

Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: September 16, 2013
 To: The Honorable Civil Service Commission
 Through: Micki Callahan
 Human Resources Director
 From: Sheila Layton, JUV
 Parveen Boparai, MTA
 Joan Lubamersky, GSA
 Jacquie Hale, DPH
 Shamica Jackson, PUC
 Sung Kim, DPW

Subject: Personal Services Contracts Approval Request

This report contains nine (9) 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
\$11,963,600	\$906,703	\$12,870,303

POSTING FOR

09/16/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4017-13/14	12	Juvenile Court	Regular	\$540,000	Contractor will provide electronic monitoring services and necessary equipment for eligible Juvenile Probation Department (JPD) youth. Service will allow the department to track youth released to the program in lieu of detention.	1/1/2014 - 12/31/2017
4018-13/14	68	Municipal Transportation Agency	Regular	\$240,000	To provide an independent evaluation of the quality of the San Francisco Municipal Transportation Agency's (SFMTA) operations as required under San Francisco Charter Section 8A.107. The consultant will conduct field research including meetings with staff reviewing data collection and calculation methodologies; evaluate/assess the integrity of data and the extent to meet the goals, objectives and standards; identify opportunities to improve services; prepare a report and present the report in public hearings before the Citizens' Advisory Council, SFMTA Board of Directors, and the San Francisco Board of Supervisors.	11/18/2013 - 1/30/2019
4020-13/14	70	General Services Agency	Regular	\$1,000,000	Clean interior and exterior windows, skylights and roof windows, greenhouses, plexiglas, mirrors, stained glass, etc. at City-owned facilities in San Francisco, San Mateo and Alameda Counties.	12/1/2013 - 1/30/2016
4021-13/14	81	Public Health	Regular	\$700,000	The contractor must be a Qualified/Authorized Medical Physicist and will perform acceptance testing, calibration, consultations, and safety surveys of all imaging equipment in Radiology, Operating Room, Cardiology, Gastrointestinal, Orthopedics and Dental departments and other departments as needed and assist in the development of quality control programs in all departments within a given facility. A Qualified or Authorized Medical Physicist is an individual who is competent to practice independently in one or more of the subfields of medical physics. Normal expenditures for the Department are approximately \$40,000 / year. However, due to the SFGH rebuild and the introduction of nuclear medicine capabilities it is anticipated that the annual usage may temporarily increase, and then return to the normal levels once the facility is fully operational.	1/1/2014 - 2/31/2018
4022-13/14	81	Public Health	Regular	\$4,200,000	Contractor(s) will provide studies to comply with the requirements of City Planning, Joint Commission (which accredits hospitals), and other regulatory agencies which will include: assessment and feasibility studies of future uses for DPH buildings after the San Francisco General Hospital re-build; future bond measures; Institutional Master Plan and SFGH Campus Master Plan updates, code advisory services related to regulatory compliance issues.	5/1/2013 - 4/30/2018

Total Amount - Regular: \$6,680,000

POSTING FOR

09/16/2013

**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
4045-11/12	40	Public Utilities Commission	Regular	\$500,000	\$596,500	The contractor will provide helicopters and certified pilots to provide as needed services including: Aerial surveying and patrol services to support the maintenance of the power transmission system; transportation services for emergency repairs of infrastructure to areas not accessible all year; transportation to SFPUC and Hetch Hetchy Water and Power facilities in the event of unforeseen disasters or emergencies; and, priority shuttle service between the SFPUC facilities in the Sierra Nevada and the Bay Area.	11/7/2011	1/30/2016
4061-07/08	40	Public Utilities Commission	Regular	\$750,000	\$5,750,000	Water quality related support services including but not limited to software maintenance, technical reviews and studies; analysis of scope change impacts; permit amendments; bench-scale and pilot studies; treatment plant optimization and performance studies; mixing and fluid mechanics evaluations; regulatory compliance and reports; hydraulic modeling and reporting; and future operations planning for the overall system.	12/3/2007	1/30/2018
3035-11/12	81	Public Health	Regular	\$33,600	\$100,800	This temporary shuttle bus service will operate six hours a day during peak commute times to decrease the number of single-occupancy vehicles traveling to the San Francisco General Hospital (SFGH) campus. This service is intended to positively impact air quality and reduce traffic and congestion related to the Rebuild of SFGH. The shuttle will operate between SFGH and major transit hubs as directed by the SFGH Rebuild Environmental Impact Report's Environmental Mitigation Measures while the SFGH Rebuild project is underway. The goal of this project is to reduce environmental hazards from excess traffic and improve transportation options.	7/30/2011	6/30/2014
4076-09/10	90	Public Works	Regular	\$4,000,000	\$7,798,000	Provide special construction & building materials inspection and testing services for the City's building, construction and renovation projects on an as-needed basis. The testing agencies will utilize certified staff to perform reinforced concrete, high strength bolting, structural steel welding, masonry, shotcrete, and spray-applied fireproofing inspection and testing services. The City intends to award five (5) contracts for \$800,000 and contract duration of five (5) years each.	1/4/2010	2/31/2019

Sum of Modified Amounts: \$5,283,600

Sheila Layton
Juvenile Probation
375 Woodside Avenue
San Francisco, CA 94127
(415) 465-7337

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

Jacquie Hale
Department of Public Health
101 Grove Street, Rm. 307
San Francisco, CA 94102
(415) 554-2609

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

Sung Kim
Department of Public Works
1155 Market Street, 4th Flr.
San Francisco, CA 94103
(415) 554-6417

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

PERG INTERNATIONAL LEASING BANK

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 8/6/13

DEPARTMENT NAME: Juvenile Probation Department DEPARTMENT NUMBER 012

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

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

TYPE OF SERVICE: Electronic Monitoring

FUNDING SOURCE: Juvenile Probation and Camp Fund

PSC AMOUNT: \$540,000 PSC DURATION: 1/1/14 to 12/31/17

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor will provide electronic monitoring services and necessary equipment for eligible Juvenile Probation Department (JPD) youth. Service will allow the department to track youth released to the program in lieu of detention.

