



Edwin M. Lee  
Mayor

Micki Callahan  
Human Resources Director

Date: July 1, 2013

To: The Honorable Civil Service Commission.

Through: Micki Callahan  
Human Resources Director

From: Cynthia Avakian, AIR  
Kevin Quan, ART  
Jesusa Bushong, FIR  
Shamica Jackson, PUC  
Merrick Pascual, ECN  
Parveen Boparai, MTA  
Cynthia Goldstein, PAB

**Subject: Personal Services Contracts Approval Request**

This report contains ten (10) 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
\$7,914,500	\$2,989,212	\$927,672,903

**POSTING FOR**

07/01/2013

**PROPOSED PERSONAL SERVICES CONTRACTS - Regular**

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4000-13/14	27	Airport Commission	Regular	\$450,000	Veterinary care services for at approximately 14 canine members of the K9 Union of the San Francisco Police Dept Airport Bureau. Care will include as-needed examinations, disease prevention programs, diet and weight management services, medications, and treatments as necessary for various conditions and illnesses.	10/1/2013 - 6/30/2018
4001-13/14	27	Airport Commission	Regular	\$900,000	The contractor will provide specialized customer service training to all members of the airport community via facilitated guest service enhancement sessions on site. The contractor will design and deliver workshops intended for single airport tenant employee groups and for mixed sessions, consisting of multiple tenant participants. Vendor will also write a customer service introductory script for use in computer-based learning sessions that will be required by SFO of all new employees within the airport.	6/17/2013 - 2/31/2018
4002-13/14	27	Airport Commission	Regular	\$1,500,000	The Airport has an ongoing need for hardware and software support which must be provided by a Lenel OnGuard trained and certified vendor. The Lenel OnGuard Access Control System provides measures for controlling access to the secured areas of the Airport, as required by Transportation Security Regulation Part 1542 ( <a href="http://www.tsa.gov/stakeholders/subchapter-c-civil-aviation-security">http://www.tsa.gov/stakeholders/subchapter-c-civil-aviation-security</a> ) through card readers, door locks and sensors. Due to the complexities of the system and consequence of error, the manufacturer does not grant this certification to its end users, but rather certifies third parties as Lenel certified vendors to perform the work.	9/1/2013 - 2/31/2018
4003-13/14	28	Art Commission	Regular	\$76,000	Artist or artist team will design and fabricate a ceramic tile mosaic for the Vermont Street Stairs Public Art Project.	7/1/2013 - 2/31/2014
4004-13/14	31	Fire Department	Regular	\$1,250,000	Contractor provides clinical quality assurance services for Fire Department Emergency Medical Services (EMS) and the Department of Emergency Management (DEM).	1/1/2013 - 2/31/2013
4005-13/14	40	Public Utilities Commission	Regular	\$3,500,000	Contractor to provide staff, equipment and services to complete monitoring of vegetation restoration of Water System Improvement Program (WSP) Construction Sites to support the SFPUC's permit compliance. Perform field work including vegetation transect surveys, invasive species identification, photo documentation, and field training for Contractors; perform management tasks including recommendations for remedial actions needed to meet restoration success criteria, Quality Assurance/Quality Control of Contractor work, schedule and budget management, and regular correspondence with the SFPUC; develop tools for data collection and communicating required actions (i.e., forms and checklist); and prepare annual monitoring reports including supporting photos, figures, and maps.	11/26/2013 - 1/26/2020

**Total Amount - Regular: \$7,676,000**

POSTING F  
07/01/2013

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
3001-12/13	21	Business, Economic Development	Regular	\$110,000	\$159,000	The Office of Economic and Workforce Development (OEWD) received a training cost reimbursement grant from the California Employment Training Panel (ETP). In order for OEWD to be reimbursed for its training cost, training information and data need to be reported to Employment Development Department (EDD) on a monthly basis. Steve Duscha Advisories is responsible for submission of all data collected, through ETP's online system. This service is essential services to OEWD being reimbursed.	8/1/2012	12/31/2015
3036-11/12	28	Art Commission	Regular	\$50,000	\$150,000	A Bay Area consultant who specializes in coordinating multiple City, state and federal requirements for the construction of culturally based renovations and construction, will serve in a critical advisory capacity to assist with the management of a renovation project at Bayview Opera House located at 4705 Third Street. This work entails working with and maintaining relationships, as well as coordinating efforts with other city agencies, principally with the Department of Public Works, San Francisco Municipal Transit Agency, Mayor's Office of Disability, Department of Real Estate, and others. This will also include coordinating with the Bayview Opera House tenant organization and its board, the San Francisco Architectural Heritage Foundation and other neighborhood groups. The consultant will advise on preservation requirements, programmatic use of a cultural facility, coordinate multiple high visibility restoration projects and help to improve project efficiency and coordination.	9/1/2011	6/30/2014
3062-10/11	35	Municipal Transportation Agency	Regular	\$33,500	\$100,000	The consultant will facilitate the formation of an Independent Review Panel (IRP) to review and evaluate aspects of the Central Subway (Program) tunneling program impact on the Bay Area Rapid Transit District (BART) facilities within the zone of influence. The IRP will review contract documents and provide expertise, advice and consultation as to tunneling design and the construction performance of the contractor.	3/15/2011	3/31/2015
3041-11/12	37	Permit Appeals	Regular	\$25,000	\$57,000	Research names and addresses of property owners and occupants within 150 feet of properties subject to appeals filed at the Board of Appeals; format information on mailing labels; create and deliver map (to scale), list and three sets of mailing labels to Board. Department's need for this services is ongoing. Additional funding necessary for second one-year extension.	1/1/2012	6/30/2014
				<b>Sum of Modified Amounts:</b>	<b>\$238,500</b>			

Cynthia Avakian  
Airport Commission  
Contracts Administration Unit  
PO Box 8097  
San Francisco, CA 94128  
(650) 821-2014

Kevin Quan  
San Francisco Arts Commission  
25 Van Ness, Suite 345  
San Francisco, CA 94102  
(415)252-4604

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

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

Merrick Pascual  
Mayor's Office  
Economic & Workforce Dev.  
1 South Van Ness, 5<sup>th</sup> Floor  
San Francisco, CA 94102  
(415) 701-4811

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

Cynthia Goldstein  
Board of Appeals  
1650 Mission St., Ste. 304  
San Francisco, CA 94103  
(415) 575-6881

Table of Contents  
PSC Submissions

<b>Regular PSCs</b>	<b>Department</b>	<b>Page</b>
4000-13/14	Airport Commission	1
4001-13/14	Airport Commission	12
4002-13/14	Airport Commission	18
4003-13/14	Arts Commission	26
4004-13/14	Fire	43
4005-13/14	Public Utilities Commission	63

<b>Modification PSCs</b>	<b>Department</b>	<b>Page</b>
3001-12/13	Economic & Workforce Development	67
3036-11/12	Arts Commission	82
3062-10/11	Municipal Transportation Agency	92
3041-11/12	Board of Appeals	99

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 25, 2013

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

TYPE OF REQUEST: [X] INITIAL REQUEST [ ] MODIFICATION

TYPE OF SERVICE: Veterinary Services for the San Francisco Police Dept Airport Bureau K9 Unit

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$450,000 PSC DURATION: 10/1/2013 - 6/30/18

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Veterinary care services for at approximately 14 canine members of the K9 Unit of the San Francisco Police Dept Airport Bureau. Care will include as-needed examinations, disease prevention programs, diet and weight management services, medications, and treatments as necessary for various conditions and illnesses.

B. Explain why this service is necessary and the consequences of denial: This service is critical for the continued high performance of the working dogs for the San Francisco International Airport to provide safe and secure facilities for the traveling public, airlines, tenants, and its employees and to assure the Transportation Security Administration that the working dogs have access to veterinary services. If veterinary care and services are denied, the safety and security of the Airport may be compromised.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): Services have been previously provided through a contract, most recently under PSC #4178-07/08.

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

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

IFPTE, Local 21, Physicians and Dentist 8CC, Teamster, Local 856 Health Workers, & SEIU 1021 Misc.
Signature: Cynthia Avakian Jun 5 2013 10:31 PM
Date: 3/25/13

RFP sent to: IFPTE, Local 21, Physicians and Dentist 8CC, Teamster, Local 856 Health Workers, & SEIU 1021 Misc.
on 4/3/13
Date: 4/3/13
Signature: Cynthia Avakian Jun 5 2013 10:31 PM

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4000-13/14

STAFF ANALYSIS/RECOMMENDATION: Approved WW 6/13/2013

CIVIL SERVICE COMMISSION ACTION:

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

**A. Specify required skills and/or expertise:** Licensed veterinarians with expertise in providing prevention and medical treatment services to working dogs.

**B. Which, if any, civil service class normally performs this work?** Portions of the work could be performed by the following classifications: 2292 Shelter Veterinarian, 3370 Animal Care Attendant, and 3375 Animal Health Technician.

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

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

**A. Explain why civil service classes are not applicable:** Civil service classifications are applicable; however, the volume of work to be done is not adequate to support the civil service classifications needed for the work. The work is intermittent and typically as-needed. Further, the services must be available if emergencies occur.

**B. Would it be practical to adopt a new civil service class to perform this work? Explain.**  
No. The volume of work to be done is too small to support civil service positions on an on-going basis.

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

- |   | <u>Yes</u>               | <u>No</u>                           |
|---|--------------------------|-------------------------------------|
| <b>A. Will the contractor directly supervise City and County employees?</b>   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>B. Will the contractor train City and County employees?</b>  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• Describe the training and indicate approximate number of hours.</li> <li>• Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained.</li> </ul> |                          |                                     |
| <b>C. Are there legal mandates requiring the use of contractual services?</b>   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>D. Are there federal or state grant requirements regarding the use of contractual services?</b>  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>E. Has a board or commission determined that contracting is the most effective way to provide this service? No, however the Airport Commission approved the RFP for these services on March 19, 2013.</b>  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? An RFP is being conducted and the results of that process are not known at this time.</b>   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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

*Cynthia P. Avakian* Cynthia Avakian  
Jun 5 2013 10:31 PM

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

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

Address



**Airport Commission  
City and County of San Francisco  
Resolution No.: 13-0063**

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 13\_0063

**AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSALS (RFP) FOR CONTRACT NO. 9351 FOR VETERINARY CARE SERVICES FOR THE SAN FRANCISCO POLICE DEPARTMENT'S AIRPORT BUREAU (SFPD-AB) K9 UNIT AND AUTHORIZE STAFF TO CONDUCT NEGOTIATIONS WITH THE HIGHEST-RANKED PROPOSER**

- WHEREAS, on May 6, 2008, the Airport Commission adopted Resolution No. 08-0092, authorizing Airport staff to issue an RFP for Veterinary Services for the SFPD-AB K9 Unit; and
- WHEREAS, on August 19, 2008, the Airport Commission approved Resolution No. 08-0161 awarding Contract No. 8854 to White Ivie Pet Hospital; and
- WHEREAS, the terms of Contract No. 8854 was three (3) years beginning October 1, 2008 through September 30, 2011, with two 1-year options; and
- WHEREAS, both options to extend have been exercised and Contract No. 8854 expires September 30, 2013; and
- WHEREAS, in order to continue veterinary care services that are required for the canine members of the SFPD-AB K9 Unit, and because these services must be provided by licensed veterinary medical professionals; and
- WHEREAS, the new contract term will be two years and nine months with two one-year options to extend, now, therefore be it
- RESOLVED, that this Commission authorizes the issuance of an RFP for Contract No. 9351, Veterinary Care Services, and authorizes staff to conduct negotiations with the highest-ranked proposer and return to the Commission to award the contract.

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

MAR 19 2013

  
Secretary

**Union Notification(s)**

- ◆ **Local 21**
- ◆ **UAPD**
- ◆ **Local 856**
- ◆ **Local 1021**

## Cynthia Avakian

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**From:** Cynthia Avakian  
**Sent:** Monday, March 25, 2013 4:14 PM  
**To:** L21PSC Review <L21PSCReview@ifpte21.org> (L21PSCReview@ifpte21.org); Ging Louie (glouie@ifpte21.org); 'al@uapd.com'; 'jduritz@uapd.com'; 'pat@uapd.com'; 'jlanthier@ibt856.org'; pattie.tamura@seiu1021.org; 'roxanne.sanchez@seiu1021.org'  
**Cc:** Jelina Enriquez; Theresa Lopez  
**Subject:** DRAFT PSC for Veterinary Services for the San Francisco Police Dept Airport Bureau K9 Unit.  
**Attachments:** DRAFT PSC Form 1 Ct. 9351 Veterinary Services SFPD K9 Unit.pdf

All,

Attached is the Airport's DRAFT PSC for Veterinary Services for the San Francisco Police Dept Airport Bureau K9 Unit. We will forward the link to the RFP as soon as it is posted.

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

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

## Cynthia Avakian

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**From:** Cynthia Avakian  
**Sent:** Wednesday, April 03, 2013 4:55 PM  
**To:** L21PSC Review <L21PSCReview@ifpte21.org> (L21PSCReview@ifpte21.org); Ging Louie (glouie@ifpte21.org); 'al@uapd.com'; 'jduritz@uapd.com'; 'pat@uapd.com'; 'jlanthier@ibt856.org'; pattie.tamura@seiu1021.org; 'roxanne.sanchez@seiu1021.org'; Brook.Demmerle@seiu1021.org; 'pfinn@ibt856.org'; 'tonette.garcia@seiu1021.org'; 'david.canham@seiu1021.org'; 'kirsten.clemons@seiu1021.org'; 'sharizinn@yahoo.com'; 'tiya.thlang@seiu1021.onmicrosoft.com'; 'ahall@cirseiu.org'  
**Cc:** Jelina Enriquez; Theresa Lopez  
**Subject:** RE: DRAFT PSC for Veterinary Services for the San Francisco Police Dept Airport Bureau K9 Unit.

All,

The RFP has now been posted at the following link: <http://mission.sfgov.org/OCABidPublication/BidDetail.aspx?K=6570>

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

Cynthia Avakian  
Contracts Administration Unit  
650-821-2014

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**Prior DHR Approved – Original – Current**  
**Prior Administrative Approval – Mod1 - Current**

**PSC #4178-07/08**

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 14, 2008

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

TYPE OF REQUEST: [X] INITIAL REQUEST [ ] MODIFICATION

TYPE OF SERVICE: Veterinary Services for the SF Police Department, Airport Bureau K9 Unit

FUNDING SOURCE: Airport Operating Funds and U.S. Transportation Security Administration

PSC AMOUNT: \$300,000 (or \$60,000 per year) PSC DURATION: 7/1/2008 - 6/30/2013 (5 years)

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Veterinary services for the 11- soon-to-be 13-member canine (K9) unit of the San Francisco Police Department - Airport Bureau, including examinations, disease prevention programs, diet and weight management services, medications, and treatments, if necessary, for different conditions or illnesses.

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

The service is critical for the continued high performance of these working canines and to provide assurance to the Transportation Security Administration that the dogs they provide have access to veterinary services when needed. If the services are denied, the safety and security of the Airport may be compromised.

