




Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: August 19, 2013
 To: The Honorable Civil Service Commission
 Through: Micki Callahan
 Human Resources Director 
 From: Cynthia Avakian, AIR
 Parveen Boparai, MTA
 Joan Lubamersky, GSA
 William Lee, DEM
 Angela Auyong, PDR
 Brent Lewis, HRD

Subject: Personal Services Contracts Approval Request

This report contains seven (7) 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 2013-2014	Total for FY 2013-2014
\$30,630,663	\$688,804	\$31,319,467

POSTING FOR

08/19/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4012-13/14	27	Airport Commission	Regular	\$300,000	The Transportation Security Administration (TSA) under federal regulation Part 1542 and the Federal Aviation Administration (FAA) under federal regulation Part 139 requires the Airport to provide security and safety trainings to airlines, tenants, vendors, constructors and government employees in order to receive an airport security badge and operate in the Airport environment. The Contractor will update and develop computer based training (CBT) course content for security and safety training modules in Security Identification Display Area (SIDA), Security Awareness, Authorized Signatory, Non-Movement Driving in Air Operations Area, Movement Driving in Air Operations Area, Fueling, Escort Privileges, and Passenger Boarding/let Bridge courses. The Contractor will also provide maintenance to the operating software/system of the CBT known as iLS (Instructional Learning System), update course content and develop additional program as required by regulatory changes.	8/20/2013 - 12/31/2018
4013-13/14	27	Airport Commission	Regular	\$28,000,000	Contractor shall be responsible for the maintenance, repair, annual inspection, hoist way rope replacement, load testing, and unlimited emergency call back of approximately 170 elevators, 130 escalators, and 40 electric walks in the following locations: International Terminal Building, Boarding Area A and Garage A, Boarding Area G and Garage G, Domestic Terminals 1, 2 and 3, Domestic Garage, Connectors, Air Train Stations, Rental Car Facility, Long Term Parking Garage and various other buildings and garages throughout the SFO Campus.	1/1/2014 - 12/31/2018
4014-13/14	68	Municipal Transportation Agency	Regular	\$1,500,000	The consultant will provide full-service configuration design, implementation and support for SFMTA to integrate the Sustainable Streets Division's project management business needs into the on-going SFMTA's Capital Program and Control System (CPCS) implementation. CPCS is an agency-wide program controls software system capable of tracking capital project budgeting, financing, and contractor payments, project design scheduling, construction scheduling, and contract claims management. The consultant shall provide the following services: collect all project management and financial data (approximately 300 projects) and standardize data for analysis and input in the system; develop detailed requirements (including reporting requirements), technical design specifications, and configuration for integrating/customizing the various software components; build integration software and configuration; install software components; migrate data to the new solution; process design (to be) and implementation; testing; documentation; training; and solution rollout for production.	9/1/2013 - 9/30/2014
4015-13/14	70	General Services Agency	Regular	\$95,000	The City's Sweatfree Contracting Ordinance (Administrative Code Section 12U) authorizes OLSE to monitor contractors' compliance with the Ordinance. The Ordinance provides that until such time as the City determines that it is able to adequately monitor compliance using city personnel, the City shall enter into a professional services contract with an independent non profit organization for assistance in monitoring compliance. The vendor will monitor compliance by contractors located outside of the Bay Area and abroad that provide goods to the City. Currently, the Ordinance applies only to apparel, garments (uniforms), related accessories and textiles.	9/29/2013 - 9/28/2015
4016-13/14	77	Emergency Management	Regular	\$124,497	This Urban Area Security Initiative (UASI) 2012 Grant project (CSC approved contract number 4121-12/13 Tier 1 on May 20th, 2013) is designed to replace the existing Mobile VPN System for the Department of Emergency Management, Police Department (PD) and Fire Department (FD). The Mobile VPN System operates daily to allow field officers from PD and FD to communicate with back-end CAD (Computer-aided Dispatch) and other applications. This purchase will allow the selected vendor to provide technical support from year 2 to 5 for Department of Technology (DT) and Department of Emergency Management (DEM) to keep the system running and functioning properly.	8/30/2013 - 1/30/2018

POSTING FOR

08/19/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
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Total Amount - Regular: \$30,019,497

POSTING FOR
08/19/2013

**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
4115-11/12	05	Public Defender	Regular	\$36,166	\$144,332	Center on Juvenile and Criminal Justice (CJJC) youth advocate services are necessary to provide community support and monitoring to youth at their school sites, in Court, in their homes and in their communities. CJJC will provide an intensive case management approach to promote each youth's school and community adjustment by ensuring access to appropriate educational supports. The youth advocate will work as a team with the Public Defender education attorney. The Legal Education Advocacy Program (LEAP) attorney is the team leader and the education youth advocate works under the daily supervision of the LEAP attorney. The youth advocate is an agent of the attorney and protected by the attorney - client privilege. While the education attorney advocates for the legal educational rights of the youth, the youth advocate ensures that an individualized service plan is developed for the youth to provide consistent and close supervision of the youth in compliance with education plans. The youth advocate will be based in the community and will work daily in the schools, interacting with school teachers, administrators, and support staff. The youth advocate will also assist the LEAP attorney in advocating for educational system's reform by conducting education workshops for parents and guardians who are the education rights holders of youth, testifying before school board hearings and meetings, and interfacing with community based agencies to improve policies and procedures that impact school success for Public Defender juvenile clients.	1/1/2012	3/31/2014
4123-05/06	33	Human Resources	Regular	\$575,000	\$1,149,500	The LEAP youth advocate's sole goal and responsibility is to improve youth's educational performance as measured by increased attendance, improved behavior, improved grades, and ultimately matriculation through appropriate grade level and graduation.	7/1/2006	6/30/2021
						The Department of Human Resources (DHR) must provide City unemployment insurance claims administration services, including unemployment claims processing, claims appeals, representation at unemployment insurance appeals hearings, regular audits of billing statements, records maintenance, reports and training.		

Sum of Modified Amounts: \$611,166

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

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

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

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

Angela Auyong
Public Defender
555 – 7th Street
San Francisco, CA 94103
(415) 553-1677

Brent Lewis
Department of Human Resources
1 South Van Ness, 4th Flr.
San Francisco, CA 94103
(415) 557-4944

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**Regular/Continuing/Annual
Personal Services Contracts**

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: June 24, 2013

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

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

TYPE OF SERVICE: Aviation Safety and Security Computer Based Training (CBT) Development

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$300,000

PSC DURATION: 8/20/2013 - 12/31/2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The Transportation Security Administration (TSA) under federal regulation Part 1542 and the Federal Aviation Administration (FAA) under federal regulation Part 139 requires the Airport to provide security and safety trainings to airlines, tenants, vendors, constructors and government employees in order to receive an airport security badge and operate in the Airport environment.

B. Explain why this service is necessary and the consequences of denial: This training is required to meet the regulatory requirements mandated by the TSA and FAA before issuance of an airport ID badge.

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 work was completed through a Memorandum of Understanding (MOU) with the City College of San Francisco.

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

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

IFPTE, Local 21 Union Name Signature of person mailing/faxing form Date 6/24/2013

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4012-13/14

STAFF ANALYSIS/RECOMMENDATION:

Approved MW 8/2/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. **Specify required skills and/or expertise:** Expertise and specialized skills in aviation safety and security as well as proper instructional design is required to ensure the Airport meets the mandatory requirements as prescribed by the TSA and the FAA.

B. **Which, if any, civil service class normally performs this work?** IS Trainer (1032), IS Programmer Analyst (1062), Senior IS Programmer Analyst (1063) and Training Officer (1232) could perform some of the work.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. **Explain why civil service classes are not applicable:** Security regulations change frequently, and we need people with expertise in the dynamic programmatic elements to help us maintain up-to-date training materials to remain in compliance.

B. **Would it be practical to adopt a new civil service class to perform this work? Explain.** No, because of the intermittent nature of work.

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

Yes No

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

Cynthia P. Avakian Cynthia Avakian
Jul 24 2013 2:18 PM

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

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

Address

Union Notification(s)
◆ Local 21

Cynthia Avakian

From: Lisa Randall
Sent: Monday, June 24, 2013 5:06 PM
To: L21PSC Review <L21PSCReview@ifpte21.org> (L21PSCReview@ifpte21.org); Ging Louie
Cc: Cynthia Avakian; Marilyn Daniels
Subject: Airport DRAFT PSC Form 1 for Aviation Safety and Security Computer Based Training (CBT) Development
Attachments: DRAFT PSC Form 1_Aviation Safety and Security Computer Based Training Development.doc

Hi Ging,

Attached is a DRAFT PSC Form 1 for Aviation Safety and Security Computer Based Training Development.

Please let me know if you have any questions.

Thank you,
Lisa

Lisa Randall MA

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: June 24, 2013

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

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

TYPE OF SERVICE: Elevator, Escalator and Electric Walk Maintenance and Repair at SFO

FUNDING SOURCE: Airport Operating Funds

TOTAL PSC AMOUNT: \$28,000,000 TOTAL PSC DURATION: 1/1/14 - 12/31/18

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Contractor shall be responsible for the maintenance, repair, annual inspection, hoist way rope replacement, load testing, and unlimited emergency call back of approximately 170 elevators, 130 escalators, and 40 electric walks in the following locations: International Terminal Building, Boarding Area A and Garage A, Boarding Area G and Garage G, Domestic Terminals 1, 2 and 3, Domestic Garage, Connectors, AirTrain Stations, Rental Car Facility, Long Term Parking Garage and various other buildings and garages throughout the SFO Campus.

B. Explain why this service is necessary and the consequences of denial: These services are needed as the City does not have staff with the expertise to maintain this equipment 7 days a week, 24 hours a day. Denial will adversely impact the Airport ability to transport our customers, tenants, and employees throughout the Airport with their equipment and supplies as well as comply with various operating and building codes.

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

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

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

IFPTE Local 21, IBEW Local 6, and IUOE Local 39 Union Name
Cynthia Avakian Jul 25 2013 9:32 AM Signature of person mailing/faxing form
June 24, 2013 Date

RFP sent to: IFPTE Local 21, IBEW Local 6, and IUOE Local 39 on July 24, 2013
Cynthia Avakian Jul 25 2013 9:32 AM Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4013-13/14
STAFF ANALYSIS/RECOMMENDATION: Approved MW 8/2/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Contractor must possess a current and active California Contractor's "C-11" License and have specialized experience in elevator, escalator, and electric walk maintenance.

B. Which, if any, civil service class normally performs this work? Elevator and crane technician class 9354 exist, but their expertise is not applicable for the type of overhaul and mechanical maintenance work required to maintain these systems.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Yes, Contractor shall be responsible for providing all necessary tools, equipment, diagnostic devices, personnel, and equipment to perform tests substantiating Contractor's ability to maintain and provide safe and reliable equipment operation in accordance with the latest adopted editions of American Society Mechanical Engineers Standards (ASME) A17.1 - Safety Code for Elevators and Escalators, A17.2 - Inspectors Guide for Elevators and Escalators, and A17.3 - Safety Code for Existing Elevators and Escalators.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: The Airport's mechanical maintenance staff will supervise the contracted work, however, the existing classifications do not have the required expertise and specialized skills related to the maintenance of these systems.

B. Would it be practical to adopt a new civil service class to perform this work? Explain No.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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E. Has a board or commission determined that contracting is the most effective way to provide this service? No, however, the Airport Commission has approved Resolution #13-0107 and 13-0108 to issue RFPs for these services.

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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F. Will the proposed work be completed by a contractor that has a current personal Services contract with your department? An RFP is estimated to be issued in Fall 2013 and the results of that process are not known at this time.

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

Cynthia P. Avakian Cynthia Avakian
Jul 25 2013 9:32 AM

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

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

Address

Union Notification(s) and RFP sent to:

◆ Local 21

◆ Local 6

◆ Local 39

Cynthia Avakian

From: Cynthia Avakian
Sent: Monday, June 24, 2013 6:18 PM
To: Kevin Hughes (KevinH@ibew6.org); 'tdonovan@ibew6.org'; 'grojo@local39.org'; L21PSC Review <L21PSCReview@ifpte21.org> (L21PSCReview@ifpte21.org); Ging Louie (glouie@ifpte21.org)
Cc: Timothy Hatfield; Amor Bautista; Beverly Jew
Subject: Dept. 27 - Airport DRAFT PSC for Elevator, Escalator and Electric Walk Maintenance and Repair at SFO
Attachments: Elevators, Escalators and Electric Walks.pdf; 13-0107.pdf; 13-0108.pdf

All,

Attached is the Airport DRAFT PSC for Elevator, Escalator and Electric Walk Maintenance and Repair at SFO.

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

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

6a

Dang, Leorah

From: Cynthia Avakian <Cynthia.Avakian@flysfso.com>
Sent: Friday, July 26, 2013 12:28 AM
To: Kevin Hughes (KevinH@ibew6.org); tdonovan@ibew6.org; grojo@local39.org; L21PSC Review <L21PSCReview@ifpte21.org> (L21PSCReview@ifpte21.org); Ging Louie (glouie@ifpte21.org)
Cc: Hatfield, Timothy; Bautista, Amor; Jew, Beverly; DHR-PSCCoordinator, DHR
Subject: RE: Dept. 27 - Airport DRAFT PSC for Elevator, Escalator and Electric Walk Maintenance and Repair at SFO

All,

Attached is the link to the RFP for Escalator and Electric Walk Maintenance: <http://mission.sfgov.org/OCABidPublication/BidDetail.aspx?K=7033>

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

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

From: Cynthia Avakian
Sent: Wednesday, July 24, 2013 3:55 PM
To: Kevin Hughes (KevinH@ibew6.org); 'tdonovan@ibew6.org'; 'grojo@local39.org'; L21PSC Review <L21PSCReview@ifpte21.org> (L21PSCReview@ifpte21.org); Ging Louie (glouie@ifpte21.org)
Cc: Timothy Hatfield; Amor Bautista; Beverly Jew
Subject: RE: Dept. 27 - Airport DRAFT PSC for Elevator, Escalator and Electric Walk Maintenance and Repair at SFO

All,

Attached is the link to the RFP for Elevator Maintenance: <http://mission.sfgov.org/OCABidPublication/BidDetail.aspx?K=7025>

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

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

From: Cynthia Avakian
Sent: Monday, June 24, 2013 6:18 PM
To: Kevin Hughes (KevinH@ibew6.org); 'tdonovan@ibew6.org'; 'grojo@local39.org'; L21PSC Review <L21PSCReview@ifpte21.org> (L21PSCReview@ifpte21.org); Ging Louie (glouie@ifpte21.org)
Cc: Timothy Hatfield; Amor Bautista; Beverly Jew
Subject: Dept. 27 - Airport DRAFT PSC for Elevator, Escalator and Electric Walk Maintenance and Repair at SFO

All,

Attached is the Airport DRAFT PSC for Elevator, Escalator and Electric Walk Maintenance and Repair at SFO.

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

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

Additional Attachment(s)

◇ **Section 5. Additional Information**

5E. Has a board or commission determined that contracting is the most effective way to provide this service?

- **Airport Commission
City and County of San Francisco
Resolution No.: 13-0107**
- **Airport Commission
City and County of San Francisco
Resolution No.: 13-0108**

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 13_0107

BID CALL FOR AIRPORT CONTRACT NO. 9312
ELEVATOR MAINTENANCE, REPAIR, UPGRADE, MODERNIZATION
AND ON-CALL SERVICE CONTRACT

WHEREAS, this contract will provide maintenance, repair, upgrade, modernization, and on-call services for approximately 170 elevators at the Airport; and,

WHEREAS, such work is needed to keep the equipment approved by Cal/OSHA, keep the equipment safe and reliable, and extend the equipment's life; and

WHEREAS, the total budget is not to exceed \$11,000,000; and

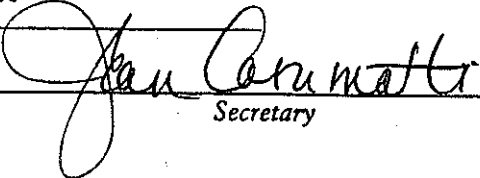
WHEREAS, the contract duration is five years; now, therefore, be it

RESOLVED, that the Commission approves the scope, budget, and schedule for Airport Contract No. 9312, Elevator Maintenance, Repair, Upgrade, Modernization and On-Call Service Contract, and authorizes the Director to call for bids when ready.

