City and County of San Francisco

Edwin M. Lee Mayor



Department of Human Resources

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

| | Dept | | Approval | Contract | | • | |
|---|------|--|----------|-----------|--|----------------------|----------|
| ~ | ني. | No. Dept Name | Type | Amount | Description of Work | Duration | |
| : | 21 | 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 (OIT) 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 |)/2016 |
| | 70 | 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 | 6/1/2015 |
| | 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 |)/2018 |
| | | | | | | | |

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

Page 1 of 1

Posting Date:

POSTING FOR

07/15/2013

MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION PROPOSED PERSONAL SERVICES CONTRACTS

| | | Modified | Cumulative | | |
|---------------------------------------|----------------------|----------|------------|--|-----------------------|
| PSC No DeptNo Dept Description | Approval Type Amount | Amount | Total | Description of Work | Start Date - End Date |
| 3005-12/13 70 General Services Agency | Regular | \$10,000 | \$59,000 | The Capital plannign 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 | | | |

Page 1 of 1

Posting Date:

CCSF: DHR PCSCP Posting

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

Table of Contents PSC Submissions

| Regular PSCs | Department | Page |
|-----------------|----------------------------------|------|
| 4006-13/14 | Economic & Workforce Development | 1 |
| 4007-13/14 | General Services Agency | 5 |
| 4008-13/14 | Emergency Management | 14 |
| | | |
| Modification PS | Cs Department | Page |
| 3005-12/13 | General Services Agency | 22 |

Department of Human Resources

| DATE: A | April 17, 2013 | PERSONAL SERVICES CO | NTRACT SUMMA | ARY |
|--|---|--|---|--|
| | | epartment of Economic & Workforce I | Development (のいり) | DEPARTMENT NUMBER 21 |
| TYPE OF A | APPROVAL: | EXPEDITED CONTINUING | X REGULAR ANNUAL | (OMIT POSTING) |
| x IN | REQUEST: | MODIFICATION (PSC# | a Sandana | |
| TYPE OF S | | sional Consulting Services – Busines Funds (Workforce Investment Act) an | | |
| FUNDING | , | PSC Duration: | 7/1/2013 – 6/ | 30/2016 |
| Original A | mount: \$900,000 | PSC Duration: | 77172013 - 07 | 30/2010 |
| A. (| and On-the-Job Trainin employment services fo | of proposed work: | ers throughout San Frai | rgets permanent, temporary, First Source neisco, including specialized workforce services to businesses and |
| I 2 1 2 2 | Business Services is a rand its Access Points the proposed consultant Access Point. The worapplicants of varying ecassistance. The annual | rice is necessary and the consequent necessary function of the Workforce Introughout the city. OEWD procured by twas the only applicant recommended kforce system needs an entity with explucation and experience levels in order consequences of denial would be that search skills, and 150 job seekers wou | vestment Act (WIA) fu usiness services through for funding Business S erience and expertise in to best serve the busin 500 job seekers would | n a Workforce Services RFP (#113), and ervices as part of a Comprehensive a screening, matching and referring esses and job seekers in need of not have the service to improve their |
| | Service Commission, | vice has been provided in the past (indicate most recent personal serv led in the past, in a less coordinated an | ices contract approva | al number): |
| D. | Will the contract | t(s) be renewed: unknown | | |
| - | ON NOTIFICATION actions for specific pr | : Copy of this summary is to be se cocedures): | nt to employee organ | izations as appropriate (refer to |
| SE | 14 1021 | KUSM | | 4/17/2013(faxed) + 6/14/ |
| | Union Name | Signature of person mailing | /faxing form | Date |
| | | | | į. |
| 1 | Union Name | Signature of person mailing | /faxing form | Date |
| RFP s | sent to | , on | | |
| ن مان مان مان مان مان مان مان مان مان ما | Union Na | me Date *********** | · • • • • • • • • • • • • • • • • • • • | Signature |
| PSC# 400 | | OR DEPARTMENT OF HUMA | | |