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

This service has been provided through a purchase order in the past. Purchasing requested a competitive process and a formal professional services contract because of insurance/liability concerns and the growth of the purchase order.

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

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

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Rows include SEIU Local 1021, Teamsters Local 856, and UAPD-8CC, all signed by Galen W.M. Leung on MAY 16 2008.

RFP sent to: Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4178-07/08
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

Approved 6/16/08



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Licensed veterinarian with expertise in providing prevention and treatment services to working canines.

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

Portions of the work can be performed by the following classifications: 2292 Shelter Veterinarian, who "examines, diagnoses and performs emergency treatment for impounded animals (and) . . . supervises the training of . . . staff in administering first aid and vaccinations," 3370 Animal Care Attendant, who "humanely handles and kennels all animals," 3375 Animal Health Technician, who "assists in providing . . . medical care and treatment . . . performs a variety of diagnostic procedures (and) . . . assists the veterinarian in surgery," and .

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 classifications are applicable; however, the volume of work to be done is too low to support the civil service classifications needed for the work. The work is intermittent and mostly as-needed. Services must be available if emergencies occur.

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

No; the volume of work to be done is too small to support civil service positions on an on-going basis.

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

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

Yes  No

B. Will the contractor train City and County employees?

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


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

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

E. Has a board or commission determined that contracting is the most effective way to provide this service? Airport Commission resolution #08-0092 is attached.

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? An RFP is being conducted at this time.

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

  
Signature of Departmental Personal Services Contract Coordinator

Galen W.M. Leung

(650) 821-2012

Print or Type Name

Telephone Number

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

Address



San Francisco International Airport

**MEMORANDUM**

DATE: October 2, 2012  
 TO: Leorah Dang, PSC Analyst  
 Department of Human Resources (Dept. 33)  
 FROM: Cynthia Avakian, PSC Coordinator  
 Airport Commission (Dept. 27)  
 RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4178-07/08 Approval Date: June 16, 2008

Description of Service(s):	Veterinary Services for the SF Police Department, Airport Bureau K9 Unit		
Original Approved Amount:	<u>\$300,000</u>	Original Approved Duration:	<u>7/1/08 - 6/30/13</u>
Admin Mod 1 Amount:	<u>\$60,000</u>	Modification of Duration:	<u>7/1/13 - 12/31/13</u>
Total Modified Amount:	<u>\$360,000</u>	Total Modified Duration:	<u>7/1/08 - 12/31/13</u>

Reason for the modification:

To extend the term to address delays in getting the original contract certified and to address unexpected emergency surgeries for our geriatric canines.

Attachment: Copy of Approved PSC Summary

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 FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION:  Approved

Approval Date: 10/17/2012

By: [Signature]  
Micki Callahan, Human Resources Director

AIRPORT COMMISSION CITY AND COUNTY OF SAN FRANCISCO  
 EDWIN M. GEE MAYOR    LARRY MAZZOLA PRESIDENT    LINDA L. GRAYTON VICE PRESIDENT    ELEANOR JOHNS RICHARD L. GUGGERBERG PETER A. STERN JON H. L. MARTIN AIRPORT DIRECTOR

Post Office Box 8097 San Francisco, California 94126 Tel 650.831.5000 Fax 650.831.5005 www.flysfo.com



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: SFO seeks to hire a customer service professional with significant experience developing and facilitating service enhancement and focus sessions in a classroom environment, with mixed and single-vendor groups, at medium and large hub airports. Specifically, the facilitator needs to have verifiable experience in developing motivational, customer based curriculum. Additionally, the vendor must be able to write a script used for computer based learning to familiarize new staff to the SFO service culture.

B. Which, if any, civil service class normally performs this work? Portions of the work are currently performed by a 0922 Manager I, and 1844 Senior Management Assistant.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: Existing classes do not have the expertise to develop and facilitate the specialized curriculum.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. The training sessions will be held two weeks per quarter, which does not guarantee the minimum number of hours for full or part time civil service class.

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

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

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

B. Will the contractor train City and County employees?

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

The program is designed specifically for airport tenant employees, however, select groups of Airport Commission employees will be trained as well. The occupational type of Airport Commission employees to receive training include custodial staff, management, and other staff whose work responsibilities routinely expose them to SFO customers. Employees targeted for training will undergo an initial 90 minute training, with the possibility of completing a 90 minute refresher training session at a later date.

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

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

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

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

E. Has a board or commission determined that contracting is the most effective way to provide this service? No, however, the Airport Commission has approved Resolution #13-0045 for this work.

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

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

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

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

*Cynthia P. Avakian* Cynthia Avakian  
Jun 5 2013 11:02 PM

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

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

Address

**Airport Commission  
City and County of San Francisco  
Resolution No.: 13-0045**

AIRPORT COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO  
RESOLUTION NO. 13\_0045

**AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSALS (RFP) FOR  
CONTRACT NO. 9299, GUEST SERVICE ENHANCEMENT SERVICES AND  
AUTHORIZE STAFF TO ENTER NEGOTIATIONS WITH THE HIGHEST RANKED  
PROPOSER**

WHEREAS, the San Francisco International Airport (the "Airport") is committed to providing world-class customer service to all guests; and

WHEREAS, the Airport recognizes that most service is provided by tenant employees and staff and generally has little influence over the quality of the service delivered; and

WHEREAS, the Airport wishes to establish a new, airport-wide guest service culture and enhancement training program that includes all Airport tenants and employees; and

WHEREAS, the Airport also wishes to establish a customer service training academy to offer curriculum to up to 7,000 Airport employees annually; and

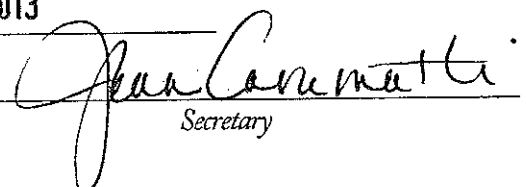
WHEREAS, the Airport completed a pilot guest service enhancement program in 2012 which was positively received by Airport tenants. As the Airport wishes to continue this beneficial program; now, therefore, be it

RESOLVED, that this Commission approves issuance of the Request for Proposal (RFP) for Guest Service Enhancement services and approves negotiations with the highest ranked proposer for the contract, which has a three-year period with two, one-year options, and to negotiate with the next highest rank proposer if necessary; and be it further

RESOLVED, that staff will return to the Commission with recommendations for the proposed consultant(s) and scope of work.

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

MAR 04 2013

  
Secretary

**Union Notification(s)**

◆ Local 21

◆ Local 1021

**Cynthia Avakian**

**From:** Cynthia Avakian  
**Sent:** Monday, March 25, 2013 4:46 PM  
**To:** L21PSC Review <L21PSCReview@ifpte21.org> (L21PSCReview@ifpte21.org); Ging Louie (glouie@ifpte21.org); pattie.tamura@seiu1021.org; 'roxanne.sanchez@seiu1021.org'; Christopher Birch; Lisa Randall  
**Subject:** DRAFT PSC for Guest Service Enhancement Services  
**Attachments:** DRAFT Guest Service Enhancement Services Form 1.pdf

All,

Attached is the Airport's DRAFT PSC for Guest Service Enhancement Services. We will forward the link to the RFP as soon as it is posted.

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

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



PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 8, 2013

DEPARTMENT NAME: AIRPORT COMMISSION DEPARTMENT NUMBER: 27

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

TYPE OF REQUEST: [X] INITIAL REQUEST [ ] MODIFICATION

TYPE OF SERVICE: Lenel OnGuard Access Control System - Maintenance and Integration Services

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$1,500,000 PSC DURATION: 9/1/2013 - 12/31/2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The Airport has an ongoing need for hardware and software support which must be provided by a Lenel OnGuard trained and certified vendor. The Lenel OnGuard Access Control System provides measures for controlling access to the secured areas of the Airport, as required by Transportation Security Regulation Part 1542 (http://www.tsa.gov/stakeholders/subchapter-c-civil-aviation-security) through card readers, door locks and sensors. Due to the complexities of the system and consequence of error, the manufacturer does not grant this certification to its end users, but rather certifies third parties as Lenel certified vendors to perform the work.

B. Explain why this service is necessary and the consequences of denial: These services are necessary to keep both the software and hardware components of the Airport's access control system fully functional and integrated across terminals. If manufacturer certified maintenance and support services are not maintained, the availability of the system would be compromised which could jeopardize the security of the Airport and traveling 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): This is a new service.

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

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

IFTPE, Local 21 Local 6, IBEW Union Name
Cynthia Avakian Jun 6 2013 12:35 PM Signature of person mailing/faxing form
April 8, 2013 Date

RFP sent to: IFTPE, Local 21 Local 6, IBEW Union Name
June 4, 2013 Date
Cynthia Avakian Jun 6 2013 12:35 PM Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4002-13/14
STAFF ANALYSIS/RECOMMENDATION: Approved W 6/13/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Manufacturer provided training and certification that is not available to end users of the product. Specific skills include the ability to support a variety of physical security hardware, as well as the ability to support interfaces to camera systems and other Access Controls Systems like Intergraph, Physical Security Information Manager and Quantum Secure. The certified technician must also know all aspects of the control software, from hardware configuration, monitoring, user and access-class configuration, data back-ups to reporting.

B. Which, if any, civil service class normally performs this work? There is no civil service class that performs this work. However, the following classifications will be involved in supervising this work: 1054, 0923, and 7287.

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 manufacturer does not grant the necessary certifications to end users of the product. Purchasing of the system software and hardware mandates use of manufacturer-approved and certified vendors.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No, as the manufacturer does not grant the necessary certifications to its end users.

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

Yes No

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

B. Will the contractor train City and County employees?

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

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

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

E. Has a board or commission determined that contracting is the most effective way to provide this service? No, however, the Airport Commission has approved Resolution # 13-0061 for this work.

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

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

Cynthia P. Avakian Cynthia Avakian Jun 6 2013 12:35 PM

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

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

Address

**Airport Commission  
City and County of San Francisco  
Resolution No.: 13-0061**

AIRPORT COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO  
RESOLUTION NO. 13\_0061

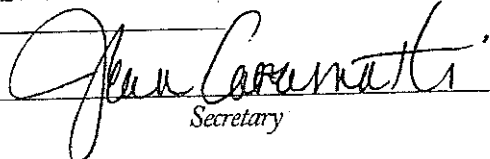
**AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSALS (RFP) FOR CONTRACT NO. 9357 – LENELO ON-GUARD ACCESS CONTROL SYSTEM MAINTENANCE AND INTEGRATION SERVICES AND AUTHORIZE STAFF TO ENTER INTO NEGOTIATIONS WITH THE HIGHEST RANKED PROPOSER**

- WHEREAS, in 2011, under the Terminal 2 Redevelopment Project, the Airport purchased the Lenel On-Guard Access Control System to replace the aging Monitor Dynamics Incorporated Access Control System; and
- WHEREAS, the first two years of maintenance and support service for the system were included in the Terminal 2 Project and is due to expire on September 30, 2013; and
- WHEREAS, the Airport continues to have a need for ongoing maintenance and support of the system along with integration to new locations throughout the Airport; and
- WHEREAS, a qualified and authorized Lenel On-Guard Access Control System provider is required to maintain the system; now therefore, be it
- RESOLVED, that this Commission approves the issuance of an RFP for Contract No. 9357 – Lenel On-Guard Access Control System Maintenance and Integration Services and authorize staff to enter into negotiations with the highest ranked proposer and return to the Commission to award the contract.

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

MAR 19 2013

at its meeting of \_\_\_\_\_

  
Secretary

**Union Notification(s)**

◆ Local 21

◆ Local 6

## Cynthia Avakian

---

**From:** Lisa Randall  
**Sent:** Monday, April 08, 2013 5:21 PM  
**To:** 'tdonovan@ibew6.org'; 'khughes@ibew6.org'; 'L21PSCReview@ifpte21.org'; 'glouie@ifpte21.org'  
**Cc:** Cynthia Avakian; Marilyn Daniels  
**Subject:** DRAFT Lenel OnGuard Access Control System - Maintenance and Integration Services PSC Form 1  
**Attachments:** DRAFT Lenel OnGuard Access Control System - Maintenance and Integration Services PSC Form 1.pdf

All,

Attached is the Airport's DRAFT PSC for Lenel OnGuard Access Control System – Maintenance and Integration Services. We will forward the link to the RFP as soon as it is posted.

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

Lisa Randall MA

Contracts Administration Unit  
San Francisco International Airport  
PO Box 8097, San Francisco, CA 94128  
Email: [lisa.randall@flysfo.com](mailto:lisa.randall@flysfo.com)  
Phone: (650) 821-2012 | Fax: (650) 821-2011

## Cynthia Avakian

---

**From:** Cynthia Avakian  
**Sent:** Tuesday, June 04, 2013 8:48 AM  
**To:** 'tdonovan@ibew6.org'; 'khughes@ibew6.org'; 'L21PSCReview@ifpte21.org'; 'glouie@iftpe21.org'  
**Cc:** Lisa Randall  
**Subject:** FW: DRAFT Lenel OnGuard Access Control System - Maintenance and Integration Services PSC Form 1  
**Attachments:** DRAFT Lenel OnGuard Access Control System - Maintenance and Integration Services PSC Form 1.pdf

All,

The RFP has now been posted at the following link: <http://mission.sfgov.org/OCABidPublication/BidDetail.aspx?K=6829>.

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

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

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: 5/30/13

DEPARTMENT NAME: Arts Commission DEPARTMENT NUMBER 28

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

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

TYPE OF SERVICE: Design and fabricate ceramic tile mosaic for Vermont Street Stairs Public Art Project.

FUNDING SOURCE: Art Enrichment

PSC AMOUNT: \$76,000 PSC DURATION: July 1, 2013 to December 31, 2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Artist or artist team will design and fabricate a ceramic tile mosaic for the Vermont Street Stairs Public Art Project.

B. Explain why this service is necessary and the consequences of denial: City Administrative code section 3.19 requires that 2% of the construction budget of new capital improvement projects be spent on art enrichment. Denial would prohibit Department of Public Works from complying with this ordinance. This work is being funded under art enrichment funds generated from the 2013 Potrero Streetscape Improvement Project.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): Contracts for artists to design, fabricate, transport and install an artwork have been sought by the Arts Commission in the past and have been previously approved, including PSC 4063 - 12/13 for the Arelious Walker Stair Replacement Project.

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

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

Local 1021 Union Name [Signature] Signature of person mailing/faxing form [Signature] Date 6/3/13

Local 21/MEA Union Name [Signature] Signature of person mailing/faxing form [Signature] Date 6/3/13

RFP sent to N/A Union Name on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4003-13/14 STAFF ANALYSIS/RECOMMENDATION: Approved W 6/13/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractor must be a professional fine artist who is selected by independent selection panel and approved by the Arts Commission to enter into contract to design and fabricate artwork for Vermont Street Stairs. These artists must have their design approved by the Arts Commission as required by City Charter.