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

MAY 07 2013

at its meeting of _____



Secretary

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 13_0108

BID CALL FOR AIRPORT CONTRACT NO. 9313
ESCALATOR AND ELECTRIC WALK MAINTENANCE, REPAIR, UPGRADE,
MODERNIZATION AND ON-CALL SERVICE CONTRACT

- WHEREAS, this contract will provide maintenance, repair, upgrade, modernization, and on-call services for approximately 133 escalators and 43 electric walks at the Airport; and
- WHEREAS, such work is needed to keep the equipment approved by Cal/OSHA, keep the equipment safe and reliable, and extend the equipment's life; and
- WHEREAS, the total budget is not to exceed \$17,000,000; and
- WHEREAS, the contract duration is five years; now, therefore, be it
- RESOLVED, that the Commission approves the scope, budget, and schedule for Airport Contract No. 9313, Escalator and Electric Walk Maintenance, Repair, Upgrade, Modernization and On-Call Service Contract, and authorizes the Director to call for bids when ready.

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

MAY 07 2013

at its meeting of _____


Secretary

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 18, 2013 (Amended July 19, 2013)

DEPARTMENT NAME: San Francisco Municipal Transportation Agency (SFMTA) DEPARTMENT NUMBER: 68

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

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

TYPE OF SERVICE: Software Development and System Configuration

FUNDING SOURCE: Operating Fund

PSC AMOUNT: \$1,500,000.00 PSC DURATION: September 1, 2013 to September 30, 2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The consultant will provide full-service configuration design, implementation and support for SFMTA to integrate the Sustainable Streets Division's project management business needs into the on-going SFMTA's Capital Program and Control System (CPCS) implementation. CPCS is an agency-wide program controls software system capable of tracking capital project budgeting, financing, and contractor payments, project design scheduling, construction scheduling, and contract claims management. The consultant shall provide the following services: collect all project management and financial data (approximately 300 projects) and standardize data for analysis and input in the system; develop detailed requirements (including reporting requirements), technical design specifications, and configuration for integrating/customizing the various software components; build integration software and configuration; install software components; migrate data to the new solution; process design (to be) and implementation; testing; documentation; training; and solution rollout for production.

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

This service provides a critical project management controls system functionality currently lacking in the Sustainable Streets Division of the SFMTA. Denial of the subject contract would result in the delay of critical systems required for the management of major transportation related capital projects. It would result in a lack of integration with other systems critical to department operations and project delivery, including the City's mandate that SFMTA migrate to the PeopleSoft payroll system by January 2014.

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 subject services have not been required in the past due to the fact that SFMTA has never had a program controls software system. A similar but related contract was approved through PSC Number 4029-10/11.

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

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

Table with 3 columns: Union Name, Signature of person mailing / faxing form, Date. Rows for IFPTE Local 21 and Municipal Executive Association, both signed by C. Lamada on 7/19/13.

RFP sent to _____, on _____, _____
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4014-13/14

Approved [Signature] 8/2/2013

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

8-10 years of experience in managing, architecture, design and implementation of large scale Transit related IT Projects from requirements through implementation/post implementation support phases. Demonstrated experience in implementing Capital Project Management Systems using Oracle Primavera P6. Experience in configuring and customizing CPCS Software Components (i.e., Oracle Primavera P6; Oracle Primavera CM; EcoSys; Microsoft Share Point) with preferably, certifications related to CPCS Software Components.

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

5504 Information Technology Project Manager II, 1054 IS Business Analyst-Principal, 1064 IS Programmer Analyst-Principal, 1070 IS Project Director. However, these civil service classes do not possess the required expertise in Oracle Primavera P6 and knowledge of CPCS software components.

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:

Some SFMTA technology projects require specialized expertise for which civil service classes do not possess proven experience in the required system components. Although certain civil service classes may perform some of the other work such as coordinating and overseeing the project, they do not have the specific expertise for some tasks within that work (e.g. skills in configuring and customizing CPCS Software Components).

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

No. It is not practical to adopt new civil service classes that are not regularly used in these specialized areas. Contracting through as-needed consultant for specialty work and to supplement city staff is more cost effective. In addition, this is a one-time project for the duration of one year.

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

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	()	(x)
B. Will the contractor train City and County employees? - Describe training and indicate approximate number of hours. <i>See attached.</i> - Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained. <i>See attached.</i>	(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?	()	(x)

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

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

415-701-5377
Telephone Number

San Francisco Municipal Transportation Agency, Human Resources

1 S. Van Ness Ave., 6th Floor, San Francisco, CA 94103
Address

Additional Attachment(s)

◇ **Section 5. Additional Information**

5B. 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.**

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

B. Will the contractor train City and County employees?

- Describe training and indicate approximate number of hours.

Contractor shall allocate approximately 160 hours of training to City staff in the use of the following software systems: Oracle Primavera P6, EcoSys, Microsoft Share Point, Electronic timekeeping. These include all day classroom hands on training followed by one-on-one sessions, and supported by an online help manual.

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

(6) 5201 Junior Engineer, (16) 5203 Assistant Engineer, (15) 5207 Associate Engineer, (5) 5211 Senior Engineer, (2) 5212 Principal Engineer, (10) 5241 Engineer, (2) 5277 Planner I, (5) 5288 Transit Planner II, (12) 5289 Transit Planner III, (9) 5290 Transit Planner IV, (2) 5502 Project Manager I, (2) 9179 Manager V, (1) 9181 Manager VII, (1) 9182 Manager VIII, and (1) 9187 Deputy Director II.

Union Notification(s) and 30-Day Waivers

◆ Local 21

◆ MEA

Dang, Leorah

From: Ging Louie <glouie@ifpte21.org>
Sent: Thursday, August 01, 2013 11:30 AM
To: Dang, Leorah
Cc: Nhan, Leanne; Hamada, Cynthia
Subject: RE: Waiver of 30 Day Requirement

Hello Leorah,

Local 21 did grant MTA a waiver of the 30-day review period for the \$1.5M Sustainable Streets PSC concerning CPCS services.

If you have any questions, feel free to contact me at the number or email below.

Ging

Ging M. Louie
Union Representative/Organizer
IFPTE Local 21
1182 Market Street, Suite 425
San Francisco, CA 94102
415.864.2100, x132 (phone)
415.864.2166 (fax)

Dang, Leorah

From: Rebecca Rhine <rebecca@sfmea.com>
Sent: Wednesday, July 24, 2013 2:01 PM
To: Hamada, Cynthia; DHR-PSCCoordinator, DHR
Cc: Nhan, Leanne; Boparai, Parveen; Patel, Ashish
Subject: RE: Amended Duration: PSC for Software Development and System Configuration

Cynthia,

MEA will waive the 30-day notice requirement on this contract.

Rebecca

Rebecca Rhine
Executive Director
Municipal Executives' Association
870 Market Street, Suite 840
San Francisco, CA 94102
(415) 989-7244 - phone
(415) 989-7077 - fax

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

From: Hamada, Cynthia [<mailto:Cynthia.Hamada@sfmta.com>]
Sent: Friday, July 19, 2013 4:52 PM
To: DHR-PSCCoordinator, DHR; L21PSC Review; rebecca@sfmea.com; staff@sfmea.com; 'glouie@ifpte21.org'; 'Sharon Jenkins'
Cc: Nhan, Leanne; Boparai, Parveen; Patel, Ashish
Subject: Amended Duration: PSC for Software Development and System Configuration

DHR - PSC Coordinator: For your review of Amended PSC and approval.

Unions - For your information. Amended duration only. New Start Date.

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

Scan Date: 07.19.2013 16:34:08 (-0400)

Dang, Leorah

From: Hamada, Cynthia <Cynthia.Hamada@sfmta.com>
Sent: Friday, July 19, 2013 4:52 PM
To: DHR-PSCCoordinator, DHR; L21PSC Review; rebecca@sfmea.com; staff@sfmea.com; 'glouie@ifpte21.org'; 'Sharon Jenkins'
Cc: Nhan, Leanne; Boparai, Parveen; Patel, Ashish
Subject: Amended Duration: PSC for Software Development and System Configuration
Attachments: 20130719163408484.pdf

DHR - PSC Coordinator: For your review of Amended PSC and approval.

Unions - For your information. Amended duration only. New Start Date.

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

Scan Date: 07.19.2013 16:34:08 (-0400)

Prior Notice of Civil Service Commission Action – Similar
Prior DHR Approved PSC Form 1– Similar

PSC #4029-10/11

Prior Notice of Civil Service Commission Action – Similar
Prior DHR Approved PSC Form 1– Similar

PSC #4012-10/11



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

4029-10/11
22, 268, 341.
Similar

September 23, 2010

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

LISA SEITZ GRUWELL
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4028-10/11 THROUGH 4033-10/11; 4029-07/08; 4163-07/08 AND 4019-07/08.

The above matter will be considered by the Civil Service Commission at a meeting to be held on **October 4, 2010 at 2:00 p.m. in Room 400**, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

This item will appear on the ratification agenda. Please refer to the attached Notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is welcome. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

All nonprivileged materials being considered by the Civil Service Commission for this item are available for public inspection and copying at the Civil Service Commission office Monday through Friday from 8:00 a.m. to 5:00 p.m.

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c: Cynthia Avakian, Airport Commission
- Parveen Boparai, Municipal Transportation Agency
- Micki Callahan, Human Resources Director
- Thomas DiSanto, City Planning
- Marie de Vera, Department of Human Resources
- Kan Htun, Arts Commission
- Shamica Jackson, Public Utilities Commission
- Florence Kyaun, Public Utilities Commission
- Joan Lubamersky, General Services Agency
- Shawn Wallace, San Francisco Police Department
- Commission File
- Commissioners' Binder
- Chron

POSTING FC
10/4/2010

PROPOSED PERSONAL SERVICES CONTRACTS
Regular, Continuing, Annual

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Start Date - End Date
4028-10/11	28	Art Commission	Regular	\$266,430	Seven WritersCorps Arts-in-Residence will conduct creative writing classes with youth in need at up to 12 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated, or in crisis. Artists-in-Residence will teach and mentor targeted youth to increase their learning, writing and public speaking skills. Artists-in-Residence will plan and organize lesson plans, facilitate writing workshops, compile, design, and edit publications of youth writing, and help organize city-wide literary arts events for participating youth. Artists-in-Residence will work for nine months from October to June.	10/1/2010 - 6/30/2010
4029-10/11	35	Municipal Transportation Agency	Regular	\$22,268,541	The contractor will design and implement a Capital Program Controls System (System) and will provide specialized professional and technical program/project control services in transit/subway design and construction management business practices that will include cost control, contract management, scheduling, document control, claims management support and cost estimation. The contractor will develop, provide, integrate and program computer software programs and the City's legacy software systems in the System for the Central Subway Project and various other SFMTA projects. Support, maintenance, application consulting, and end-user training will be provided to ensure the successful implementation of this comprehensive system.	11/1/2010 - 10/31/2018
4030-10/11	38	Police	Regular	\$250,000	To provide background investigation services to the San Francisco Police Department. Contractor will investigate records held by the Criminal Justice system, Credit Reporting agencies, Department of Motor Vehicles, as well as contacting employers and references.	11/1/2010 - 10/31/2014
4031-10/11	40	Public Utilities Commission	Regular	\$250,000	Technical support activities related to Foxboro and Wonderware SCADA system; leading troubleshooting and corrective maintenance activities on the SCADA system and networks to assure reliability and integrity; performing highly complex system integration and establishing interfaces between DCS/SCADA system. Support of disaster recovery and backup of network infrastructure, network security policies and network performance.	10/4/2010 - 6/30/2011
4032-10/11	40	Public Utilities Commission	Regular	\$536,800	Provide acoustic fiber monitoring services for wire breaks in the Pre-stressed Concrete Cylinder Pipe (PCCP) on San Joaquin Pipeline Number 3.	10/4/2010 - 10/31/2015
4033-10/11	27	Airport Commission	Regular	\$450,000	Intergraph will provide the technical services and training for revising the CAD map with new graphics to their Terminal 1 floor plan and associated secure connector area. Contractor will utilize SFO Auto CAD format which defines the updated data for the CAD map, convert the data to Micro Station dgn output files, and then incorporate the data to the CAD map. The scope of the effort consists of remote CAD mapping followed by SFO installation training while the Intergraph map developer is on-site performing the implementation and test of the CAD map. Intergraph will provide Maintenance on-line/Telephone support to SFO's IT Division. Intergraph's onsite implementation services to install and configure software onto 13 licenses of VMobile for the SFFD Airport emergency vehicles and test operation/connectivity of the units.	10/10/2010 - 10/9/2011

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 3, 2010

REQUESTING DEPARTMENT: Municipal Transportation Agency Department Number 35

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

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

TYPE OF SERVICE: Agency Capital Program Controls System Procurement and Related Support Services

FUNDING SOURCE: Various

PSC AMOUNT: \$22,268,541

PSC DURATION: 11/1/2010 - 10/31/2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The contractor will design and implement a Capital Program Controls System (System) and will provide specialized professional and technical program/project controls services in transit/subway design and construction management business practices that will include cost control, contract management, scheduling, document control, claims management support and cost estimation. The contractor will develop, provide, integrate and program computer software programs and the City's legacy software systems into the System for the Central Subway Project and various other SFMTA projects. Support, maintenance, application consulting, and end-user training will be provided to ensure the successful implementation of this comprehensive system.

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

This service is needed to replace an existing outdated capital program controls system. It is SFMTA Capital Programs and Construction Division policy to be completely and sufficiently staffed to perform the essential work of the Division. This service is necessary to coordinate and monitor the progress and needs of vendors/materials all projects within the overall scheme of the Central Subway Project. If professional/ technical services cannot be provided when they are needed, it will adversely impact and possibly delay the delivery of projects. Delays to SFMTA projects can have an adverse impact on providing service to the public.

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

This service has not been provided in the past. Similar minor project controls services for specific projects were provided under contracts for as-needed Specialized Engineering Services such as PSC #4012-05/06, approved by Civil Service Commission on August 1, 2005.

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

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

<u>IFPTE, Local 21</u>	<u><i>Mario Gallardo</i></u>	<u>9/3/10</u>
Union Name	Signature of person mailing/faxing form	Date
Union Name	Signature of person mailing/faxing form	Date

RFP sent to IFPTE Local 21, on November 6, 2009, Mario Gallardo
Union Name Date Signature

FOR DEPARTMENT HUMAN RESOURCES USE

PSC# 4029-10/11

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The contractor will provide engineers with specialized skills and expertise in development of a modern project controls system that will include integration of software with the City's Legacy systems and expertise in program/project controls services involving a multiplicity of vendors for transit/subway design, construction management business practices, cost control, contract management, scheduling, document control, claims management support, and cost estimation.

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

Classifications such as 5241 Engineer, 5207 Associate Engineer and 5203 Assistant Engineer perform this type of work.

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

WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why the civil service classes are not applicable:

Civil service classes already exist. Although certain civil service classifications may perform some of the work, they do not possess the specific technical expertise for these tasks. This work is best provided by varying technical staff in specialized subject areas on an as-needed basis working in close coordination.

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

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

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

YES NO

- A. Will the contractor directly supervise City and County employees? YES NO
- B. Will the contractor train City and County employees? YES NO
 - Describe training and indicate approximate number of hours.
 - Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.
- C. Are there legal mandates requiring the use of contractual services? YES NO
- D. Are there federal or state grant requirements regarding the use of contractual services? YES NO
- E. Has a board or commission determined that contracting is the most effective way to provide this service? SFMTA Board Resolution No. 09-168 and No. 10-117 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

Parveen Boparai
Signature of Departmental Personnel Services Contract Coordinator

Parveen Boparai
Print or Type Name

415.701.5377
Telephone Number

San Francisco Municipal Transportation Agency

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

SAN FRANCISCO
MUNICIPAL TRANSPORTATION AGENCY
BOARD OF DIRECTORS

RESOLUTION No. 09-168

WHEREAS, The Final Environmental Impact Statement/Environment Impact Report (Final EIR/EIR) for the two-phase Third Street Light Rail Project (the "Project") was completed in November 1998; and,

WHEREAS, The former Public Transportation Commission approved Resolution No. 99-009 on January 19, 1999, which adopted the environmental findings pursuant to the California Environmental Quality Act (CEQA) for the Project, including mitigation measures as set forth in the Project's Final Environmental Impact Report and Mitigation Monitoring Report; and,

WHEREAS, Design and construction of the 1.7-mile Central Subway ("Central Subway Project") is Phase 2 of the Third Street Light Rail Transit Project; and,

WHEREAS, The anticipated complexity of the Central Subway Project, in proximity to sensitive urban structures and facilities, poses significant coordination, management, design and construction challenges to the City; and,

WHEREAS, The Central Subway Project estimated construction cost is more than 1 billion dollars and construction duration is 8 years; and,

WHEREAS, The SFMTA desires to issue a Request for Proposals for a Consultant to procure a program controls system and support services for the Central Subway Project; and,

WHEREAS, The funding for work under this Contract is to be furnished from federal, state and local sources; and,

WHEREAS, The Contract Compliance Office has established a 26 percent SBE goal for this contract; and,


WHEREAS, SFMTA staff will seek the approval of this Board prior to the execution of this Contract; and,

WHEREAS, Execution of the contract is contingent upon an approval by the Civil Service Commission and the Board of Supervisors; and,

WHEREAS, Contract No. CS-156 will assist SFMTA in meeting the Strategic Plan Objective No. 4.2 -- to ensure the efficient and effective use of resources; now, therefore, be it

RESOLVED, That the San Francisco Municipal Transportation Agency Board of Directors authorizes the Executive Director/CBO to advertise a Request for Proposals for Contract No. CS-156, Agency Program Controls System Procurement and Related Support Services, to evaluate proposals and select a Consultant; and to negotiate a contract with the selected Consultant to establish a program controls system for the Central Subway Project.

