



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: July 15, 2013
To: The Honorable Civil Service Commission
Through: Micki Callahan
Human Resources Director
From: Merrick Pascual, ECN
Joan Lubamersky, GSA
William Lee, DEM

Subject: Personal Services Contracts Approval Request

This report contains four (4) 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
\$1,460,000	\$189,904	\$1,649,904

POSTING FOR

07/15/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4006-13/14	21	Business, Economic Development	Regular	\$900,000	The consultant will support a centralized Citywide Business Services program that targets permanent, temporary, First Source and On-the-Job Training (OJT) job development with employers throughout San Francisco, including specialized employment services for San Francisco Airport employers. Consultant will provide workforce services to businesses and coordinate employment placement services to job seekers.	7/1/2013 - 6/30/2016
4007-13/14	70	General Services Agency	Regular	\$250,000	The proposed contract will help the City understand citizen priorities related to infrastructure and increase public support for critical capital projects. The consultant will use technical research methods and their specialized knowledge of San Francisco (e.g. constituencies, affiliations, news sources, media absorption rates of various demographics), to: (1) conduct quantitative and qualitative public opinion research; (2) create and deliver a community outreach plan that describes the City's capital planning and implementation process including the 10-Year Capital Plan, the annual capital budget, and capital project reporting; and (3) formulate and implement on-going public outreach strategies to increase general public awareness around the City's complex capital needs and related efforts. The outreach plan and strategies will leverage scarce City resources to broadly distribute public information in the most cost effective way (e.g. websites, newsletters, community meetings, email outreach, special events, traditional news media).	6/1/2013 - 6/1/2015
4008-13/14	77	Emergency Management	Regular	\$300,000	The selected vendor will perform background investigation services for all selected candidates as part of their selection process for entry positions in the Department of Emergency Management's Division of Emergency Communication (DEC).	8/1/2013 - 6/30/2018

Total Amount - Regular: \$1,450,000

POSTING FOR

07/15/2013

**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
3005-12/13	70	General Services Agency	Regular	\$10,000	\$59,000	The Capital planning Program (CPP) is leading an interdepartmental effort to create a viable funding plan to secure San Francisco's future commitment to Caltrain. San Francisco is responsible for contributing financially to support Caltrain operations and capital needs pursuant to three separate agreements, including a recent MOU that requires a \$60 million contribution to fund preparations for the high speed rail project. The proposed work would identify a menu of short and long terms financial solutions that would enable San Francisco to meet its future obligations despite limited transportation resources. Modification does not change the scope of work.	9/1/2012	9/1/2013

Sum of Modified Amounts:

\$10,000

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

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

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

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PSC Submissions

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 17, 2013

DEPARTMENT NAME: Department of Economic & Workforce Development (OEWD) DEPARTMENT NUMBER 21

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

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

TYPE OF SERVICE: Professional Consulting Services - Business Services

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

Original Amount: \$900,000 PSC Duration: 7/1/2013 - 6/30/2016

I. DESCRIPTION OF WORK

- A. Concise description of proposed work: The consultant will support a centralized Citywide Business Services program... B. Explain why this service is necessary and the consequences of denial: Business Services is a necessary function of the Workforce Investment Act... C. Explain how this service has been provided in the past... 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):

SEIU 1021 Union Name, [Signature] Signature of person mailing/faxing form, 4/17/2013 (faxed) + 6/14/13 Date, RFP sent to, on, Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4006-13/14 STAFF ANALYSIS/RECOMMENDATION: Approved [Signature] 6/26/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Extensive experience with workforce development best practices implemented in other local areas and nationally. Strong evidence of previous success in job placement for low-income San Francisco residents and dislocated workers. Demonstrated established and productive relationships and connections with local business. Expertise in the private sector to deliver solutions that further the success of public workforce programs. Deep understanding of the corporate work environment.