CIVIL SERVICE COMMISSION ACTION:

3. <u>DESCRIPTION OF REQUIRED SKILLS/EXPERTISE</u>

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:

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. | DDITIONAL INFORMATION (if "yes," attach explanation) | Yes | No |
|----|---|---------|------|
| , | . Will the contractor directly supervise City and County employees? | | Х |
|] | 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. | 5, | Х |
| (| . Are there legal mandates requiring the use of contractual services? | | Х |
|] | . Are there federal or state grant requirements regarding the use of contractual services? | | X |
|) | Has a board or commission determined that contracting is the most effective way to provide this service? | | X |
| 1 | Will the proposed work be completed by a contractor that has a current personal services contract with your department? | | X |
| | ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BIARTMENT HEAD: | EHALF O | FTHE |
| | Signature of Departmental Personal Services Contract Coordinator | | |
| • | Merrick Pascual 701-4811 | | |
| | Print or Type Name Telephone Number | | |
| | 1 South Van Ness Ave, 5 th 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 | ☐ Pleas | e Recycle |
| Message: | | | - | | |
| Departme Thank you Kasie Vins | son, Grants Administrator | vices Contract Sum ce Development. | mary for Busines | s Services f | or the |
| | | | | | |
| | | | | | |
| | | | | | |

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 2: NAME : FAX : TEL : SER.#: 000H5J461643 04/16/2013 21:51

| NO. | DATE | TIME | FAX NO./NAME | DURATION | PAGE(S) | RESULT | COMMEN ⁻ | Τ |
|------|--|---|---|--|--|--|--|---------------------------------------|
| #002 | 04/08 04/09 04/09 04/09 04/10 04/10 04/11 04/15 | 01:16 02:49 03:30 23:14 20:28 20:52 22:49 03:34 21:50 | 415 931 9847 7072651904 415 546 0907 14156733809 914154316241 | 01:23 56 55 26 01:16 52 28 01:07 01:01 | Ø3 Ø3 Ø1 Ø2 Ø2 Ø1 Ø3 | OK OK OK OK OK OK OK | ×××××××××××××××××××××××××××××××××××××× | M M M M M M M M M M M M M M M M M M M |

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 fine 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.

Thanksl

-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 4.19.13 DATE: General Services Agency/Capital Planning DEPARTMENT NUMBER 70 DEPARTMENT NAME: RÉGULAR (OMIT POSTING TYPE OF APPROVAL: EXPEDITED ANNUAL CONTINUING TYPE OF REQUEST: MODIFICATION (PSC# INITIAL REQUEST Public Outreach and Public Opinion Research TYPE OF SERVICE: **FUNDING SOURCE:** Capital Planning Program (CPP) 6.1.13 - 6.1.15 \$250,000 **PSC DURATION:** PSC AMOUNT: DESCRIPTION OF WORK 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. 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). 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. In addition, the Capital Plan proposes five major bond measures and one fee measure to fund vital capital improvements over the next 10 years - all of which require voter approval and the investment of tens of millions of dollars in advance of qualifying to be placed on the ballot. The Plan also calls for significant investment in annual renewals to ensure current city assets remain in good condition. These renewal projects are often overlooked or underfunded if the publ is unaware of the problem or does not fully understand the consequences of failing to invest in a solution. This could result in health/safety hazards, higher future costs, inefficient use of aging infrastructure, and disruption of critical City services. Enhancing public awareness enables the public to better understand, participate, and hold the City accountable for its capital investments. 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. Will the contract(s) be renewed: D. 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 RFP sent to Signature Union Name