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

None. Artist is not a Civil Service classification.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There is no Civil Service classification for fine artist. Contractor must be the professional fine artist who has been selected by an independent selection panel and judged by the Arts Commission as being appropriate for the unique requirements of this site.

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

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

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

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

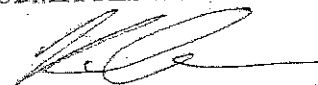
E. Has a board or commission determined that contracting is the most effective way to provide this service?

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

Kevin R. Quan  
\_\_\_\_\_  
Print or Type Name

252-4604  
\_\_\_\_\_  
Telephone Number

25 Van Ness Ave., Ste. 345  
\_\_\_\_\_  
San Francisco, CA 94102  
\_\_\_\_\_

**Union Notification(s)**

◆ **Local 1021**

◆ **Local 21**

**From:** [shari zinn](mailto:shari.zinn)  
**To:** [Taleporos, Zoe](mailto:Taleporos, Zoe)  
**Subject:** Re: Arts Commission PSC Summary - Vermont Street Stairs  
**Date:** Monday, June 03, 2013 12:59:41 PM

---

Zoe thank you for PSC documentation, including the copy of the prior approval. Very beneficial and speeds up the process. I do remember the prior PSC due to I thought what a great project. It seems like we have everything needed and personally I see no problems. Please let me know how the projects are going and hope you have a great day.

Shari Zinn  
SEIU 1021

**From:** "Taleporos, Zoe" <[zoe.taleporos@sfgov.org](mailto:zoe.taleporos@sfgov.org)>  
**To:** "Pattie.tamura@seiu1021.org" <[Pattie.tamura@seiu1021.org](mailto:Pattie.tamura@seiu1021.org)>; "Brook.demmerle@seiu1021.org" <[Brook.demmerle@seiu1021.org](mailto:Brook.demmerle@seiu1021.org)>; "Tonette.garcia@seiu1021.org" <[Tonette.garcia@seiu1021.org](mailto:Tonette.garcia@seiu1021.org)>; "Tiya.Thlang@seiu1021.onmicrosoft.com" <[Tiya.Thlang@seiu1021.onmicrosoft.com](mailto:Tiya.Thlang@seiu1021.onmicrosoft.com)>; "David.canham@seiu1021.org" <[David.canham@seiu1021.org](mailto:David.canham@seiu1021.org)>; "Kirsten.clemons@seiu1021.org" <[Kirsten.clemons@seiu1021.org](mailto:Kirsten.clemons@seiu1021.org)>; "sharizinn@yahoo.com" <[sharizinn@yahoo.com](mailto:sharizinn@yahoo.com)>; "JTanner940@aol.com" <[JTanner940@aol.com](mailto:JTanner940@aol.com)>; "L21PSCReview@ifpte21.org" <[L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)>  
**Cc:** "Davies, Marcus" <[marcus.davies@sfgov.org](mailto:marcus.davies@sfgov.org)>; "DHR-PSCCoordinator, DHR" <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)>  
**Sent:** Monday, June 3, 2013 12:44 PM  
**Subject:** Arts Commission PSC Summary - Vermont Street Stairs

Hello,

Please see the attached PSC Summary from the Arts Commission for the Vermont Street Stairs Public Art Project.

As an example of a similar project that has been approved by the Civil Service Commission, I have attached the minutes of the February 4, 2013 Civil Service Commission meeting demonstrating the approval of the Arelius Walker Stair Replacement Project (PSC 4063-12/13). The PSC Summary for the Arelius Walker Stair Replacement Project is also included at the end of that document. Please let me know if you have any questions.

Best,

Zoë Taleporos  
Public Art Program Associate

San Francisco Arts Commission  
25 Van Ness Avenue, Suite 345  
San Francisco, CA 94102  
T: 415-252-3215 F: 415-252-2595  
[sfartscommission.org](http://sfartscommission.org)

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

**From:** [L21PSC Review](#)  
**To:** [Taleporos, Zoe](#)  
**Subject:** RE: Arts Commission PSC Summary - Vermont Street Stairs  
**Date:** Tuesday, June 11, 2013 11:59:36 AM

---

We have no objections at this time to this PSC.

Kim Carter

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**From:** Taleporos, Zoe [[zoe.taleporos@sfgov.org](mailto:zoe.taleporos@sfgov.org)]  
**Sent:** Thursday, June 06, 2013 1:55 PM  
**To:** L21PSC Review  
**Subject:** RE: Arts Commission PSC Summary - Vermont Street Stairs

Hello,

Would it be possible to expedite a response to this PSC summary? I am trying to have the item calendared on the Civic Service Commission meeting agenda this month or early July, provided you see no problems.

Thanks,

Zoë Taleporos  
Public Art Program Associate

San Francisco Arts Commission  
25 Van Ness Avenue, Suite 345  
San Francisco, CA 94102  
T: 415-252-3215 F: 415-252-2595  
[sfartscommission.org](http://sfartscommission.org)

e-Newsletter<[http://visitor.r20.constantcontact.com/manage/optin/ea?v=001WY2H\\_3RLHWq4IR0dN5CO\\_A%3D%3D](http://visitor.r20.constantcontact.com/manage/optin/ea?v=001WY2H_3RLHWq4IR0dN5CO_A%3D%3D)> I Twitter<<http://www.twitter.com/SFAC>> I Facebook<<http://www.facebook.com/#!/sfacpublicart?ref=ts>> I YouTube<<http://www.youtube.com/ArtsCommission>> I Flickr<<http://www.flickr.com/photos/sfac>>

**From:** Taleporos, Zoe  
**Sent:** Monday, June 03, 2013 12:45 PM  
**To:** 'Pattie.tamura@seiu1021.org'; 'Brook.demmerle@seiu1021.org'; 'Tonette.garcia@seiu1021.org'; 'Tiya.Thlang@seiu1021.onmicrosoft.com'; 'David.canham@seiu1021.org'; 'Kirsten.clemons@seiu1021.org'; 'sharizinn@yahoo.com'; 'JTanner940@aol.com'; 'L21PSCReview@ifpte21.org'  
**Cc:** Marcus Davies [marcus.davies@sfgov.org](mailto:marcus.davies@sfgov.org) ([marcus.davies@sfgov.org](mailto:marcus.davies@sfgov.org)); DHR-PSCCoordinator, DHR  
**Subject:** Arts Commission PSC Summary - Vermont Street Stairs

Hello,

Please see the attached PSC Summary from the Arts Commission for the Vermont Street Stairs Public Art Project.

As an example of a similar project that has been approved by the Civil Service Commission, I have attached the minutes of the February 4, 2013 Civil Service Commission meeting demonstrating the approval of the Arelious Walker Stair Replacement Project (PSC 4063-12/13). The PSC Summary for the Arelious Walker Stair Replacement Project is also included at the end of that document. Please let me know if you have any questions.

Best,

## Dang, Leorah

---

**From:** Taleporos, Zoe  
**Sent:** Monday, June 03, 2013 12:45 PM  
**To:** Pattie.tamura@seiu1021.org; Brook.demmerle@seiu1021.org;  
Tonette.garcia@seiu1021.org; Tiya.Thlang@seiu1021.onmicrosoft.com;  
David.canham@seiu1021.org; Kirsten.clemons@seiu1021.org; sharizinn@yahoo.com;  
JTanner940@aol.com; L21PSCReview@ifpte21.org  
**Cc:** Davies, Marcus; DHR-PSCCoordinator, DHR  
**Subject:** Arts Commission PSC Summary - Vermont Street Stairs  
**Attachments:** PSC Summary Vermont Street Stairs.pdf; PSC Summary\_Arelious Walker Stair  
Replacement Project.pdf

Hello,

Please see the attached PSC Summary from the Arts Commission for the Vermont Street Stairs Public Art Project.

As an example of a similar project that has been approved by the Civil Service Commission, I have attached the minutes of the February 4, 2013 Civil Service Commission meeting demonstrating the approval of the Arelious Walker Stair Replacement Project (PSC 4063-12/13). The PSC Summary for the Arelious Walker Stair Replacement Project is also included at the end of that document. Please let me know if you have any questions.

Best,

Zoë Taleporos  
Public Art Program Associate

San Francisco Arts Commission  
25 Van Ness Avenue, Suite 345  
San Francisco, CA 94102  
T: 415-252-3215 F: 415-252-2595  
sfartscommission.org

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

**Prior DHR Approved – Similar  
and Regular Meeting Minutes**

**PSC #4063-12/13**

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 12/12/12

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: Design and fabricate ceramic tile mosaic for Arelious Walker Stair Replacement Project

FUNDING SOURCE: Art Enrichment

PSC AMOUNT: \$77,200 PSC DURATION: January 1, 2013 to December 31, 2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Artist team will design and fabricate a ceramic tile mosaic for the Arelious Walker Stair Replacement Project.

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

City Administrative code section 3.19 requires that 2% of the construction budget of new capital improvement projects be spent on art enrichment. Denial would prohibit Recreation and Parks Department from complying with this ordinance. This work is being funded under art enrichment funds generated from the renovation of Arelious Walker Stairs.

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):

Contracts for artists to design, fabricate, transport and install and artwork have been sought by the Arts Commission in the past and have been previously approved, including PSC 3112-11/12, 4062-10/11, 4104-10/11, and 4009-08/09.

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

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

Local 10211 Union Name MD Signature of person mailing/faxing form 12/12/12 Date

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

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

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40103-12/13 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*Contractor must be a professional fine artist who is selected by independent selection panel and approved by the Arts Commission to enter into contract to design and fabricate artwork for Arellious Walker Stair. These artists must have their design approved by the Arts Commission as required by City Charter.*

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

*None. Artist is not a Civil Service classification.*

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

*No.*

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

*There is no Civil Service classification for fine artist. Contractor must be the professional fine artist who has been selected by an independent selection panel and judged by the Arts Commission as being appropriate for the unique requirements of this site.*

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

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

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

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

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

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

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

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

\_\_\_\_\_  
Signature of Departmental Personal Services Contract Coordinator

Rebekah Krell

Print or Type Name

252-4665

Telephone Number

25 Van Ness Ave., Ste. 345

San Francisco, CA 94102

Address

## February 04, 2013 Regular Meeting

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### MINUTES Regular Meeting February 4, 2013

2:00 p.m.  
ROOM 400, CITY HALL  
1 Dr. Carlton B. Goodlett Place

#### CALL TO ORDER

2:00 p.m.

#### ROLL CALL

President Kate Favetti	Present
Vice President Scott R. Heldfond	Present
Commissioner Mary Y. Jung	Present (Absent during Item #'s 13-15 & 16-19)
Commissioner E. Dennis Normandy	Present

President Kate Favetti presided.

#### REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

None.

#### APPROVAL OF MINUTES

Regular Meeting of January 7, 2013

Action: Adopted. (Vote of 4 to 0)

**HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)**

No report.

**EXECUTIVE OFFICER'S REPORT (Item No. 6)**

No report.

**0021-13-8      Review of request for approval of proposed personal services contracts.  
(Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4059-12/13	Controller	\$75,000	<p>The Contractor will conduct a benchmarking study to identify best practices in community engagement,</p> <p>specifically as they relate to planning the City's general obligation bond programs' construction &amp; capital projects. In this context, community engagement includes information, consultation, engagement, and empowering activities that provide members of the public with direct ways to be involved in public life &amp; decision making, particularly on issues in which they have a direct interest. The City greatly values citizen input &amp; community engagement, as they are vital components for the City's construction planning &amp; decision making. The goal of this study is to determine potential cost savings by identifying improvements to the City's current community engagement practices. The Contractor will</p> <p>(1) describe the City's current policies &amp; practices for engaging communities &amp; soliciting public input; (2) identify &amp; research at</p>	Regular	11/30/13

			least three comparable jurisdictions to determine community engagement best practices; and (3) recommend a set of best practices & a roadmap of strategies & plans for how to implement effective, cost-efficient community engagement.		
4060-12/13	Controller	\$75,000	The Contractor will conduct a benchmarking study to map San Francisco's project compliance & approval process & policies, specifically as they relate to the City's general obligation bond programs' construction & capital projects. The goal of this study is to determine opportunities for time & cost efficiency gains by identifying improvements to the process. As such, the selected Contractor will (1) describe the City's current project compliance & approval process & policies; (2) identify & research at least three comparable jurisdictions to determine project compliance & approval process best practices; and (3) recommend a roadmap of strategies & plans for how to improve the City's project compliance & approval process, making it more time and cost efficient.	Regular	12/31/13
4061-12/13	Environment	\$1,000,000	A qualified environmental professional contractor to conduct environmental site assessments, prepare cleanup plans and conduct remediation of privately-owned and public properties located in the Southeast area of San Francisco, as part of a Brownfield's project supported by federal grant awards from the U.S. Environmental Protection Agency (EPA). Specifically, the environmental professional is required to develop opinions and conclusions regarding conditions indicative of releases or threatened releases of hazardous substances and petroleum chemicals, as specified by EPA regulations (70 FR 66070, Nov. 1, 2005), for Brownfield sites.	Regular	12/30/17
4062-12/13	Environment	\$5,000,000	Assist the Department of designing, developing, facilitating, and implementing outreach and social marketing programs and creative multilingual campaigns in various areas including waste reduction, reuse, recycling, toxics reduction,	Regular	06/30/18

			energy efficiency and climate adaptation, etc. Additionally, contractor will provide research assistance such as surveys, focus groups, and other forms of market research.		
4063-12/13	Art Commission	\$77,200	Artist team will design & fabricate a ceramic tile mosaic for the Arellious Walker Stair 28 Replacement Project.	Regular	12/31/16
4064-12/13	City Planning	\$75,000	The San Francisco Planning Department is soliciting a vendor to conduct a market analysis of selling Transferable Development Rights (TDRs) from City-owned properties, including studying the impact of proposed San Francisco zoning amendments on the existing TDR program and benchmarking other cities that has implemented TDR programs in which TDRs from publicly owned properties are sold.	Regular	06/30/14
4065-12/13	Human Resources	\$600,000	Provide a web-based, vendor-hosted human resources system for City job application, recruitment, testing, certification/referral processing and applicant demographics reporting capabilities. Services will include Implementation planning and delivery, data migration, and robust technical support, including system upgrades and maintenance, as well as as-needed system training and customization services.	Regular	06/30/18
4066-12/13	Public Utilities Commission	\$800,000	The work under this agreement includes identifying 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 to generate project support; beginning and managing environmental review; securing necessary local government entitlement approvals; and generating sale or lease publicity and arranging a sale and or lease program.	Regular	07/01/18
4067-12/13	Public Utilities Commission	\$950,000	Design a visitor's center, named the Alameda Creek Watershed Center (Center), in close proximity to the historic Sunol Water temple in Sunol, CA. The center, approximately 7,500 sf, is to be	Regular	07/31/16

