09 withdrawn at the request of the Department of Emergency Management.
- (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
 - Micki Callahan, Human Resources Director
 - Gordon Choy, Department of Public Works
 - Kahala Drain, Children & Families Commission
 - Jacque Hale, Department of Public Health
 - Lavena Holmes-Williams, San Francisco Port
 - Shamica Jackson, Public Utilities Commission
 - Jennifer Johnston, Department of Human Resources
 - Naomi Kelly, Office of Contract Administration
 - William Lee, Emergency Communications Department
 - Julian Low, Mayor's Office of Business & Economic Development
 - Joan Lubamersky, Administrative Services
 - Christine Martin, Department of Technology
 - Mary Ng, Department of Human Resources
 - Brigitte Rockett, Department of Human Resources
 - Ben Rosenfield, Controller
 - Commission File
 - Chron

POSTING FOR
March 02, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Dept/No	Dept/Name	Approval Type	Contact Amount	Description of Work	Duration
4099-08/09	35	San Francisco Municipal Transportation Agency	Regular	\$99,000.00	Will provide technical assistance with the procurement of a new Closed Circuit Television (CCTV) system to be installed in subway stations and other SFMTA facilities.	30-Mar-12
4099-08/09	35	San Francisco Municipal Transportation Agency	Regular	\$250,000.00	Will provide services to conduct a three part Nexus study to support existing and proposed transportation related development impact and mitigation fees.	15-Nov-09
4100-08/09	35	San Francisco Municipal Transportation Agency	Regular	\$3,000,000.00	Will provide as-needed specialized professional and technical engineering services in transit engineering specialties including systems hazard analysis, mechanical, electrical, analysis and mitigation of noise and vibration in transit operations.	01-Mar-14
4101-08/09	39	Port of San Francisco	Regular	\$4,500,000.00	Will establish a pool of three qualified consultant teams capable of providing a wide range of engineering and related services on an as-needed basis for Port capital and on-going projects.	30-Jun-14
4102-08/09	40	San Francisco Public Utilities Commission	Regular	\$1,000,000.00	Will provide financial advisory services in connection with general financial planning and transaction-specific activities related to the Water, Wastewater and Power Enterprises.	01-Aug-12
4103-08/09	40	San Francisco Public Utilities Commission	Regular	\$14,000,000.00	Will provide professional construction management services to oversee the Water System Improvement Program (WSIP) construction project of the New Irvington Tunnel, on behalf of the SFPUC.	31-Jul-14
4104-08/09	40	San Francisco Public Utilities Commission	Regular	\$500,000.00	Will evaluate effects of climate change on San Francisco's natural and built environment and on City departments and their missions and/or Infrastructure in particular.	31-Dec-10
4105-08/09	40	San Francisco Public Utilities Commission	Regular	\$5,000,000.00	Will provide either a liquidity facility and/or an irrevocable direct-pay letter of credit to secure the payment of principal and interest on the subordinate lien tax-exempt commercial paper (COP) program.	01-Apr-14
4106-08/09	64	Children and Families Commission	Regular	\$500,000.00	Will provide materials, training, and support to parents and preschool, classroom staff to effect early literacy and family engagement, cognitive and language skills.	01-Aug-12
4107-08/09	70	GSA-Medical Examiner	Regular	\$100,000.00	Will design, develop and implement a Case Management System to automatically generate daily case and work list, track case progress, and related tasks.	01-Jan-12
4108-08/09	75	Department of Technology	Regular	\$1,725,000.00	Will provide enhancements or modifications to its software that runs the dispatch program for E911 calls. The modifications/enhancements improve the data collected by or displayed to E911 call takers and dispatchers.	01-Mar-12
4109-08/09	75	Department of Technology	Regular	\$435,000.00	Will provide as-needed modifications to ICAD a proprietary software system used to run the Police Message Switch.	01-Mar-12



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PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 3, 2009

REQUESTING DEPARTMENT: San Francisco Municipal Transportation Agency DEPARTMENT NO: #35

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

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

TYPE OF SERVICE: As-Needed Specialized Engineering Services

FUNDING SOURCE: Federal & State Grants and other local funding

PSC AMOUNT: \$3,000,000.00

PSC DURATION: 3/1/2009 - 3/1/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Specialized professional and technical engineering services in transit engineering specialties including systems hazard analysis, mechanical, electrical, analysis and mitigation of noise and vibration in transit operations, risk and sensitivity analysis, fare and revenue collection policy analysis, assessment of transportation systems, preparation of fleet management plans, design and proto-type testing of alternative products and systems to improve vehicle reliability, construction management, systems, safety, maintenance, software, and project management. Services will be provided to supplement staff in the implementation of various SFMTA projects.

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

The intent of this Specialized Engineering Services contract is to enable SFMTA to obtain technical assistance on short notice on an as-needed basis from the selected consultant. It is the policy of the SFMTA Transportation Planning and Development Division to be completely and sufficiently staffed to perform the base load of the essential work of the Division. However, due to the unpredictability and variety of project work, the need for professional services and other assistance required to complete projects sometimes exceeds the availability and capabilities of in-house staff to perform the work. If these professional services cannot be provided when they are needed, it will adversely impact and possibly delay the delivery of projects. Delays to SFMTA projects can have an adverse impact on providing service to the public or the service may be affected by operational or maintenance problems.

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):

As-needed specialized engineering services have been provided through similar contracts in the past. The most recent contract for as-needed specialized engineering services was PSC #4012-05/06, approved by Civil Service Commission on August 1, 2005.