FOR DEPARTMENT OF HUMAN RESOURCES USE
PSC# 4007-13/14
STAFF ANALYSIS/RECOMMENDATION: Approved W 4/36/2013

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. , | ۸D | DDITIONAL INFORMATION (if "yes," attach explanation) Yes | . <u>No</u> |
|------|----|--|-------------|
| | A. | Will the contractor directly supervise City and County employees? | Х |
|] | 3. | Will the contractor train City and County employees? | X |
| , | | Describe the training and indicate approximate number of hours. Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. | |
| (| Ö. | Are there legal mandates requiring the use of contractual services? | Х |
|] | Э. | Are there federal or state grant requirements regarding the use of contractual services? | X |
|] | ₹. | Has a board or commission determined that contracting is the most effective way to provide this service? | Х |
|) | 7 | Will the proposed work be completed by a contractor that has a current personal services contract with your department? | Х |
| | | ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OR RTMENT HEAD: | F THE |
| | | Signature of Departmental Personal Services Contract Coordinator | |
| , | | Print or Type Name Telephone Number One Cult to B Good of the Cace | 367 |
| | | 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



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

Gayin Newsom Mayor

October 8, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

MORGAN R. GOBRONO PRESIDENT

E. Dennis Normandy Vice President

Joy Y. Boatwright Commissioner

DONALD A. CASPER COMMISSIONER

> Mary Y. Jung Commissioner

Antta Sanchez Executive Officer NOTICE OF STREET

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:

SUBJECT:

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 he knowledge transfer between the trainers and the employees trained, especially with respect to managerial employees; 2) that there he 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 IFPTB 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

ANTIA SANCHEZ
Excoutive Officer

Attachment

25 VAN NESS AVENUE, SUITE 720 @ SAN FRANCISCO, CA 94102-6033 @ (415) 257-3247 @ FAX (415) 252-3260 @ www.sigov.org/civil_service/

POSTING FOR October 05, 2009

PROPOSED PERSONAL SERVICES CONTRACTS

| | | Sun Francisco Distributi | | Voll Contractor provide Sirvit's converse to concentrate and management of contractor provides to other costones, squipment repair and mandamence. System Support Services necessary to mandam the operations | 37-56-32 |
|-----------------|---|--------------------------------------|-----------|---|-------------|
| 4040-09710 | * 83 | FLATA) | Regular | \$3.854,858.002 of the base AVLS. | |
| | | | | Wife provide mandatory conflictions of the mandation control with which was not be forested Security & Enforcement Division (SED). | P4-04-12 |
| 4041-09/10 | 153 | Transportation Agency (SI-MIA) | Kegular | South provide access to a web based computer training (CBT) application, aboving Public Habita dulf to mast | |
| | e. E. | eserve e | | training requirements thandalad by the John Commission on the Acception of places cons Commission on the Acception of places constrained to the John Commission of the Acception of Places Constitution of the Acception of the Acc | 35-Aug-12 |
| 4042,09/10 | 8 | Public Health | Regular . | \$460,000.00 other regulatory against the contract exploration of recorded the contract and construction of recorded the contract and the contract explorations of the contract and construction of recorded the contract and contr | |
| , | | San Francisco Public Unitides | | water transfer systems such as them firsted, reverse estimated, utimalate distribution, expense in water | 31-Jm-18 |
| 4043-09/10 | \$ | 1 | Regular | \$5,000,000.000 duality assessments. | 44,74 |
| | | San Frencisco Public Utilities | | to the posterior less of soil semples, recommendations for soil bezard mitgelian and roundation obegins solving, isboratory less to soil semples, recommendations for soil bezard mitgelian and roundations. | 01-Dec-16 |
| 4044-0973 | 9 | Commission | Reguler | Septimon to the control of the contr | 32.74 |
| | | San Francisco Public Utilides | | Will preside engineering userings and a second seco | 01-180-10 |
| 4045-09/10 | 3 | Commission | Keguzi | A san fameunt for \$28 tillon in proposed clywde capital indestructure investments over the next | Or North |
| Sec 100 An | | City Administrator | Rogular | \$150,000.03 decade | بسنا |
| Ol Jenson State | | | | twitt pravide multiple contacts no center, section with the 2008 Clean & Safe Neighborhood Perk Bond then Recreation and Perks Facilities in conjunction with the 2008 Clean & Safe Neighborhood Perk Bond | 34-Dec-14 |
| 4047-09/10 | ·# | Arts Commission | Regular | S76G, QOB, GAS P195FERTS. | |
| | | ****** | | Will design, facticate, transport and habili trae-standing activitural elements for the streetscape improvemently will design factions and street from Market Street to Dichoce Avenue and stent Dichoce Avenue District Street from Market Street to Dichoce Avenue and stent Dichoce Avenue District Street from Market Str | 35-Dec-12 |
| 4048-09/10 | 83 | Arts Commission | Kegular | TISTORIAN CONTRACTORIAN CONTRA | |
| 460 | | Treestury and Tax Collector's Office | त्रभावर | will particin expellemental collection services on department accounts source of participal services of the services and regulation of participal plants. | 1.01-Mov-13 |
| 21.20.00 | *************************************** | | | | • |