I certify that the foregoing resolution was adopted by the San Francisco Municipal Transportation Agency Board of Directors at its meeting of SEP 15 2009.


Secretary, Municipal Transportation Agency Board

SAN FRANCISCO
MUNICIPAL TRANSPORTATION AGENCY
BOARD OF DIRECTORS

RESOLUTION No. 10-117

WHEREAS, The Final Environmental Impact Statement/Environment Impact Report (Final EIR/EIR) for the two-phase of the Third Street Light Rail Project (the "Project") was completed in November 1998; and,

WHEREAS, The former Public Transportation Commission approved Resolution No. 99-009 on January 19, 1999, which adopted the environmental findings pursuant to the California Environmental Quality Act (CEQA) for the Project, including mitigation measures as set forth in the Project's Final Environmental Impact Report and Mitigation Monitoring Report; and,

WHEREAS, Design and construction of the 1.7-mile Central Subway ("Central Subway Project") is Phase 2 of the Third Street Light Rail Transit Project; and,

WHEREAS, The anticipated complexity of the Central Subway Project, in proximity to sensitive urban structures and facilities, poses significant coordination, management, design and construction challenges to the City; and,

WHEREAS, The City does not have the specialized expertise or staff resources to provide project controls for a project of this size and intricacy; and,

WHEREAS, The SFMTA conducted a competitive selection process for a qualified consultant to develop and implement a Capital Program Controls System, to train SFMTA staff in its use, and to provide related services to the Central Subway Project, and Hill International, Inc. was selected as the most qualified proposer; and,

WHEREAS, Staff and Hill International have engaged in a detailed contract negotiation to determine the costs and resources necessary to provide the agency program controls system and related support services; and,

WHEREAS, Hill International has represented that it has the requisite experience, expertise, resources and staff to provide a Capital Program Controls System and related services; and,

WHEREAS, The Capital Program Controls System will benefit the Central Subway Project and other SFMTA capital projects; and

WHEREAS, The Central Subway Project will provide \$10,000,000 in funding for the Capital Program Controls System and related professional services for the Central Subway Project, and other current SFMTA capital projects will provide an additional \$3,481,000 in certified funding for Capital Program Controls System services for those projects; and,

WHEREAS, Other SFMTA capital projects will provide funding for Capital Programs Control System services provided to those projects, which amounts are not yet programmed but are expected to total \$8,787,541, for a total contract amount not to exceed \$22,268,541 for the Capital Program Controls System; and,

WHEREAS, Execution of the contract is contingent upon an approval by the Civil Service Commission and the Board of Supervisors; and,

WHEREAS, Contract No. CS-156 will assist SFMTA in meeting the Strategic Plan Objective No. 4.2 -- to ensure the efficient and effective use of resources; now, therefore, be it

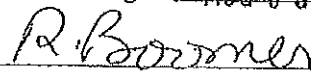
RESOLVED, That the San Francisco Municipal Transportation Agency Board of Directors authorizes the Executive Director/CEO to execute Contract CS-156, Agency Capital Program Controls System Procurement and Related Support Services with Hill International, Inc. an amount not to exceed \$22,268,541 and for a term not to exceed eight years; and be it

FURTHER RESOLVED, That upon certification of future programmed grant funding for the capital projects listed herein, the San Francisco Municipal Transportation Agency Board of Directors authorizes the Executive Director/CEO to authorize contract expenditures in an amount not to exceed a total of \$22,268,541 for Capital Programs Control System services under this contract; and be it

FURTHER RESOLVED, That the San Francisco Municipal Transportation Agency Board of Directors authorizes the Executive Director/CEO to execute software licenses or assignments of software licenses that are procured for the Agency Capital Program Controls System; and be it

FURTHER RESOLVED, That the San Francisco Municipal Transportation Agency Board of Directors requests that the Board of Supervisors approve Contract CS-156, Agency Capital Program Controls System Procurement and Related Support Services with Hill International, Inc. for an amount not to exceed \$22,268,541 and a term not to exceed eight years.

I certify that the foregoing resolution was adopted by the San Francisco Municipal Transportation Agency Board of Directors at its meeting of AUG 03 2010



Secretary to the Board of Directors
San Francisco Municipal Transportation Agency



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

4012-05/06
§1.0 M.

GAVIN NEWSOM
MAYOR

August 4, 2005

NOTICE OF CIVIL SERVICE COMMISSION ACTION

LINDA RICHARDSON
PRESIDENT

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4010-05/06
THROUGH 4012-05/06.

THOMAS T. NG
VICE PRESIDENT

At its meeting of August 1, 2005 the Civil Service Commission had for its consideration the above matter.

ALICIA D. BECERRIL
COMMISSIONER

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

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRANO
COMMISSIONER

If this matter is subject to the 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.

KATE FAVETTI
EXECUTIVE OFFICER

CIVIL SERVICE COMMISSION

KATE FAVETTI
Executive Officer

Attachment

- c: Shalonda Baldwin, Mayor's Office
- Parveen Boparai, Municipal Transportation Agency
- Herberth Campos, Department of Human Resources
- Philip Ginsburg, Human Resources Director
- Ed Harrington, Controller
- Elizabeth Jacobi, Department of Human Resources
- Naomi Little, Office of Contract Administration
- John Marquez, Airport Commission
- Jeannie Wong, Office of the Controller
- Commission File
- Chron

POSTING FOR

July 15, 2005

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC#	Department	Amount	Description of work	Type of Approval	Duration
4010-05/06	Airport Commission	\$125,000	Will provide regular interaction with staff at the Federal Department of Transportation and Homeland Security Agency in Washington, D.C.	Regular	6/30/2006
4011-05/06	Emergency Communication	\$177,978	Will identify and survey facilities within the City and County of San Francisco that could be used as shelters in a disaster.	Regular	11/30/2005
4012-05/06	Municipal Transportation Agency	\$1,000,000	Will provide specialized professional and technical engineering services such as geotechnical engineering, cost analyses, systems integration and engineering, and noise and vibration mitigation.	Regular	9/1/2008

0000

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 11, 2005

REQUESTING DEPARTMENT: Municipal Transportation Agency Department Number 035

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

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

TYPE OF SERVICE: As-Needed Specialized Engineering Services

FUNDING SOURCE: Operating Budget, Grant, Project, FTA/Federal, State, Local

PSC AMOUNT: \$1,000,000.00 PSC DURATION: 9/1/2005 - 9/1/2008

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide specialized professional and technical engineering services such as geotechnical engineering, cost analyses, systems integration and engineering, and noise and vibration mitigation. Services will be provided for the implementation of various Municipal Transportation Agency (MTA) projects. Obtain professional services for small projects that are on a short timeframe, and must proceed quickly to complete MTA projects on an as-needed basis.

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

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

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

As-needed engineering services have been provided through similar contracts in the past. The most recent contract for as-needed specialized professional and technical engineering services was approved by CSG # 4053-02/03 approved on October 7, 2002.

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

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

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Row 1: Local 21, Parween Boparan, 5-11-05.

RFP sent to IFPTE Local 21, on September 8, 2004, Henry Kim

PSC# 4012-05/06

FOR DEPARTMENT HUMAN RESOURCES USE

STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION: PSC FORM 1 (9/96)

CSG approved 8/1/05

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. **Specify required skills and/or expertise:** Specialized skills and expertise in engineering specialties such as geotechnical engineering, cost analyses, systems integration and engineering, and noise and vibration mitigation.
- B. **Which, if any, civil service class normally performs this work?** Certain classifications such as 5241 Engineer and 5211 Senior Engineer may be assigned to perform some of this work, but few city personnel have the background and experience in geotechnical engineering, cost analyses, systems integration and engineering, and noise and vibration mitigation that we are seeking. Please note that all of the city engineering agencies were polled regarding their desire to perform any of the specialized tasks, and they all declined. Local 21 was informed of our outreach and results. (Please see attached.)
- C. **Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:** No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. **Explain why the civil service classes are not applicable:**
MTA does not have adequate staffing and expertise to perform all of its work. Other city agencies do not have the expertise/desire to perform in these specialized engineering fields. Some MTA projects require specialized expertise for which there are not civil service classes. Although certain civil service classifications may perform some of the work, they do not have the specific expertise for some tasks. Additionally, due to the unpredictability and variety of project work, the need for professional services and other assistance required to complete projects sometimes exceeds the availability and capabilities of in-house staff to perform the work.
- B. **Would it be practical to adopt a new civil service class to perform this work? Explain.**
No. It is not practical to adopt new civil service classes in these specialized areas, which are seldom used. Contracting through an as-needed consultant for specialty work is more cost effective.

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?
- Describe training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. YES NO
- 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? MTA Board Resolution No. 05-019, approved on February 1, 2005. YES NO
- F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? YES NO

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

Parveen Boparai, Jr. Personnel Analyst

Signature of Departmental Personnel Services Contract Coordinator

PARVEEN BOPARAI

Print or Type Name

415-554-4160

Telephone Number

San Francisco Municipal Transportation Agency, Human Resources

401 Van Ness Ave., Room 320 San Francisco, CA 94102

Address

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

RESOLUTION No. 05-019

WHEREAS, The Construction Division of the Municipal Transportation Agency provides professional services for MTA infrastructure projects; and,

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

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

WHEREAS, Staff proposes that the Municipal Transportation Agency advertise an RFP for Contract CS-141 for a consultant to perform technical and professional services on an as-needed basis; and,

WHEREAS, These services will be used on locally and federally funded projects; and,

WHEREAS, As part of MTA's overall annual DBE goal, the Contract Compliance Office has established a 26% DBE goal for this Contract; and,

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

RESOLVED, That the Municipal Transportation Agency authorizes the Director of Transportation to issue a Request for Proposals (RFP) for Municipal Railway Contract CS-141, As-Needed Specialized Services, to receive proposals, to select a Consultant to provide technical and professional services on an as-needed basis, and to negotiate a contract with the selected Consultant for a term of up to three years and an amount not to exceed \$1,000,000.

I hereby certify that the foregoing resolution was adopted by the Municipal Transportation Agency Board of Directors at its meeting of FEB 01 2005


Secretary, Municipal Transportation Agency Board

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 7/1/2013

DEPARTMENT NAME: GSA - Office of Labor Standards Enforcement (OLSE) DEPARTMENT NUMBER 70

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

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

TYPE OF SERVICE: Monitoring, Reporting and Consultation Services on Sweatshops

FUNDING SOURCE: General Fund

PSC AMOUNT: \$ 95,000 PSC DURATION: September 29, 2013 - September 28, 2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The City's Sweatfree Contracting Ordinance (Administrative Code Section 12U) authorizes OLSE to monitor contractors' compliance with the Ordinance. The Ordinance provides that until such time as the City determines that it is able to adequately monitor compliance using city personnel, the City shall enter into a professional services contract with an independent non profit organization for assistance in monitoring compliance. The vendor will monitor compliance by contractors located outside of the Bay Area and abroad that provide goods to the City. Currently, the Ordinance applies only to apparel, garments (uniforms), related accessories and textiles.

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

The Sweatfree Contracting Ordinance specifies that OLSE shall contract an independent non profit organization with expertise in Sweatshop Labor for the implementation of the ordinance. If this request is denied, the Ordinance will not be effectively enforced or fully implemented.

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) 4020-06/07

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 Union Name, Signature of person mailing/faxing form, Date 7/2/13, RFP sent to Union Name, on Date, Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4015-13/14 STAFF ANALYSIS/RECOMMENDATION: Approved W 8/2/2013

CIVIL SERVICE COMMISSION ACTION:

DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

3.

A. Specify required skills and/or expertise:

- At least three years experience in monitoring, reporting, conducting workplace inspections and investigations of Sweatshop Labor violations.
- Staff with multilingual capabilities and experience operating in states and foreign countries where City contracted goods are manufactured.
- Extensive knowledge of local, state and international laws pertaining to Sweatshop labor violations.
- Extensive knowledge of the San Francisco Administrative Code, Chapter 12U, Sweatfree Contracting Ordinance and Chapter 12R, Minimum Wage Ordinance. Also, must have knowledge of the World Bank Gross National Income Per Capita Purchasing Parity Index.

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

Some of this work would be performed by Classification 2992, Contract Compliance Officer I and 2978 Contract Compliance Officer II. Contract Compliance Officers performs work locally, but this contract is for factory inspections outside of the SF Bay Area and abroad.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Current City classes do not provide expertise in international laws and contract monitoring abroad and can't travel abroad to monitor contractor performance..

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

No. All of the factory inspections conducted as part of this contract will be performed outside of the United States.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

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

Signature of Departmental Personal Services Contract Coordinator

Print or Type Name Joan Lubamersky Telephone Number

One Carlton Goodlett Place, Rm 362, San Francisco CA 94102

Joan Lubamersky
Address

Union Notification(s) and 30-Day Waivers
◆ Local 21

From: Sharon Jenkins <sienkins@ifpte21.org>
To: "Ellen.Love@sfgov.org" <Ellen.Love@sfgov.org>,
Cc: "Joan.Lubamersky@sfgov1.onmicrosoft.com" <Joan.Lubamersky@sfgov1.onmicrosoft.com>, "Donna.Levitt@sfgov.org" <Donna.Levitt@sfgov.org>,
"Larry.Griffin@sfgov.org" <Larry.Griffin@sfgov.org>
Date: 07/25/2013 09:35 AM
Subject: Re: OLSE sweatfree contract 95k 2013-2015 30-day waiver

Hi Ellen,

Thank you for sending me this information to review. I passed the PSC information onto our members to review as well. We have no issues with this contract. I will approve the 30-day waiver.

Sharon E Jenkins
Representative/Organizer
IFPTE, Local 21

On Jul 24, 2013, at 5:19 PM, "Ellen.Love@sfgov.org" <Ellen.Love@sfgov.org> wrote:

Hi Sharon,

I was able to find the information you requested about the budget for the OLSE's Sweatfree Contracting Ordinance monitoring PSC that you requested.

This is a small contract -- the PSC amount has decreased slightly from \$50,000 per year to \$47,500 per year. The actual amount spent has been consistently lower than the estimated amount, initially because there were few contracts covered by the Sweatfree Contracting Ordinance for the vendor to monitor. We expect that actual spending will be closer to the estimated amount in future years, now that there are more contracts covered by the Ordinance.

<ATT00001..gif>

As I mentioned, all the monitoring work for this contract is done in countries outside the US. Also, the Sweatfree Contracting Ordinance specifies that monitoring may be done by an independent non-profit contractor, which I think is why Local 21 has granted waivers in the past. Admin Code Section 12U.7(b) states:

(b) Until such time as the City and County determines that it is able to adequately monitor compliance with this Chapter using City personnel, the City and County shall, subject to the Charter, including without limitation its budgetary and fiscal provisions, and the Municipal Codes, enter into an agreement with an independent non-profit organization with expertise in monitoring and reporting on Sweatshop Labor for assistance monitoring the compliance of Contractors. This subsection does not in anyway limit the City's ability to contract for assistance under subsection 12U.7(a).

I am also attaching Appendix A from the last contract amendment, which includes a basic budget for the services provided. The formatting is sort of strange, but I think you can still see how the budget breaks down.

Let us know if you can approve the 30-day waiver, or if you have other questions.

Thanks!