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

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

<u>IFPTE Local 21</u>	<u>Parveen Boparai</u>	<u>2-3-09</u>
Union Name	Signature of person mailing/faxing form	Date
_____	_____	_____
Union Name	Signature of person mailing/faxing form	Date

RFP sent to IFPTE Local 21, on May 7, 2008 Shahnam Farhangi
Union Name Date Signature

PSC# 4/00 - 02/09 - 3-2-09 FOR DEPARTMENT HUMAN RESOURCES USE
STAFF ANALYSIS/RECOMMENDATION: SFMTA Approved

CIVIL SERVICE COMMISSION ACTION: PB PSC Form 1(9/96)

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. **Specify required skills and/or expertise:** Specialized skills and expertise in transit engineering specialties, transit vehicle engineering, noise and vibration analysis, fare collection, risk and sensitivity analysis, civil, mechanical, electrical, construction management, systems, safety, maintenance, and project management.
- B. **Which, if any, civil service class normally performs this work?** Certain classifications such as 6241 Engineer may be assigned to perform some of this work. However, due to the unpredictability and variety of project work, the need for professional services and other assistance required to complete projects sometimes exceeds the availability and capabilities of in-house staff to perform the 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 the civil service classes are not applicable:**
SFMTA does not have adequate specialized expertise to perform all of its work. Some SFMTA projects require specialized expertise for which there are no civil service classes. Although certain civil service classifications may perform some of the work, they do not have the specific expertise for some tasks. Additionally, due to the unpredictability and variety of project work, the need for professional services and other assistance required to complete projects sometimes exceeds the availability and capabilities of in-house staff to perform the work. If these professional services cannot be provided when they are needed, it will adversely impact and possibly delay the delivery of transit projects.

The Department of Public Works (DPW) has expressed that it may have the expertise to provide certain services for three (3) of the eighteen (22) required areas. SFMTA will check with DPW for staff availability in those areas before engaging a consultant.

- B. **Would it be practical to adopt a new civil service class to perform this work? Explain.**
No. It is not practical to adopt new civil service classes seldom used in these specialized areas. Contracting through an as-needed consultant for specialty work and to supplement city staff is more cost effective.

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?
- Describe training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? SFMTA Board Resolution No. 07-004 approved on 1/2/07 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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

Parveen Boparai

Signature of Departmental Personnel Services Contract Coordinator

Parveen Boparai
Print or Type Name

(415) - 554-4160
Telephone Number

San Francisco Municipal Transportation Agency, Human Resources

401 Van Ness Avenue, Room 320, S. F. CA 9410
Address

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

RESOLUTION No. 07-004

WHEREAS, The Transportation Planning and Development Division of the Municipal Transportation Agency (MTA) provides professional services for MTA infrastructure projects; and,

WHEREAS, Due to the unpredictability and variety of this work, staff with the required skills and experience to perform the work are not always readily available; and,

WHEREAS, Project work would be delayed and project costs would increase if a consultant had to be procured separately for urgent and small projects; and,

WHEREAS, Staff proposes that the Municipal Transportation Agency advertise an RFP for Contract CS-146 for a consultant to perform technical and professional services on an as-needed basis; and,

WHEREAS, These services will be used on locally and federally funded projects, and will be funded through the project budgets; and,

WHEREAS, The Contract Compliance Office has established a thirty (30) % SBE goal for this Contract; and,

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

RESOLVED, That the Executive Director/CBO is authorized to issue a Request for Proposals for Contract CS-146, As-Needed Specialized Services, to receive proposals, select a Consultant, and negotiate a contract with the selected Consultant for an amount not to exceed \$3,000,000, and for a term not to exceed five years.

I certify that the foregoing resolution was adopted by the Municipal Transportation Agency Board of Directors at its meeting of JAN 02 2007.


Secretary, Municipal Transportation Agency Board

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 4.8.13

DEPARTMENT NAME: General Services Agency - JUSTIS project DEPARTMENT NUMBER 70

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

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

TYPE OF SERVICE: Installation of Criminal Justice Software

FUNDING SOURCE: General Fund

PSC AMOUNT: \$225,000 PSC DURATION: 4.1.13 - 12.31.13

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The City is seeking to enhance the functions of its Case Management System in the District Attorney's Office with the implementation of three new modules related to Investigations, Juveniles, and Discovery. Additionally they are seeking to upgrade their report writing capabilities and create a bi-directional interface with the City's criminal justice databases.

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

We need the services to link to the JUSTIS project, a mandate from the City to replace the Court Management System. We need the additional modules to achieve greater efficiencies in assignments for investigators, link the Juvenile system to the JUSTIS system, and provide digital evidence effectively. The office is working with other public safety departments to work in a "paperless" environment and our case management system is a core piece of the initiative. If it is denied, we will not be able to link to the JUSTIS project and will not have a way of communicating once the court management system is decommissioned. Our office will not be able to effectively prosecute cases with the technology required in most cases, especially where digital evidence is used.

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): JUTIS has not received these services 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):

L21 Union Name Signature of person mailing/faxing form 4/8/13 Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4131-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved MW 5/17/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise:
Knowledge and experience using the modifying the software package being implemented and being an employee of the company that licenses the software.
- B. Which, if any, civil service class normally performs this work? Class 1054 IS Business Analyst Principal and 1064 IS Programmer Analyst Principal and some support classifications could perform some of 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:

Contractor will be updating proprietary software licensed to the City by their company.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain. No
This work is sporadic.

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

	Yes	No
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employees?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Describe the training and indicate approximate number of hours. Juvenile module: 80 hours of training to 50 staff Investigations: 64 hours of training to 35 staff Discovery: 40 hours of training to 30 staff		
• Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. Paralegals: 8132 and 8173, Investigators 8146 and 8147, Assistant District Attorneys 8177		
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:

Joan Lubamersky
Signature of Departmental Personal Services Contract Coordinator

Joan Lubamersky

Print or Type Name

554-4859

Telephone Number

One Carlton B. Goodlett Place Rm 362

San Francisco CA 94102

Address

Union Notification(s)
◆ Local 21

Dang, Leorah

From: Lubamersky, Joan
Sent: Tuesday, April 09, 2013 9:34 AM
To: L21PSCReview@ifpte21.org
Cc: DHR-PSCCoordinator, DHR
Subject: RE: PSC Form 1 JUSTIS District Attorney Case Management \$250K April 2013

Please note that the PSC request is for \$225,000, as written on the form. In error I wrote the email title as \$250K. I apologize for any confusion.

Joan

From: Lubamersky, Joan
Sent: Monday, April 08, 2013 4:55 PM
To: L21PSCReview@ifpte21.org
Cc: DHR-PSCCoordinator, DHR (ahr-psccordinator@sfgov.org)
Subject: PSC Form 1 JUSTIS District Attorney Case Management \$250K April 2013

Please see attached Form 1 - \$250K for Case Management work for District Attorney systems related to the JUSTIS project.