PSCPSTNG

Page

PERSONAL SERVICES CONTRACT SUMMARY

| DAIE: 0.22.10 | *************************************** | | |
|---|---|--|--|
| DEPARTMENT NAME: | General Services Agency/O | Capital Planning | DEPARTMENT NUMBER70_ |
| TYPE OF APPROVAL: | X EXPEDITED | REGULA | R (OMIT POSTING |
| | CONTINUING | ANNUAL | |
| TYPE OF REQUEST: V INITIAL REQUEST | T MODIFICATI | ON (PSC# |) |
| TYPE OF SERVICE: PO | ublic Outreach and Public Opin | uon Research | |
| FUNDING SOURCE: C | apital Planning Program (CPP) | | |
| PSC AMOUNT: \$9,960 | PSC | DURATION: 7.1.10 - 1 | 1.3 0 10 |
| to increase public s understanding but Francisco (e.g., ner on how to (1) creat needs and (2) creat intro broad public events. B. Explain why this be overlooked or un consequences of far | on of proposed work: Propose support for crucial infrastructurare vital to ensuring a safe and ws sources, constituencies, affilie and deliver key messages and the a strategic outreach plan that distribution via websites, common service is necessary and the conderfunded because the public | e projects and program of whi- strong city. Consultant will u liations, media absorption rates I materials that clearly and effe- recommends the most cost effi nunity meetings, email campai consequences of denial: Cap- would be unaware of the problems could result in higher future | pital Planning Program staff (CPP) on how ch the public often has little knowledge or se their specialized knowledge of San s of various demographics) to advise CPP ectively convey the City's complex capital ective way to leverage scarce City resource gns, traditional news media and/or special ital maintenance and improvements could em or not fully understand the e costs, health/safety hazards, inefficient |
| Service Commis from professional | s service has been provided in sion, indicate most recent per advice on how to communicate tract(s) be renewed: No | sonal services contract appr | previously approved by the Civil oval number): The City has not benefitte s to the general public. |
| 2. <u>UNION NOTIFICATI</u> | ON: Copy of this summary | is to be sent to employee org | ganizations as appropriate (refer to |
| instructions for specifi | o procedures): | | |
| 1021, Local 21 Union Name | Signature of pers | on mailing/faxing form | Date |
| | | | |
| RFP sent to | Name | | Cimatara |
| | ****** | e a tulia de esta de e | Signature |
| _ | FOR DEPARTMENT OF | | |
| CIVIL SERVICE COMMIS | | val Date: 06-25-2 | 010 |
| | By: | Now Sold Micki Callahan, Human R | esources 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? | | X |
| | B. Will the contractor train City and County employees? | | Х |
| | Describe the training and indicate approximate number of hours. Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. | , | |
| | C. Are there legal mandates requiring the use of contractual services? | | X |
| | D. Are there federal or state grant requirements regarding the use of contractual services? | | X |
| | E. Has a board or commission determined that contracting is the most effective way 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? | | |
| | IE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON E PARTMENT HEAD: | BEHALFO | FTHE |
| | Signature of Departmental Personal Services Contract Coordinator | | |
| | 1000 Labunesk, 554-4859 | | |
| | Print or Type Name Telephone Number | | |
| | City Hall Cerible | | |
| | Address | | |