Ellen Love
Administrative Analyst
Office of Labor Standards Enforcement
City Hall, Room 453
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4685
www.sfgov.org/olse
Phone: 415.554.6488
ellen.love@sfgov.org

<Appendix A 2012.doc>

0035

Dang, Leorah

From: Lubamersky, Joan
Sent: Tuesday, July 02, 2013 12:07 PM
To: L21PSCReview@ifpte21.org
Cc: DHR-PSCCoordinator, DHR
Subject: PSC Form 1 OLSE Sweat free \$95K 2013 - 2015
Attachments: PSC Form 1 OLSE Sweat free \$95K 9.13 - 9.15.pdf

Please see attached Form 1 for OLSE monitoring, reporting and consultation services on Sweatshops

Joan

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

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Prior Notice of Civil Service Commission Action – Mod3 – Current
Prior DHR Approved PSC Form 1– Mod3– Current
Prior Administrative Approval – Mod4 – Current

PSC #4020-06/07



**CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

GAVIN NEWSOM
MAYOR

Mod #3

September 22, 2010

NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 3056-09/10
AND 4020-06/07.**

At its meeting of September 20, 2010 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to adopt the report; Approve request for proposed personal contracts. Notify the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

Sandra Sanchez
ANITA SANCHEZ
Executive Officer

Attachment

- c: Micki Callahan, Human Resources Director
- Marie de Vera, Department of Human Resources
- Kan Ktun, Arts Commission
- Joan Lubamersky, General Services Agency
- Commission File
- Chron

POSTING #
9/29/2010

PROPOSED PERSONAL SERVICES CONTRACTS
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION

PSC No	Dept No	Dept Description	Approval Type	Modified Amount	Cumulative Total	Description of Work	Start Date - End Date
3056-09/10	28	Art Commission	Expedited	\$30,000	\$57,000	Contractor will assist Arts Commission and the Mexican Museum in developing a programmatic and curatorial vision for a new, multi-use museum in the Yerba Buena Arts District. Contractor will work with the Mexican Museum board of directors to meet specific planning deliverables, including but not limited to a multi-year audit, crafting job descriptions & hiring key staff positions; developing fundraising strategy; collection conservation, storage, cataloging & lending policies.	1/1/2010 - 12/31/2010
4020-06/07	70	General Services Agency	Regular	\$95,000	\$195,000	The City's Sweatfree Contracting Ordinance (Administrative Code Section 120) authorizes OLSE to monitor contractors' compliance with the Ordinance. This extension of the PSC duration and adding funds are requested because the contract monitoring was delayed. The Ordinance provides that until such time as the City determines that it is able to adequately monitor compliance using city personnel, the City shall enter into a professional services contract with an independent non profit organization for assistance in monitoring compliance. The vendor will monitor compliance by contractors located outside the Bay Area and abroad (e.g. Mexico, India, China, Dominican Republic and other foreign countries), that provide goods to the City. Currently, the Ordinance applies only to apparel, garments (uniforms), related accessories and textiles.	8/15/2006 - 9/28/2012

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 7.16.10

DEPARTMENT NAME: GSA/Office of Labor Standards Enforcement DEPARTMENT NUMBER 69

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

TYPE OF REQUEST: Monitoring Sweatfree Contracting Ordinance [] INITIAL REQUEST [X] MODIFICATION (PSC# 4020-06/07)

TYPE OF SERVICE: Monitoring, Reporting and Consultation Services on Sweatshops

FUNDING SOURCE: General Fund

Original Amount: \$100,000.00 PSC Duration: 8/15/06 to 7/31/08
Modification Amount: \$95,000.00 Modification Duration: 8/15/06 to 7/31/09, 8/15/06 to 9/28/10

Total Amount \$195,000.00 Total PSC Duration: 8/15/06 - 9/28/12

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The City's Sweatfree Contracting Ordinance (Administrative Code Section 12U) authorizes OLSE to monitor contractors' compliance with the Ordinance. This extension of the PSC duration and adding funds are requested because contract monitoring was delayed. The Ordinance provides that until such time as the City determines that it is able to adequately monitor compliance using city personnel, the City shall enter into a professional services contract with an independent non profit organization for assistance in monitoring compliance. The vendor will monitor compliance by contractors located outside of the Bay Area and abroad (e.g. Mexico, India, China, Dominican Republic and other foreign countries) that provide goods to the City. Currently, the Ordinance applies only to apparel, garments (uniforms), related accessories and textiles.

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

The Sweatfree Contracting Ordinance specifies that OLSE shall contract an independent non profit organization with expertise in Sweatshop Labor for the implementation of the ordinance. If this request is denied, the Ordinance will not be effectively enforced or fully implemented.

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 4020-06/07. To date, the contractor has provided consultation services and limited monitoring services. Due to a delay and the limited number of awarding uniform contracts, only three contracts have been awarded under the Ordinance. Two contracts are currently being monitored by the contractor. Therefore, monitoring of contracts is just beginning to take place. The current contract expires 9/28/10. OLSE requests authorization to extend this sole source contract through 9/28/2012.

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

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

IFPTE Local 21, 1021
Union Name

[Signature]
Signature of person mailing/faxing form

7/16/10
Date

RFP sent to L 21, 11021, on 8/16/06
Union Name Date

[Signature] for Carmen Herrera
Signature

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

PSC# 4020-06/07
AFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

At least three years experience in monitoring, reporting, conducting workplace inspections and investigations of Sweatshop Labor violations.

- Staff with multilingual capabilities and experience operating in states and foreign countries where City contracted goods are manufactured.

- Extensive knowledge of local, state and international laws pertaining to Sweatshop labor violations.

- Extensive knowledge of the San Francisco Administrative Code, Chapter 12U, Sweatfree Contracting Ordinance and Chapter 12R, Minimum Wage Ordinance. Also, must have knowledge of the World Bank Gross National Income Per Capita Purchasing Parity Index.

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

Some of this work would be performed by Classification 2992, Contract Compliance Officer I and 2978 Contract Compliance Officer II. Contract Compliance Officers performs work locally, but this contract is for factory inspections outside of the SF Bay Area and abroad.

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:

Current City classes do not provide expertise in international laws and contract monitoring abroad.

B. Would it be practical to adopt a new civil service class to perform this work? No.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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


Signature of Departmental Personal Services Contract Coordinator

Joan Lubamersky

415-554-4859

Print or Type Name

Telephone Number

GSA, One Carlton B. Goodlett Place Rm. 362, San Francisco 941012

Address



Margot.Reed@seiu1021.org, cromero@ifpte21.org.

PSC Form 1

Joan Lubamersky/ADMSVC/SFGOV - Friday 07/16/2010 02:00 PM

Attached is a PSC Form 1 for the Office of Labor Standards Enforcement, to modify PSC 4020-06/07 for monitoring of the Sweatfree Ordinance.

PSC Form 1 OSLE Sweatfree Ordinance to 8.22.12.pdf
Joan Lubamersky
General Services Agency/City Administrator
City Hall, Room 362
One Carlton Goodlett Place
San Francisco, CA 94102
Phone: 415-554-4859
Fax: 415-554-4849
e mail address: Joan.Lubamersky@sfgov.org

*All page 5
sect. 12U.7.(b)*

- SEC. 12U.1. - FINDINGS.
- SEC. 12U.2. - DEFINITIONS.
- SEC. 12U.3. - PROHIBITION ON SWEATSHOP CONDITIONS.
- SEC. 12U.4. - CONTRACTUAL REQUIREMENT.
- SEC. 12U.5. - PHASE-IN PERIOD.
- SEC. 12U.5.1. - ADDITIONAL GOODS COVERED BY ORDINANCE.
- SEC. 12U.6. - ADVISORY GROUP.
- SEC. 12U.7. - ADMINISTRATION AND ENFORCEMENT.
- SEC. 12U.8. - EFFECTIVE DATE.
- SEC. 12U.9. - EXCEPTIONS.
- SEC. 12U.9.5. - AWARD OF CONTRACT ABSENT A SWEATFREE-COMPLIANT BID OR PROPOSAL.
- SEC. 12U.10. - PREEMPTION.
- SEC. 12U.11. - SEVERABILITY.

SEC. 12U.1. - FINDINGS.

The Board of Supervisors finds and declares the following:

- (a) This Chapter shall be known as the Sweatfree Contracting Ordinance.
- (b) Each year the City and County of San Francisco spends hundreds of millions of dollars contracting with private sector contractors for the purchase or rental of goods. The prudent expenditure of public dollars requires that the City select responsible contractors.
- (c) The City and County, as a major purchaser of goods, must be cognizant of the labor conditions that may be supported by its actions as a major market participant. Better working conditions assure consistently better quality goods for the City and County, by assuring fewer disruptions in the workplace due to workers' grievances, fewer absences due to illnesses, less fatigue and fewer workplace injuries, less turnover of workers, and greater incentive to perform.
- (d) In its role as a market participant, the City and County seeks to assure that the integrity of the procurement process is not undermined by contractors or subcontractors who engage in sweatshop practices. Contractors who use Sweatshop Labor are able to underbid responsible contractors who pay fair wages and maintain humane work environments and conditions. Such practices place responsible contractors at a competitive disadvantage, which may dissuade responsible contractors from participating in the City and County procurement process. This Chapter will encourage responsible contracting with the City and County and reduce any inadvertent support of contractors who use Sweatshop Labor.
- (e) By adopting this ordinance, the City and County does not intend to preclude the City and County or its contractors or subcontractors from doing business with any foreign country.

(Added by Ord. 223-05, File No. 051257, App. 9/16/2005)

SEC. 12U.2. - DEFINITIONS.

For the purposes of this Chapter, the following definitions shall apply to the terms used herein.

- (a) "Abusive Forms of Child Labor" shall mean the following: work performed by a person under the age of 18 when the person does not voluntarily seek the work or the person is threatened by the person's employer with physical, mental or emotional harm for nonperformance; (2) work performed by a person under the age of 18 in violation of any applicable law of the country of manufacture or assembly governing the minimum age of employment, compulsory education, or occupational health and safety; or (3) the use of a person under the age of 18 for illegal activities, including but not limited to the production or trafficking of illicit drugs or for prostitution.
- (b) "Contract" shall mean an agreement for Goods for an amount greater than \$25,000 and having a term in excess of three months to be purchased or provided at the expense of the City and County or to be paid out of moneys deposited in the treasury or out of trust moneys under the control of or collected by the City and County. "Contract"

shall also mean any amendment to a contract entered into after the effective date of this Chapter that causes the amount of the contract to exceed \$25,000 or causes the term to exceed three months.

- (c) "Contractor" shall mean any person or persons, association, cooperative, firm, partnership, corporation, company, venture, trustee, trustee in bankruptcy, receiver, or combination thereof who enters into a Contract with the City and County.
- (d) "Director" shall mean the Director of the Office of Contract Administration.
- (e) "Foreign Convict or Forced Labor" shall mean any form of labor used to produce or manufacture goods prohibited from importation into the United States under 19 U.S.C. § 1307, which includes Abusive Forms of Child Labor and Slave Labor.
- (f) "Good" shall mean any good, including without limitation, any material, supply, or equipment.
- (g) "Slave Labor" shall mean any form of slavery, sale and trafficking of persons, debt bondage, indentured servitude, serfdom, or forced or compulsory labor.
- (h) "Subcontract" shall mean any subcontract agreement or arrangement directly with a Contractor for any work under a Contract (first tier subcontract) and shall mean any subcontract agreement or arrangement between subcontractors, at any tier, except for any agreement or arrangement between subcontractors if the amount of the agreement or arrangement is less than the lesser of (1) 10 percent of the amount of the higher tier subcontractor's work; or (2) \$25,000. "Subcontract" also shall mean any subcontract agreement or arrangement that any Contractor or Subcontractor creates by dividing work into smaller increments for award to any subcontracting entity created for the purpose of awarding a subcontract that is not subject to this Chapter on the basis that it fails to meet either of the monetary thresholds for a Subcontract set above in this subsection (h).
- (i) "Subcontractor" shall mean any person or persons, association, cooperative, firm, partnership, corporation, trustee, trustee in bankruptcy, receiver, or combination thereof including without limitation any subcontractor, entering into a Subcontract.
- (j) "Sweatshop Labor" shall mean work performed by any Worker under terms or conditions that seriously or repeatedly violate laws of the jurisdiction within which the work is performed governing: (i) wages; (ii) employee benefits; (iii) health and safety, including without limitation exposure to hazardous or toxic substances; (iv) labor, including without limitation collective bargaining rights; (v) environmental conditions; (vi) nondiscrimination, harassment, or retaliation, including without limitation all laws prohibiting workplace and employment discrimination; (vii) freedom of association; or (viii) building or fire codes. "Sweatshop Labor" also shall mean any work performed by any person contributing to the provision of Goods to the City and County under a Contract or Subcontract that constitutes Foreign Convict or Forced Labor, or Abusive Forms of Child Labor or Slave Labor.
- (k) "Worker" shall mean any employee of a Contractor or Subcontractor who contributes to the provision of Goods to the City and County under a Contract or Subcontract, including but not limited to any manufacturing or assembling of the Goods.

(Added by Ord. 223-05, File No. 051257, App. 9/16/2005; Ord. 265-07, File No. 071369, App. 11/14/2007)

SEC. 12U.3 - PROHIBITION ON SWEATSHOP CONDITIONS.

Each Contractor and Subcontractor shall comply with each of the following requirements:

- (a) Each Contractor and Subcontractor, regarding any Worker, shall comply with all human and labor rights and labor standards imposed by treaty or law on the country in which the Goods are made or assembled, and shall not engage in Sweatshop Labor.
- (b) Each Contractor and Subcontractor shall pay at least the following minimum wages to Workers: (1) to Workers working in the United States a base hourly wage, to be set and adjusted annually by the Director, to produce for 2,080 hours worked, an annual income equal to or greater than the U.S. Department of Health and Human Services most recent poverty guidelines for a family of three plus an additional 20 percent of the wage level paid, including without limitation amounts paid as hourly wages or health benefits or retirement benefits; and (2) for Workers working in countries other than the United States, a wage, to be set and adjusted annually by the Director, that shall be comparable to the wage for domestic manufacturers established above, adjusted to reflect the country's level of economic development by using the World Bank's most recent Gross National Income per capita Purchasing Power Parity Index.
- (c)

This Chapter specifies a minimum level of compensation to be paid Workers and shall not be construed to preempt or otherwise limit any other applicable law, regulation or requirement that requires a higher level of compensation.

- (d) Each Contractor and Subcontractor shall keep or cause to be kept for a period of not less than three years from the date of the expiration or termination of the term of the Contract, basic payroll and time records for each Worker, and copies of any tax records filed with a governmental entity during the term. Such records shall include the following for each Worker: (a) name and job classification; (b) a general description of the work the Worker performed each day and the rate of pay (including rates of contributions for, or costs assumed to provide fringe benefits); and (c) the daily and weekly number of hours worked, deductions made; and (d) any actual wages paid.
- (e) Each Contractor and Subcontractor shall maintain weekly certified payroll records for submission to the Office of Contract Administration, the Office of Labor Standards Enforcement, or the Director's designee or other authorized officers or agents of the City and County upon demand. The Contractor shall be responsible for submitting the payroll records of its Subcontractors, although Subcontractors shall submit such records directly to the City and County upon request. All certified payroll records shall be accompanied by a statement signed by the Contractor, or Subcontractor if requested by the City and County to submit the records, stating that the records are complete and correct.
- (f) All records required to be maintained by this Chapter shall at all times be open to inspection and examination of the duly authorized officers and agents of the City and County of San Francisco.
- (g) All Contractors and Subcontractors shall comply with the overtime laws and regulations applicable to their Workers. In the absence of a law setting overtime compensation, overtime hours shall be compensated at the rate of one-and-one-half times the regular hourly compensation rate. All overtime hours worked beyond 48 hours of working time per work week shall be worked voluntarily, except mandatory overtime above that 48-hour mark is permitted if each of the following conditions is satisfied: (1) the law of the country of manufacture permits mandatory overtime, (2) the manufacturing facility is party to a collective bargaining agreement that permits mandatory overtime, and (3) the mandatory overtime hours are worked in conformance with the collective bargaining agreement.
- (h) No Contractor or Subcontractor shall subject any Worker to any physical, sexual, or other illegal harassment or abuse, including corporal punishment, illegal discrimination or retaliation for exercising his or her right to free speech and assembly or other rights protected under applicable labor or employment laws.
- (i) No Contractor or Subcontractor shall require or compel any Worker to use contraceptives or take pregnancy tests.
- (j) Before commencing any work under the Contract, the Contractor shall provide the City and County a list of the names and addresses of each Subcontractor to be utilized in the performance of the Contract, the Contractor's and each Subcontractor's applicable State tax identification number and the address of each manufacturing or other facility or operation of the Contractor and its Subcontractors for the performance of the Contract. The Office of Contract Administration shall post this information on its internet website before a Contractor or any of its Subcontractors may commence work under the Contract. Contractor shall update the list to show any changes in the Subcontractors or the facilities or operation during the term of the Contract. Before commencing any work under the Contract, the Contractor also shall provide the City and County a written statement showing the amount to be paid each Subcontractor and shall update this information in writing to show changes in the amount to be paid any Subcontractor or amounts to be paid Subcontractors added after submittal of the most recent statement to the City and County. Amounts to be paid to subcontractors may be reported in ranges of \$20,000.00 to \$50,000.00; \$50,001.00 to \$100,000.00; \$100,001.00 to \$250,000.00; \$250,001.00 to \$500,000.00; above \$500,000.00; or such other ranges as the Director, after consultation with the Office of Labor Standards Enforcement and Sweatfree Procurement Advisory Group, deems appropriate to effectively implement this Chapter. Updates in the amount to be paid a Subcontractor or Subcontractors after submittal of the most recent statements to the City and County need only be submitted if the changed amount would fall into a different range.
- (k) During each year of the term of a Contract, the Director, the Office of Labor Standards Enforcement, or the Director's designee may request a written assurance from the Contractor and each of its Subcontractors that the Contractor or Subcontractor is in compliance with this Chapter. The request may seek confirmation of compliance with some or all of the requirements of this Chapter, and may require the response to be submitted under penalty of perjury. The Contractor or Subcontractor shall provide the written assurance within the time period specified by the Director, the Office of Labor Standards Enforcement, or the Director's designee, which shall not be less than 14 days from receipt of the request.
- (l) Each Contractor and Subcontractor shall be responsible for ensuring the Subcontractor's compliance with this Chapter.
- (m) Contractors and Subcontractors shall demonstrate commitment to best practices and continuous improvement in management practices to eliminate Sweatshop Labor, including the right to freedom of association and collective bargaining. No Contractor or Subcontractor shall subject a Worker to harassment, intimidation or retaliation as a result of his or her efforts to freely associate or bargain collectively. This subsection shall not apply to Contractors or

Subcontractors subject to the National Labor Relations Act, 29 U.S.C. §§ 151 et seq.
(Added by Ord. 223-05, File No. 051257, App. 9/16/2005; Ord. 265-07, File No. 071369, App. 11/14/2007)

SEC. 12U.4. - CONTRACTUAL REQUIREMENT.