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

- 9774 – Senior Community Development Specialist I
- 9775 – Senior Community Development Specialist II
- 9704 – Employment & Training Specialist III

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:

Business services are more effectively delivered by a private staffing agency. Part of the requirements involve participating in business events that occur outside of regular business hours, establishing relationships with human resource representatives at local businesses, developing professional workshops, marketing and increasing market penetration. It requires a level of business industry expertise outside of city government.

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

No. It is more practical to contract services to an entity with a national reputation for business engagement, significant experience and expertise in staffing and corporate business solutions.

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

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

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



Signature of Departmental Personal Services Contract Coordinator

Merrick Pascual

701-4811

Print or Type Name

Telephone Number

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

Address

Union Notification(s)
◆ Local 1021



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: SEIU 1021 Fax: 415.431.6241
From: Kasie Vinson Date: 4/17/2013 Pages w/
Cover 3
Re: PSC Summary - OEWD

Urgent For Review Please Comment Please Reply Please Recycle

Message:

Please see the attached Personal Services Contract Summary for Business Services for the Department of Economic and Workforce Development.

Thank you,

Kasie Vinson, Grants Administrator
Kasie.vinson@sfgov.org
415.701.4881

1 SOUTH VAN NESS AVENUE
SAN FRANCISCO, CA 94102
PHONE: 415.701-4848 (Main) - 415.7014896 (Fax)

<http://www.workforcedevelopmentsf.org>

FAX JOURNAL REPORT

TIME : 04/16/2013 21:51
 NAME :
 FAX :
 TEL :
 SER. # : 000H6J461643

NO.	DATE	TIME	FAX NO./NAME	DURATION	PAGE(S)	RESULT	COMMENT
	04/08	01:16	415 931 9847	01:23	03	OK	RX ECM
	04/09	02:49		56	03	OK	RX ECM
	04/09	03:30		55	03	OK	RX ECM
	04/09	23:14	7072651904	26	01	OK	RX ECM
	04/10	20:28	415 546 0907	01:16	02	OK	RX ECM
	04/10	20:52		52	02	OK	RX ECM
	04/11	22:49	14156733809	28	01	OK	RX ECM
	04/15	03:34		01:07	03	OK	RX ECM
#002	04/16	21:50	914154316241	01:01	03	OK	TX ECM

BUSY: BUSY/NO RESPONSE
 NG : POOR LINE CONDITION / OUT OF MEMORY
 CV : COVERPAGE
 POL : POLLING
 RET : RETRIEVAL
 PC : PC-FAX

Damalas, Kristine

From: Damalas, Kristine
Sent: Friday, June 14, 2013 9:14 AM
To: 'Tiya.Thlang@seiu1021.onmicrosoft.com'; 'roxanne.sanchez@seiu1021.org';
'sharizinn@yahoo.com'; 'Kirsten.Clemons@SEIU1021.org';
'david.canham@seiu1021.org'; 'Tonette.Garcia@seiu1021.org';
'brook.demmerle@seiu1021.org'; 'pattie.tamura@seiu1021.org'
Subject: PSC summary for review -ECN21
Attachments: DOC270.PDF

Good Morning,

Attached please find a PSC summary request for review. The request was originally faxed on 4/17/13. Leorah, the City's PSC coordinator at DHR, provided me with the list of email address for all union contact yesterday so I'm sending this on one more time to make sure that you received it.

Please let me know if you have any questions.

Thanks!
-Kris

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 4.19.13

DEPARTMENT NAME: General Services Agency/Capital Planning DEPARTMENT NUMBER 70

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

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

TYPE OF SERVICE: Public Outreach and Public Opinion Research

FUNDING SOURCE: Capital Planning Program (CPP)

PSC AMOUNT: \$250,000 PSC DURATION: 6.1.13 - 6.1.15

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: The proposed contract will help the City understand citizen priorities related to infrastructure and increase public support for critical capital projects.
B. Explain why this service is necessary and the consequences of denial: The Capital Plan recommends \$25 billion in capital improvements involving more than 40 city departments and external agencies which often results in fragmented and incomplete communication about infrastructure projects, programs, and plans.
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): Given the Capital Plan continually relies on voter approved measures for funding, the Capital Planning Program (CPP) has had similar contracts related to public opinion and public outreach. The most recent contracts include PSC# 3117-09/10 and PCS # 4046-09/10.
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).