PSC FORM 1 (9/96)

PERSONAL SERVICES CONTRACT SUMMARY

| DATE: 06/21/2013 | | | | |
|---|--|---|--|------------|
| DEPARTMENT NAME: | Emergency Management | DEPARTI | MENT NUMBER: 77 | |
| TYPE OF APPROVAL: | □ EXPEDITED ■ | REGULAR (OMIT | POSTING) | |
| | ☐ CONTINUING ☐ | ANNUAL | | |
| TYPE OF REQUEST: | | | | |
| ■ INITIAL REQUEST | ☐ MODIFICATION (P | SC#) | | |
| TYPE OF SERVICE: Pr | e-Employment Backgroun | d Investigation Servi | ces | |
| FUNDING SOURCE: G | eneral Fund (1G-AGF-AA | A) | in the first the second of th | |
| PSC AMOUNT: \$300,00 | 0.00 | PSC DURATION: | 08/01/2013 to 06/30/2018 | |
| for all selected candidate Emergency Managemen B. Explain why this ser permanent civil service | es as part of their selection t's Division of Emergency vice is necessary and the o selection process for certain | process for entry por Communications (E consequences of deni- in positions include a | erform background investigation sersitions in the Department of DEC). al: As required by law, the requirement that candidates subtlinestigation prior to employment | mit |
| The consequences of de C. Explain how this ser | nial would prevent the dep vice has been provided in | artment from hiring the past (if this servi | | |
| D. Will the contract(s) | be renewed: Unknown at | this time. | | |
| 2. <u>UNION NOTIFICATIO</u> (refer to instructions for | N: Copy of this summary specific procedures): | is to be sent to empl | oyee organizations as appropriate | 3 . |
| Local 21 | \leq | V | 06/20/2013 | |
| Union Name | Signature of | person mailing / faxi | ng form Date | · |
| MEA | 21 | | 06/20/2013 | |
| Union Name | Signature of | person mailing / faxi | ng form Date | |
| RFP sent to N/A-draft | ing RFP on | | | |
| Union 1 | | Date | Signature | **** |
| PSC# 4008-13/14 STAFF ANALYSIS/REC | FOR DEPARTMENT O | | | |

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.

| | service is utilized on an as-needed, on demand basis. | • | |
|----|---|--------------|-------|
| 5. | | <u>Yes</u> | No |
| | A. Will the contractor directly supervise City and County employees? | | |
| | B. Will the contractor train City and County employees? Describe training and indicate approximate number of hours. Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained. | | |
| | C. Are there legal mandates requiring the use of contractual services? | | N. S. |
| | 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? | | |
| | IE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCUR IE DEPARTMENT HEAD: | ATE ON BEHAI | LF OF |
| | Signature of Departmental Personal Services Contract Co | ordinator | |
| | William Lee 415-558-386 | 56 | |
| | Print or Type Name Telepho | ne Number | |
| | 1011 Turk Street | | |
| | San Francisco, CA 94102 | | ٠ |