			<p>designed to accommodate interpretative exhibit areas including an aquarium, an auditorium/conference area, learning laboratory, event gathering space, classes and staff offices. The grounds of the Center are to be integrated fully into the buildings) design and should engage visitors in experiential water-inspired learning, bioregionalism and watershed dynamics as well as provide a peaceful retreat. The architectural/engineering team will need to work closely with City landscape architects to develop an inspirational and functional project. There will be an option to provide construction support services.</p>		
4068-12/13	Public Utilities Commission	\$1,500,000	<ol style="list-style-type: none"> <li>1. Act as legal holder of conservation easements placed on various sites within SFPUC lands in Alameda Creek and/or Peninsula Watersheds.</li> <li>2. Hold and administer a non-wasting endowment account as per CDFG requirements for investment policies.</li> <li>3. Perform monitoring at least one time per year, and no more than twice per year for compliance with land use activities at sites.</li> <li>4. Prepare reports on the results of the land use compliance monitoring inspections, and provide these reports to government Permit Agencies and SFPUC on an annual basis.</li> <li>5. Enforce the terms of the conservation easement.</li> <li>6. Provide Notice of Violation to SFPUC and Permit Agencies in the event of a violation of the terms of the conservation easement.</li> <li>7. Require the restoration of any damage that takes place on conservation lands.</li> </ol>	Regular	01/31/16
4069-12/13	Municipal Transportation Agency	\$500,000	<p>The consultant will analyze the San Francisco Municipal Transportation Agency's (SFMTA) transportation (all modes) impacts on potential land use, employment, housing, transit service, and transportation infrastructure changes. The SF-CHAMP San Francisco Regional travel Model is the official transportation modeling tool for</p>	Regular	03/03/18

			San Francisco and is certified as compliant with the Regional Transportation Plan by the Metropolitan Transportation Commission. The consultant is an expert working with this unique proprietary software product and will use the model to forecast changes in regional travel.		
4070-12/13	Municipal Transportation Agency	\$2,000,000	Develop and maintain an employee wellness program that enables employees to reach optimal physical wellbeing, fitness, injury prevention, and complements existing San Francisco Municipal Transportation Agency (SFMTA) services and programs by implementing, providing and managing the following services: (1) Comprehensive Risk Assessments to include: blood pressure screening; orthopedic assessments; nutrition; stress reduction; weight control; and chronic illness screening (2) Exercise and Education Centers (up to eight locations) to include professional quality fitness equipment with supervision and training; and healthy lifestyle and training programs (3) Therapeutic Program to include yoga, zumba, tai chi, massage, and similar therapeutic modalities (4) Data tracking, data management, and data reporting to measure outcomes	Regular	02/28/18
4071-12/13	Emergency Management	\$1,200,000	The contractor will provide training and exercise curriculums for the Bay Area urban Areas Security Initiative (UASI). Services will include review of existing regional catastrophic plans for each operational area; develop and conduct Homeland Security Exercise and Evaluation Program (HSEEP) tabletop exercises; develop a web-based interactive training curriculum for each Bay Area County; coordinate with CalEMA Golden Guardian regarding exercise design for use in Urban Shield; create a strategic plan addressing future growth and best practices from regional catastrophic training and exercise projects.	Regular	12/31/15
4072-12/13	Public Health	\$1,200,000	The contractor will perform neuromonitoring services for patients undergoing operating room procedures at San Francisco	Regular	02/28/15

			General Hospital. Neuromonitoring services consist of the patient being connected to electrodes during surgery and spontaneous electrophysiologic signals are obtained and interpreted periodically or continuously throughout the course of the operation.		
4073-12/13	Department of Technology	\$28,000,000	Technical Support services for the Motorola radios used by the San Francisco Police Department, the Sheriff's Department, the Fire Department, the Department of Emergency Management, the Department of Public Works and the Public Utilities Commission.	Regular	09/22/17
4094-10/11	Treasurer/Tax Collector	Current Approved Amount \$100,000 Increase Amount Requested \$250,000 New Total Amount Requested \$350,000	A consultant will be engaged to assist the Treasurer-Tax Collector in implementing a Request for Proposals process for banking services that will result in a contract for bank services for the City and County of San Francisco.	Modification	12/31/14
4009-07/08	Environment	Current Approved Amount \$2,249,000 Increase Amount Requested \$2,750,000 New Total Amount Requested \$4,999,000	Will conduct technical assistance and consulting for City Depts. engaged in the design, construction and operation of new bldgs., major renovations, tenant improvements and existing buildings where sub-contractors for specific areas of expertise are required: research, economic, technical and environmental analyses, energy modeling, green building and LEED (or other approved green building rating system) consulting, building commissioning, post-occupancy evaluation, policy and program design and implementation support.	Modification	03/31/15
4023-09/10	Public Utilities Commission	Current Approved Amount \$2,300,000 Increase Amount Requested \$0 New Total Amount Requested	Contract work consists of environmental tasks in support of the Upper Alameda Creek Filter Gallery Project. The completed project would recapture water released from the Calaveras Reservoir. Tasks will include: coordination and work plan preparation; environmental document scoping; environmental background and field studies;	Modification	03/01/19



		\$2,300,000	alternatives 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.		
4028-06/07	Public Library	Current Approved Amount \$1,050,000 Increase Amount Requested \$1,100,000 New Total Amount Requested \$2,150,000	The San Francisco Public Library (Library) seeks a Contractor to develop a program to interpret and coordinate data, design form format, and issue notices and forms for the Library in multiple languages. The services include transforming electronic data, via File Transfer Protocol (FTP) to generate around 1,000 library notices per day, printing text of notices onto designated forms, and mailing them to library patrons first class presorted on the same day. Initially, the Contractor and Library staff will meet to define the specifications for and design each of the required forms: reserves, overdue, billed items, holds expired, and holds cancelled. Subsequent changes and/or additions to the forms would be made as-needed and, on occasion, the Library would provide additional inserts, or camera-ready copy of same, to be included in the mailings.	Modification	06/30/22

**0021-13-8 (continued)****Speakers:**

Lily Conover and Mark dela Rosa, Controller's Office spoke on PSC# 4059-12/13.

Micki Callahan and Donna Kotake spoke on PSC# 4065-12/13.

David Scott and Rosanna Russell, PUC spoke on PSC #4066-12/13.

Shari Zinn, SEIU Local 1021, Jacquie Hale, Patricia Coggan and Lawrence Nichols, Department of Public Health spoke on PSC# 4072-12/13.

Jolie Gines and Joseph John, Department of Technology spoke on PSC# 4073-12/13.

**Action:**

- (1) Approved the request to withdraw PSC # 4065-12/13 at the request of Department of Human Resources. (Vote of 4 to 0)
- (2) Adopted the report; Approved the request for approval of PSC# 4066-12/13 as amended to reflect contract duration of five years instead of six. Notified the Office of the Controller and the Office of

Contract Administration. (Vote of 4 to 0)

(3) Adopted the report; Approved the request for approval of PSC # 4072-12/13 on the condition that the department reports back on its discussion with SEIU after one year. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

(4) Adopted the report; Approved the request for approval of PSC # 4073-12/13 as amended to reflect that the contract will be renewed after it has come before the Board of Supervisors. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

(5) Adopted the report; Approved the requests for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

**0022-13-1 Municipal Transportation Agency's Summary of Appealed Future Employment Restrictions Placed by SFMTA. (Item No. 8)**

**Speakers:** None.

**Action:** Adopted the report. (Vote of 4 to 0)

**0017-13-1 Department of Human Resources Report of Provisional Appointments. (Item No. 9) - Action Item**

**Speakers:** None.

**Action:** Adopted the report. (Vote of 4 to 0)

**0018-13-1 Department of Human Resources Report on Promotive Only Announcements. (Item No. 10)**

**Speakers:** None.

**Action:** Adopted the report. (Vote of 4 to 0)

**0019-13-1 Department of Human Resources Report on Position-Based Testing Program. (Item No. 11)**

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 1, 2013

DEPARTMENT NAME: Fire Department

DEPARTMENT NUMBER: 31

TYPE OF APPROVAL: EXPEDITED

REGULAR (OMIT POSTING \_\_\_\_\_)

CONTINUING

ANNUAL

TYPE OF REQUEST:

INITIAL REQUEST

MODIFICATION (PSC #)

TYPE OF SERVICE: Clinical and Teaching Quality Assurance for the Fire Department Emergency Medical Services and the Department of Emergency Management Medical Dispatch Services

FUNDING SOURCE: Annual Budget

PSC AMOUNT: \$1,250,000

PSC DURATION: January 1, 2013 – December 31, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor provides clinical quality assurance services for Fire Department Emergency Medical Services (EMS) and the Department of Emergency Management (DEM).

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

The Fire Department and DEM need clinical quality assurance services to ensure that quality medical services are being provided by the Emergency Medical Technicians and Paramedics who work on Fire Department engines, trucks, special squads, and ambulances and oversee the EMS training program. DEM needs to ensure that medical dispatch protocols are properly used and evaluated. Denial of this agreement would leave both Departments without clinical quality assurance of EMS activities from a licensed medical specialist in emergency medicine.

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 approved by the Civil Service Commission on November 6, 2006. (PSC # 4061-06/07.)

Dec. 15, 2008 W 4062-08/09 W

D. Will the contract(s) be renewed:

Yes. This is the final, one-year renewal on this contract.

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

UAPD	<i>Jeanne Bushong</i>	5-21-13 revised
Union Name	Signature of person mailing / faxing form	Date
		5-1-13 W
Union Name	Signature of person mailing / faxing form	Date

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4004-13/14

STAFF ANALYSIS/RECOMMENDATION: Approved W 6/13/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise:  
Physician with an emergency medicine license and experience in administration, research, teaching, and clinical and academic quality assurance for emergency medical services.
- B. Which, if any, civil service class normally performs this work?  
2237 Medical Director, Emergency Medical Services Agency, DPH, and 2233 Supervising Physician Specialist.
- 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 current civil service classifications do not provide academic or teaching quality assurance activities or teach EMS classes to practitioners. These skills are needed by the Fire Department and DEM.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
No. The service requires the use of an academic institution in the practice of Medicine to provide the appropriate oversight for these specialized medical services.

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?<br>- Describe training and indicate approximate number of hours.<br>- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained.<br>Oversight of Fire Department instructors (H20, H28, H33, H43) who currently are required by law to provide initial certification and continuing education training for EMTs and Paramedics. (EMT recertification, 24 hours education over two years, 8 hours CPR. Paramedics, 48 hours state mandated, 24 hours county mandated training annually). SFFD has 1,065 EMTs and 326 Paramedics. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| C. Are there legal mandates requiring the use of contractual services?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? The Department currently has a contract with The Regents of the University of California, on behalf of the San Francisco General Hospital Clinical Practice Group for Emergency Medicine Service, to provide these services.  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

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

*Jesusa Bushong*

Signature of Departmental Personal Services Contract Coordinator

Jesusa Bushong  
Print or Type Name

558-3615  
Telephone Number

698 Second Street, San Francisco, CA 94107  
Address

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**Union Notification(s)**

**◆ UAPD**

**Dang, Leorah**

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**From:** Bushong, Jesusa  
**Sent:** Tuesday, May 21, 2013 10:37 AM  
**To:** jduritz@uapd.com  
**Cc:** DHR-PSCCoordinator, DHR  
**Subject:** RE: Reg-Initial: Clinical & Teaching Quality Assurance for the Fire Dept ER Medical Services and... (Dept 31)  
**Attachments:** 20130521103414719.pdf

Dear Mr. Duritz:

Attached for your reference is the revised PSC for the service above with clerical amendments. There were no changes to the scope, amount or duration. I simply added items 1 through 3 below as instructed by DHR's PSC Coordinator. For your information, this PSC item will be calendared for the July 1, 2013 Civil Service meeting.

Thank you.

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



**Dang, Leorah**

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**From:** Bushong, Jesusa  
**Sent:** Wednesday, May 01, 2013 3:19 PM  
**To:** jduritz@uapd.com  
**Cc:** DHR-PSCCoordinator, DHR; Corso, Mark  
**Subject:** Review of Modification to Continuing Personal Services Contract  
**Attachments:** UC Regents PSC form 2009\_2011extension.doc

**Importance:** High

Dear Mr. Duritz:

Attached for your review and comment is a request to modify an existing personal services contract with The Regents of the University of California for clinical quality assurance services to the EMS staff of the Fire Department and to the dispatch staff of the Department of Emergency Management. This is the final renewal on this existing contract.

If you have any questions or require further information, please contact Mark Corso, Fire Department Chief Financial Officer, at (415) 558-3417. In accordance with the review period for UAPD, we would appreciate receiving your response by the 30-day deadline of May 31, 2013.

Thank you for your assistance.

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

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**Notice of Civil Service Commission Action – Original - Expired**

PSC #4062-08/09

PSC #4061-06/07



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

December 18, 2008

DONALD A. CASPER  
PRESIDENT

MORGAN R. GORRONO  
VICE PRESIDENT

MARY Y. JUNG  
COMMISSIONER

E. DENNIS NORMANDY  
COMMISSIONER

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED  
PERSONAL SERVICES CONTRACT NUMBERS 4062-08/09  
AND 4064-08/09.**

At its meeting of December 15, 2008 the Civil Service Commission had for its consideration the above matter.

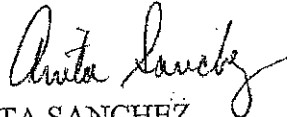
**PLEASE NOTE:** *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval.*

ANITA SANCHEZ  
EXECUTIVE OFFICER

- It was the decision of the Commission to:
- (1) Adopt the Human Resources Director's report on PSC #4062-08/09. Notify the offices of the Controller and the Purchaser.
  - (2) Adopt the Human Resources Director's report on PSC #4064-08/09 as verbally amended to note that the contractor will train City and County employees. 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: Jesusa Bushong, San Francisco Fire Department  
Micki Callahan, Human Resources Director  
Connie Chang, Public Utilities Commission  
Shamica Jackson, Public Utilities Commission  
Jennifer Johnston, Department of Human Resources  
Naomi Kelly, Office of Contract Administration  
Brigitte Rockett, Department of Human Resources  
Ben Rosenfield, Controller  
Commission File  
Chron

POSTING FOR  
December 01, 2008

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Dept No	Dept Name	Approval Type	Contract Amount	Description of work	Duration
4060-08/09	22	Department of the Environment	Regular	\$64,000.00	Will accept left over latex paint from San Francisco residents giving it to fourteen sites (11 vendors) and storing it on-site until contractor picks it up for recycling.	30-Jun-13
4061-08/09	31	Fire Department	Regular	\$47,000.00	Will provide development and administration of exams for the Fire Depts, Ranks of H-2 Firefighter, H-4 Inspector, H-6 Investigator, and H-33 EMS Captain, and will defend those selection processes against legal challenge as necessary.	31-Dec-09
4062-08/09	31	Fire Department	Regular	\$1,250,000.00	Will provide clinical quality assurance services for Fire Department Emergency Medical Services (EMS) and the Dept. of Emergency Mgmt (DEM).	31-Dec-11
4063-08/09	35	San Francisco Municipal Transportation Agency	Regular	\$158,000.00	Will install fifteen (15) re-conditioned engines into Municipal Railway Neoplan Standard coaches.	30-Jun-09
4064-08/08	40	San Francisco Public Utilities Commission	Regular	\$1,500,000.00	Will conduct hydrologic, geomorphic, biological and related river ecosystem science work on an as-needed basis.	14-Jan-14
4065-08/09	70	City Administrator	Regular	\$150,000.00	Will provide day laborers with access to work and vital social services and increasing their skill levels through educational opportunities.	31-Dec-09

POSTED

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 29, 2008

DEPARTMENT NAME: Fire Department

DEPARTMENT NUMBER: 31

TYPE OF APPROVAL:  EXPEDITED

REGULAR (OMIT POSTING \_\_\_\_\_)

CONTINUING

ANNUAL

TYPE OF REQUEST:

INITIAL REQUEST

MODIFICATION (PSC# \_\_\_\_\_)

TYPE OF SERVICE: Clinical and Teaching Quality Assurance for the Fire Department Emergency Medical Services and the Department of Emergency Management Medical Dispatch Services

FUNDING SOURCE: Annual Budget

PSC AMOUNT: \$1,250,000

PSC DURATION: January 1, 2009 – December 31, 2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor provides clinical quality assurance services for Fire Department Emergency Medical Services (EMS) and the Department of Emergency Management (DEM).