Each Contract shall include an agreement by the Contractor to comply with the requirements of this Chapter, and shall incorporate this Chapter by reference. Contracts shall provide the following: (1) that in the event the Director determines that any Contractor or Subcontractor has failed to comply with any provision of this Chapter or any regulations implementing this Chapter, the Contractor shall be liable for liquidated damages equal to the greater of \$1,000 or 20% of the amount of the Goods provided in violation of this Chapter, as determined by the Director, and (2) the City and County may deduct any liquidated damages owed by a Contractor from any monies owed the Contractor under the Contract or any other agreement that the Contractor has with the City and County.

(Added by Ord. 223-05, File No. 051257, App. 9/16/2005)

SEC. 12U.5. - PHASE-IN PERIOD.

During the first full fiscal year of the City and County after the effective date of this Chapter, the City and County shall target for enforcement only Contracts for apparel, garments and corresponding accessories, materials, supplies or equipment. Agreements for other Goods shall be targeted for enforcement in accordance with the procedure set forth in Section 12U.6.

(Added by Ord. 223-05, File No. 051257, App. 9/16/2005)

SEC. 12U.5.1. - ADDITIONAL GOODS COVERED BY ORDINANCE.

In addition to Contracts for apparel, garments and corresponding accessories, materials, supplies or equipment, contracts for the following goods shall be targeted for enforcement:

(a)

Textiles; meaning all items of cloth that are produced by weaving, knitting, felting, sewing, or similar production processes, including but not limited to such cloth items as sheets, pillows, pillowcases, towels, blankets, comforters, bath mats, mattress covers, table linens, cloth napkins, cleaning cloths, draperies, upholstery, rugs, and entrance mats, but excluding carpets.

(Added by Ord. 28-10, File No. 091403, 2/11/2010)

SEC. 12U.6. - ADVISORY GROUP.

(a)

The City and County shall establish a Sweatfree Procurement Advisory Group. The Sweatfree Procurement Advisory Group shall evaluate the industries engaged in the manufacture and sale of goods to determine whether contracts for any goods, in addition to apparel and garments, should be targeted for enforcement, and to evaluate the implementation, administration, and enforcement of this Chapter. To determine whether a particular good shall be targeted for enforcement, the factors that the Sweatfree Procurement Advisory Group shall consider shall include, but not be limited to: (a) the amount the City and County has spent, and anticipates spending for such good; (b) evidence of Sweatshop Labor or other conditions prohibited by this Chapter in the manufacturing, assemblage or distribution of such good; and (c) any financial impact that targeting the good for enforcement will have on the City and County. At the end of the first full fiscal year of the City and County following the effective date of this Chapter, and annually thereafter, the Sweatfree Procurement Advisory Group shall submit a written report to the Director and the Office of Labor Standards Enforcement that contains any recommendations on the administration, implementation, and enforcement of this Chapter, or the application of this Chapter to other goods. The report shall include the supporting information upon which each recommendation is based and a report on the financial impact that adoption of the recommendation will have on the City and County. The Director may submit any recommendation to extend the applicability of this Chapter to other goods to the Board of Supervisors. Upon the adoption of an ordinance approving such recommendation, Contracts for the purchase of such goods shall be subject to this Chapter. The Director in the Director's discretion may adopt other recommendations of the Sweatfree Procurement Advisory Group subject to the Municipal Code and the Charter.

(b)

The Sweatfree Procurement Advisory Group shall determine how the City and County may maximize its purchase of goods produced in San Francisco. Within four months of its formation, the Sweatfree Procurement Advisory Group shall examine how the City and County may provide preferences and/or incentives to garment industry manufacturers in San Francisco that are in compliance with this Chapter, and explore the expansion of preferences and/or incentives to other industries. Within the four-month period, the Sweatshop Procurement Advisory Group shall propose legislation to immediately implement the preferences and/or incentives.

(c)

The Sweatfree Procurement Advisory Group shall consist of eleven members. The Mayor and the Board of Supervisors shall each appoint five members. The Controller shall appoint one member. Each member shall be appointed to a term of two years. At least one of the Board of Supervisors' appointees and one of the Mayor's appointees must have significant experience representing employees in labor matters. At least one of the Board of Supervisors' appointees and one of the Mayor's appointees must have significant experience acquiring goods or services for a public entity. At least one of the Board of Supervisors' appointees and one of the Mayor's appointees must have significant experience as an advocate for human rights or the poor. The Controller's appointee shall have significant experience in finance, financial auditing, or accounting. All members of the Sweatfree Procurement Advisory Group shall be appointed within sixty days of the effective date of this Chapter. Each member shall serve at the pleasure of the appointing authority. The Sweatfree Procurement Advisory Group shall meet not less than once each fiscal year.

(Added by Ord. 223-05, File No. 051257, App. 9/16/2005)

SEC. 12U.7. - ADMINISTRATION AND ENFORCEMENT.

(a)

The Director shall implement and administer, and the Director and the Office of Labor Standards Enforcement shall enforce the requirements of this Chapter. The Director may issue regulations for the implementation and administration of this Chapter. The Director may, in consultation with the Office of Labor Standards Enforcement, issue regulations for the enforcement of this Chapter. The Director may delegate, in writing, responsibilities to other departments, offices, employees, officers, or agents of the City and County. Each City department, when requested by the Director, shall cooperate with the Director in the implementation or administration of this Chapter, and when requested by the Director or Office of Labor Standards Enforcement, shall cooperate with the enforcement of this Chapter by providing relevant information that is in the department's possession and control, and providing any other assistance that it is feasible for the department to provide. The City and County may, subject to the Charter, including without limitation its budgetary and fiscal provisions, and the Municipal Codes, enter into contracts with any entity and cooperative agreements or arrangements with any public entity for assistance in implementing, administering or enforcing this Chapter, and shall explore efficient and cost-effective mechanisms for ensuring the compliance of Contractors.

(b)

Until such time as the City and County determines that it is able to adequately monitor compliance with this Chapter using City personnel, the City and County shall, subject to the Charter, including without limitation its budgetary and fiscal provisions, and the Municipal Codes, enter into an agreement with an independent non-profit organization with expertise in monitoring and reporting on Sweatshop Labor for assistance monitoring the compliance of Contractors. This subsection does not in anyway limit the City's ability to contract for assistance under subsection 12U.7(a).

(c)

Each Contractor and Subcontractor shall cooperate fully with any investigation of the Director, the Office of Labor Standards Enforcement, the Director's designee or contractors, including without limitation any independent non-profit monitor, and other City employees and agents authorized to assist in the implementation, administration or enforcement of this Chapter. Such persons or entities shall, in the performance of their duties, have the right to engage in random inspections of any worksite where the Contract or any Subcontract is performed and have access to any Worker or any record required to be maintained in Section 12U.3.

(d)

Any failure of a Contractor or Subcontractor to perform in accordance with this Chapter shall be a material breach of the Contract. In such an event, the City and County may take any or all of the following actions:

(1)

Assess liquidated damages as provided for in the Contract.

(2)

Terminate the Contract.

(3)

Commence debarment proceedings pursuant to Chapter 28 of this Code against the Contractor, where the Contractor has failed to comply with this Chapter, or against the Subcontractor, or Contractor and Subcontractor, where the Subcontractor has failed to comply with this Chapter.

(4)

Withhold payments under the Contract until the Contractor or its Subcontractor is in full compliance with this Chapter.

(5)

Require the Contractor or Subcontractor, at its expense, to provide training and best practices guidelines to managers and employees at the facility or operation where the violation occurred to ensure future compliance. Upon request by the Director or the Director's designee, the Contractor or Subcontractor shall submit such materials for the City and County's review and approval prior to distribution to managers and employees.

(6)

Any Contractor or Subcontractor shall provide the Director or the Director's designees or contractor, and other City employees and agents authorized to assist in the administration and enforcement of this Chapter immediate access to the facility or operation where the violation has occurred for an inspection of the facility or operation and records, and interviews of Workers.

5

- (7) During the term of the Contract, but not more than once every 30 days, the Director, the Office of Labor Standards Enforcement, or the Director's designee may require the Contractor or Subcontractor to provide a written summary of the steps taken to remedy the noncompliance and any difficulties encountered in curing the noncompliance. The request may require the response to be submitted under penalty of perjury. The Contractor or Subcontractor shall provide the written summary within the time period specified by the Director, the Office of Labor Standards Enforcement, or the Director's designee, which shall not be less than 14 days from receipt of the request.

- (8) Pursue any other remedies available to the City and County at law or in equity.

(Added by Ord. 223-05, File No. 051257, App. 9/16/2005)

SEC. 12U.8. - EFFECTIVE DATE.

This Chapter shall be effective ninety days after it is adopted. This legislation is intended to have prospective effect only.

(Added by Ord. 223-05, File No. 051257, App. 9/16/2005)

SEC. 12U.9. - EXCEPTIONS.

This Chapter shall not apply in the following circumstances:

- (a) When a Contract involves the expenditure of funds received by the City and County and the application of this Chapter would violate or be inconsistent with the terms or conditions of the applicable grant agreement, subvention or agreement or the instructions of an authorized representative of any such agency with respect to any such grant agreement, subvention or agreement.
- (b) When the Director or the Director's designee determines that there is only one responsible contractor available to provide the Goods and that contractor is unable to comply with this Chapter, or the City and County department, commission, office or other City and County entity seeking to enter into the contract certifies in writing to the Director, and the Director finds that there are no qualified responsive bidders or proposers or prospective contractors that would comply with the requirements of this Chapter and the Contract is for Goods that are essential to the City or the public. This subsection (b) is subject to the provisions of Section 12U.9.5. If a waiver is granted pursuant to this subsection (b), the Contract entered into as a result of the waiver may be for a term of no greater than two years.
- (c) When the Contract is with a public entity.
- (d) When the acquisition of Goods is only incidental to the other purchases under the Contract. The acquisition of Goods shall be incidental if the amount paid by the City for the Goods is 10 percent or less than the total amount of the Contract.
- (e) If the department recommending the Contract certifies in writing to the Director that pursuant to Administrative Code Section 6.60 or 21.15 that the Contract is necessary to respond to an emergency which endangers the public health or safety and no entity which complies with the requirements of this Chapter capable of responding to the emergency is immediately available.

(Added by Ord. 223-05, File No. 051257, App. 9/16/2005; Ord. 265-07, File No. 071389, App. 11/14/2007)

SEC. 12U.9.5. - AWARD OF CONTRACT ABSENT A SWEATFREE-COMPLIANT BID OR PROPOSAL.

- (a) It is the City's goal to achieve full compliance with this Chapter. But, in the absence of bids or proposals that are fully compliant with the provisions of this Chapter, the City should have authority to award Contracts to the bidder or proposer that is most compliant with this Chapter. If, in response to a solicitation for bids or a request for proposals, the City receives no bids or proposals that are fully compliant with the provisions of this Chapter, the Director is authorized to enter into a Contract with a noncompliant bidder or proposer, according to the following principles.
- (b) Notwithstanding the determination of low bid or highest ranked proposal, the Director shall have authority to determine which bidder or proposer most substantially complies with this Chapter, and shall award the Contract to that bidder or proposer.
- (c) No Contract awarded pursuant to subsection (b) may exceed two years in term unless the Director determines, no later than six months prior to the expiration of the original term of the Contract, that the Contractor has achieved an additional level or

levels of compliance with the provisions of this Chapter that warrants exercise of an option to extend the Contract for up to an additional year.

(d)

Any Contract awarded pursuant to subsection (b) shall be terminated by the Director during the original term of the Contract or any extension of the original term if the Director determines that the Contractor (i) is not making a good faith effort to achieve an additional level or levels of compliance with the provisions of this Chapter or (ii) has not corrected within a reasonable time, as defined by the Director, a specific violation of this Chapter that the City discovers after award of the Contract. In addition, the Director shall include in any Contract awarded pursuant to subsection (b) a compliance plan that identifies deficiencies in the bid or proposal and specifies a condition or conditions and related timetables designed to achieve an additional level or levels of compliance with the provisions of this Chapter no later than six months prior to the expiration of the original term of the Contract; and failure of the Contractor to satisfy said compliance plan may serve as the basis for the Director to terminate the Contract.

(e)

Standards for determining most substantial compliance under subsection (b) and additional level or levels of compliance under subsections (c) and (d) shall be adopted by the Director following consultation with the Office of Labor Standards Enforcement and the Sweatfree Procurement Advisory Group, and a public hearing. Such standards shall give due consideration to the City's need to receive information from bidders and Contractors to enable the City to monitor compliance with this Chapter; the degree to which a particular requirement of the Ordinance is not being complied with by a bidder or Contractor; the number of requirements of the Ordinance that are not being complied with by a bidder or Contractor; practical difficulties faced by bidders and/or Contractors generally in complying with a particular requirement of the Ordinance; the relative importance, if ascertainable, of the different labor standards set forth in Section 12U.3; and such other factors as may be relevant to achieving maximum compliance with this Chapter.

Such standards shall become operative on the effective date of this Section if they are adopted by the Director before then. Such standards shall become operative on the date they are adopted by the Director if that occurs after the effective date of this Section.

In addition, the Director has authority to adopt rules and procedures that implement this Section.

(f)

The Director shall not award a Contract pursuant to subsection (b) where the cost of that contract would exceed the low bid or highest ranked proposal by more than 15 percent.

(g)

The Director shall submit quarterly reports to the Board of Supervisors regarding the implementation of this Section and contracts issued to otherwise noncompliant bidders or proposers under this Section.

(h)

Neither subsection (b) nor any other provision in this Section shall override the Director's authority to reject all bids or proposals or take other action within his or her legal authority.

(Added by Ord. 265-07, File No. 071369, App. 11/14/2007)

SEC. 12U.10. - PREEMPTION.

Nothing in this Chapter shall be interpreted or applied so as to create any power or duty in conflict with any federal or state law.

(Added by Ord. 223-05, File No. 051257, App. 9/16/2005)

SEC. 12U.11. - SEVERABILITY.

If any part or provision of this Chapter or the application of this Chapter to any person or circumstance, is held invalid, the remainder of this Chapter, including the application of such part or provisions to other persons or circumstances, shall not be affected by such holding and shall continue in full force and effect. To this end, the provisions of this Chapter are severable.

(Added by Ord. 223-05, File No. 051257, App. 9/16/2005)



OFFICE OF THE
CITY ADMINISTRATOR

31

Edwin M. Lee, Mayor
Naomi M. Kelly, City Administrator

DATE: August 20, 2012
TO: Leorah Dang, Personal Services Contracts
Department of Human Resources (Dept. 33)
FROM: Joan Lubamersky, PSC Coordinator
GSA/City Administrator/OLSE Dept. 69
RE: Request for Administrative Approval of PSC Modification Duration

PSC No: 4020-06/07 Approval Date: 8/23/2006

Description of Service(s): The City's Sweatfree Contracting Ordinance (Administrative Code Section 12U) authorizes OLSE to monitor contractors' compliance with the Ordinance. The vendor monitors compliance by contractors located outside of the Bay Area and abroad (e.g. Mexico, India, China, Dominican Republic and countries) that provide goods to the City.

Original Approved Amount:	<u>\$100,000.00</u>	Original Approved Duration:	<u>8/15/06 to 7/31/08</u>
Modification #1:	<u>0</u>	Modification Duration:	<u>8/1/08 to 7/31/09</u>
Modification #2:	<u>0</u>	Modification Duration:	<u>8/1/09 to 9/28/10</u>
Approved Modification #3:	<u>\$95,000.00</u>	Modification Duration:	<u>9/29/10 to 9/28/12</u>
Modification Amount: #4	<u>\$47,500.00</u>	Modification Duration:	<u>9/29/12 to 9/28/13</u>
Total Amount as Modified:	<u>\$242,500.00</u>	Total Duration as Modified:	<u>8/15/06 to 9/28/13</u>

Reason for modification:
If this request is denied, the Ordinance will not be effectively enforced or fully implemented. Therefore, monitoring services is just beginning to take place.