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 <u>PSC #3001-11/12</u>

PERSONAL SERVICES CONTRACT SUMMARY

| DEPARTMENT NAME: Emergency Management DEPARTMENT NIMBER: 77 TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING) CONTINUING ANNUAL TYPE OF REQUEST: MODIFICATION (PSC#3001-11/12) TYPE OF SERVICE: Pre-Employment Background Investigation Services FUNDING SOURCE: General Fund (IG-AGF-AAA) PSC AMOUNT: Original: \$50,000 PSC DURATION: 08/01/2011 to 06/30/2012 07/01/2012 to 11/30/2012 Total as Modified: \$50,000 Mod: 08/01/2011 to 11/30/2012 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 permaent 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 summery 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 **TOR DEPARTMENT OF HUMAN RESOURCES USE** FOR DEPARTMENT OF HUMAN RESOURCES USE **PSC#** Approval Date: **DATE App | DATE: 06/26/2012 | • | | |
|--|---|--|---|--|
| TYPE OF REQUEST: INITIAL REQUEST Pre-Employment Background Investigation Services | DEPARTMENT NAME: | Emergency Management | DEPARTMENT NUMB | ER: <u>77</u> |
| TYPE OF REQUEST: INITIAL REQUEST MODIFICATION (PSC#3001-11/12) | TYPE OF APPROVAL: | ■ ÉXPEDITED □ RE | GULAR (OMIT POSTING |) |
| TYPE OF SERVICE: Pre-Employment Background Investigation Services FUNDING SOURCE: General Fund (IQ-AGF-AAA) PSC AMOUNT: Original: \$50,000 PSC DURATION: 08/01/2011 to 06/30/2012 Mod#: \$50,000 Mod: 07/01/2012 to 11/30/2012 Total as Modified: \$50,000 Mod: 08/01/2011 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 | | ☐ CONTINUING ☐ AN | NUAL | |
| TYPE OF SERVICE: Pre-Employment Background Investigation Services FUNDING SOURCE: General Fund (1G-AGF-AAA) PSC AMOUNT: Original: \$50,000 Mod: 07/01/2012 to 11/30/2012 Mod#1: \$50,000 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 hirring 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 | TYPE OF REQUEST: | | | |
| FUNDING SOURCE: General Fund (IG-AGF-AAA) PSC AMOUNT: Original: \$50,000 PSC DURATION: 08/01/2011 to 06/30/2012 Modit : \$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 Union Name Signature of person mailing / faxing form Date MEA O6/26/2012 Union Name Signature of person mailing / faxing form Date *********************************** | ☐ INITIAL REQUEST | MODIFICATION (PSC# | 3001-11/12) | |
| 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 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 | TYPE OF SERVICE: P | re-Employment Background Inv | vestigation Services | |
| Modified: \$50,000 Mod: 07/01/2012 to 11/30/2012 | FUNDING SOURCE: G | eneral Fund (1G-AGF-AAA) | | • |
| Modified: \$50,000 Mod: 07/01/2012 to 11/30/2012 | PSC AMOUNT: Original: | \$50,000 PSC DURA | ATION: 08/01/2011 to 06/30 |)/2012 |
| 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 Union Name Signature of person mailing / faxing form Date MEA O6/26/2012 Union Name Signature of person mailing / faxing form Date *********************************** | Mod≱!: | <i>\$0</i> Mod: | 07/01/2012 to 11/30 |)/2012 |
| 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 Union Name Signature of person mailing / faxing form Date MEA 06/26/2012 Union Name Signature of person mailing / faxing form Date RFP sent to N/A on Union Name Signature of person mailing / faxing form Date *********************************** | Total as Modified: | <i>\$50,000</i> Mod: | 08/01/2011 to 11/30 |)/2012 |
| Union Name Signature of person mailing / faxing form MEA Union Name Signature of person mailing / faxing form Date RFP sent to N/A On Union Name Date *********************************** | for all selected candidat Emergency Managemer B. Explain why this se permanent civil service to and successfully com The consequences of de C. Explain how this se Civil Service Comn #3001-11/12 was appro D. Will the contract(s) 2. UNION NOTIFICATION | es as part of their selection product's Division of Emergency Convice is necessary and the consesselection process for certain posplete an employment, character enial would prevent the departmental would prevent the department of the position, indicate most recent perved. Description: Description: | ress for entry positions in the Denmunications (DEC). Equences of denial: As require sitions include a requirement the and background investigation ent from hiring DEC candidates that (if this service was previous resonal services contract approver time. | d by law, the nat candidates submit prior to employment. ss. sly approved by the al number): PSC |
| MEA Union Name Signature of person mailing / faxing form Date RFP sent to N/A Union Name Date Signature *********************************** | | 200 | V | 06/26/2012 |
| Union Name RFP sent to N/A on Union Name Tunion Name *********************************** | Union Name | Signature of person | on mailing / faxing form | Date |
| RFP sent to N/A on Union Name Date Signature ********************************** FOR DEPARTMENT OF HUMAN RESOURCES USE PSC# 3001-11/12 Approved Mod#1 Tecceived 6/26/12 Approval Date: 6/27/12 By: PSC FORM 1 (9/96) | MEA | Two | ~ | 06/26/2012 |
| Union Name *********************************** | Union Name | Signature of person | on mailing / faxing form | Date |
| ************************************** | RFP sent to N/A | on | | • |
| PSC# 3001-11/12 Approved mod#1 Teceived 6/26/12 Approval Date: 6/27/12 By: | | · | | |
| Бу, | PSC# 3001-11/12 | FOR DEPARTMENT OF HI Approved modted | JMAN RESOURCES USE | |
| | Ву: | | | PSC FORM 1 (9/96) |