1021, Local 21 Union Name Signature of person mailing/faxing form Date 4/22/13
RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4007-13/14 STAFF ANALYSIS/RECOMMENDATION: Approved MW 6/26/2013 CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: (1)Expertise in the development and implementation of community outreach strategies and campaigns in San Francisco, (2)Demonstrated experience in effectively conveying complex public policy issues to the broader public (3)A thorough and current understanding of San Francisco's political landscape and demographics (4)Capacity to assess public opinion using precise research and survey design methodology(5) Ability to creatively use various forms of media to widely distribute key capital planning messages.
- B. Which, if any, civil service class normally performs this work?
Classifications in the public information series (classes 1310, 1312, 1314) provide information to the public about City projects, these classifications do not have the specialized public affairs knowledge or the technical ability to measure public opinion that is necessary to develop strategic outreach efforts to effectively translate essential messages to varied audiences and to build strong public support.
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: No

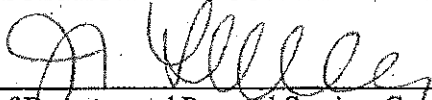
4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable: The contract is for professional guidance only. All work will be performed by civil service staff. Existing classes do not have the specific expertise to perform the work required.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. the work is short term, time-sensitive and highly specialized. All work will be transferred to existing City staff in an electronic format that can be manipulated for future use.

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

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

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



 Signature of Departmental Personal Services Contract Coordinator
 Joan Lubianerdy _____ 554-4859
 Print or Type Name Telephone Number
 One Carlton B Goodlett Place #362
 Address
 San Francisco CA 94102

Union Notification(s)

◆ **Local 1021**

◆ **Local 21**

Dang, Leorah

From: Lubamersky, Joan
Sent: Saturday, April 20, 2013 7:54 PM
To: pattie.tamura@seiu1021.org; Brook.Demmerle@seiu1021.org;
L21PSCReview@ifpte21.org
Cc: DHR-PSCCoordinator, DHR
Subject: PSC Form 1 Capital Planning \$250K, 4.13 - 6.15 Public Outreach
Attachments: Form 1 Capital Planning Public Outreach 4.13 \$250K.pdf

Please see PSC Form 1 attached for Capital Planning Public Outreach, \$250K for two years.

Please let me know if you have any questions.

Thank you.

Joan

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

Notice of Civil Service Commission Action – Similar

PSC #4046-09/10

Prior DHR-Approved – Similar

PSC #3117-09/10



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

October 8, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4040-09/10 THROUGH 4049-09/10; 4113-05/06; 4050-09/10; 4026-06/07; 4085-06/07 AND 4043-04/05.

At its meeting of October 5, 2009 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

- (1) Withdraw PSC #4050-09/10 at the request of the Public Utilities Commission.
- (2) Postpone PSC #4043-09/10 to the meeting of October 19, 2009 at the request of the Public Utilities Commission.
- (3) Approve request for PSC #4041-09/10 on the condition that: 1) there be knowledge transfer between the trainers and the employees trained, especially with respect to managerial employees; 2) that there be skills training in conflict resolution; 3) the Municipal Transportation Agency meet with IPPTE Local 21 to discuss and plan for all issues related to knowledge transfer and conflict resolution skills training; and, 4) report and update the Commission in one year on how the program is working. Notify the offices of the Controller and the Office of Contract Administration.
- (4) Approve request for PSC # 4046-09/10 on the condition that the City Administrator meet with IPPTE Local 21 to discuss how various skill sets in public opinion research can be transferred to existing civil service classifications or whether a new civil service classification or family of classifications can be created for the transfer of such skills. There being no obligation on the part of the City Administrator's Office at this time or at any time to effectuate such a skills transfer. Notify the offices of the Controller and the Office of Contract Administration.
- (5) Approve request for all remaining contracts. Notify the offices of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