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

The Fire Department and DEM need clinical quality assurance services to ensure that quality medical services are being provided by the Emergency Medical Technicians and Paramedics who work on Fire Department engines, trucks, special squads, and ambulances and oversee the EMS training program. DEM needs to ensure that medical dispatch protocols are properly used and evaluated. Denial of this agreement would leave both Departments without clinical quality assurance of EMS activities from a licensed medical specialist in emergency medicine.

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 approved by the Civil Service Commission on November 6, 2006. (PSC # 4061-06/07.)

D. Will the contract(s) be renewed:

Yes.

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

<u>UAPD</u>	<u>Cecilia Soliani</u>	<u>11-27-08</u>
Union Name	Signature of person mailing / faxing form	Date
Union Name	Signature of person mailing / faxing form	Date

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4062-08109

STAFF ANALYSIS/RECOMMENDATION: Approved M. J. Kim

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Physician with an emergency medicine license and experience in administration, research, teaching, and clinical and academic quality assurance for emergency medical services.

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

2237 Medical Director, Emergency Medical Services Agency, DPH, and 2233 Supervising Physician Specialist.

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 current civil service classifications do not provide academic or teaching quality assurance activities or teach EMS classes to practitioners. These skills are needed by the Fire Department and DEM.

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

No. The service requires the use of an academic institution in the practice of Medicine to provide the appropriate oversight for these specialized medical services.

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.

Oversight of Fire Department instructors (H20, H28, H33, H43) who currently are required by law to provide initial certification and continuing education training for EMTs and Paramedics. (EMT recertification, 24 hours education over two years, 8 hours CPR. Paramedics, 48 hours state mandated, 24 hours county mandated training annually). SFFD has 1,065 EMTs and 326 Paramedics.

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:

*Jesusa Bushong*

Signature of Departmental Personal Services Contract Coordinator

Jesusa Bushong

558-3615

Print or Type Name

Telephone Number

698 Second Street, San Francisco, CA 94107

# FAX COVER SHEET

## CITY AND COUNTY OF SAN FRANCISCO SAN FRANCISCO FIRE DEPARTMENT



DIVISION OF HUMAN RESOURCES  
698 SECOND STREET, ROOM 209  
SAN FRANCISCO, CA 94107  
WORK: (415) 558-3462  
FAX: (415) 558-3463

DATE: Tuesday, November 4, 2008

TO: Al Groh

FAX#: (510) 763-8756

No. of Pages 3

(including cover sheet)

FROM: *Cecile Soliai, Secretary for  
Jesusa Bushong, Departmental Personnel Officer*

MESSAGE: **PLEASE NOTE THE MESSAGE BELOW HAS CHANGED.**

Enclosed for your review is a PSC for clinical and teaching QA for the Fire Department's EMS Division and the City's Department of Emergency Management Medical Dispatch Services. **Please note the PSC amount has changed from \$950,000 to \$1,250,000.** I'm sorry if this has caused any inconvenience. Please let me know if you have questions or concerns.

Thank you.

08 NOV - 5 AM 10:30



TRANSMISSION VERIFICATION REPORT

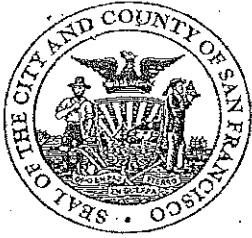
TIME : 11/04/2008 11:16  
NAME : SFFD HR  
FAX : 4155583463  
TEL : 4155583462  
SER.# : 000G5J413491

DATE, TIME	11/04 11:15
FAX NO./NAME	915107638756
DURATION	00:01:07
PAGE(S)	03
RESULT	OK
MODE	STANDARD ECM

08 NOV -5 AM 10:51

PROPERTY  
OF  
SFFD  
HARRIS COUNTY

4061-06/07



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

AMENDED

GAVIN NEWSOM  
MAYOR

November 22, 2006

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

THOMAS T. NG  
PRESIDENT

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

ALICIA D. BECERRIL  
VICE PRESIDENT

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

DONALD A. CASPER  
COMMISSIONER

It was the decision of the Commission to *postpone PSC 4060-06/07 to the meeting of December 18, 2006 at the request of the San Francisco Fire Department*; Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

MORGAN R. GORRANO  
COMMISSIONER

KATE FAVETTI  
EXECUTIVE OFFICER

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

CIVIL SERVICE COMMISSION

KATE FAVETTI  
Executive Officer

### Attachment

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

POSTING FOR  
November 6, 2006

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 10/02/06

DEPARTMENT NAME Fire Department

DEPARTMENT NUMBER 31

TYPE OF APPROVAL: EXPEDITED

XXX REGULAR (OMIT POSTING \_\_\_\_\_)

CONTINUING  ANNUAL

TYPE OF REQUEST:

XXX INITIAL REQUEST MODIFICATION

TYPE OF SERVICE: Provide medical direction and practice oversight for Advanced Life Support (paramedics) clinicians in the Pre-hospital setting

FUNDING SOURCE: Budget Funding

PSC AMOUNT: \$492,876.80 over the two year contract

PSC DURATION :Two (2) calendar years (11/01/06 - 10/30/08)

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide medical direction and clinical quality control for paramedics in the SFFD. Authorize and obtain pharmaceuticals and other prescription-based supplies

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

SFFD is obligated under County DPH Policy 4000 to "...ALS providers shall employ a physician knowledgeable in pre-hospital care and quality improvement to act as a provider Medical Director..."

Consequence of denial will void the SFFD's Advanced Life Support certification and prevent the SFFD from providing paramedic services to the City.

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

Services have been provided by Work Order/MOU between UCSF and the San Francisco Dept of Health

D. Will the contract(s) be renewed:

If performance is acceptable, yes.

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

VAPD  
Physicians & Dentists 8CC  
Union Name

Jenna Burkong  
Signature of person mailing / faxing form

10-6-06  
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# \_\_\_\_\_  
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Five years experience as Emergency Physician. Knowledgeable in Quality Improvement for EMS services. Experience with Pre-hospital research. Base Station physician accreditation

B. Which, if any, civil service class normally performs this work? No Civil Service classification currently provides these services

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: Civil Service classifications do not perform this service. Base Station physicians are employees of UCSF.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. Not practical at this time due to specialty skills necessary to perform work and the necessity of determination by UCSF, so as to avoid duplication of responsibilities in Civil Service classifications.

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 (e.g., 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? NO  Yes

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?  Yes  No

UCSF

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

Jesusa Bushong  
Signature of Departmental Personal Services Contract Coordinator

JESUSA BUSHONG  
Print or Type Name

(415) 558-3615  
Telephone Number

698 Second Street, San Francisco, CA 94107  
Address

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PERSONAL SERVICES CONTRACT SUMMARY

ATE: 06/03/2013

DEPARTMENT NAME: San Francisco Public Utilities Commission (SFPUC) DEPARTMENT NUMBER 40

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

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

TYPE OF SERVICE: Professional Ecological & Botanical Services (CS-317)

FUNDING SOURCE: Water Enterprise Funding

PSC AMOUNT: \$3,500,000 PSC DURATION: 11/26/2013 to 11/26/2020 (7 years)

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor to provide staff, equipment and services to complete monitoring of vegetation restoration of Water System Improvement Program (WSIP) Construction Sites to support the SFPUC's permit compliance. Perform field work including vegetation transect surveys, invasive species identification, photo documentation, and field training for Contractors; perform management tasks including recommendations for remedial actions needed to meet restoration success criteria, Quality Assurance/Quality Control of Contractor work, schedule and budget management, and regular correspondence with the SFPUC; develop tools for data collection and communicating required actions (i.e., forms and checklists); and prepare annual monitoring reports including supporting photos, figures, and maps.

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

Contractor will supplement full-time SFPUC staff by providing temporary staff during peak field and report preparation efforts and with staff that have technical expertise and training not otherwise required on full time basis or beyond 7 years. If the contract is denied, the SFPUC would not be able to meet its California Environmental Quality Act (CEQA) and/or regulatory agency permit requirements (i.e., from the U.S. Fish and Wildlife Service) without annual hiring and firing of seasonal workers and technical experts.

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 not required 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/L39

Union Name

Shamica Jackson

Signature of person mailing/faxing form

Shamica Jackson

05/01/2013

Date

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4005-13/14 STAFF ANALYSIS/RECOMMENDATION: Approved W 6/13/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:  
Botanist, biologist, ecologist, geomorphologist, geographic information specialist (GIS) and appropriate scientists and engineers.

B. Which, if any, civil service class normally performs this work?  
1052 IS Business Analyst, 1054 IS Business Analyst-Principal, 1804 Statistician, 1806 Senior Statistician, 2481 Water Quality Technician I/II, 2482 Water Quality Technician III, 2483 Biologist I/II, 2484 Biologist III, 2485 Supervising Biologist, 5216 Chief Surveyor, 5272 Landscape Architectural Associate 2, 5274 Landscape Architect, 5277 Planner I, 5278 Planner II, 5291 Planner III, 5298 Planner III-Environmental Review, 5299 Planner IV-Environmental Review, 5310 Survey Assistant I, 5312 Survey Assistant II, 5314 Survey Associate, 5320 Illustrator And Art Designer, 5330 Graphics Supervisor, 5601 Utility Analyst, 5602 Utility Specialist, 5620 Regulatory Specialist, 5640 Environmental Specialist, 5642 Senior Environmental Specialist, 5644 Principal Environmental Specialist, 5148 Water Operations Analyst

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:  
Civil service classes are applicable; however, supplemental, temporary labor is needed to perform the work that is concentrated at specific peaks during the year and with specific technical expertise needed to accomplish discrete portions of the work.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
Civil service classes already exist. Contractor is requested to supplement the new staff for episodic work.

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:

*Shamica Jackson*

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

415-554-0727

Print or Type Name

Telephone Number

525 Golden Gate, 8<sup>th</sup> Floor

San Francisco, CA 94102

Address



**Union Notification(s)**

◆ Local 21

◆ Local 39

## Dang, Leorah

---


**From:** Jackson, Shamica <SJackson@sfgwater.org>  
**Sent:** Wednesday, May 01, 2013 3:45 PM  
**To:** Degrafinried, Alaric; Jackson, Shamica; L21PSCReview@ifpte21.org; glouie@ifpte21.org; kcarter@ifpte21.org; Domingo, Kofo; Kyger, Todd; Ordikhani, Masood; grojo@local39.org  
**Subject:** 30 DAY NOTICE PRIOR TO DHR: CS-317 draft PSC to Unions for review  
**Attachments:** Initial-Regular-Professional Ecological & Botanical Services Draft PSC-CS-317-Dept40.docx  
**Importance:** High

To All Interested Parties,

Pursuant to recently negotiated provisions in the City's memoranda of understanding ("MOUs") with City labor unions, Departments must now send such notices to affected unions either at the time the City issues a Request for Proposals/Request for Qualifications, or 30 days prior to the submission of a PSC request to DHR and/or the Commission, whichever occurs first. Such notice must include a copy of the draft PSC summary form.

Best regards,

Shamica L. Jackson  
San Francisco Public Utilities Commission  
Contract Administration Bureau  
525 Golden Gate Avenue, 8th Floor  
San Francisco, CA 94102  
voice: 415-554-0727  
fax: 415-554-3225  
email: sjackson@sfgwater.org

 Please consider the environment before printing this email

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 5/6/2013

DEPARTMENT NAME: Office of Economic and Workforce Development DEPARTMENT NUMBER 21

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [X] MODIFICATION (PSC# 3001-12/13 )

TYPE OF SERVICE: Workforce Consulting -- Employment Training Panel (ETP) reporting

FUNDING SOURCE: State grant funds

Table with 2 columns: Amount and PSC Duration. Rows: Original Amount (\$49,000), Modification Amount (\$110,000), Total Amount (\$159,000); PSC Duration (8/1/12-12/31/13), PSC Duration (01/01/14 through 12/31/15), Total PSC Duration (8/1/12-12/31/15)

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Office of Economic and Workforce Development (OEWD) received a training cost reimbursement grant from the California Employment Training Panel (ETP). In order for OEWD to be reimbursed for its training cost, training information and data need to be reported to the Employment Development Department (EDD) on a monthly basis. Steve Duscha Advisories is responsible for submission of all training data collected through ETP's online system. This service is essential services to OEWD being reimbursed.

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

ETP strongly recommended that OEWD enter into a contract with Steve Duscha Advisories because the paperwork is complex and laborious and because Steve Duscha Advisories has extensive experience with the design and implementation of the reimbursement contract. If the service is not delivered, then OEWD will not be able to be reimbursed for its training costs.

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 same contractor has been providing this service to the department; the department was awarded another year of ETP funding therefore an extension is being sought. PSC 3001-12/13 is the most recent approval number.

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):

MECA Union Name, Signature of person mailing/faxing form, Date: Signed 5/6/13 emailed 6/12/13
Local 21 Union Name, Signature of person mailing/faxing form, Date: 5/6/13
RFP sent to Union Name, on Date, Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3001-12/13
STAFF ANALYSIS/RECOMMENDATION: Approved W 6/13/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Extensive knowledge and expertise for the collection, analysis, and submission of the training data that will be submitted to the California Employment Training Panel. (Please see additional attachment) *W*

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

None. The closest would be: 0922 Manager I, 0923 Manager II, or 1824 Principal Administrative Analyst

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

ETP contracts have never been operated by any agency in the City and County of San Francisco and there is no current City and County staff that has experience with working on an ETP contract. Therefore, a consultant is needed to assist with collecting, analyzing the data, and submitting it to ETP.

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

No. The work is dependent on an annual competitive application process and State funding levels.