Let me know if you have any questions or desire additional information.

Thank you.

Joan Lubamersky
GSA/City Administrator
One Carlton B. Goodlett Place, Room 362
San Francisco, CA 94102
Telephone: 415-554-4859
Fax: 415-554-4849

Dang, Leorah

From: Lubamersky, Joan
Sent: Monday, April 08, 2013 4:55 PM
To: L21PSCReview@ifpte21.org
Cc: DHR-PSCCoordinator, DHR
Subject: PSC Form 1 JUSTIS District Attorney Case Management \$250K April 2013
Attachments: PSC Form 1 JUSTIS DA CMS \$250K 4.13.pdf

Please see attached Form 1 - \$250K for Case Management work for District Attorney systems related to the JUSTIS project.

Let me know if you have any questions or desire additional information.

Thank you.

Joan Lubamersky
GSA/City Administrator
One Carlton B. Goodlett Place, Room 362
San Francisco, CA 94102
Telephone: 415-554-4859
Fax: 415-554-4849

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 29, 2013

DEPARTMENT NAME: Department of Emergency Management (DEM) DEPARTMENT NUMBER 77

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

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

TYPE OF SERVICE: Consulting Services for Communications and Marketing, Part 2

FUNDING SOURCE: Urban Area Security Initiative

PSC AMOUNT: \$ 1,000,000.00 PSC DURATION: 06/01/2013 - 11/30/2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The chosen consultant(s) will build upon the work done in Part 1 (PSC#4014-12/13). Consultant will refine front-end design of sf72.org website and add content that is centered on progressive preparedness. Consultant will leverage existing content from such resources as SF Heroes, 72hours.org, QuakeQuiz, and AlertSF to explore new ways of engaging residents to be aware and prepared. Consultant will refine the back-end of sf72.org; which may include model design, API and integration, software framework selection, database selection. Other functions and duties related to community preparedness and resilience may be requested by SFDEM staff as conditions require.

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

The contract builds upon current community engagement staffing capabilities and contracting work in-progress. A denial would result in a growing divide of cultural, generational and technical resilience, preparedness and safety messaging.

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 prior PSC request was submitted in August 2012, 4014-12/13. This request is a continuation of those efforts.

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

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

Local 21 Union Name Patrick Leung Signature of person mailing/faxing form 3/29/2013 Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4132-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved W 5/17/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Experience writing long-term branding/messaging strategy from established core messaging, graphic design, branding and marketing experience which assist in the generation a memorable and culturally competent emergency preparedness message. Design and implement a booth/exhibition experience aids in the teaching of preparedness.

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

1312 Public Information Officer
1314 Public Relations Officer

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

No

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The Homeland Security Grant Program is being used to fund this project. Conditions of the grant include a personnel cap limit, which has already been reached. No additional grant funds can be used toward personnel costs. Contractor costs for specific projects are excluded from the personnel cap limitation and provide the only avenue to complete the project.

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

No. Civil service class currently exists that would be used under this project were it not due to grant conditions limiting the use of City staff time reimbursed by 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"/> |
| • Describe the training and indicate approximate number of hours. | | |
| • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. | | |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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



Signature of Departmental Personal Services Contract Coordinator

Will LFE

Print or Type Name

415-558-3866

Telephone Number

Additional Attachment(s)

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

- **Grant Programs Directorate Information Bulletin
3/18/2011, No. 358**
- **Title 6 – Domestic Security
§609 and §611**



FEMA

Grant Programs Directorate Information Bulletin
No. 358
March 18, 2011

TO: All State Administrative Agency Heads
All State Administrative Agency Points of Contact
All State Homeland Security Directors
All State Emergency Management Agency Directors
All Urban Areas Security Initiative Points of Contact
All Tribal Nation Points of Contact

FROM: Elizabeth M. Harman
Assistant Administrator
Grant Programs Directorate

SUBJECT: Clarification on the *Personnel Reimbursement for Intelligence Cooperation and Enhancement of Homeland Security Act of 2008* (Public Law 110-412 – the *PRICE Act*)

This Information Bulletin serves to clarify the implementation of the PRICE Act in regard to the State Homeland Security Grant Program (SHSP), Urban Areas Security Initiative (UASI), Tribal Homeland Security Grant Program (THSGP), and Operation Stonegarden (OPSG), and provides examples of how to account for typical personnel costs.

The PRICE Act amends the Homeland Security Act of 2002, (P.L.107-296, 6 U.S.C. 609), Title 6, Chapter 1, Subchapter XV, Part A, §609. As such, 6 U.S.C 609(b)(2)(A) states: “*Not more than 50 percent of the amount awarded to a grant recipient under section 604 (Urban Area Security Initiative) or 605 (State Homeland Security Grant Program) of this title in any fiscal year may be used to pay for personnel, including overtime and backfill costs, in support of the permitted uses under subsection (a).*”

Subsection (a) [6 U.S.C 609(a) – *Permitted Uses*] state: “... *grant funds to achieve target capabilities related to preventing, preparing for, protecting against, and responding to acts of terrorism, consistent with a State homeland security plan and relevant local, tribal, and regional homeland security plans.*”

In other words, the PRICE Act clarifies what is covered by the 50 percent cap on personnel costs. To comply with the PRICE Act, grantees should keep track of personnel and personnel-related activities that would contribute to a personnel cap. In general, costs associated with:

- Work performed under contract for a specific deliverable DOES NOT count against the personnel cap, however,
- Work performed under contract for an undefined period, such as for personnel costs supporting operational activities, including general planning, training or exercise activities DO count against the personnel cap; and
- Work performed by all non-contractor personnel, including for full- or part-time staff and operational overtime DO count against the personnel cap.

The following examples **would not** count towards the personnel cap:

- Vendor installation of a radio tower;
- Vendor training on new equipment purchased;
- Contractor hired to create an Emergency Operations Plan;
- Contractor hired to provide deliveries of ICS 400; and
- Contractor hired to assist with planning, training, evaluating, and reporting the effectiveness of a specific exercise.