POSTING FOR
October 05, 2009

PROPOSED PERSONAL SERVICES CONTRACTS

Contract Number	Agency	Position	Salary	Term	Description
4040-09/10	San Francisco Municipal Transportation Agency (SFMTA)	Regular	\$3,854,858.00	31-Jul-11	Will provide SFMTA software updates, non-custom software upgrades that Contractor provides to other contractors, equipment repair and maintenance, System Support Services necessary to maintain the operations of the base AVLS.
4041-09/10	San Francisco Municipal Transportation Agency (SFMTA)	Regular	\$175,000.00	04-Oct-12	Will provide mandatory conflict resolution training workshops for employees in relevant classifications in the Agency's Security & Enforcement Division (SED).
4042-09/10	Public Health	Regular	\$460,000.00	31-Aug-12	Will provide access to a web based computer training (CBT) application, allowing Public Health staff to meet training requirements mandated by the Joint Commission on the Accreditation of Health Care Organizations and other regulatory agencies.
4043-09/10	San Francisco Public Utilities Commission	Regular	\$5,000,000.00	31-Jun-15	Will provide specialized and technical engineering services related to the design and construction of recycled water treatment systems such as microfiltration, reverse osmosis, ultraviolet disinfection, expertise in water quality assessments.
4044-09/10	San Francisco Public Utilities Commission	Regular	\$4,500,000.00	01-Dec-16	Will provide preparation of geotechnical performance criteria, field investigation including exploratory soil borings, laboratory test of soil samples, recommendations for soil hazard mitigation and foundation designs criteria for various utility projects on an as-needed basis.
4045-09/10	San Francisco Public Utilities Commission	Regular	\$1,000,000.00	01-Feb-13	Will provide engineering design services and geotechnical support for lines pipes crossing the Serra Fault and possible areas of liquefaction.
4046-09/10	City Administrator	Regular	\$150,000.00	01-May-11	Will provide the framework for \$28 billion in proposed citywide capital infrastructure investments over the next decade.
4047-09/10	Arts Commission	Regular	\$760,000.00	31-Dec-14	Will provide multiple contracts for design, fabrication, transportation and installation of public artwork for eight to ten Recreation and Parks Facilities in conjunction with the 2008 Clean & Safe Neighborhood Park Bond Program.
4048-09/10	Arts Commission	Regular	\$115,600.00	31-Dec-12	Will design, fabricate, transport and install free-standing sculptural elements for the streetscape improvements along Church Street from Market Street to Duboce Avenue and along Duboce Avenue to Filmore Street.
4049-09/10	Treasurer and Tax Collector's Office	Regular	\$120,000.00	01-Nov-12	Will perform supplemental collection services on delinquent accounts referred by various city departments; also perform credit reporting, skip-tracing, notice issuance and negotiation of payments plans.

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 6.22.10

DEPARTMENT NAME: General Services Agency/Capital Planning DEPARTMENT NUMBER 70

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

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

TYPE OF SERVICE: Public Outreach and Public Opinion Research

FUNDING SOURCE: Capital Planning Program (CPP)

PSC AMOUNT: \$9,960 PSC DURATION: 7.1.10 - 11.3.10

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Proposed contract is to advise the Capital Planning Program staff (CPP) on how to increase public support for crucial infrastructure projects...
B. Explain why this service is necessary and the consequences of denial: Capital maintenance and improvements could be overlooked or underfunded because the public would be unaware of the problem...
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 City has not benefitted from professional advice on how to communicate complicated capital programs to the general public.
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):

1021, Local 21 Union Name Signature of person mailing/faxing form Date 6/22/10

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3117-09/10

STAFF ANALYSIS/RECOMMENDATION:

6/22/2010

CIVIL SERVICE COMMISSION ACTION: Approval Date: 06-25-2010

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

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: (1) Expertise in the development and implementation of community outreach strategies and campaigns in San Francisco, (2) Demonstrated experience in effectively conveying complex public policy issues to the broader public (3) A thorough and current understanding of San Francisco's political landscape and demographics (4) Capacity to assess public opinion using precise research and survey design methodology (5) Ability to creatively use various forms of media to widely distribute key capital planning messages.
- B. Which, if any, civil service class normally performs this work?
 Classifications in the public information series (classes 1310, 1312, 1314) provide information to the public about City projects, these classifications do not have the specialized public affairs knowledge or the technical ability to measure public opinion that is necessary to develop strategic outreach efforts to effectively translate essential messages to varied audiences and to build strong public support.
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: No

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable: The contract is for professional guidance only. All work will be performed by civil service staff. Existing classes do not have the specific expertise to perform the work required.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. the work is short term, time-sensitive and highly specialized. All work will be transferred to existing City staff in an electronic format that can be manipulated for future use.

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:

J. Willey

 Signature of Departmental Personal Services Contract Coordinator

Joan Lukamensky *554-4859*

 Print or Type Name Telephone Number

City Hall Bldg

 Address

San Francisco 94102

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 06/21/2013

DEPARTMENT NAME: Emergency Management DEPARTMENT NUMBER: 77

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

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

TYPE OF SERVICE: Pre-Employment Background Investigation Services

FUNDING SOURCE: General Fund (1G-AGF-AAA)

PSC AMOUNT: \$300,000.00 PSC DURATION: 08/01/2013 to 06/30/2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The selected vendor will perform background investigation services for all selected candidates as part of their selection process for entry positions in the Department of Emergency Management's Division of Emergency Communications (DEC).

B. Explain why this service is necessary and the consequences of denial: As required by law, the permanent civil service selection process for certain positions include a requirement that candidates submit to and successfully complete an employment, character and background investigation prior to employment. The consequences of denial would prevent the department from hiring DEC candidates.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): PSC#3001-11/12

D. Will the contract(s) be renewed: Unknown at this time.

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

Table with 3 columns: Union Name, Signature of person mailing / faxing form, Date. Rows include Local 21 and MEA.

RFP sent to N/A-drafting RFP on [] on [] Signature []

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4008-13/14 STAFF ANALYSIS/RECOMMENDATION: Approved W 6/26/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: Background Investigators, in accordance to section 1018(c) of the California Code of Rules and Regulations (CCR), are required to have knowledge of POST regulations and procedures regarding appointment eligibility and pre-employment screening of public safety dispatcher applicants.
- B. Which, if any, civil service class normally performs this work? There are no civil service class that can perform the work that is being asked but in the past, we have utilized a classification, such as 1842, to perform background investigations. However, those appointments were for as-needed, Prop F Retirees who were knowledgeable regarding POST regulations and procedures.
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Yes, the vendor would utilize proprietary software to track and monitor all candidates.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable: Due to the specific skill and experience requirements of the California Code of Regulations – it is not practical to utilize a civil service class to perform the work required for the hiring of a POST academy, which is subject to budget approval.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain: No, because this service is utilized on an as-needed, on demand basis.

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

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

William Lee

415-558-3866

Print or Type Name

Telephone Number

1011 Turk Street

San Francisco, CA 94102

Union Notification(s)

◆ Local 21

◆ MEA

Lee, William

From: Lee, William
Sent: Thursday, June 20, 2013 2:56 PM
To: 'L21PSCReview@ifpte21.org'
Subject: PSC Regular Request for Background Investigation Services - DEM
Attachments: PSC-1 Form_Background Investigation_06-20-2013.pdf

To Whom It May Concern:

Please be advised that I am submitting the attached PSC Regular Request for background investigation services as required for DEM's dispatcher hiring program.

Please let me know if you have any questions.

Thanks!

Will

William T. Lee
Deputy Director of Administration and Support
Department of Emergency Management
1011 Turk Street
San Francisco, CA 94102
Tel.: 415-558-3866
Fax: 415-558-3841

Lee, William

From: Lee, William
Sent: Thursday, June 20, 2013 2:56 PM
To: staff@sfmea.com
Subject: PSC Regular Request for Background Investigation Services - DEM
Attachments: PSC-1 Form_Background Investigation_06-20-2013.pdf

To Whom It May Concern:

Please be advised that I am submitting the attached PSC Regular Request for background investigation services as required for DEM's dispatcher hiring program.