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

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

Signature of Departmental Personal Services Contract Coordinator

Merrick Pascual

(415)701-4811

Print or Type Name

Telephone Number

1 South Van Ness Ave, 5<sup>th</sup> Floor

San Francisco, CA 94103

Address

**Additional Attachment(s)**

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

**3A. Specify Required Skills and/or Expertise**

**State of California  
Employment Training Panel  
April 29, 2013**



State of California

## Employment Training Panel

Edmund G. Brown Jr., Governor

**FOR IMMEDIATE RELEASE: April 29, 2013**

**CONTACT: Peter Cooper  
(916) 327-5261**

### **Employment Training Panel Approves Over \$5.5M to Train California Workers, Including a Pre-Apprenticeship Program With SF CityBuild to Support Individuals With Multiple Barriers to Employment**

SACRAMENTO – The State of California’s Employment Training Panel approved 19 contracts worth over \$5.5M in job training funds at its regularly held public meeting on April 26. Additionally, since the last Panel meeting on March 22, Panel Chair, Barry Broad and Acting Executive Director, Jill McAloon have approved more than \$740,000 to help fund training for 16 small business and small-scope projects under \$100,000 each.

Proposals approved today included training projects from various industry sectors, including priority industries vital to California’s economic growth, such as manufacturing, information technology services, multi-media/entertainment, and construction trades. Among training proposals in the construction trades was a proposal from the City and County of San Francisco, which proposes to train 70 new hires through the CityBuild Academy program.

CityBuild Academy is a construction pre-apprenticeship program designed to assist unions and private construction contractors meet their workforce needs for entry-level apprentices. It was enacted by the City of San Francisco’s Office of Economic and Workforce Development (OEWD) in partnership with construction trade unions, the City College of San Francisco, the San Francisco Construction Trades Council, and community based organizations. The program also assists private sector employers in meeting city-mandated hiring requirements for large public and private construction projects.

Since the CityBuild Academy program launched in 2005, it has played a vital role in providing training and employment opportunities in the construction trades to economically disadvantaged San Francisco residents. Under this proposal, all training is for new hires and will include 50 trainees with multiple barriers to employment. Upon completion of the program, successful graduates of the CityBuild Academy program may become registered apprentices.

“CityBuild is a dynamic program that supports the development of a highly skilled workforce through job training. By providing education and workforce training to individuals who face multiple barriers to employment, the CityBuild Academy Program is helping to meet local workforce demand while creating career opportunities for those in greatest need,” said Marc Majors, Workforce Development Manager for CityBuild.

Through Special Employment Training Funds, ETP is able to help fund programs like San Francisco’s CityBuild Academy, a program that not only supports job creation and economic development, but helps change people’s lives.

ETP is a business and labor supported state agency that assists employers in strengthening their competitive edge in the economy by providing funds to partially off-set the costs of necessary job skills training. California’s ETP is a performance-based program, providing funds for trainees who

successfully complete training and are retained in good-paying jobs at a required minimum wage, for at least 90 days.

The program, funded by the Employment Training Tax paid by California employers, helps businesses threatened by out-of-state and international competition. The Panel also serves employers under its Special Employment Training Program, funding projects designed to improve skills and employment security of frontline workers in projects that do not meet standard employer/trainee eligibility requirements. Since its inception in 1983, the ETP program has provided approximately \$1.25 billion to train over 800,000 workers for more than 78,000 California companies. Employers match training funds awarded by ETP, making these projects true public-private partnerships. For more information about the program, please visit [www.etp.ca.gov](http://www.etp.ca.gov), or call 916-327-5368.

PROJECTS APPROVED  
April 26, 2013

**REVIEW AND ACTION ON PROPOSALS**

<u>Contractor</u>	<u>City/County</u>	<u>Contract Amt</u>
<b><u>North Hollywood Regional Office</u></b>		
<u>California Manufacturing Technology Consulting</u>	Statewide	\$849,954
<u>Nexus IS, Inc.</u>	Alameda, Los Angeles, Orange, Riverside, Sacramento & San Diego	\$99,840
<u>Performance Composites, Inc.</u>	Los Angeles	\$49,920
<u>Riviera, Inc. DBA The Enterprise U</u>	Los Angeles, Orange, San Diego, San Francisco, Santa Clara & Tulare	\$304,070
<u>Studio Arts, Ltd.</u>	Los Angeles	\$499,488
<b><u>San Diego Regional Office</u></b>		
<u>Automobile Club of Southern California</u>	Statewide	\$609,900
<u>Fender Musical Instrument Corporation</u>	Los Angeles, Riverside & San Bernardino	\$587,520
<u>Grossmont-Cuyamaca Community College District</u>	San Diego	\$80,000
<u>RGB Systems, Inc. DBA Extron Electronics</u>	Los Angeles & Orange	\$465,810
<b><u>San Francisco Bay Area Regional Office</u></b>		
<u>Agilent Technologies, Inc. (Amendment)</u>	Santa Clara & Sonoma	\$249,480
<u>City and County of San Francisco</u>	San Francisco	\$387,240

<u>FormFactor, Inc.</u>	Alameda	\$99,360
<u>SVC Manufacturing, Inc.</u>	Alameda	\$67,640
<u>Tesla Motors, Inc. (AB118)</u>	Alameda	\$648,000

**Sacramento Regional Office**

Dry Creek Corporation DBA E&J Gallo Winery (Withdrawn)		\$0
<u>Gerawan Farming Inc.</u>	Fresno	\$254,880
<u>GNB Corporation</u>	Sacramento	\$48,308
<u>Innovation Commercial Flooring Inc.</u>	Fresno	\$3,640
<u>Johns Manville Corporation</u>	Glenn	\$249,876
<u>Quad Knopf, Inc.</u>	Fresno, Kern, Placer, & Tulare	\$18,200

**SMALL BUSINESS AND SMALL SCOPE PROJECTS APPROVED**

**Fast Track April 2013-1**

<u>ACM Technologies, Inc.</u>	Riverside	\$58,300
<u>eClinicalWorks, LLC</u>	Alameda	\$78,960
<u>Gate Gourmet, Inc.</u>	San Diego	\$67,040
<u>Inspec Testing, Inc.</u>	San Diego	\$78,312
<u>MSC Software Corporation</u>	Los Angeles, Orange & Santa Clara	\$61,880
<u>The Cheesecake Factory Bakery Incorporated</u>	Los Angeles	\$21,600
<u>TLI Enterprises, Inc. DBA TLI-Metal Processing, Inc.</u>	Alameda	\$99,840

**Small Business April 2013-1**

<u>Gar Tootelian, Inc.</u>	Fresno	\$49,456
<u>Hallmark Metals, Inc.</u>	Los Angeles	\$31,200
<u>Hope Builders, Inc.</u>	Orange	\$20,800
<u>Innovative Construction Solutions</u>	Orange	\$36,660
<u>Mars Air Systems, LLC</u>	Los Angeles	\$20,930
<u>Stanford Medical Billing Services, Inc.</u>	Fresno	\$14,960
<u>Surface Mount Distribution Sales, Incorporated DBA SMD, Inc.</u>	Los Angeles & Orange	\$49,500



Turf Doctor, Inc. DBA Weed Man

Fresno

\$8,250

Wencon Development, Inc. DBA Quick  
Mount PV

Contra Costa

\$49,192

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**Union Notification(s)**

◆ MEA

◆ Local 21

## Dang, Leorah

---

**From:** Damalas, Kristine  
**Sent:** Wednesday, June 12, 2013 6:00 PM  
**To:** rebecca@sfmea.com  
**Cc:** DHR-PSCCoordinator, DHR; Pascual, Merrick  
**Subject:** PSC modification request  
**Attachments:** PSC Mod 3001-12\_13 request.pdf

Hi Rebecca,

Attached please find a PSC modification that we've requested be heard at the 7/1 civil service meeting. I had faxed this one over on 5/6 but Leorah reminded me when I sent it on to DHR that I should have emailed it you.

Please let me know if you have any questions about the request. I included in the attachment a press release from the State with information about the program the we want the contractor to assist with to give you some context.

Thanks!

-Kris

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

# Transmission Report

Date/Time 05-06-2013 09:33:34 a.m. Transmit Header Text  
 Local ID 1 4155812317 Local Name 1 SF CITY & COUNTY

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



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

OFFICE OF ECONOMIC AND WORKFORCE DEVELOPMENT

RHONDA SIMMONS, DIRECTOR OF  
 WORKFORCE DEVELOPMENT

**Facsimile Transmittal**

To: MEA Fax: 415-989-7077  
 From: Kris Damalas Date: 5/6/13 Pages w/ Cover 3  
 Re: 1 PSC Summary form for review

Urgent  For Review  Please Comment  Please Reply  Please Recycle

Message:

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

Thanks,  
 Kris

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

1 SOUTH VAN NESS AVENUE, 1\* FL.  
 SAN FRANCISCO, CA 94103  
 PHONE: 415.701.4848 (Main) - 415.701.4897 (Fax)  
<http://www.workforcedevelopmentsf.org>

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Total Pages Confirmed : 9

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	244	4159897077	09:29:32 a.m. 05-06-2013	00:03:26	9/9	1	EC	HS	CP14400

**Abbreviations:**

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

## Damalas, Kristine

---

**From:** Damalas, Kristine  
**Sent:** Monday, May 06, 2013 5:16 PM  
**To:** 'Kim Carter'; Local 21 PSC emails (L21PSCReview@ifpte21.org)  
**Cc:** Sharon Jenkins; Majors, Marc (marc.majors@sfgov.org)  
**Subject:** PSC summary modification for review  
**Attachments:** DOC225.PDF

Good Afternoon Kim,

Attached please find one PSC modification we are seeking to increase above the administrative approval level. If you have any questions or want to discuss this request, please don't hesitate to contact me. If you don't have any questions, we'll be requesting the matter be heard at the July 1 Civil Service Commission meeting.

Thanks!  
-Kris

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

**Prior DHR Approved – Original - Current**

**PSC #3001-12/13**

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 3, 2012

DEPARTMENT NAME: Office of Economic Workforce and Development DEPARTMENT NUMBER 21

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

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

TYPE OF SERVICE: Workforce Consulting -- Employment Training Panel

FUNDING SOURCE: State Funding

PSC AMOUNT: \$49,000 PSC DURATION: 8/1/12-12/31/13

I. DESCRIPTION OF WORK

A. Concise description of proposed work:

OEWD received a training cost reimbursement grant from the California Employment Training Panel (ETP). In order for OEWD to be reimbursed for its training cost, training information and data need to be reported to EDD on a monthly basis. Steve Dousha Advisories is responsible for submission, of all training data collected, through ETP's online system. This service is essential services to OEWD being reimbursed.

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

ETP strongly recommended that OEWD enter into a contract with Steve Dousha Advisories, because the paperwork is complex and laborious, and because Steve Dousha Advisories has extensive experience with the design, and implementation of the reimbursement grant. If the service is not delivered, then OEWD will not be able to be reimbursed for its training cost.

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

This is the first time this service has been provided for the Office of Economic and Workforce Development.

D. Will the contract(s) be renewed: N/A

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 7/9/12 Date
MEA Union Name Signature of person mailing/faxing form 7/9/12 Date

RFq sent to Union Name, on Date Signature

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

PSC# 3001-12/13

Approval Date: 7/18/12

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

Received 7/10/12 MKR



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Extensive knowledge and expertise for the collection, analysis and submission of the training data that will be submitted to the California Employment Training Panel.

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

None. The closest would be: 0922, 0923 or 1824.

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:

ETP contracts have never been operated by any agency in the City and County of San Francisco and there is no current City and County staff that has experience with working on an ETP contract. Therefore, a consultant is needed to assist with collecting, analyzing the data and submitting it to ETP; and this is a one time contract.

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

No, because this is possibly a one time 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"/>

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? N/A

<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? N/A

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

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

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

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

Signature of Departmental Personal Services Contract Coordinator

Merrick Pascual  
Print or Type Name

(415) 701-5511  
Telephone Number

1 South Van Ness, 5<sup>th</sup> Floor  
San Francisco, CA 94103

Address

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: 06/03/2013

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# 3036-11/12 )

TYPE OF SERVICE: Cultural capital and historic preservation consulting and advising service

FUNDING SOURCE: Capital and Mayor's Office on Disability

Table with 4 columns: Amount, PSC Duration, Original Amount, PSC Duration, Modification #1 Amount, PSC Duration, Modification #2 Amount, PSC Duration, Total Amount, Total PSC Duration.

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: See additional attachment.
B. Explain why this service is necessary and the consequences of denial: See additional attachment.
C. Explain how this service has been provided in the past...
D. Will the contract(s) be renewed: This contract may be renewed...

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 06/03/2013
SEIU Local 1021 Union Name, Signature of person mailing/faxing form, Date 06/03/2013
RFP sent to Union Name, on Date, Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3036-11/12
STAFF ANALYSIS/RECOMMENDATION: Approved W 6/13/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: Experience in the coordination of multiple City, state and federal requirements for the construction of culturally based renovations and construction, coordinating multiple efforts which other City agencies (principally with Department of Public Works, San Francisco Municipal Transit Agency, Mayor's Office of Disability, Department of Real Estate), knowledge of City rules and regulations, knowledge of preservation requirements and programmatic use of a cultural facility, and project management around high visibility restoration projects.
- 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.

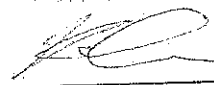
4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable: Due to the variety of skills one person must have, there is no civil service position that retains all the required qualifications.
- 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 one unique cultural facility in 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? The Arts Commission supports the creation of this contract to assure that all ADA, historic preservation and federal hiring requirements are successfully coordinated along with the completion of all pending design work and the creation of a single coordinated scope of work from multiple funding sources. | <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 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

Kevin Quan  
 \_\_\_\_\_  
 Print or Type Name

252-4604  
 \_\_\_\_\_  
 Telephone Number

25 Van Ness Ave, Ste 345  
San Francisco, CA 94102  
 \_\_\_\_\_  
 Address

**Additional Attachment(s)**

◇ **Section 1. Description of Work**

**1A. Concise Description of Proposed Work**

**1B. Explain why this Service is Necessary and the  
Consequences of Denial**

ATTACHMENT

1A:

A Bay Area consultant who specializes in coordinating multiple City, state, and federal requirements for the construction of culturally based renovations and construction, will serve in a critical advisory capacity to assist with the management of a renovation project at Bayview Opera House located at 4705 Third Street. This work entails working with and maintaining relationships, as well as coordinating efforts with other city agencies, principally with the Department of Public Works, San Francisco Municipal Transit Agency, Mayor's Office of Disability, Department of Real Estate, and others. This will also include coordinating with the Bayview Opera House tenant organization and its board, the San Francisco Architectural Heritage Foundation, and other neighborhood groups. The consultant will advise on preservation requirements programmatic use of a cultural facility, coordinate multiple high visibility restoration projects, and help to improve project efficiency and coordination.

1B:

Due to project delays and increase in oversight by contractor, the contract needs to be modified and increased through the end of next year. The project requires unique skills to support the successful coordination of multiple funding and design outcomes. The renovation projects at the Bayview Opera House, which was recently named on the National Register of Historic Places, must successfully meet all preservation, American Disabilities Act (ADA), and federal hiring requirements. In addition, specific attention needs to be on the cultural programmatic use of the restored space. Without this centralized service, there will be a lack of coordination on spending, construction time lines, and outcomes, and will jeopardize the successful completion of the project. The San Francisco Arts Commission (SFAC) as a property owner and the multiple City agencies that are also stakeholders advocate for a single point of contact to successfully complete this critical Bayview project.