Attachment: Copy of Approved PSC Summaries

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved ✓
Approval Date: 9/18/2012

By: M
Micki Callahan, Human Resources Director

for

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 07/15/2013

DEPARTMENT NAME: Emergency Management DEPARTMENT NUMBER: 77

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

TYPE OF REQUEST:

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

TYPE OF SERVICE: Mobile Virtual Private Network (VPN) System Annual Support - Tier 2

FUNDING SOURCE: General Fund (1GAGFAAA)

PSC AMOUNT: \$124,497.00

PSC DURATION: 8/30/13-11/30/18

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

This Urban Area Security Initiative (UASI) 2012 Grant project (CSC approved contract number 4121-12/13 - Tier 1 on May 20th, 2013) is designed to replace the existing Mobile VPN System for the Department of Emergency Management (DEM), Police Department (PD) and Fire Department (FD). The Mobile VPN System operates daily to allow field officers from PD and FD to communicate with back-end CAD (Computer-aided Dispatch) and other applications. This purchase will allow the selected vendor to provide technical support from year 2 to 5 for Department of Technology (DT) and Department of Emergency Management (DEM) to keep the system running and functioning properly.

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

The newly implemented Mobile VPN product called RadioIP-Multi-IP (IP stands for Internet Protocol) system is absolutely critical to allow field responders to communicate with Public Safety Systems such as CAD, California Crime Database, Patient Care Report (PCR), etc. In order to make sure the system runs properly, DT, DEM and PD will need tier 2 technical supports (meaning City employees will be the first line of support, if the problem cannot be fixed, it will be escalated to this vendor for further diagnose and resolution). Denying the service would be detrimental to the City's communications capability for Public Safety personnel.

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

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

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

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

Table with 3 columns: Union Name, Signature of person mailing / faxing form, Date. Includes handwritten entries for Local 21 and a signature, with dates 7/17/13 Original and 07/24/13 Revised.

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4016-13/14
STAFF ANALYSIS/RECOMMENDATION: Approved [Signature] 8/2/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise:
Debug / Diagnose /Re-Configuration /Fix operation problems of RadioIP Multi-IP software identified by technical employees of City and County of San Francisco.
- B. Which, if any, civil service class normally performs this work?
No. In general back-end tier 2 technical support of software is provided by the software vendor.
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
Contractor will provide the equipment that will be purchased for the system. This includes proprietary software and modems.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable:
This type of service will require the software vendor to provide due to proprietary knowledge of software design and implementation.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain:
No. This type of knowledge in general would be possessed by the software vendor (or their partners).

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.
Yes, but only when city and county employees log a trouble ticket.
- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained.
System administrators, trainers, and radio technicians. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | <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 St. San Francisco, CA 94102

Address

Union Notification(s)
◆ Local 21

Lee, William

From: Chen, Jun
Sent: Wednesday, July 17, 2013 2:15 PM
To: L21PSCReview@ifpte21.org
Cc: Lee, William
Subject: RE: DEM PSC Form 1 for Mobile VPN Support Service Contract
Attachments: PSC Form 1.Support Service.pdf

Hi Dear Local21,

Please use this attachment for our notification because one signature was missing in the previous attachment.

Sorry and thank you again.

Jun Chen
(415) 558-3890 (o)
(415) 310-5017 (c)

From: Chen, Jun
Sent: Wednesday, July 17, 2013 1:42 PM
To: L21PSCReview@ifpte21.org
Cc: Lee, William (william.lee@sfgov.org)
Subject: DEM PSC Form 1 for Mobile VPN Support Service Contract

Hi Dear Local21,

I have attached the signed PSC 1 form of the Mobile VPN Support Service for your review. Should you have any questions, please feel free to contact me. You can find my contact information at the end of this email.

Regards,

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

Dang, Leorah

From: Chen, Jun
Sent: Wednesday, July 24, 2013 1:00 PM
To: L21PSC Review
Cc: Lee, William; DHR-PSCCoordinator, DHR
Subject: RE: DEM PSC Form 1 for Mobile VPN Support Service Contract
Attachments: Mobile VPN support contract PSC Form 1 finals with signatures.pdf

Hi Dear local 21 reviewer,

Please note that we have made some clerical changes in the PSC form 1 sent to you originally on 07/17/2013. The modification we make did not have any changes on the scope of work, term and amount. Please review the attached revision and let me know if you have any questions.

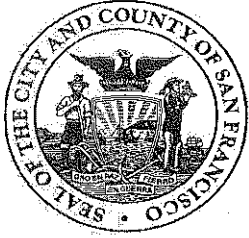
Regards,

Jun Chen
(415) 558-3890 (o)
(415) 310-5017 (c)

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**Prior Notice of Civil Service Commission Action – Tier 1
Copy of PSC Form 1– Tier 1**

PSC #4121-12/13



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Similar
4/21-12/13
Tier 1

June 3, 2013

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4115-12/13 THROUGH 4126-12/13; 4084-05/06; 4038-12/13; AND 3104-11/12.

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

At its meeting of May 20, 2013 the Civil Service Commission had for its consideration the above matter.


The Commission:

- 1) Continued PSC 4120-12/13 to the next meeting of June 3, 2013; clarify and amend the duration; previous PSC 4056-06/07 was approved by the Civil Service Commission through 2010; include an explanation and documentation on how the contract was renewed from 2010-2013 through an annual purchase order.
- 2) Adopted the report; Approved the requests for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

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.*

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

CIVIL SERVICE COMMISSION


JENNIFER JOHNSTON
Executive Officer

Attachment

Cc: Cynthia Avakian, Airport Commission
Jeanne Buick, Department of Human Resources
Micki Callahan, Human Resources Director
Leorah Dang, Department of Human Resources
Gordon Choy, Department of Public Works
Lily Conover, Controller's Office
Jacquie Hale, Department of Public Health
Karen Henderson, Mayor's Office of Housing
William Lee, Department of Emergency Management
Donna Marion, San Francisco Public Library
Merrick Pascual, Mayor's Office of Economic & Workforce Dev.
Shawn Wallace, San Francisco Police Department
Fan-Wa Wong, San Francisco Health Service Systems
Commission File
Chron

POSTING FOK
05/20/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 04/24/2013

DEPARTMENT NAME: Emergency Management DEPARTMENT NUMBER: 77

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

TYPE OF REQUEST:

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

TYPE OF SERVICE: Mobile Virtual Private Network (VPN)

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

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

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

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

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

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

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

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

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

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

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

Union Name Signature of person mailing / faxing form Date

RFP sent to N/A on Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

Cola

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

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

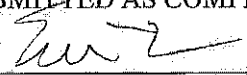
4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

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

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

- | | <u>Yes</u> | <u>No</u> |
|--|-------------------------------------|-------------------------------------|
| 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.
30 hours for system administrator (1043/1044), and 15 hours for trainers from PD and FD.
- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained.
System administrators, trainers, and radio technicians. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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



Signature of Departmental Personal Services Contract Coordinator

William Lee

415-558-3866

Print or Type Name

Telephone Number

1011 Turk St. San Francisco, CA 94102

Address

616

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Modification
Personal Services Contracts

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 24, 2013

DEPARTMENT NAME: Public Defender

DEPARTMENT NUMBER 05

TYPE OF APPROVAL: EXPEDITED

X REGULAR (OMIT POSTING)

[] CONTINUING

[] ANNUAL

TYPE OF REQUEST:

INITIAL REQUEST X MODIFICATION (PSC#4115-11/12)

TYPE OF SERVICE: Contract for Case Management Services

FUNDING SOURCE: 2SPFPGNC

Original PSC AMOUNT: \$ 72,166

Original PSC DURATION : January 1, 2012 – December 31, 2012

Modification One AMOUNT: \$36,000

Modification One DURATION: January 1, 2013-June 30, 2013

Modification Two AMOUNT: \$36,166

Modification Two DURATION: July 1, 2013 – March 31, 2014

Total AMOUNT: \$144,332

Total DURATION: January 1, 2012-March 31, 2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Center on Juvenile and Criminal Justice (CJ CJ) youth advocate services are necessary to provide community support and monitoring to youth at their school sites, in Court, in their homes and in their communities. CJ CJ will provide an intensive case management approach to promote each youth's school and community adjustment by ensuring access to appropriate educational supports. The youth advocate will work as a team with the Public Defender education attorney. The Legal Education Advocacy Program (LEAP) attorney is the team leader and the education youth advocate works under the daily supervision of the LEAP attorney. The youth advocate is an agent of the attorney and protected by the attorney – client privilege. While the education attorney advocates for the legal educational rights of the youth, the youth advocate ensures that an individualized service plan is developed for the youth to provide consistent and close supervision of the youth in compliance with education plans. The youth advocate will be based in the community and will work daily in the schools, interacting with school teachers, administrators, and support staff. The youth advocate will also assist the LEAP attorney in advocating for educational system's reform by conducting education workshops for parents and guardians who are the education rights holders of youth, testifying before school board hearings and meetings, and interfacing with community based agencies to improve policies and procedures that impact school success for Public Defender juvenile clients.

The LEAP youth advocate's sole goal and responsibility is to improve youth's educational performance as measured by increased attendance, improved behavior, improved grades, and ultimately matriculation through appropriate grade level and graduation.

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

If the City/County denies this contract, the Office of the Public Defender will be out of compliance with our LEAP federal grant requirements to provide the necessary supports and case management supervision for our clients who are in risk and are on probation. LEAP is in the second year of funding and year 3 funding will be continued only if LEAP is providing the stated services of youth advocacy case management services provided by CJ CJ. Moreover, the lack of educational advocacy case management services for our high risk clients can result with youth in prolonged detention, removal of the youth from the home, and higher rates of recidivism.

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

This service was previously approved by CSC on April 16, 2012. The PSC number is 4115-11/12..

D. Will the contract(s) be renewed:

Yes, if the grant receive additional funding for 3rd years.

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

Local 1021 [Signature] 7/25/13
Union Name Signature of person mailing / faxing form Date

RFP sent to [Union Name], on [Date], [Signature]

PSC# 4115-11/12 FOR DEPARTMENT OF HUMAN RESOURCES USE

STAFF ANALYSIS/RECOMMENDATION: Approved MW 8/1/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The youth advocate develops individualized case service plans for the youth to provide consistent and close supervision of the youth in compliance with education plans and probation conditions.

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

None.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

This is a program funded by the federal pass-thru Block II grant which encourages collaboration with juvenile justice community based organization partners.

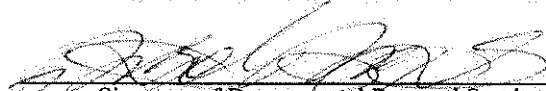
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. This is a twelve month program with possibility of continued funding for an additional one year.

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

	Yes	No
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	X
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"/>	X
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	X
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	X
E. Has a board or commission determined that contracting is the most effective way to provide this service?	X	File # 130496
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	<input type="checkbox"/>	X

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



 Signature of Departmental Personal Services Contract Coordinator
 Angela Auyong (415) 553-1677
 Print or Type Name Telephone Number

555 7th Street

 San Francisco, CA 94103

 Address

Additional Attachment(s)

◇ **Section 5. Additional Information**

5E. Has a board or commission determined that contracting is the most effective way to provide this service?

- **Board of Supervisor
File No.: 130496
Dated: 02/27/2013**

1 [Accept-Expend Grant – Federal Title II Block Grant - \$229,803]

2
3 **Resolution authorizing the San Francisco Public Defender’s Office to accept and**
4 **expend a grant in the amount of \$229,803 from the Board of State and Community**
5 **Corrections for the purposes of implementing a Legal Educational Advocacy Program**
6 **(“LEAP”) at the San Francisco Public Defender’s Office.**

7
8 WHEREAS, The San Francisco Public Defender’s Office desires to receive and utilize
9 grant funds available through the Legal Educational Advocacy Program (LEAP) administered
10 by the Board of State and Community Corrections (hereafter referred to as BSCC); and

11 WHEREAS, The grant does not require an ASO amendment; and

12 WHEREAS, The Department proposes to maximize use of available grant funds on
13 program expenditures by not including indirect costs in the grant budget; now, therefore, be it

14 RESOLVED, That the Public Defender of the City and County of San Francisco is
15 authorized on behalf of the City and County of San Francisco Board of Supervisors to submit
16 the LEAP application to BSCC and is authorized to sign the Grant Agreement with BSCC,
17 including any amendments thereof; and, be it

18 FURTHER RESOLVED, That the Board of Supervisors hereby waives inclusion of
19 indirect costs in the grant budget; and, be it

20 FURTHER RESOLVED, That the City and County of San Francisco agrees to provide
21 all matching funds as required for said project (including any amendment thereof), and abide
22 by the statues and regulations governing the LEAP Program as well as the terms and
23 conditions of the Grant Agreement as set forth by the BSCC; and, be it

24 FURTHER RESOLVED, That grant funds received hereunder shall not be used to
25 supplant expenditures controlled by this body.

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RECOMMENDED:

San Francisco Office of the Public Defender



Jeff Adachi, Public Defender
City and County of San Francisco

APPROVED:

Mayor Edwin Lee

APPROVED:

Ben Rosenfield, Controller

File Number: 130496
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective March 2005)

Purpose: Accompanies proposed Board of Supervisors ordinances authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

- 1. Grant Title: 12/13 Federal Title II Formula Block Grant
- 2. Department: San Francisco Public Defender's Office
- 3. Contact Person: Patricia Lee Telephone: 415-753-7610
- 4. Grant Approval Status (check one):

Approved by funding agency Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$ 229,803

- 6a. Matching Funds Required: \$ 34,471
- b. Source(s) of matching funds (if applicable): 1GAGFAAA (general fund)

7a. Grant Source Agency: Federal Department of Justice

b. Grant Pass-Through Agency (if applicable): Federal Grant – State Pass-Through: Board of State and Community Corrections

8. Proposed Grant Project Summary: The San Francisco Office of the Public Defender continues to expand and improve holistic representation of its Juvenile Unit through the implementation of a Legal Educational Advocacy Program (LEAP). The Public Defender represents the educational needs of clients on the delinquency caseload and at the Principal Center Collaborative Court School (PCC), San Francisco's court ordered probation school, in order to address the long standing histories of truancy, absenteeism, and failing school placements which are pervasive among court-involved youth. The education team meets with our clients to create the linkages and supports necessary for a permanent exit from the juvenile justice system. By providing legal advocacy for client's educational needs and building a team of professionals and partnerships with juvenile justice stakeholders dedicated to planning for clients' educational success, LEAP continues to reduce juvenile offending, reduce racial disparities and bring about needed systems reform in the juvenile justice system.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: January 1, 2013

End-Date: December 31, 2013

10a. Amount budgeted for contractual services: 82,166

- b. Will contractual services be put out to bid? Yes
- c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? Yes

d. Is this likely to be a one-time or ongoing request for contracting out? One-time

11a. Does the budget include indirect costs? Yes No

b1. If yes, how much?

b2. How was the amount calculated?

c. If no, why are indirect costs not included?

Not allowed by granting agency

To maximize use of grant funds on direct services

Other (please explain):

c2. If indirect costs are included, what would have been the indirect costs?