Please let me know if you have any questions.

Thanks!

Will

William T. Lee
Deputy Director of Administration and Support
Department of Emergency Management
1011 Turk Street
San Francisco, CA 94102
Tel.: 415-558-3866
Fax: 415-558-3841

Prior DHR Approved – Mod1 - Expired

PSC #3001-11/12

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 06/26/2012

DEPARTMENT NAME: Emergency Management DEPARTMENT NUMBER: 77

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

TYPE OF REQUEST:

[] INITIAL REQUEST [X] MODIFICATION (PSC#3001-11/12)

TYPE OF SERVICE: Pre-Employment Background Investigation Services

FUNDING SOURCE: General Fund (1G-AGF-AAA)

PSC AMOUNT: Original: \$50,000 PSC DURATION: 08/01/2011 to 06/30/2012
Mod#: \$0 Mod: 07/01/2012 to 11/30/2012
Total as Modified: \$50,000 Mod: 08/01/2011 to 11/30/2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The selected vendor will perform background investigation services for all selected candidates as part of their selection process for entry positions in the Department of Emergency Management's Division of Emergency Communications (DEC).

B. Explain why this service is necessary and the consequences of denial: As required by law, the permanent civil service selection process for certain positions include a requirement that candidates submit to and successfully complete an employment, character and background investigation prior to employment. The consequences of denial would prevent the department from hiring DEC candidates.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): PSC #3001-11/12 was approved.

D. Will the contract(s) be renewed: Unknown at this time.

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

Local 21 [Signature] 06/26/2012
Union Name Signature of person mailing / faxing form Date
MEA [Signature] 06/26/2012
Union Name Signature of person mailing / faxing form Date

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3001-11/12 Approved Mod#1

Received 6/26/12 [Signature]

Approval Date: 6/27/12

By: [Signature] Micki Callahan, Human Resources Director

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: Background Investigators, in accordance to section 1018(c) of the California Code of Rules and Regulations (CCR), are required to have knowledge of POST regulations and procedures regarding appointment eligibility and pre-employment screening of public safety dispatcher applicants.
- B. Which, if any, civil service class normally performs this work? In the past, we have utilized a classification, such as 1842, to perform background investigations. However, those appointments were for as-needed, Prop F Retirees who were knowledgeable regarding POST regulations and procedures.
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Yes, the vendor would utilize proprietary software to track and monitor all candidates.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable: Due to the specific skill and experience requirements of the California Code of Regulations – it is not practical to utilize a civil service class to perform the work required for the hiring of a POST academy, which is subject to budget approval.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain: No, because this service is utilized on an as-needed, on demand basis.

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? 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:

[Handwritten Signature]

Signature of Departmental Personal Services Contract Coordinator

WILL LEWIS

Print or Type Name

415-558-3866

Telephone Number

1011 TOWN ST.

SF, CA 94102

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: June 17, 2013

DEPARTMENT NAME: GSA/City Administrator/Capital Planning DEPARTMENT NUMBER 70

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC# #3005-12/13)

TYPE OF SERVICE: Transportation Financing

FUNDING SOURCE: General Fund

Original Amount \$49,000 PSC DURATION: 09/01/12 - 09/01/13
Modification 1 10,000 PSC DURATION: No change
TOTAL AMOUNT: \$59,000 TOTAL DURATION 09/01/12 - 09/01/13

DESCRIPTION OF WORK

A. The Capital Planning Program (CPP) is leading an interdepartmental effort to create a viable funding plan to secure San Francisco's future commitment to Caltrain. San Francisco is responsible for contributing financially to support Caltrain operations and capital needs pursuant to three separate agreements, including a recent MOU that requires a \$60 million contribution to fund preparations for the high-speed rail project. The proposed work would identify a menu of short and long terms financial solutions that would enable San Francisco to meet its future obligations despite limited transportation resources. Modification does not change scope of work.