**Union Notification(s)**

◆ **Local 21**

◆ **Local 1021**

## Dang, Leorah

---

**From:** Fiel, Cristal  
**Sent:** Monday, June 03, 2013 10:33 AM  
**To:** DHR-PSCCoordinator, DHR  
**Cc:** L21PSCReview@ifpte21.org; Pattie.tamura@seiu1021.org;  
Brook.demmerle@seiu1021.org; Tonette.garcia@seiu1021.org;  
Tiya.Thlang@seiu1021.onmicrosoft.com; David.canham@seiu1021.org;  
Kirsten.clemons@seiu1021.org; sharizinn@yahoo.com; JTanner940@aol.com  
**Subject:** PSC Modification Request for PSC #3036-11/13  
**Attachments:** PSC Mod Form\_PSC#3036-1112\_FY13-14.pdf

To Whom It May Concern:

Attached, please find a PSC modification request for current PSC# 3036-11/12. The modification is to extend the PSC by \$50,000 through 6/30/14 for a total amount of \$150,000 for dates 09/01/11 through 06/30/14. If you should have any questions, please do not hesitate to email me.

Regards,  
Cristal

**Cristal Fiel**  
Program Associate, Community Arts & Education

San Francisco Arts Commission  
25 Van Ness Avenue, Suite 345  
San Francisco, CA 94102  
T: 415-252-3145 F: 415-252-2595  
[sfartscommission.org](http://sfartscommission.org)

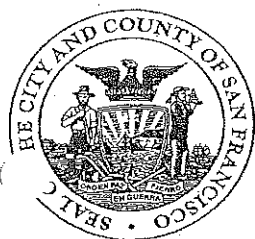
[e-Newsletter](#) | [Facebook](#) | [Twitter](#) | [YouTube](#) | [Flickr](#)



Notice of Civil Service Commission Action – Original - Current

PSC #3036-11/12

Mod 1



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

June 6, 2012

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

E. DENNIS NORMANDY  
PRESIDENT

KATE FAVETTI  
VICE PRESIDENT

SCOTT R. HELDFOND  
COMMISSIONER

MARY Y. JUNG  
COMMISSIONER

ANITA SANCHEZ  
EXECUTIVE OFFICER

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4126-11/12 THROUGH 4132-11/12; 4107-10/11; 4086-08/09; 3036-11/12; AND 4115-07/08.**

At its meeting of June 4, 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:

Adopted the report; Approved the request for proposed personal services 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.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ  
Executive Officer

### Attachment

- c: Parveen Boparai, Municipal Transportation Agency
- Rachel Buerkle, Department of the Environment
- Micki Callahan, Human Resources Director
- Marie de Vera, Department of Human Resources
- Jacquie Hale, Department of Public Health
- Rebecca Krell, Arts Commission
- Diane Lim, Adult Probation
- Maria Ryan, Department of Human Resources
- Jeannie Wong, Office of the Controller
- Commission File
- Chron

POSTING FOR

6/4/2012

PROPOSED PERSONAL SERVICES CONTRACTS  
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION

PSC No	DeptNo	Dept Description	Approval Type	Modified Amount	Cumulative Total	Description of Work	Start Date - End Date
4107-10/11	13	Adult Probation	Regular	\$20,000	\$100,000	PSC Modification requested to extend the PSC duration and increase PSC amount. The Adult Probation Department has not entered into a drug testing contract pending a final department operational Drug Testing policy and procedure. The extended duration will allow the department to enter into a contract and the additional amount is estimated to cover the contract until June 30, 2015. The Court ordered conditions of probation require all probationers to not use any illegal drugs. Drug Testing will enable the Adult Probation Department to better protect public safety by monitoring and enforcing probationer compliance with Court orders.	7/1/2011 - 6/30/2015
4086-08/09	22	Environment	Regular	\$120,000	\$240,000	SFE requires a contractor to provide Charter Bus transportation for the School Education Program's environmental field trips for grades K-12 students.	3/1/2009 - 12/31/2015
3036-11/12	28	Art Commission	Regular	\$50,000	\$100,000	A Bay Area consultant who specializes in coordinating multiple City, state and federal requirements for the construction of culturally based renovations and construction, will serve in a critical advisory capacity to assist with the management of a renovation project at Bayview Opera House located at 4705 Third Street. This work entails working with and maintaining relationships, as well as coordinating efforts with other city agencies, principally with the Department of Public Works, MUNI, Mayor's Office of Disability, Department of Real Estate, the Redevelopment Agency, and others. This will also include coordinating with the Bayview Opera House tenant organization and its board, the San Francisco Architectural Heritage Foundation and other neighborhood groups. The consultant will advise on preservation requirements, programmatic use of a cultural facility, coordinate multiple high visibility restoration projects and help to improve project efficiency and coordination.	9/1/2011 - 6/30/2013
4115-07/08	81	Public Health	Regular	\$550,000	\$1,792,000	To serve as backup to provide year round 24/7 day a week access to telephone interpreters for San Francisco General Hospital, the Public Health Centers, Laguna Honda Hospital, Health at Home other Department locations. The telephone interpreters must be skilled in phone based medical interpreting services and must be able to provide two-way, real time interpretation in a multitude of languages. This modification covers the anticipated needs of the Department through December 31, 2013. The Department has experienced an increase in the volume of telephone interpreter services due to the full implementation of Healthy San Francisco, the roll out of videoconferencing dual handset, and Polycom phones which are used in the Health Centers and Emergency Department. The Department has hired and is in the process of hiring additional interpreters to meet the demand.	4/1/2008 - 12/31/2013

Total: \$740,000

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 30, 2013

DEPARTMENT NAME: San Francisco Municipal Transportation Agency Department Number 68

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

TYPE OF REQUEST:  INITIAL REQUEST  MODIFICATION (PSC# 3062-10/11)

TYPE OF SERVICE: Independent Review Panel

FUNDING SOURCE: Federal, State and Local Funds

PSC AMOUNT: \$ 46,500.00 PSC DURATION: March 15, 2011 -- March 31, 2015  
MOD AMOUNT#1: \$ 53,500.00 PSC Mod#1 Duration: No Change W  
TOTAL AMOUNT: \$ 100,000.00 TOTAL DURATION: March 15, 2011 - March 31, 2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The consultant will facilitate the formation of an Independent Review Panel (IRP) to review and evaluate aspects of the Central Subway (Program) tunneling program impact on the Bay Area Rapid Transit District (BART) facilities within the zone of influence. The IRP will review contract documents and provide expertise, advice and consultation as to the tunneling design and the construction performance of the contractor.

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

BART has requested the formation of the IRP as part of the Cooperative Agreement between BART and SFMTA. The IRP members and facilitator of the IRP shall be independent experts in tunnel engineering and construction. If these professional services cannot be provided, it will adversely impact the Program due to lack of a cooperative agreement with BART.

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

This service has not been provided in the past.

D. Will the contract(s) be renewed:

No.

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

IFPTE Local 21 Cynthia Sanchez 5/30/13  
Union Name Signature of person mailing/faxing form Date  
Union Name Signature of person mailing/faxing form Date

RFP sent to \_\_\_\_\_, on \_\_\_\_\_, \_\_\_\_\_  
Union Name Date Signature

\*\*\*\*\*

FOR DEPARTMENT HUMAN RESOURCES USE

PSC# 3062-10/11

STAFF ANALYSIS/RECOMMENDATION:  
CIVIL SERVICE COMMISSION ACTION:

*Approved W 6/13/2013*

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

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

Engineers with specialized skills and expertise in peer review and peer review facilitation of major tunneling projects.

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

Classifications such as 5212 Principal Engineer and 5508 Project Manager IV may perform this type of work. However, these classifications may not possess the expertise of tunneling projects.

**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:**

Civil service classes already exist. Although certain civil service classifications may perform some of the work, they do not possess the specific tunneling technical expertise for these tasks. Furthermore, we require consultants who are independent and are not employees of SFMTA or BART.

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

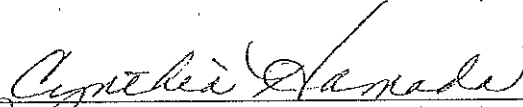
No. It is not practical to adopt new civil service classes for as-needed specialized and technical work.

**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?<br>- Describe training and indicate approximate number of hours.<br>- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?  | <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  
  
 \_\_\_\_\_  
 Parveen Boparai  
 Print or Type Name  
  
 \_\_\_\_\_  
 415-701-5377  
 Telephone Number  
  
 \_\_\_\_\_  
 San Francisco Municipal Transportation Agency, Human Resources  
  
 \_\_\_\_\_  
 1 South Van Ness Avenue, 6<sup>th</sup> Floor, San Francisco, CA 94103  
 Address

**Union Notification(s)**  
**◆ Local 21**

## Dang, Leorah

---

**From:** Hamada, Cynthia <Cynthia.Hamada@sfmta.com>  
**Sent:** Thursday, May 30, 2013 10:24 AM  
**To:** L21PSCReview@ifpte21.org; 'glouie@ifpte21.org'; DHR-PSCCoordinator, DHR  
**Cc:** Wang, Jane; Kelleher, Brian; Farhangi, Shahnam; Edwards, Ross; Patel, Ashish; Boparai, Parveen  
**Subject:** MOD PSC +\$53.5K Independent Review Panel #3062-10/11  
**Attachments:** 20130530100545745.pdf

IFPTE L21 - 30-day notification period review.

DHR-PSC Coordinator - For your review, posting and submission.

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

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

**From:** Cynthia [<mailto:Cynthia.Hamada@sfmta.com>]  
**Sent:** Thursday, May 30, 2013 7:06 AM  
**To:** Hamada, Cynthia  
**Subject:**

This E-mail was sent from "OSV6-K2-RC" (Aficio MP C2800).

Scan Date: 05.30.2013 10:05:45 (-0400)



**Prior DHR Approved – Original - Current**

**PSC #3062-10/11**

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 2, 2011

REQUESTING DEPARTMENT: S. F. Municipal Transportation Agency Department Number 35

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

TYPE OF REQUEST:  INITIAL REQUEST  MODIFICATION (PSC# \_\_\_\_\_)

TYPE OF SERVICE: Independent Review Panel

FUNDING SOURCE: Federal, State and Local Funds

PSC AMOUNT: \$46,500.00 PSC DURATION: 3/15/11 - 3/31/15

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The consultant will facilitate the formation of an Independent Review Panel (IRP) to review and evaluate aspects of the Central Subway (Program) tunneling program impact on the Bay Area Rapid Transit District (BART) facilities. The IRP will review contract documents and provide expertise, advice and consultation as to the tunneling design and the construction performance of the contractor.

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

BART has requested the formation of the IRP as part of a Cooperative Agreement that is being negotiated between BART and SFMTA. The IRP members and facilitator of the IRP shall be independent experts in tunnel engineering and construction. If these professional services cannot be provided, it will adversely impact the Program due to inability to conclude negotiations with BART on the Cooperative Agreement.

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

This service has not been provided in the past.

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

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

<u>IFPTE, Local 21</u>	<u>Lawren. Beparai</u>	<u>3-2-11</u>
Union Name	Signature of person mailing/faxing form	Date
Union Name	Signature of person mailing/faxing form	Date

RFP sent to \_\_\_\_\_, on \_\_\_\_\_, Date \_\_\_\_\_, Signature \_\_\_\_\_

\*\*\*\*\* FOR DEPARTMENT HUMAN RESOURCES USE \*\*\*\*\*

PSC# 3062-10/11

*SFMTA approved*  
3-2-11

Approval Date: 3/3/11

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

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Engineers with specialized skills and expertise in peer review and peer review facilitation of major tunneling projects.

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

Classifications such as 5212 Principal Engineer and 5508 Project Manager IV may perform this type of work. However, these classifications may not possess the expertise of tunneling projects.

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:

Civil service classes already exist. Although certain civil service classifications may perform some of the work, they do not possess the specific tunneling technical expertise for these tasks. Furthermore, we require consultants who are independent, and are not employees of the SFMTA or BART.

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 for as-needed specialized and technical work.

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

YES NO

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

( ) (X)

B. Will the contractor train City and County employees?

( ) (X)

- Describe training and indicate approximate number of hours.

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

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

( ) (X)

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

( ) (X)

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

( ) (X)

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

(X) ( )

One of the proposed members of the IRP is a tunnelling expert and part of the Program Management/Construction Management consultant team for the Central Subway Project. American Public Transportation Association.

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

415.701.5377

Telephone Number

San Francisco Municipal Transportation Agency

1 South Van Ness Ave 7<sup>th</sup> Floor, San Francisco, CA 94103

Address

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 31, 2013
DEPARTMENT NAME: Board of Appeals DEPARTMENT NUMBER 37
TYPE OF APPROVAL: [X] REGULAR (OMIT POSTING )
TYPE OF REQUEST: [X] MODIFICATION (PSC# 3041-11/12 )
TYPE OF SERVICE: Neighborhood notification research of names, addresses and mapping of property-owners & occupants.
FUNDING SOURCE: Board of Appeals Surcharges and Filing Fee Revenue

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: Research names and addresses of property owners and occupants within 150 feet of properties subject to appeals filed at the Board of Appeals; format information on mailing labels; create and deliver map (to scale), list and three sets of mailing labels to Board. Department's need for this services is ongoing. Additional funding necessary for second one-year extension.
B. Explain why this service is necessary and the consequences of denial: Neighborhood notification of appeals filed with the Board is mandated by S.F. Business and Tax Regulations Code Art. 1, Sec. 12 (attached). Without access to names & addresses, the Board can't provide this required notice and individuals who may have an interest in the subject matter of an appeal would not have adequate notice that the matter is being heard.
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This service is currently being provided pursuant to a contract approved by the Civil Service Commission; PSC# 3041-01/12.
D. Will the contract(s) be renewed: This is the last modification allowed under the terms of the existing contract. Any new contract for these services will be pursuant to an informal solicitation process.

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

SEIU Local 1021 Union Name, Signature of person mailing/faxing form, Date 5-31-13
IFTPE Local 21 Union Name, Signature of person mailing/faxing form, Date 5-31-13
RFP sent to SEIU 1021 & IFTPE 21 Union Name, on December 21, 2011 and May 31, 2013 Date, Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3041-11/12
STAFF ANALYSIS/RECOMMENDATION: Approved W 6/13/2013
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Ability to determine proper radius, research City Assessor's rolls and other resources for names and addresses of property owners and occupants; ability to canvass area, assess number of living units; ability to prepare corresponding maps and mailing labels.

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

Portions of the work (list and label making) could be performed by individuals in the 1426 or other clerical classifications, other portions (research and mapping) might be performed by individuals in the 1800 analyst classifications. However, no one classification covers all of the skills and knowledge needed for this work.