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
- se this

| | position and work required for the inting of the observation, | winten is subject | n to outigo | t approvat. |
|-------------|--|---------------------------|-------------|-------------|
| В | . Would it be practical to adopt a new civil service class to perservice is utilized on an as-needed, on demand basis. | form this work? | Explain: | No, becaus |
| 5. <u>A</u> | DDITIONAL INFORMATION (if "yes", attach explanation) | | Yes | No |
| | . Will the contractor directly supervise City and County employ | yees? | | |
| В | Will the contractor train City and County employees? Describe training and indicate approximate number of hour process of training (e.g., clerks, civil engineers, etc.) and approximate to be trained. | to receive | | |
| C | . Are there legal mandates requiring the use of contractual serv | ices? | | |
| D | . Are there federal or state grant requirements regarding the use contractual services? | of | | |
| E | . Has a board or commission determined that contracting is the effective way to provide this service? | most | | |
| F. | Will the proposed work be completed by a contractor that has current personal services contract with your department? | a | | |
| | ABOVE INFORMATION IS SUBMITTED AS COMPLETE A DEPARTMENT HEAD: | | | HALF OF |
| | Signature of Departmental Personal Services | | | |
| | and Lake | 415 -558 - Telephone N | 3866 | |
| | Print or Type Name | Telephone 1 | Vumber | • |
| | 1011 TVY4651. | : | | |
| | 5F, 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 CONTINUING ANNUAL | (OMIT POSTING) |
| 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 Modification 1 10,000 PSC DURATION: No change TOTAL AMOUNT: \$59,000 TOTAL DURATION 09/01/12 - 00 DESCRIPTION OF WORK A. The Capital Planning Program (CPP) is leading an interdepartmental effort to creat | 09/01/13 te a viable funding plan to secure San |
| Francisco's future commitment to Caltrain. San Francisco is responsible for contrib operations and capital needs pursuant to three separate agreements, including a recontribution to fund preparations for the high-speed rail project. The proposed work long terms financial solutions that would enable San Francisco to meet its future ob resources. Modification does not change scope of work. | ent MOU that requires a \$60 million c would identify a menu of short and |
| B. Explain why this service is necessary and the consequences of denial: Failure to place the City-in breach of contract, impede Caltrain operations, and jeopardize the | |
| C. Explain how this service has been provided in the past (if this service was proposed Service Commission, indicate most recent personal services contract approve 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 pas | t December 31, 2013. |
| 2. <u>UNION NOTIFICATION</u> : Copy of this summary is to be sent to employee organi instructions for specific procedures): Local 21, MEA Union Name Signature of person mailing/faving form | zations as appropriate (refer to $6/19/13$ |
| Union Name Signature of person mailing/faxing form | Date |
| RFP sent to, on | Signature |
| ************************ | ******* |
| FOR DEPARTMENT OF HUMAN RESOURCE PSC# 3005-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved M 4/24/3 | S USE めつ |
| CIVIL SERVICE COMMISSION ACTION: | |