B. Explain why this service is necessary and the consequences of denial: Failure to plan for and/or secure funding would place the City in breach of contract, impede Caltrain operations, and jeopardize the High-Speed Rail 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): Services were provided under PSC 3005-12/13, the contract requested to be modified.

D. Will the contract(s) be renewed: No, these contracts will not be renewed past December 31, 2013.

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

Local 21, MEA
Union Name

[Handwritten Signature]

Signature of person mailing/faxing form

6/19/13
Date

RFP sent to , on , Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3005-12/13

STAFF ANALYSIS/RECOMMENDATION: Approved MW 6/26/2013

CIVIL SERVICE COMMISSION ACTION:

Union Notification(s)

◆ **Local 21**

◆ **MEA**

Dang, Leorah

From: Lubamersky, Joan
Sent: Wednesday, June 19, 2013 11:48 AM
To: DHR-PSCCoordinator, DHR
Cc: staff@sfmea.com; L21PSCReview@ifpte21.org
Subject: MOD to 3005-12/13 Capital Planning PSC Form 1 Add \$10K
Attachments: PSC Form 1 MOD Cal Train add \$10K 6.13.pdf; Approved PSC Form 1 Cal Train \$49 K.pdf

Please see attached.

I am copying the employee organizations for their information, as this is a modification.

Joan

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

Prior DHR Approved – Original – Current

PSC #3005-12/13

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 27, 2012

DEPARTMENT NAME: City Administrator's Office/Capital Planning DEPARTMENT NUMBER 70

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

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

TYPE OF SERVICE: Transportation Financing

FUNDING SOURCE: General Fund

PSC AMOUNT: \$49,000 PSC DURATION: 09/1/2012 - 09/1/2013

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: The Capital Planning Program (CPP) is leading an interdepartmental effort to create a viable funding plan to secure San Francisco's future commitment to Caltrain.
B. Explain why this service is necessary and the consequences of denial: Failure to plan for and/or secure funding would place the City in breach of contract, impede Caltrain operations, and jeopardize the High-Speed Rail 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): To our knowledge, this service has not been provided in the past.
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).

Local 21, MEA Union Name Signature of person mailing/faxing form Date 7/27/12

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3005-12/13

Approval Date: 8/3/12

Received 7/27/12

By: Micki Callahan, Human Resources Director

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: 1) Expertise in highly complex transportation planning and finance, as well as complex land-use and real-estate transactions. 2) Experience working on large-scale regional transportation projects involving multiple governing bodies.
- B. Which, if any, civil service class normally performs this work? No civil service class currently performs this specific function. Classes 1824 and 1825 as well as some individuals in the manager (09xx) classes could perform some basic research and conduct preliminary financial analysis, but they would not possess the combination of specific technical expertise and experience described in 4A below needed for this work.
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: No.

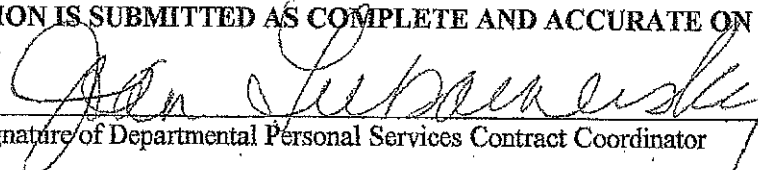
4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable: This is a one-time project requiring specialized and highly technical financial modeling skills and a thorough understanding of investor appetite and market conditions. The work also requires a strong background in transportation planning, finance, and governance, as well as complex land-use and real estate transactions.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain. No - The work is highly specialized, time sensitive and short-term in nature. In-house managers will oversee the work of the consultant(s) to ensure select knowledge transfer occurs

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

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

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



 Signature of Departmental Personal Services Contract Coordinator
 Joan Labamersky

 Print or Type Name

 415.554.4859

 Telephone Number

 City Hall, Room 362, 1 Dr, Carlton B.

 Goodlett Place, SF, CA 94102

 Address

sco, CA 94103.