The following examples **would** count towards the personnel cap:

- Contractor hired to be the State's WMD training instructor with *no specific* deliverables under contract;
- Contractor hired to facilitate unidentified number of exercises throughout the performance period;
- Contractor hired to be the part-time auditor of HSGP grants throughout the year; and
- Contractor hired to be an intelligence analyst.

Recipients should also know that cap created under 6 U.S.C. 609(b)(2)(A) may be waived at the discretion of the FEMA Administrator.

6 U.S.C. 609(b)(2)(B) states:

At the request of the recipient of a grant under section 604 or 605 of this title, the Administrator may grant a waiver of the limitation under subparagraph (A).

Sections 604 and 605 are SHSGP and UASI respectively.

Please make your state and local sub grantees aware of this additional clarification, as it will assist in the development of both Investment Justifications and to ensure accuracy of reporting requirements.

For questions related to the PRICE Act or waiver requests, please contact your Program Analyst or the Centralized Services Information Desk at 1-800-368-6498 or via email at askcsid@dhs.gov.

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

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

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

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

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

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

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

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

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

(b) Types of threat

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

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

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

§ 609. Use of funds

(a) Permitted uses

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

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

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

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

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

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

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

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

(8) enhancing school preparedness;

(9) supporting public safety answering points;

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

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

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

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

(b) Limitations on use of funds

(1) In general

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

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

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

(2) Personnel

(A) In general

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

(B) Waiver

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

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

(3) Limitations on discretion

(A) In general

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

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

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

(B) Analysts

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

(4) Construction

(A) In general

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

(B) Exceptions

(i) In general

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

(ii) Requirements for exception

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

(I) specifically approved by the Administrator;

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

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

(5) Recreation

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

(c) Multiple-purpose funds

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

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

(d) Reimbursement of costs

(1) Paid-on-call or volunteer reimbursement

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

(2) Performance of Federal duty

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

(e) Flexibility in unspent homeland security grant funds

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

(f) Equipment standards

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

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

REFERENCES IN TEXT

The Fair Labor Standards Act of 1938, referred to in subsec. (d)(1), is act June 25, 1938, ch. 676, 52 Stat. 1060, which is classified generally to chapter 8 (§201 et seq.) of Title 29, Labor. For complete classification of this Act to the Code, see section 201 of Title 29 and Tables.

AMENDMENTS

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

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

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

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

PART B—GRANTS ADMINISTRATION

§ 611. Administration and coordination

(a) Regional coordination

The Administrator shall ensure that—

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

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

(b) Planning committees

(1) In general

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

(2) Composition

(A) In general

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

(i) local and tribal government officials; and

(ii) emergency response providers, which shall include representatives of the fire service, law enforcement, emergency medical response, and emergency managers.

(B) Geographic representation

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

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

(3) Existing planning committees

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

(c) Interagency coordination

(1) In general

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

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

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

(C) develop recommendations, as appropriate, to—

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

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

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

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

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

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

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

(2) Scope of task

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

Union Notification(s)
◆ Local 21

Dang, Leorah

From: Leung, Patrick (DEM)
Sent: Friday, March 29, 2013 4:07 PM
To: L21PSC Review
Cc: Johnson, Alicia
Subject: PSC Request for Rebrand Project Part2
Attachments: DC1928 - Rebrand CSCRequest #2.doc; 6USC609.pdf; info358.pdf

Please find attached for your review, a PSC request for the continuation of our community engagement project focused on disaster preparedness. Our original request was approved in August 2012 (4014-12/13). Included are the pertinent restrictions capping the personnel costs allowed under the grant program funding this project.

Patrick Leung
Department of Emergency Management
30 Van Ness Avenue, Suite 3300
San Francisco, CA 94102
patrick.n.leung@sfgov.org
415-487-5024 (Work)
415-609-7013 (Cell)

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

PSC #4014-12/13



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

August 8, 2012

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4011-12/13 THROUGH 4015-12/13.

At its meeting of August 6, 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.*

The Commission:

- (1) Adopted the report; Approved the request for PSC #s 4013-12/13 and 4014-12/13 as amended. 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


SANDRA ENG
Acting Executive Officer

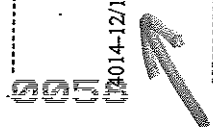
Attachment

- c: Cynthia Avakian, Airport Commission
Micki Callahan, Human Resources Director
Lily Conover, Controller's Office
Marie de Vera, Department of Human Resources
Aleric Degrafinried, Public Utilities Commission
Jaci Fong, Office of Contract Administration
Shamica Jackson, Public Utilities Commission
LaWan Jones, Public Utilities Commission
William Lee, Department of Emergency Management
Ben Rosenfield, Controller
Maria Ryan, Department of Human Resources
Commission File
Chron

POSTING FOR
8/6/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4011-12/13	27	Airport Commission	Regular	\$500,000	Consultant will conduct a feasibility study for constructing a shoreline protection system that will protect the Airport property from the 1% annual chance flood or base flood defined by Federal Emergency Management Agency (FEMA) and sea level rise. The consultant will provide expert recommendation on improvements of existing levees and construction of new levees that will meet FEMA's design guidelines, perform geotechnical testing and structural analyses to ensure both old and new levees provide stability as required by FEMA, and establish design floor elevation based on FEMA's base flood elevation.	8/15/2012 - 8/14/2015
4012-12/13	09	Controller	Regular	\$300,000	Provide arbitrage rebate and compliance services necessary to comply with federal tax law and Internal Revenue Service (IRS) regulations and to calculate and report the rebate liability with respect to the City's tax exempt fixed and variable rate debt obligations.	7/1/2012 - 12/31/2017
4013-12/13	77	Emergency Management	Regular	\$500,000	Contractor will develop the Resilient San Francisco Strategic Plan by conducting an inventory, identify opportunities for future resilience, create an integrated work plan, establish measurement tools and aid in the facilitation advancement of resilience in San Francisco.	9/1/2012 - 8/31/2014
4014-12/13	77	Emergency Management	Regular	\$500,000	The chosen consultant(s) will research, develop and implement an updated community engagement strategy and tactics for the Department of Emergency Management. This strategy will focus on collateral, digital, and interactive components designed to be multi-generational and multi-cultural in nature. The focus of the messaging will be preparedness and resilience related.	9/1/2012 - 8/31/2014
4015-12/13	40	Public Utilities Commission	Regular	\$400,000	An independent review of revenue requirements, costs of service, and rates for the utilities under the jurisdiction of the SFPUC.	8/1/2012 - 8/1/2013
				Total Amount - Regular:	\$2,200,000	