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

Map-making and geographic information system (GIS) software.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

No one classification covers all of the skills and knowledge needed for this work. The use of this service is on an as-needed, intermittent basis and requires quick turn-around in order to meet legislative mandates. The volume of work is too small to allow for hiring personnel to perform these services. The Department doesn't have access to the specialized software referenced in section 3.C., above. For these reasons, employment of a civil servant for this work is impractical.

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

No, due to the as-needed, intermittent basis of the work and the low volume of work needed.

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? Yes, the current contractor is Radius Services.

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

Cynthia G. Goldstein  
 Signature of Departmental Personal Services Contract Coordinator  
 Cynthia G. Goldstein 415-575-6881  
 Print or Type Name Telephone Number

1650 Mission St., Ste. 304  
San Francisco, CA 94103  
 Address

**Additional Attachment(s)**

◇ **Section 1. Description of Work**

**1A. Concise Description of Proposed Work**

**Board of Appeals  
Informal Solicitation  
Dec. 12, 2011**



Edwin M. Lee  
Mayor

Cynthia G. Goldstein  
Executive Director

## INFORMAL SOLICITATION

**DATE:** December 12, 2011  
**TO:** Prospective Proposers  
**FROM:** San Francisco Board of Appeals  
**RE:** Neighborhood Notification Services  
**DEADLINE:** Proposal instructions are at the end of this document. Proposals must be received by email to: [cynthia.goldstein@sfgov.org](mailto:cynthia.goldstein@sfgov.org) or fax to: 415-575-6885 no later than 3:00 p.m. PST on Monday, December 19, 2011.

The City and County of San Francisco Board of Appeals ("Board") is soliciting proposals from prospective firms to provide professional services regarding the production of neighborhood notification materials. Such firms are hereafter referred to as "Proposers." The Board is mailing this informal solicitation to known providers of this service to better assess qualifications for the following specified scope of work, which may include staffing, scheduling, deliverable and cost considerations.

**MAXIMUM COST:** \$12,000

**DESIRED START DATE:** January 1, 2012

**ESTIMATED CONTRACT LENGTH:** Initial contract: 6 months (January 1, 2012 – June 30, 2012); two one-year options to renew contract may be extended depending upon service and departmental need.

### 1. BACKGROUND

The City and County of San Francisco Board of Appeals ("Board") was established in 1932 and operates under Charter Sec. 4.106 and a series of legislative mandates contained in the San Francisco Business and Tax Regulations Codes. See: <http://www.sfgov.org/boa> and <http://www.municode.com/Resources/gateway.asp?pid=14130&sid=5>.

The Board provides the public with a final administrative review process for the issuance, denial, suspension and revocation of City permits. Reviews include an efficient, fair, and expeditious public hearing and decision before an impartial panel of appointed officials, as a last step in the City's permit issuance process. The appeal process includes duly noticed public hearings and timely decisions to overrule, uphold, or conditionally uphold departmental decisions.



Pursuant to Business and Tax Regulations Code Article 1, Section 12, the Board is required to send notices of appeal hearings to:

...all owners and, to the extent practical, occupants of properties within 150 feet of the property that is the subject of the appeal in the same Assessor's Block and on the block face across from the subject property. When the subject property is a corner lot, notice shall further include all property on both block face across from the subject property, and the corner property diagonally across the street. The latest City-wide Assessor's roll for names and addresses of owners shall be used for said notice.

See: <http://www.municode.com/Resources/gateway.asp?pid=14132&sid=5>.

## 2. SCOPE OF WORK

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

1. Research the names and addresses of property owners and occupants located within 150 feet of properties subject to appeal ("Subject Properties"), as described in Business and Tax Regulations Code Article 1, Section 12.
2. Research the names and addresses of property owners and occupants located at a specific address or addresses provided by the Board ("Subject Properties").
3. For each Subject Property, prepare and deliver a map, drawn on a medium that may be reproduced, using a scale of 1" to 50' showing the Subject Property lot and those lots within 150 feet of the Subject Property, as described in Business and Tax Regulations Code Article 1, Section 12. The individual lots are to have the lot number, address and number of units indicated within each individual lot.
4. Prepare and deliver a list of owners and occupants of the respective properties. Occupants are to be listed as "occupant" and not by name. The total number of owners and occupants should be included for each list prepared.
5. Prepare and deliver three sets of adhesive-backed 1" x 3.5" mailing labels, or of a different size as specified by the Board, corresponding to the list described in item #4, above.
6. All items listed above to be delivered by mail or messenger, as indicated by the Board, to the Board's Offices located at 1650 Mission Street, Suite 304, San Francisco, CA 94103.
7. The successful Proposer should be able to complete this scope of work within 10-14 days from when an order is placed and have the capacity to provide "rush" service, completing the work within 1-2 days, on an occasional, as-needed basis.

## 3. PROPOSAL REQUIREMENTS & INFORMATION

### A. Time and Place for Submission of Proposals

Proposals and all related materials must be received by **3:00 pm on Monday, December 19, 2011** and should be delivered by email to: [cynthia.goldstein@sfgov.org](mailto:cynthia.goldstein@sfgov.org) or by fax to: 415-575-6885.

**B. Format and Content**

Please format proposal as a letter addressed to:

Neighborhood Notification Services Informal-RFP  
San Francisco Board of Appeals  
1650 Mission Street, Suite 304  
San Francisco, CA 94103

Sign the letter, scan it, and submit it by e-mail to [cynthia.goldstein@sfgov.org](mailto:cynthia.goldstein@sfgov.org) or fax it to: 415-575-6885.

Please include the following information:

**i. Proposer Information**

Company Name:  
Address:  
Contact Name:  
Contact Phone Number:  
Fax Number:  
E-mail Address:  
Website (if available):

**ii. Company Overview**

Describe Proposer's experience providing the services outlined in the Scope of Work (Section 2, above), the length of time that Proposer has provided this or a similar service, the number of employees working at the company, the number of those employees who will participate in providing services to the Board, and any other information about the company and its employees that may advance the selection process.

**iii. Timeline for Deliverables**

Describe the average number of days needed to produce the deliverables outlined in Section 2, above. Please also describe the Proposer's ability to handle 'rush' jobs on an occasional, as-needed.

**iv. Cost**

Provide a breakdown of cost by order, identifying whether a flat rate will apply to all orders or if pricing is based on the number of units surveyed per order. If pricing is dependent upon the number of units surveyed, please provide a breakdown by job size (for example, 1-100 units, 101-250 units, over 250 units). An alternate pricing system may be used so long as the basis of the pricing is explained. Please also provide information on the additional cost, if any, of rush orders.

The information provided in response to this section should include any costs associated with the timely delivery of all materials to the Board's offices.

**v. Additional Information**

Provide any other information (including references) that may assist the Board with its evaluation and selection process.

### **C. Proposal Information**

The City reserves the right to accept other than the lowest price offer and to reject all proposals. If a satisfactory contract cannot be negotiated in a reasonable time with the selected Proposer, then the Board, in its sole discretion, may terminate negotiations and begin negotiations with a different Proposer to this solicitation or reissue a Request for Quote, a Request for Qualifications, or a Request for Proposals.

There is no guarantee of a minimal amount of work or compensation for any Proposer selected for contract negotiations.

### **D. Questions**

To ensure fair and equal access to information about this informal solicitation, email your questions to: [cynthia.goldstein@sfgov.org](mailto:cynthia.goldstein@sfgov.org). **Questions must be in writing and received before 12 noon PST on Thursday, December 15, 2011.** A summary of the questions and answers will be emailed to each prospective Proposer.

## **4. CONTRACT REQUIREMENTS**

The successful Proposer will be required to enter into a City contract and comply with the City's contracting requirements. Information on these requirements will be forwarded to the selected Proposer.

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**Union Notification(s)**

◆ Local 1021

◆ Local 21

## **Dang, Leorah**

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**From:** Goldstein, Cynthia  
**Sent:** Friday, May 31, 2013 12:23 PM  
**To:** L21PSCReview@ifpte21.org; pattie.tamura@seiu1021.org;  
brook.demmerle@seiu1021.org; tonette.garcia@seiu1021.org';  
david.canham@seiu1021.org; kristen.clemons@seiu1021.org; sharizinn@yahoo.com;  
tiya.thlang@seiu1021.onmicrosoft.com; roxanne.sanchez@seiu1021.org;  
ahall@cirseiu.org  
**Cc:** DHR-PSCCoordinator, DHR  
**Subject:** FW: Notification of PSC Modification - Board of Appeals  
**Attachments:** Informal Solicitation for Neighborhood Notification Services (Dec. 2011).pdf; PSC Form 1 - Board of Appeals (5-31-13).pdf

This message is being resent because page two of the PSC Form was inadvertently omitted from the prior transmittal. It is included here.

My apologies for any inconvenience.

Cynthia G. Goldstein  
Executive Director  
San Francisco Board of Appeals  
1650 Mission Street, Suite 304  
San Francisco, CA 94103  
Phone: 415-575-6881  
Fax: 415-575-6885  
Email: [cynthia.goldstein@sfgov.org](mailto:cynthia.goldstein@sfgov.org)

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**From:** Goldstein, Cynthia  
**Sent:** Friday, May 31, 2013 12:19 PM  
**To:** 'L21PSCReview@ifpte21.org'; 'pattie.tamura@seiu1021.org'; 'brook.demmerle@seiu1021.org';  
'tonette.garcia@seiu1021.org'; 'david.canham@seiu1021.org'; 'kristen.clemons@seiu1021.org'; 'sharizinn@yahoo.com';  
'tiya.thlang@seiu1021.onmicrosoft.com'; 'roxanne.sanchez@seiu1021.org'; 'ahall@cirseiu.org'  
**Cc:** DHR-PSCCoordinator, DHR  
**Subject:** Notification of PSC Modification - Board of Appeals

Please find attached a copy of a PSC Form 1 for the modification of an existing contract for the preparation of neighborhood notification maps and labels. The original contract included two one-year options to renew. This modification is to exercise the second renewal. The original informal solicitation was sent to you in December 2011 and is attached here as well.

Thank you.

Cynthia G. Goldstein  
Executive Director  
San Francisco Board of Appeals  
1650 Mission Street, Suite 304  
San Francisco, CA 94103  
Phone: 415-575-6881  
Fax: 415-575-6885  
Email: [cynthia.goldstein@sfgov.org](mailto:cynthia.goldstein@sfgov.org)

**Prior DHR Approved – Original – Current**  
**Prior Administrative Approval – Mod1 - Current**

**PSC #3041-11/12**

PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 12, 2011

DEPARTMENT NAME: Board of Appeals

DEPARTMENT NUMBER 37

TYPE OF APPROVAL:  EXPEDITED

REGULAR (OMIT POSTING \_\_\_\_\_)

CONTINUING

ANNUAL

TYPE OF REQUEST:

INITIAL REQUEST

MODIFICATION (PSC# \_\_\_\_\_)

TYPE OF SERVICE: Neighborhood notification research of names, addresses and mapping of property owners and occupants.

FUNDING SOURCE: Board of Appeals Surcharges and Filing Fee Revenue

PSC AMOUNT: \$12,000

PSC DURATION: January 1, 2011 - June 30, 2012

I. DESCRIPTION OF WORK

A. Concise description of proposed work:

Research names and addresses of property owners and occupants within 150 feet of properties subject to appeals filed at the Board of Appeals; format information on mailing labels; create and deliver map (to scale), list and three sets of mailing labels to Board.

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

Neighborhood notification of appeals filed with the Board is mandated by S.F. Business and Tax Regulations Code Art. 1, Sec. 12 (attached). Without access to names & addresses, the Board can't provide this required notice and individuals who may have an interest in the subject matter of an appeal would not have adequate notice that the matter is being heard.

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 being provided pursuant to a contract previously approved by the Civil Service Commission: PSC# 3094-09/10. The contractor has defaulted and a new contractor is needed.

D. Will the contract(s) be renewed: Possibly, depending upon satisfaction with services provided.

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

SEIU Local 1021  
Union Name

*Cynthia G. Goldst*  
Signature of person mailing/faxing form

12-12-11

Date

IFTPE Local 21  
Union Name

*Cynthia G. Goldst*  
Signature of person mailing/faxing form

12-12-11

Date

RFP sent to: SEIU Local 1021 & IFTPE Local 21  
Union Name

on December 12, 2011  
Date

*Cynthia G. Goldst*  
Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3041-11/12

Approval Date: 12/16/11

DEC 12 2011

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



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*Ability to determine proper radius, research City Assessor's rolls and other resources for names and addresses of property owners and occupants; ability to canvass area, assess number of living units; ability to prepare corresponding maps and mailing labels.*

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

*Portions of the work (list and label making) could be performed by individuals in the 1426 or other clerical classifications, other portions (research and mapping) might be performed by individuals in the 1800 analyst classifications. However, no one classification covers all of the skills and knowledge needed for this work.*

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

*Map-making and geographic information system (GIS) software.*

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

*No one classification covers all of the skills and knowledge needed for this work. The use of this service is on an as-needed, intermittent basis and requires quick turn-around in order to meet legislative mandates. The volume of work is too small to allow for hiring personnel to perform these services. The Department doesn't have access to the specialized software referenced in section 3.C, above. For these reasons, employment of a civil servant for this work is impractical.*

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

*No, due to the as-needed, intermittent basis of the work and the low volume of work needed.*

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

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

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? \*A competitive selection process will be used.

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

UNKNOWN\*

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

*Cynthia G. Goldstein*

Signature of Departmental Personal Services Contract Coordinator

Cynthia G. Goldstein

Print or Type Name

415-575-6881

Telephone Number

1650 Mission St., Ste. 304

San Francisco, CA 94103

Address



Edwin M. Lee  
Mayor

Cynthia G. Goldstein  
Executive Director

MEMORANDUM

DATE: May 29, 2012

TO: PSC Contract Coordinator Maria Ryan  
Department of Human Resources

FROM: Cynthia G. Goldstein, Executive Director & PSC Coordinator  
San Francisco Board of Appeals

RE: Request for Administrative Approval for PSC Modification

PSC No. 3041 -11/12 Approval Date: December 16, 2011

Description of Services: Contractor researches the names, addresses and prepares maps of property owners and occupants within 150 feet of properties subject to appeal. This information is used by the Board of Appeals to fulfill its neighborhood notification obligations as required by S.F. Business and Tax Regulations Code Article 1, Section 12.

Original Approved Amount	\$12,000	Original Approved Duration	1/1/12 – 6/30/12
First Modification Amount	\$20,000	First Modification Duration	7/1/12 – 6/30/13
Total Amount:	\$32,000	Total Duration:	1/1/12 – 6/30/13

Reason for Modification: The contractor previously providing these services to the Board defaulted mid-year last year. At that time, a new informal RFP was issued and a six month contract was awarded to one of the two responding proposers. This contract included two one-year options to renew. The department seeks to exercise this option to renew in the first year.

Attachments: PSC approval for 3041-11/12.

DHR Action:

Approved Approval Date: 5/29/12

By: Micki Callahan  
FOR Micki Callahan, Human Resources Director