12. Any other significant grant requirements or comments:

****Disability Access Checklist****

13. This Grant is intended for activities at (check all that apply):

Existing Site(s)

Existing Structure(s)

Existing Program(s) or Service(s)

Rehabilitated Site(s)

Rehabilitated Structure(s)

New Program(s) or Service(s)

New Site(s)

New Structure(s)

14. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer:

Sandy Chan
(Name)

Date Reviewed: December 8, 2011

Department Approval:

Jeff Adachi
(Name)

Public Defender
(Title)

(Signature)

STATE OF CALIFORNIA
STANDARD AGREEMENT
 STD 213 (Rev 06/03)

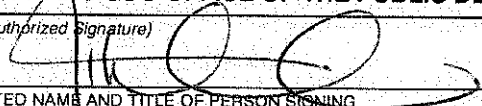

AGREEMENT NUMBER BSCC 387-12
REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:
- STATE AGENCY'S NAME
BOARD OF STATE AND COMMUNITY CORRECTIONS
- CONTRACTOR'S NAME
SAN FRANCISCO OFFICE OF THE PUBLIC DEFENDER
2. The term of this Agreement is: **January 1, 2013 through December 31, 2013**
3. The maximum amount of this Agreement is: **\$229,803.00**
Two hundred twenty-nine thousand, eight hundred three dollars and no cents
4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Sections 1 through 11	4 pages
Exhibit A – Title II Formula Block Grants Program Standard Conditions	7 pages
Exhibit B – Federal Assurances	3 pages
Exhibit C* – General Terms and Conditions	GTC-610

Items shown with an Asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto. These documents can be viewed at www.ols.dgs.ca.gov/Standard+Language

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR		California Department of General Services Use Only
CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.) SAN FRANCISCO OFFICE OF THE PUBLIC DEFENDER		
BY (Authorized Signature) 	DATE SIGNED (Do not type) 2/25/2013	
PRINTED NAME AND TITLE OF PERSON SIGNING JEFF ADACHI, San Francisco Public Defender		
ADDRESS 555 7th Street San Francisco, CA 94103		
STATE OF CALIFORNIA		
AGENCY NAME BOARD OF STATE AND COMMUNITY CORRECTIONS		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING JEAN L. SCOTT, Deputy Director, CPPD		
ADDRESS 600 Bercut Drive Sacramento, CA 95811		
		<input checked="" type="checkbox"/> Exempt per: State Contracting Manual Section 4.06

STATE OF CALIFORNIA

**TITLE II FORMULA BLOCK GRANTS PROGRAM
AGREEMENT BETWEEN THE
BOARD OF STATE AND COMMUNITY CORRECTIONS**

AND

SAN FRANCISCO OFFICE OF THE PUBLIC DEFENDER

This Grant Agreement is made this January 1, 2013 between the California Board of State and Community Corrections, hereafter referred to as the "BSCC" and

SAN FRANCISCO OFFICE OF THE PUBLIC DEFENDER

an entity duly organized, existing and acting pursuant to the laws of the State of California, hereafter referred to as the "Grantee."

The parties agree as follows:

SECTION 1. PROJECT SUMMARY

LEAP through an education attorney and youth advocate represents the education needs of Public Defender clients on the delinquency caseload and at the Principal Center Collaborative School (PCC), a court-ordered probation school to address truancy, absenteeism, and failing school placements. The LEAP team meets with clients to create the linkages and supports necessary to move youth successfully out of the juvenile justice system. By providing legal advocacy for client's educational needs and building a team of professionals and partnerships with juvenile justice stakeholders dedicated to ensuring client's education success, LEAP's goals are to reduce juvenile offending, reduce racial disparities and bring about needed systems reform.

SECTION 2. ASSURANCES

- A. Grantee agrees to comply with all conditions of this Grant Agreement, all standard Grant Agreement conditions as contained in Exhibit A, all federally required assurances as contained in Exhibit B, general terms and conditions contained in Exhibit C, and all budget items and conditions as contained in the Application for Funding.
- B. Grantee agrees to comply with the financial and administration requirements set forth in the current edition of the BSCC's *Grant Administration and Audit Guide, Federal Juvenile Justice Grants*.

SECTION 3. PROJECT OFFICIALS

- A. The BSCC's Executive Director or designee shall be the BSCC's representative for administration of the Grant Agreement and shall have authority to make determinations and findings with respect to each controversy arising under or in connection with the interpretation, performance, or payment for work performed under this Grant Agreement. Disputes shall be resolved in accordance with the provisions of Exhibit A.
- B. The Grantee project officials shall be those identified as follows and as stipulated in Section 1 of the approved Grant Proposal:

(1) The authorized officer with legal authority to sign:

Name: Jeff Adachi
Title: San Francisco Public Defender
Address: 555 7th Street, San Francisco, CA 94103
Telephone Number: (415) 553-1677
Fax Number: (415) 553-1607
E-mail Address: jeff.adachi@sfgov.org

(2) The designated financial officer authorized to receive warrants:

Name: Matt Gonzalez
Title: Chief Attorney
Address: 555 7th Street, San Francisco, CA 94103
Telephone Number: (415) 566-3030
Fax Number: (415) 553-1607
E-mail Address: matt.gonzalez@sfgov.org

- C. Either party may change its project representatives upon written notice to the other party.

SECTION 4. REPORTS

- A. Grantee will submit quarterly progress reports in a format developed by the BSCC that describe progress made with respect to program objectives and activities, and performance indicator results identified in Appendix G of the Request for Proposals (RFP). Due dates are as follows:

Reporting Period	Due No Later Than:
1. January 1 – March 31, 2013	May 15, 2013
2. April 1 – June 30, 2013	August 15, 2013
3. July 1 – September 30, 2013	November 15, 2013
4. October 1 – December 31, 2013	February 15, 2014

SECTION 5. INVOICES

- A. The Grantee shall be paid in arrears by submitting a quarterly invoice for approved program expenditures for the reporting period and due dates noted above in Section 4.
- B. An invoice is due to the BSCC even if grant funds are not expended or requested in the reporting period.

SECTION 6. GRANT AMOUNT AND LIMITATION

In no event shall the BSCC be obligated to pay any amount in excess of the grant award. Grantee waives any and all claims against the BSCC, the State of California, and the federal government on account of project costs that may exceed the sum of the grant award.

SECTION 7. AVAILABILITY OF FUNDS

- A. Grantee agrees that the BSCC's obligation to pay any sums to the Grantee under any provision of this Grant Agreement is contingent upon the availability of sufficient funds. This Grant Agreement is valid and enforceable only if sufficient funds are made available by the Legislature and by Congress.
- B. This Grant Agreement is subject to any additional restrictions, limitations, or conditions enacted by Congress or any statute enacted by Congress which may affect the provisions, terms or funding of this Grant Agreement in any manner.

SECTION 8. BUDGET

PROJECT LINE ITEM TOTALS			
LINE ITEM	GRANT FUNDS	IN-KIND MATCH	TOTAL
1. Salaries & Benefits	\$138,637	\$20,796	\$159,433
2. Services & Supplies	\$3,500	\$525	\$4,025
3. Professional Services			
4. CBO Contracts	\$72,166	\$10,825	\$82,991
5. Indirect Costs (may not exceed 10% of grant award)			
6. Fixed Assets/Equipment			
7. Program Evaluation	\$10,000	\$1,500	\$11,500
8. Other	\$5,500	\$825	\$6,325
TOTAL	\$229,803	\$34,471	\$264,274

SECTION 9. AUDIT

Per Article 8 of the Standard Conditions, grant recipients must submit an audit of expenditures within 120 days following the end of the grant period. Grantees may choose either a program specific audit or a single federal audit. Federal guidelines allow grant recipients receiving \$500,000 or more in federal funds in a fiscal year to use their federal juvenile justice grant funds to pay for the cost of the audit. Grantees falling below the \$500,000 threshold must use non-federal funds (i.e., match funds) to pay for audit costs. **For purposes of this grant award, please check one of the boxes below to indicate the grantee's choice for meeting the audit requirement.**

In conformance with Federal OMB Circular #A-133, and the California State Controller's Accounting Standards and Procedures Chapter 23, Grant Accounting Index, the identified grant will be included in the City/County **Single Federal Audit Report**, which will be submitted to the BSCC within the required timeframe of 120 days from the end of the 12-month grant period. NOTE: Should an extension be needed, please provide in advance of the deadline a written justification that indicates reasons for the extension and the timeframe needed.

OR

In conformance with Federal OMB Circular #A-133, and the California State Controller's Accounting Standards and Procedures Chapter 23, Grant Accounting Index, the grantee will provide a **Program Specific Final Audit Report** to the BSCC within the required timeframe of 120 days from the end of the 12-month grant period.

SECTION 10. SCOPE OF WORK

Grantee agrees to implement and complete the project in accordance with the approved grant application as outlined in the original Request for Proposals (RFP).

SECTION 11. CONFLICTS BETWEEN TERMS OF DOCUMENTS

In the event of any inconsistency in the Agreement, except as otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order: 1) Grant Agreement Sections 1 through 11; 2) Exhibit B, Federal Assurances; 3) Exhibit A, Title II Formula Grants Program Standard Conditions; and 4) Exhibit C, GTC 610.

Union Notification(s)
◆ Local 1021

Dang, Leorah

From: Angela.Auyong@sfgov.org
Sent: Thursday, July 25, 2013 3:49 PM
To: pattie.tamura@seiu1021.org; brook.demmerle@seiu1021.org;
tonette.garcia@seiu1021.org; david.canham@seiu1021.org;
kirsten.clemons@seiu1021.org; sharizinn@yahoo.com;
tiya.thlang@seiu1021.onmicrosfot.com; roxanne.sanchez@seiu1021.org;
ahall@cirseiu.org
Cc: DHR-PSCCoordinator, DHR; Lee, Patricia
Subject: PSC Modification Notice
Attachments: CSC - CJC Modification 2.pdf

Dear Union Representatives,

Attached please find the modification request for a grant-funded personal service contract. The modification is to extend the duration and increase the amount of the PSC since we received the 2nd year funding from the grantor. The contractor will continue to provide community support and monitoring to youth through the end of grant period. We are looking forward to calendaring this PSC modification request for August 19, 2013 CSC hearing. Please let me know if you have any questions or concerns. Thank you.

Best regards,

Angela Auyong
Office Manager
Office of the Public Defender
555 Seventh Street
San Francisco CA 94103
Tel: 415-553-1677
Fax: 415-553-1607

Prior Notice of Civil Service Commission Action – Original – Current
Copy of PSC Form 1– Original – Current
Prior Administrative Approval – Mod1 – Current

PSC #4115-11/12



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

April 19, 2012

E. DENNIS NORMANDY
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

SCOTT R. HELDFOND
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBER 4115-11/12.**

At its meeting of April 16, 2012 the Civil Service Commission had for its consideration the above matter.

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

The Commission adopted the report; Approved request for proposed personal services contracts and notified the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

c: Angela Auyong, Public Defender's Office
Micki Callahan, Human Resources Director
Marie de Vera, Department of Human Resources
Maria Ryan, Department of Human Resources
Commission File
Chron

Omit Posting Report

4/16/2012.

PROPOSED PERSONAL SERVICES CONTRACTS

Dept No	PSC No	Dept Description	Approval Type	Contract Amount	Description of Work	Start Date	End Date
05	4115-11/12	Public Defender	Regular	\$72,166	Center on Juvenile and Criminal Justice (CJCJ) youth advocate services are necessary to provide community support and monitoring to youth at their school sites, in Court, in their homes and in their communities. CJCJ will provide an intensive case management approach to promote each youth's school and community adjustment by ensuring access to appropriate educational supports. The youth advocate will work as a team with the Public Defender education attorney. The LEAP attorney is the team leader and the education youth advocate works under the daily supervision of the LEAP attorney. The youth advocate is an agent of the attorney and protected by the attorney - client privilege. While the education attorney advocates for the legal educational rights of the youth, the youth advocate ensures that an individualized service plan is developed for the youth to provide consistent and close supervision of the youth in compliance with education plans. The youth advocate will be based in the community and will work daily in the schools, interacting with school teachers, administrators, and support staff. The youth advocate will also assist the LEAP attorney in advocating for educational system's reform by conducting education workshops for parents and guardians who are the education rights holders of youth, testifying before school board hearings and meetings, and interfacing with community based agencies to improve policies and procedures that impact school success for Public Defender juvenile clients.	1/1/2012	12/31/2012

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 29, 2012

DEPARTMENT NAME: Public Defender

DEPARTMENT NUMBER 05

TYPE OF APPROVAL: EXPEDITED

X REGULAR (OMIT POSTING X)

[] CONTINUING

[] ANNUAL

TYPE OF REQUEST:

X INITIAL REQUEST

[] MODIFICATION (PSC# _____)

TYPE OF SERVICE: Contract for Case Management Services

FUNDING SOURCE: 2SPFFGNC

PSC AMOUNT: \$ 72,166

PSC DURATION : January 1, 2012 – December 31, 2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Center on Juvenile and Criminal Justice (CJ CJ) youth advocate services are necessary to provide community support and monitoring to youth at their school sites, in Court, in their homes and in their communities. CJ CJ will provide an intensive case management approach to promote each youth's school and community adjustment by ensuring access to appropriate educational supports. The youth advocate will work as a team with the Public Defender education attorney. The LEAP attorney is the team leader and the education youth advocate works under the daily supervision of the LEAP attorney. The youth advocate is an agent of the attorney and protected by the attorney -- client privilege. While the education attorney advocates for the legal educational rights of the youth, the youth advocate ensures that an individualized service plan is developed for the youth to provide consistent and close supervision of the youth in compliance with education plans. The youth advocate will be based in the community and will work daily in the schools, interacting with school teachers, administrators, and support staff. The youth advocate will also assist the LEAP attorney in advocating for educational system's reform by conducting education workshops for parents and guardians who are the education rights holders of youth, testifying before school board hearings and meetings, and interfacing with community based agencies to improve policies and procedures that impact school success for Public Defender juvenile clients.

The LEAP youth advocate's sole goal and responsibility is to improve youth's educational performance as measured by increased attendance, improved behavior, improved grades, and ultimately matriculation through appropriate grade level and graduation.

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

If the City/County denies this contract, the Office of the Public Defender will be out of compliance with our LEAP federal grant requirements to provide the necessary supports and case management supervision for our clients who are in risk and are on probation. LEAP is in the first year of funding and years 2 and 3 funding will be continued only if LEAP is providing the stated services of youth advocacy case management services provided by CJ CJ. Moreover, the lack of educational advocacy case management services for our high risk clients can result with youth in prolonged detention, removal of the youth from the home, and higher rates of recidivism.

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

This service has not been provided in the past because the LEAP Program has not been formally established before.

D. Will the contract(s) be renewed:

Yes, if the grant receive additional funding for 2nd and 3rd years.

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

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

Union Name Signature of person mailing / faxing form Date

RFP sent to Union Name, on Date Signature

PSC# _____
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

City and County of San Francisco

PSC FORM 1
Department of Human Resources

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The youth advocate develops individualized case service plans for the youth to provide consistent and close supervision of the youth in compliance with education plans and probation conditions.

B. Which, if any, civil service class normally performs this work?
None.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

This is a program funded by the federal pass-thru Block II grant which encourages collaboration with juvenile justice community based organization partners.

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

No. This is a twelve month program with possibility of continued funding for an additional two years.

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"/>	X
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"/>	X
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	X
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	X
E. Has a board or commission determined that contracting is the most effective way to provide this service?	X	Ordinance no: 24-12
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	<input type="checkbox"/>	X

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

Signature of Departmental Personal Services Contract Coordinator
Angela Auyong (415) 553-1677
Print or Type Name Telephone Number

555 7th Street
San Francisco, CA 94103
Address


82a

SAN FRANCISCO PUBLIC DEFENDER

JEFF ADACHI - PUBLIC DEFENDER
MATT GONZALEZ - CHIEF ATTORNEY



MEMORANDUM

DATE: December 17, 2012
TO: Leorah Dang, DHR-PSC Coordinator
Department of Human Resources (Dept #33)
FROM: Angela Auyong, PSC Coordinator 
Office of the Public Defender (Dept. # 5)
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4115-11/12

CSC Approval Date: April 16, 2012

Description of Service(s): Provide community support and monitoring to youth at their school sites, in Court, in their homes and in their community.

Original Approved Amount:	\$ 72,166	Original Approved Duration:	01/01/12 - 12/31/12
Modification One Amount:	\$36,000	Modification One Duration:	01/01/13 - 06/30/13
Total Amount as Modified:	\$108,166	Total Duration as Modified:	01/01/12 - 06/30/13

Reason for the modification:

This was a grant-funded personal service contract. It was the Federal Title II grant 2011-2012 for one year grant - with possibility of two additional years of funding to qualified applicants. We just received notification to submit application for the 2nd year, and the amount is same as the first year. The contractor will continue to provide community support and monitoring to youth through the end of grant period.


Attachments: Copy of Notice of CSC Action for Original PSC.

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approve Denial

Approval Date: 12/19/2012

By: 

 Micki Callahan, Human Resources Director

Adult Division - HOJ
656 Seventh Street
San Francisco, CA 94103
P: 415.553.1671
F: 415.553.0610
www.sfpublicdefender.org

Juvenile Division - YGC
375 Woodside Avenue, Flr. 118
San Francisco, CA 94127
P: 415.753.7801
F: 415.566.3030

Juvenile Division - JJC
258A Laguna Honda Blvd.
San Francisco, CA 94116
P: 415.753.8174
F: 415.753.8175

Clean State
P: 415.553.9337
www.sfpublishedefender.org/services

Reentry Council
P: 415.553.1593
www.sfreentry.com

Bayview Magic
P: 415.553.2428
www.bayviewmagic.org

MoMagic
P: 415.563.5207
www.momagic.org

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 24, 2013

DEPARTMENT NAME: Department of Human Resources DEPARTMENT NUMBER 33

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

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC# 4123-05/06)

TYPE OF SERVICE: Unemployment Insurance Claims Administration

FUNDING SOURCE: General Fund

PSC AMOUNT: Original \$250,000 Mod #1 \$133,000 Mod #2 No change Mod #3 \$60,000 Mod #4 \$10,000 Mod #5 \$121,500 Mod #6 \$575,000 Total Amount as Modified: \$1,149,500.00

PSC DURATION: Original 07/01/06-06/30/09 (CSC) Mod #1 07/01/09-06/30/11 (CSC) Mod #2 07/01/11-06/30/13 (Admin) Mod #3 No change (Admin) Mod #4 No change (Admin) Mod #5 07/01/13-12/31/13 (Admin) Mod #6 01/01/14-06/30/21 (7.5 years) (CSC) This Duration as Modified: 07/01/06 - 6/30/21

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Department of Human Resources (DHR) must provide City unemployment insurance claims administration services, including unemployment claims processing, claims appeals, representation at unemployment insurance appeals hearings, regular audits of billing statements, records maintenance, reports and training.