PERSONAL SERVICES CONTRACT SUMMARY

DATE: June 9, 2012

DEPARTMENT NAME: Department of Emergency Management DEPARTMENT NUMBER 77

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

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

TYPE OF SERVICE: Consulting Services for Communications and Marketing

FUNDING SOURCE: 2011 Urban Area Security Initiative

PSC AMOUNT: \$ 500,000.00 PSC DURATION: 09/01/2012 - 08/31/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The chosen consultant(s) will research, develop and implement an updated community engagement strategy and tactics for the Department of Emergency Management. This strategy will focus on collateral, digital and interactive components designed to be multi-generational and multi-cultural in nature. The focus of the messaging will be preparedness and resilience related.

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

The contract augments current community engagement staffing capabilities. A denial would result in a growing divide of cultural, generational and technical resilience, preparedness and safety messaging.

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 community engagement/communications strategy of this nature has not been undertaken in the past. Components of community engagement are maintained by staff and will continue to be maintained throughout the term of service.

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

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

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Row 1: Local 21, Patrick Leung, 6/4/2012. Row 2: (blank), (blank), (blank). Row 3: RFP sent to, on, Signature.

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4014-12/13 STAFF ANALYSIS/RECOMMENDATION:

Received 6/28/12

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Experience writing long-term branding/messaging strategy from established core messaging, graphic design, branding and marketing experience which assist in the generation a memorable and culturally competent emergency preparedness message. Design and implement a booth/exhibition experience aids in the teaching of preparedness.

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

1312 Public Information Officer
1314 Public Relations Officer

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

No

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The Homeland Security Grant Program is being used to fund this project. Conditions of the grant include a personnel cap limit, which has already been reached. No additional grant funds can be used toward personnel costs. Contractor costs for specific projects are excluded from the personnel cap limitation and provide the only avenue to complete the project.

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

No, this is a temporary project designed to create a long-term marketing and branding component for the Department of Emergency Management.

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

Yes No

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

Yes No

B. Will the contractor train City and County employees?

Yes No

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

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

Yes No

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

Yes No

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

Yes 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

WILL LEFT

415-552-3866

Print or Type Name

Telephone Number

1011 TURK ST.

SF CA 94107

Address



Edwin M. Lee
Mayor

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

Division of Emergency Communications
Phone: (415) 558-3800 Fax: (415) 558-3843

Division of Emergency Services
Phone: (415) 487-5000 Fax: (415) 487-5043



Anne Kronenberg
Executive Director

MEMORANDUM

Date: Friday, March 1, 2013
To: Leorah Dang, DHR-PSC Coordinator
Department of Human Resources
From: William Lee ✓
Department of Emergency Management
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4014-12/13 Approval Date: 8/6/2012

PSC Description: The chosen consultant(s) will research, develop and implement an updated community engagement strategy and tactics for the Department of Emergency Management. This strategy will focus on collateral, digital, and interactive components designed to be multi-generational and multi-cultural in nature. The focus of the messaging will be preparedness and resilience related.

Original Amount:	\$500,000	PSC Duration:	9/1/2012 - 8/31/2014
Modification Amount:	\$240,000	PSC Duration:	3/1/2013 - 8/31/2014 No Change W
Total Amount:	\$740,000	Total PSC Duration:	9/1/2012 - 8/31/2014

Attachments: PSC Notice of Action

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR Action: Approved

Approval Date: 3/8/2013

By: [Signature]
Micki Callahan, Human Resources Director

LEORAH-DHR

MAR 4 2013

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 4/1/2013

DEPARTMENT NAME: Mayor's Office

DEPARTMENT NUMBER 25

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC# 4086-09/10)

TYPE OF SERVICE: State Legislative Representation

FUNDING SOURCE: Departmental Workorders

Table with 4 columns: PSC Amount, PSC Mod#1 Amount, PSC Mod#2 Amount, Total Amount as Modified; PSC Duration, PSC Mod#1 Duration, PSC Mod#2 Duration, Total Duration as Modified.

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: To provide state legislative representation, to advocate on behalf of the City and Departments on legislative and regulatory matters...
B. Explain why this service is necessary and the consequences of denial: State legislation and regulatory actions can have significant and profound impact...
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): PSC # 4086-09/10
D. Will the contract(s) be renewed: Unknown

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

MEA, L 21 Union Name Signature of person mailing/faxing form Date 4/8/13 Revised 5/17/13

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4086-09/10 STAFF ANALYSIS/RECOMMENDATION: Approved W 5/17/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise:
 Extensive experience successfully representing municipal agencies on state legislative and regulatory issues. They must demonstrate a deep understanding of budget, legislative, regulatory, and political issues in state government, and must demonstrate a clear record of success advocating for clients. They must also demonstrate a clear understanding on San Francisco's needs for state representation. They must perform most of their duties in Sacramento, CA.
- B. Which, if any, civil service class normally performs this work? MEA classes in the 09xx series and classes in the administrative analyst series (1823, 1824, 1825) might review and analyze legislation in their specific fields
- 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:
 While civil service classes perform legislative and policy analysis, they do not have the breadth of knowledge, skills, legislative/state government contacts and expertise required to effectively advocate for the City's state legislative agenda. Additionally, the work performed is on an as-needed basis in Sacramento, CA, when action on legislation or regulations important to San Francisco.
- B. Would it be practical to adopt a new civil service class to perform this work? No Explain.
 Lobbying for the City covers a breadth of issues, with each issue taking priority at different times. Outside firms have a pool of experts, allowing them to tap into expertise as the need arises. They are in constant contact with state Legislator's office staff, allowing them to develop stronger relations with them. Being based in Sacramento, they are able to inform City staff in real time about issues that affect the City.