| 3. | DESCRIPTION OF REC | OUIRED 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. | <u>ΑΓ</u> | DDITIONAL INFORMATION (if "yes," attach explanation) | <u>Yes</u> | <u>No</u> |
|----|-----------|--|------------|-----------|
| | A. | Will the contractor directly supervise City and County employees? | | Х |
| | В. | 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. | | X |
| | 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? | | Х |
| | | BOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHARITHMENT HEAD: Signature of Departmental Personal Services Contract Coordinator | ALF OF | THE |
| | | Joan Lubamersky 415.554.4859 | | |
| | | Print or Type Name Telephone Number | | |
| | . * | City Hall, Room 362, 1 Dr, Carlton B. Goodlett Place, SF, CA 94102 Address | • | |
| | ~ . | 0.4100 | | |

sco, CA 94103.

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 <u>PSC #3005-12/13</u>

PERSONAL SERVICES CONTRACT SUMMARY

| DATE. July 27, 2012 | <u> </u> | |
|--|--|---|
| DEPARTMENT NAME: Ci | ty Administrator's Office/Capital Planr | ning DEPARTMENT NUMBER 70 |
| TYPE OF APPROVAL: X | · · · | REGULAR (OMIT POSTING) |
| TYPE OF REQUEST: V INITIAL REQUEST | MODIFICATION (PSC# |) |
| and the second s | portation Financing | · · · · · · · · · · · · · · · · · · · |
| FUNDING SOURCE: Gener | al Fund | |
| PSC AMOUNT: \$49,000 | PSC DURATION: | 09/1/2012 - 09/1/2013 |
| 1. DESCRIPTION OF WORL | <u> </u> | |
| effort to create a viable responsible for contribe separate agreements, the high-speed rail prothat would enable San | e funding plan to secure San Francisco's uting financially to support Caltrain opera including a recent MOU that requires a \$ ject. The proposed work would identify a Francisco to meet its future obligations of | 60 million contribution to fund preparations for menu of short and long terms financial solutions lespite limited transportation resources. |
| B. Explain why this service would place the City in project. | ce is necessary and the consequences of de breach of contract, impede Caltrain oper | nial: Failure to plan for and/or secure funding rations, and jeopardize the High-Speed Rall |
| | indicate most recent personal services con | ervice was previously approved by the Civil tract approval number): To our knowledge, this |
| D. Will the contract(s) be | e renewed: Unknown | |
| 2. <u>UNION NOTIFICATION</u> : instructions for specific produced 21, MEA Union Name | Copy of this summary is to be sent to empedures): Signature of person mailing/faxing to the sent to empediate | ployee organizations as appropriate (refer to One of the control |
| Union Name | Signature of person mailing/faxing f | form Date |
| RFP sent toUnion Nam | , on | Signature |
| | ************************ | |
| | D DEPARTMENT OF HUMAN DESC | OURCES USE |
| Approval Date: 8/3 | /12 | Received 7/27/12 MR |
| By: One Micki Callahan, Huma | Resources Director | W. |

| 3. | DESCRIPTION | OF | RECURRED | SKILI | S/EXPERTISE |
|----|-------------------|-----------------------|--------------|-------|-------------|
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- 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

| | | consultant(s) to ensure select knowledge transfer occurs | o work or u | 10 |
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| 5. | | DDITIONAL INFORMATION (if "yes," attach explanation) Will the contractor directly supervise City and County employees? | Yes | No X |
| | В. | 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. | | Х |
| | 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? | | Х |
| ٠. | E. | Has a board or commission determined that contracting is the most effective way to provide this service? | | Х |
| | F. | Will the proposed work be completed by a contractor that has a current personal services contract with your department? | , | X |
| TH | E A PAF | BOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BERTMENT HEAD: Signature of Departmental Personal Services Contract Coordinator | EHALF O | FTHE |
| | | Joan Lubamersky 415,554,4859 | | |
| | | Print or Type Name Telephone Number | | |
| | | City Hall, Room 362, 1 Dr, Carlton B. | | |
| • | , | Goodlett Place, SF, CA 94102 | | |
| | | Address | | • |

sco, CA 94103.