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

Federal and state laws require unemployment insurance (UI) benefits and claims administration. To meet legal mandates and control the cost of UI, DHR wishes to contract with a third-party administrator (TPA) to provide UI claims administration services. Denial would increase the City's UI claims costs due to lack of specialized expertise and related claims administration delays and liability. Creating a new administrative infrastructure for UI would potentially double current administrative costs.

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

These services have been provided by a TPA since 1978. The Commission approved the PSC#4123-05/06 on July 1, 2006. The current CSC approved amount is \$574,500 through December 31, 2013.

D. Will the contract(s) be renewed:

Subject to evaluation of contract performance, Department needs, and City contracting rules and regulations.

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] Signature of person mailing/faxing form 7/24/13 Date

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4123-05/06 STAFF ANALYSIS/RECOMMENDATION: Approved W 8/1/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The selected Contractor will be required to possess knowledge of the California Labor Code regarding employee separations and the California Unemployment Insurance code to provide expert assistance to research and resolve claim discrepancies, to liaise with the State of California Employment Development Department (EDD) on claim determinations, to provide City representation at unemployment insurance appeals hearings, to provide quarterly audits of benefits to ensure accurate calculations and that recipients are legally entitled to receive benefits, to maintain unemployment insurance claims records and reporting, and to provide training to City personnel on the City's unemployment procedures.

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

No Civil Service class currently performs this work.

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

Yes. Contractor will be required to provide the software capable of integrating information from scanned claims documents with state regulations and time limits, employment data from the City, and the City's unemployment policies and procedures.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classes are not applicable. These services have been performed by a TPA since 1978. Performance of this work requires specialized expertise and software not currently possessed by City staff.

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

No. It would not be feasible based on the specialized expertise needed.

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

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

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

B. Will the contractor train City and County employees?

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

The Contractor will be asked to provide online training to approximately 100 City human resources, payroll, and supervisory personnel on the City's unemployment procedures, including discipline, discharge, and hearings related to voluntary and involuntary separations, the impact of unemployment claims, and documentation procedures to reduce liability and maximize successful claims resolution.

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"/>
--------------------------	-------------------------------------

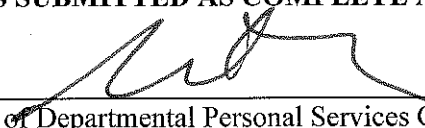
E. Has a board or commission determined that contracting is the most effective way to provide this service?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? It is possible, subject to the outcome of an RFP.

<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

Brent Lewis

415-557-4944

Print or Type Name

Telephone Number

1 S Van Ness Ave, 4th Flr
San Francisco, CA 94103

Address

Union Notification(s)
◆ Local 21

Dang, Leorah

From: Dang, Leorah on behalf of DHR-PSCCoordinator, DHR
Sent: Wednesday, July 24, 2013 2:33 PM
To: L21PSCReview
Cc: DHR-PSCCoordinator, DHR; Lewis, Brent
Subject: Mod#6 from DHR PSC#4123-05/06 Request - Unemployment Insurance Claims Administration
Attachments: DHR PSC #4123-0506 Mod#6 - Unemployment Insurance Claims Administration.pdf

Dear Local 21,

Attached for your review is a modification #6 PSC Form 1 request from Department of Human Resources for:

Type of Service: Unemployment Insurance Claims Administration
PSC Mod #6 Amount: \$575,000.00
PSC Mod#6 Duration: 01/01/2014 – 06/30/2021

PSC is scheduled for 8/19th CSC meeting date.

Please contact Brent Lewis (415-557-4944) if you have any questions. Thank you

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

Prior Notice of Civil Service Commission Action – Mod1 – Current

Prior DHR Approved PSC Form 1 – Mod1 - Current

Prior Administrative Approval – Mod2 – Current

Prior Administrative Approval – Mod3 – Current

Prior Administrative Approval – Mod4 – Current

Prior Administrative Approval – Mod5 – Current

PSC #4123-05/06



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

4123-05/06
Mod #1

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

June 4, 2009

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 1019-08/09; 1020-08/09; 4158-08/09 THROUGH 4165-08/09; 4073-05/06; 4123-05/06; 4098-02/03 AND 4113-08/09.

The above matter will be considered by the Civil Service Commission at a meeting to be held on **June 15, 2009 at 2:00 p.m. in Room 400**, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

This item will appear on the ratification agenda. Please refer to the attached Notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is preferable. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

All materials being considered by the Civil Service Commission for this item are available for public inspection and copying at the Civil Service Commission office Monday through Friday from 8:00 a.m. to 5:00 p.m.

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c: Cynthia Avakian, Airport Commission
- Jesusa Bushong, San Francisco Fire Department
- Micki Callahan, Human Resources Director
- Gordon Choy, Department of Public Works
- Maureen Gannon, Sheriff Department
- Jacque Hale, Department of Public Health
- Kan Htun, Arts Commission
- Shamica Jackson, Public Utilities Commission
- Jennifer Johnston, Department of Human Resources
- Florence Kyaun, Public Utilities Commission
- William Lee, Department of Emergency Management
- Esther Reyes, Controller
- Brigitte Rockett, Department of Human Resources
- Commission File
- Commissioners Binder
- Chron

POSTING FOR
June 15, 2009

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

PSC No.	DeptNo	DeptName	Approval Type	Increase Amount	New Amount	Description of work	Duration
4073-05/06	9	Controller	Modification	\$3,000,000.00	\$7,500,000.00	Will perform specialized audit, analytical and technical assistance consulting and training services to maximize the effectiveness of the Controller's Office City Services Auditor function.	30-Jun-13
4123-05/06	33	Department of Human Resources	Modification	\$133,000.00	\$383,000.00	Will provide comprehensive unemployment insurance claims administration services, including unemployment claims processing, claims appeals, representation at Unemployment Insurance Appeals Hearings, audits of billing statements, and records maintenance.	30-Jun-11
4098-02/03	40	San Francisco Public Utilities Commission	Modification	\$10,100,000.00	\$24,000,000.00	alternatives to repair the existing Calaveras Dam, or replace the dam with a dam of equal or enlarged storage capacity. Provide additional design, environmental and permitting services.	11-Sep-16
4113-08/09	82	Department of Public Health	Modification	\$0.00	\$22,000,000.00	Will provide health, dental and vision insurance through a publicly funded health insurance program to children and young adults who live in the City and County of San Francisco. Modification to correct PSC duration.	30-Jun-12



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PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 22, 2009

DEPARTMENT NAME: Department of Human Resources DEPARTMENT NUMBER 33

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

TYPE OF REQUEST:
 INITIAL REQUEST MODIFICATION (PSC# 4123-05/06)

TYPE OF SERVICE: Unemployment Insurance Claims Administrator

FUNDING SOURCE: General Fund

Original Amount:	<u>\$250,000</u>	PSC DURATION:	<u>July 1, 2006 – June 30, 2009</u>
Modification Amount	<u>\$133,000</u>	PSC DURATION:	<u>July 1, 2009 – June 30, 2011</u>
Total Amount	<u>\$383,000</u>	Total PSC Duration	<u>July 1, 2006 – June 30, 2011</u>

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Vendor provides comprehensive unemployment insurance claims administration services, including unemployment claims processing, claims appeals, representation at Unemployment Insurance Appeals Hearings, regular audits of billing statements, records maintenance, reports and training.

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

Unemployment insurance (UI) benefits are required by both federal and state law. To meet these legal responsibilities and control the cost of UI, the City contracts with a Third Party Administrator (TPA) to provide UI claims administration services. The denial of these services would increase the City's UI claims costs due to delays and require the City to create the administrative infrastructure and knowledge-base to administer the UI program, doubling current administrative costs.

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

Unemployment insurance claims administration services have been provided by a Third Party Administrator since 1978. This modification allows the Department of Human Resources ("DHR") to exercise the first 2-year extension of the current contract, which was approved 6/5/2006 under PSC# 4123-05/06.

D. Will the contract(s) be renewed:

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

<u>Local 21</u> Union Name	<u><i>Max M. Ag...</i></u> Signature of person mailing/faxing form	<u>5-22-2009</u> Date
_____ Union Name	_____ Signature of person mailing/faxing form	_____ Date
RFP sent to <u>N/A</u> , on _____	_____ Union Name	_____ Date
		_____ Signature

PSC# 4123-05/06 FOR DEPARTMENT OF HUMAN RESOURCES USE
STAFF ANALYSIS/RECOMMENDATION: *[Signature]*

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Knowledge of California Labor Code pertaining to separations. Knowledge of California Unemployment Insurance Code. Experience with Unemployment Insurance Appeals hearing process, and the ability to track and respond to claims within a short time frame.

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

No Civil Service class currently performs this work.

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

Yes. Vendor has software programs that are capable of integrating information from scanned claims documents with state regulations and time limits, employment data from the City, and City's unemployment policies and procedures.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service classes are not applicable as the services have been performed by a TPA since 1978. Performance of this work requires a level of expertise and knowledge not currently possessed by City HR staff.

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

No. It would be impractical to adopt a new Civil Service class, or classes to perform this work as it would require the City to expend resources to create the administrative infrastructure, and to obtain the broad knowledge base to perform the work.

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

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

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

B. Will the contractor train City and County employees?

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

- The Tax Learning Solution is an interactive, internet-based program that meets State Requirements on unemployment insurance training. The 2 hour training consists of 3 sections: Online Training Overview, Discipline and Discharge, and Hearings. The training covers the importance of documentation, voluntary and involuntary separations, preparing for and how to succeed at a hearing.
- The Tax Learning Solution allows 100 active training licenses per year. It will allow us to train 100 HR and Payroll clerical staff, HR Analysts and Managers to better understand unemployment claims and its budgetary impact on the City, how to effectively document required information to decrease liability and win more claims.

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? *This is a contract amendment for a 2-year extension.*

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

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

Mary M. C. Ng

Signature of Departmental Personal Services Contract Coordinator

Mary Ng

(415) 557-4957

Print or Type Name

Telephone Number

1 South Van Ness Ave., 4th Floor
San Francisco, CA 94103



Gavin Newsom
Mayor

Micki Callahan
Human Resources Director

NOTICE OF AGREEMENT AMENDMENT

Contractor: TALX UCM Services, Inc. dba TALX UCeXpress
11432 Lackland Road
St. Louis, MO 63146

Project: Unemployment Claims Administration Services – Amendment#1

Term as amended: July 1, 2006 to June 30, 2011

PSC No.: 4123-05/06

Contract Amount as amended: Not to Exceed \$325,000

Contract Posting Number:

Reference this # on your invoices No.: **BPRD10000002** (total amount of \$176,185.50 – includes balance of \$101,185.50 transferred from BPRD07000006)

Date Posted: December 18, 2009

Send invoices to:

City & County of San Francisco
Department of Human Resources
Attn: Arlene Mesa/Accounting
One South Van Ness Ave., 4th Floor
San Francisco, CA 94103-5413

Brent A. Lewis
Finance and Budget Director

by

December 18, 2009

cc: DHR/Director's Office
DHR/EIS

attachments: Contract Purchase Order
Agreement Amendment

City and County of San Francisco



Department of Human Resources

Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

MEMORANDUM

DATE: June 6, 2011
TO: Micki Callahan
Human Resources Director
FROM: Brent Lewis, DHR PSC Coordinator, CFO
Department of Human Resources (Dept. 33)
RE: Request for Administrative Approval of PSC Modification

PSC No: 4123-05/06 Approval Date: 06/15/2009

Description of Service(s): Workers' Compensation Bill Review/Utilization Services

Original Approved Amount:	<u>\$250,000</u>	Original Approved Duration:	<u>7/1/06 – 6/30/09</u>
Modification Amount #1:	<u>\$133,000</u>	Modification of Duration #1:	<u>7/1/09 – 6/30/11</u>
Modification Amount #2:	<u>\$0</u>	Modification of Duration #2:	<u>7/1/11 – 6/30/13</u>
Total Amount as Modified:	<u>\$383,000</u>	Total Duration as Modified:	<u>7/1/06 – 6/30/13</u>

Reason for the modification:
PSC expired just prior to contract completion. Exercising contract extension.

Attachment: Copy of Approved PSC Summary

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FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 6/7/11

By:
Micki Callahan, Human Resources Director

City and County of San Francisco



Department of Human Resources

Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

MEMORANDUM

DATE: August 24, 2012
TO: Micki Callahan
Human Resources Director
FROM: Brent Lewis, DHR PSC Coordinator, CFO
Department of Human Resources (Dept. 33)
RE: Request for Administrative Approval of PSC Modification

PSC No:	<u>4123-05/06</u>	Approval Date:	<u>06/15/2009</u>
Description of Service(s):	<u>Unemployment Insurance Claims Administration</u>		
Original Approved Amount:	<u>\$250,000</u>	Original Approved Duration:	<u>7/1/06 – 6/30/09</u>
Modification Amount #1:	<u>\$133,000</u>	Modification of Duration #1:	<u>7/1/09 – 6/30/11</u>
Modification Amount #2:	<u>\$0</u>		<u>7/1/11 – 6/30/13</u>
Modification Amount #3:	<u>\$60,000</u>		
Total Amount as Modified:	<u>\$443,000</u>	Total Duration as Modified:	<u>7/1/06 – 6/30/13</u>

Reason for the modification:

Increasing contract amount.

Attachment: Copy of Approved PSC Summary

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 8/27/2012

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



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

MEMORANDUM

DATE: December 4, 2012
TO: Micki Callahan
Human Resources Director
FROM: Brent Lewis, DHR PSC Coordinator, CFO
Department of Human Resources (Dept. 33)
RE: Request for Administrative Approval of PSC Modification

PSC No: 4123-05/06 Approval Date: 06/15/2009

Description of Service(s): Unemployment Insurance Claims Administration

Original Approved Amount:	<u>\$250,000</u>	Original Approved Duration:	<u>7/1/06 – 6/30/09</u>
Modification Amount #1:	<u>\$133,000</u>	Modification of Duration #1:	<u>7/1/09 – 6/30/11</u>
Modification Amount #2:	<u>\$0</u>		<u>7/1/11 – 6/30/13</u>
Modification Amount#3	<u>\$60,000</u>		<u>No Change</u>
Modification Amount#4	<u>\$10,000</u>		<u>No Change</u>
Total Amount as Modified:	<u>\$453,000</u>	Total Duration as Modified:	<u>7/1/06 – 6/30/13</u>

Reason for the modification:

Increasing contract amount.

Attachment: Copy of Approved PSC Summary

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 12/5/2012

By: [Signature]

fr Micki Callahan, Human Resources Director



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

MEMORANDUM

Date: April 24, 2013
To: Micki Callahan
Human Resources Director
From: Brent Lewis, DHR PSC Coordinator, CFO
Department of Human Resources (Dept. #33)
Re: Request for Administrative Approval of PSC Modification
(50% or Less in Amount or Duration)

PSC No.: 4123-05/06

Approval Date: June 15, 2009

Description of Service(s): Unemployment Insurance Claims Administration

Original Amount:	<u>\$250,000</u>	Original Duration:	<u>7/1/06 – 6/30/09 (CSC-3yrs)</u>
Mod #1 Amount:	<u>\$133,000</u>	Mod #1 Duration:	<u>7/1/09 – 6/30/11 (CSC-2yrs)</u>
Mod #2 Amount:	<u>\$0.00</u>	Mod #2 Duration:	<u>7/1/11 – 6/30/13 (Admin-2 yrs)</u>
Mod #3 Amount:	<u>\$60,000</u>	Mod #3 Duration:	<u>No Change</u>
Mod #4 Amount:	<u>\$10,000</u>	Mod #4 Duration:	<u>No Change</u>
Mod #5 Amount:	<u>\$121,500</u>	Mod #5 Duration:	<u>7/1/13 – 12/30/13 (Admin- .5 yrs)</u>

Total Amount as Modified: \$574,500 Total Duration as Modified: 7/1/2006 – 12/31/2013

Reason for Modification: Increasing contract amount and duration.

Attachment: Copy of Prior Approved PSCs

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 4/30/2013

By: [Signature]
Micki Callahan, Human Resources Director