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

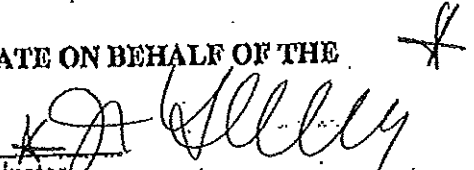
- | | Yes | No |
|---|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input type="checkbox"/>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

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


 Signature of Departmental Personal Services Contract Coordinator

Jason Elliott
 Print or Type Name

554-5105
 Telephone Number


 Jean Lubansky
 PSC Coordinator
 City Hall Rm 362
 415-554-4859

1 Dr. Carlton B. Goodlett Pl. Room 200
San Francisco, CA 94102
 Address
 0063

Union Notification(s)

◆ **Local MEA**

◆ **Local 21**

Dang, Leorah

From: Dang, Leorah on behalf of DHR-PSCCoordinator, DHR
Sent: Friday, May 17, 2013 11:47 AM
To: MEA; L21PSCReview
Cc: Lubamersky, Joan; Jones, Jermain; DHR-PSCCoordinator, DHR
Subject: Revised: Reg-Mod2 PSC #4086-09/10 re State (Lobbyist) Legislative Representative (Dept 25)
Attachments: 20130517103901952.pdf

Hello MEA & Local 21 Representatives,

Please see revised PSC Summary Form 1 (attached) which I am forwarding, for Joan Lubamersky on behalf of the Mayor's Office.

I have revised the Regular-Initial PSC request that was submitted to you on 4/8th by Joan. After reviewing the PSC request, it has been determined that it should be put in as a Modification #2 to the current PSC #4086-09/10. There are no changes to the original PSC, in which Joan submitted, in regards to the scope of work, PSC amount, or PSC duration. Again, PSC has only been revised as a Modification #2 request.

Please let me know if you have any concerns.

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

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

Dang, Leorah

From: Lubamersky, Joan
Sent: Monday, April 08, 2013 4:43 PM
To: L21PSCReview@ifpte21.org; staff@sfmea.com
Cc: DHR-PSCCoordinator, DHR
Subject: Form 1 Mayor's Office State Lobbyist
Attachments: 4,8,13 PSC Form 1 Mayor State Lobbyist 2013-2017.pdf

April 8, 2013

Please see attached Form 1 which I am forwarding as a courtesy for the Mayor's Office for State lobbying services for 2012-17.

This may be a duplicate of a document sent last week.

If you should have questions, please contact Jermain Jones in the Mayor's Office, 415.554.7204

Joan

Joan Lubamersky
GSA/City Administrator
One Carlton B. Goodlett Place, Room 362
San Francisco, CA 94102
Telephone: 415-554-4859
Fax: 415-554-4849

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Prior Notice of Civil Service Commission Action - Original - Current
Prior PSC Summary Form 1 – Original - Current
Prior Administrative Approval PSC Mod #1 - Current

PSC #4086-09/10



Original

CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

February 4, 2010

NOTICE OF CIVIL SERVICE COMMISSION ACTION

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4081-09/10 THROUGH 4090-09/10.

At its meeting of February 1, 2010 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

- (1) Withdraw PSC #4084-09/10 at the request of the Department of the Environment.
- (2) Continue PSC #4082-09/10 to the meeting of March 1, 2010.
- (3) Postpone PSC #4085-09/10 to the meeting of March 1, 2010.
- (4) Approve request for all remaining proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c:
- Sheila Arcelona, District Attorney's Office
 - Parveen Boparai, Municipal Transportation Agency
 - Rachel Buerkle, Department of the Environment
 - Micki Callahan, Human Resources Director
 - Gordon Choy, Department of Public Works
 - Jacque Hale, Department of Public Health
 - Kan Htun, Art Commission
 - Shamica Jackson, Public Utilities Commission
 - Florence Kyaun, Public Utilities Commission
 - Julian Low, Mayor's Office
 - Mabel Ng, Ethics Commission
 - Mary Ng, Department of Human Resources
 - Commission File
 - Chron

POSTING FOR

2/1/2010

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4086-09/10	25	Mayor	Regular	\$900,000	Contractor shall conduct & coordinate State lobbying services for the City, including identifying and advocating for or against legislation and regulatory matters that impact the City. The scope includes identifying potential legislation or regulation, representing the City's agenda to State legislators, as well as advocating for the City's position with proposed legislation and budget appropriations with Federal legislators.	12/31/2012
4087-09/10	40	Public Utilities Commission	Regular	\$4,000,000	Provide environmental analysis services to include: coordination & work plan preparation; environmental document scoping; environmental background & field studies; alternative analysis; preparation of draft environmental documents; public review of draft environmental documents; response to public comments; preparation of final environmental documents; and mitigation monitoring plan preparation.	5/1/2013
4088-09/10	40	Public Utilities Commission	Regular	\$100,000	Micro-Local Business Enterprise contractor to develop a Community Benefits Program for SFPUC based on analysis of SFPUC existing programs and other public agencies programs to provide SFPUC with a recommended course of action to ensure that the diverse communities/stakeholders affected by SFPUC-sponsored construction programs are benefitting in areas that include employment & job training; environmental, physical, & social improvements; and business development, including assisting small businesses with securing & sustaining bonding, financing, & insurance requirements.	3/1/2011
4089-09/10	82	Public Health	Regular	\$4,500,000	Provide medical doctors (MD's) with specialization in dermatology, gynecology, nephrology, pathology, radiology, neurology, orthopedics, plastics, and other specialties that may be required during the term of the approval for patients of Laguna Honda Hospital and the Department of Health. The services are very low in volume, typically averaging several hours a month, and are dependent on the patient mix at any given time.	6/30/2020

PERSONAL SERVICES CONTRACT SUMMARY

DATE: Dec. 4, 2009

DEPARTMENT NAME: Mayor's Office

DEPARTMENT NUMBER 25

TYPE OF APPROVAL: EXPEDITED

REGULAR (OMIT POSTING _____)

CONTINUING

ANNUAL

TYPE OF REQUEST:

INITIAL REQUEST

MODIFICATION (PSC# _____)

TYPE OF SERVICE: State Lobbying Services

FUNDING SOURCE: Departmental Workorders

PSC AMOUNT: \$900,000

PSC DURATION: Jan. 1, 2010 to Dec. 31, 2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor shall conduct and coordinate state lobbying services for the City, including identifying and advocating for or against legislation and regulatory matters that impact the City. The scope includes identifying potential legislation or regulation, representing the City's agenda to state legislators, as well as advocating for the City's position with proposed legislation and budget appropriations with federal legislators. This requires maintaining good relationships with the staff of state legislators.

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

State legislation and regulatory actions can have significant and profound impact on the budget of the City and the legal requirements faced by City departments. Effective advocacy for the City in the state's capital is critical to advancing and securing the City's interests, particularly on state appropriation issues.

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 Mayor's Office currently contracts with a lobbying firm in Sacramento for state lobbying services on behalf of the City. The service was provided under PSC #4164-06/07

D. Will the contract(s) be renewed: Possibly. There are three one-year options to renew.

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

<u>Local 21</u>	_____	_____
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# 4086-09/10
STAFF ANALYSIS/RECOMMENDATION: approved

CIVIL SERVICE COMMISSION ACTION: 2/1/10

DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Extensive experience successfully representing municipal agencies on state legislative and regulatory issues. They must demonstrate a deep understanding of budget, legislative, regulatory, and political issues in state government, and must demonstrate a clear record of success advocating for clients. They must also demonstrate a clear understanding of San Francisco's needs for state representation. Must perform the bulk of the work in Sacramento, CA.

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

1823s, 1824s and 1825s might do some portions of this work - reviewing and analyzing legislation - but there is no specific civil service class that does 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:

Civil service classes may be relevant to portions of this work, such as legislative and policy analysis, but there is no one particular class or group of classes that encompasses the knowledge, skills and expertise required to effectively advocate for the City's state legislative agenda.

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

No. Lobbying for the City covers a breadth of issues, with each issue taking priority at different times depending on current legislation. Outside firms have a pool of experts on staff available to them, allowing them to tap into expertise as the need arises. Because they represent many clients, they are also best able to use those resources to organize similar interests into effective lobbying forces. Also, because they represent many clients, they are in constant contact with State Legislator's office staff, allowing them to develop stronger relations with them. Adopting a new civil service class would not address these advantages.

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

Julian Low

554-6491

Print or Type Name

Telephone Number

1 Dr. Carlton B. Goodlett Pl., Rm.

443

San Francisco, CA 94102

Address

Mod #1

OFFICE OF THE MAYOR
SAN FRANCISCO



RECEIVED BY
DEPARTMENT OF
HUMAN RESOURCES

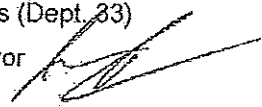
EDWIN M. LEE
MAYOR

12 AUG 13 PM 4:20

MEMORANDUM

DATE: August 10, 2012

TO: Leorah Dang, PSC Analyst
Department of Human Resources (Dept. 33)

FROM: Jermain Jones, Office of the Mayor
Mayor's Office (Dept. 25) 

RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4086-09/10 Approval Date: 2.1.10

Description of Service(s): State Lobbying Services for the City and County of San Francisco

Original Approved Amount:	<u>\$ 900,000</u>	Original Approved Duration:	<u>1.1.10 to 12.31.12</u>
Modification Amount:	<u>\$ 450,000</u>	Modification of Duration:	<u>1.1.13 to 12.31.13</u>
Total Amount as Modified:	<u>\$1,350,000</u>	Total Duration as Modified:	<u>1.1.10 to 12.31.13</u>

Reason for the modification: New lobbying services

Attachment: Copy of Approved PSC Summary

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: Aug. 13, 2012

By: Leorah Dang
Micki Callahan, Human Resources Director

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 1, 2013

DEPARTMENT NAME: Arts Commission DEPARTMENT NUMBER 28

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

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC# 4004-12/13)

TYPE OF SERVICE: WritersCorps Artists-in-Residence

FUNDING SOURCE: DCYF; San Francisco Public Library; National Endowment for the Arts; California Arts Council

PSC Amount: \$330,000.00 PSC Duration: 09/01/2012 - 06/30/2013
PSC Mod#1 Amount: \$70,000.00 PSC Mod#1 Duration: 07/01/2013 - 06/30/2014
Total Amount as Modified: \$400,000.00 Total Duration as Modified: 09/01/2012 - 06/30/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Nine WritersCorps Artists-in-Residence will conduct creative writing classes with youth in need at up to 20 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated, or in crisis. Artists-in-Residence will teach youth to increase their learning, writing and public speaking skills. Artists-in-Residence will plan and organize lesson plans, facilitate writing workshops; compile, design and edit publications of youth writing; and help to organize city-wide literary arts events for participating youth. Artists-in-Residence will work for 10 1/2 months from August to June.

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

Funding from DCYF, San Francisco Public Library, National Endowment for the Arts, and California Arts Council has been allocated to the WritersCorps program to provide youth opportunities to acquire essential skills in writing, self-expression and public speaking. The consequences of denial would be that essential literary arts programming, which has served over 18,000 youth-in-need in San Francisco since 1994, would be eliminated.

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):

From 1994 to 2013, WritersCorps Artists-in-Residence (previously titled "WritersCorps Teachers") have been performing community service, funded in part by AmeriCorps, the NEA, the Arts Commission, DCYF, the Youth Arts Fund, and private foundations. In 1998 the S.F Board of Supervisors and the Community Arts and Education program of the Arts Commission adopted the WritersCorps program to serve the city's youth-in-need by contracting qualified Artists-in-Residence to teach and mentor youth-in-need. Previous approval number for this service: PSC# No 4004-12/13

D. Will the contract(s) be renewed: Yes, depending on continued funding.

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

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4004-12/13 STAFF ANALYSIS/RECOMMENDATION: [Signature] 5/17/2013 Approved

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Artists-in-Residence are required to have a minimum of two years teaching creative writing and/or language arts to youth from diverse cultural backgrounds; one year of community service; a masters-level degree (or equivalent experience) in multicultural contemporary literature; and they must provide evidence of literary accomplishment. Artists-in-Residence must demonstrate ability to organize events, to write reports, and to edit and proofread manuscripts for publication. Artists-in-Residence must be able to represent the City in public forums.

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

There are no classifications that possess this level and type of expertise.

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:

Due to the teaching and artistic skills required, these positions are most appropriately filled by independent contractors.

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

No. This contract requires highly specialized skills, for a period shorter than one year.

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

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

Yes No

B. Will the contractor train City and County employees?

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

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

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

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

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

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


Signature of Departmental Personal Services Contract Coordinator

Rebekah Krell
Print or Type Name

252-4665
Telephone Number

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

Civil Service Classes are Not Affected

- **Notification to Union is Not Required**

Dang, Leorah

From: Wilder, Alexandra
Sent: Tuesday, May 07, 2013 3:40 PM
To: DHR-PSCCoordinator, DHR
Cc: Hung, Melissa
Subject: PSC- WritersCorps Artists-in-Residence
Attachments: PSC-WritersCorps.pdf

Hi, there--

Please find attached our PSC form for WritersCorps Artists-in-Residence. Rebekah Krell is our Departmental PSC Coordinator and she has advised us that we do not need to submit this PSC to the unions, as the contract services are for skills and work for which no civil service classifications exist.

Thank you,
Alexandra

--

Alexandra Wilder
Program Associate, WritersCorps

San Francisco Arts Commission
25 Van Ness Avenue, Ste 345
San Francisco CA 94102
T: 415.252.2546 F: 415.252.2595

[Website](#) | [Newsletter](#) | [Twitter](#) | [Facebook](#) | [Tumblr](#) | [YouTube](#) | [Flickr](#)

Prior DHR Approved – Original - Current

PSC #4004-12/13

0077a

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 05/21/12
DEPARTMENT NAME: Arts Commission DEPARTMENT NUMBER: 28

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

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

TYPE OF SERVICE: WritersCorps Artists-in-Residence

FUNDING SOURCE: Department of Children, Youth and their Families; San Francisco Public Library;
National Endowment for the Arts; California Arts Council

PSC AMOUNT: \$330,000 PSC DURATION: 9/1/12-6/30/13

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Eight WritersCorps Artists-in-Residence will conduct creative writing classes with youth in need at up to 14 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated, or in crisis. Artists-in-Residence will teach and mentor targeted youth to increase their learning, writing and public speaking skills. Artists-in-Residence will plan and organize lesson plans, facilitate writing workshops; compile, design and edit publications of youth writing; and help to organize city-wide literary arts events for participating youth. Artists-in-Residence will work for ten months from September to June.

B. Explain why this service is necessary and the consequences of denial: Funding from DCYF, San Francisco Public Library, National Endowment for the Arts, and California Arts Council has been allocated to the WritersCorps program to provide youth-in-need opportunities to acquire essential skills in writing, self expression and public speaking. The consequences of denial would be that essential literary arts programming, which has served over 17,800 youth-in-need in San Francisco since 1994, would be eliminated.

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): From 1994 to 2011, WritersCorps Artists-in-Residence (previously titled "WritersCorps Teachers") have been performing community service for the Arts Commission, funded in part by AmeriCorps, the National Endowment for the Arts, the Arts Commission, the Department of Children, Youth and their Families, the Youth Arts Fund, and private foundations. In 1998 the S.F. Board of Supervisors and the Community Arts and Education program of the San Francisco Arts Commission adopted the WritersCorps program to serve the city's youth-in-need by contracting qualified Artists-in-Residence to teach and mentor youth-in-need. Previous approval number for this service: PSC# No 4020-11/12

D. Will the contract(s) be renewed: Yes, depending on continued funding.

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 5/21/2012
Local 1021 Union Name Signature of person mailing / faxing form Date 5/21/2012

RFP sent to Union Name, on Date Signature

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

PSC# 4004-12/13 STAFF ANALYSIS/RECOMMENDATION: Received 5/21/12 mk

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Artists-in-Residence are required to have a minimum of two years teaching creative writing and/or language arts to youth from diverse cultural backgrounds; one year of community service; a masters-level degree (or equivalent experience) in multicultural contemporary literature; and they must provide evidence of literary accomplishment. Artists-in-Residence must demonstrate ability to organize events, to write reports, and to edit and proofread manuscripts for publication. Artists-in-Residence must be able to represent the City in public forums.

B. Which, if any, civil service class normally performs this work? There are no classifications that possess this level and type of expertise.

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: Due to the teaching and artistic skills required, these positions are most appropriately filled by independent contractors.

B. Would it be practical to adopt a new civil service class to perform this work? Explain: No. This contract requires highly specialized skills, for a period shorter than one year.

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 training and indicate approximate number of hours.

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

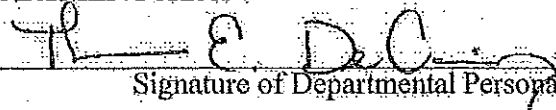
C. Are there legal mandates requiring the use of contractual services?

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

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

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

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



Signature of Departmental Personal Services Contract Coordinator

Rebekah Krell

Print or Type Name

252-4665

Telephone Number

25 Van Ness Ave, Suite 345

San Francisco, CA 94102

Address

Ryan, Maria

From: Hung, Melissa
Sent: Monday, May 21, 2012 3:11 PM
To: L21PSCReview@ifpte21.org
Cc: DHR-PSCCoordinator, DHR
Subject: PSC - Arts Commission - WritersCorps Artists-in-Residence
Attachments: 2012-13 PSC-SFAC-WritersCorps.pdf

Attached please find the Personal Services Contract Summary for WritersCorps Artists-in-Residence.

--
Melissa Hung | Program Manager
WritersCorps | San Francisco Arts Commission
25 Van Ness Ave, Ste 345 | San Francisco CA 94102
415.252.4655 | 415.252.2595 (f)

[Web](#) | [Newsletter](#) | [Twitter](#) | [Facebook](#) | [YouTube](#) | [Flickr](#)

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