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

Youth are placed on electronic monitoring through court order, allowing them to remain in their communities and to continue in school and other programs while serving their probation or awaiting trial. Service is a better utilization of detention alternative programming in lieu of detention in Juvenile Hall.

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 No: 4142-08/09, was approved 5/18/09 and services were provided by Leaders in Community Alternatives (LCA) for the contract term of 7/1/09 to 12/31/13. In order to continue providing this service, JPD will need a new PSC approved in order to develop a new Request For Proposal and Contract.

D. Will the contract(s) be renewed: Yes, there will be the possibility to renew.

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

SEIU 1021
Miscellaneous
Union Name

[Signature]
Signature of person mailing/faxing form

8/8/13 updated
8/6/13 Original

Professional & Tech
Engrs, Local 21
Union Name

[Signature]
Signature of person mailing/faxing form

8/8/13 updated
8/6/13 Original

Date

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4017-13/14
STAFF ANALYSIS/RECOMMENDATION: Approved 8/30/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractor will provide and install all necessary electronic and Global Positioning System (GPS) equipment, and will monitor the equipment and provide daily reports on the whereabouts of program participants.

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

There is not currently a civil service class that provides this work.

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

The equipment provided is specific to the needs of the program. Equipment includes GPS systems, alcohol testing/monitoring, and electronic monitoring transmitters worn by the program participants.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There is not a civil service class that provides these services. So it is necessary to contract these services.

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

It would not be practical to create a position in order to provide these services. The city does not have the equipment or training in place to provide these services at this time and it might be more expensive to create a title than it would be to contract the services.

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

Yes No

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

B. Will the contractor train City and County employees?

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

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

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

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

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

Leaders in Community Alternatives, Inc. (LCA) is currently providing the service to JPD. Vendors who provided services in the past are allowed to bid.

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

Signature of Departmental Personal Services Contract Coordinator

Sheila Layton

415-465-7337

Print or Type Name

Telephone Number

375 Woodside Ave

San Francisco, CA 94127

Address

Union Notification(s)

◆ **Local 1021**

◆ **Local 21**

Dang, Leorah

From: Layton, Sheila
Sent: Thursday, August 08, 2013 2:59 PM
To: L21PSCReview@ifpte21.org; 'pattie.tamura@seiu1021.org'
Cc: DHR-PSCCoordinator, DHR
Subject: PSC for Electronic Monitoring
Attachments: Electronic Monitoring PSC 8.6.13.pdf

Hi,
Please see the adjusted PSC.
Thanks,
Sheila

From: Layton, Sheila
Sent: Tuesday, August 06, 2013 3:47 PM
To: 'L21PSCReview@ifpte21.org'; 'pattie.tamura@seiu1021.org'
Cc: DHR-PSCCoordinator, DHR
Subject:

Hello,

The attached Personal Services Contract Summary and this email serve as the required union notice.

Please let me know if you have any questions.

Sincerely,
Sheila Layton

Sheila Layton
Juvenile Probation Department
Contract and Program Analyst
375 Woodside Avenue
SF, CA 94127
Phone 415-753-7562
Fax 415-753-7566

Dang, Leorah

From: Layton, Sheila
Sent: Tuesday, August 06, 2013 3:50 PM
To: L21PSCReview@ifpte21.org; 'pattie.tamura@seiu1021.org'
Cc: DHR-PSCCoordinator, DHR
Attachments: Electronic Monitoring PSC 8.6.13.pdf

Hello,

The attached Personal Services Contract Summary and this email serve as the required union notice.

Please let me know if you have any questions.

Sincerely,
Sheila Layton

Sheila Layton
Juvenile Probation Department
Contract and Program Analyst
375 Woodside Avenue
SF, CA 94127
Phone 415-753-7562
Fax 415-753-7566

Prior Notice of Civil Service Commission Action – Original - Current
Copy of PSC Form 1– Original - Current
Administrative Approval PSC - Mod1 (Missing)
Administrative Approval PSC - Mod2 - Current
Administrative Approval PSC - Mod3 - Current

PSC #4142-08/09

Note: Department is requesting a new PSC approval in order to develop a new Request for Proposal and Contract.

4142-08/09
Similar



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

May 21, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 1016-08/09 THROUGH 1018-08/09; 4141-08/09 THROUGH 4150-08/09; 1010-07/08; 4112-02/03; 4029-07/08; 4097-03/04; 4133-05/06 AND 4049-05/06.

At its meeting of May 18, 2009 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

- (1) Postpone PSC #4141-08/09 to the meeting of June 1, 2009 at the request of the Board of Supervisors.
- (2) Adopt the Human Resources Director's report on PSC #4143-08/09 on the condition that the Department of the Environment submit a quarterly report to the Commission concerning the progress of training department staff in the program. Notify the offices of the Controller and the Purchaser.
- (3) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c: Cynthia Ayakian, Airport Commission
- Alicia John-Baptiste, Planning Department
- Rachel Buerkle, Department of the Environment
- Micki Callahan, Human Resources Director
- Robin Courtney, Health Service System
- Jacque Hale, Department of Public Health
- Shameca Jackson, Public Utilities Commission
- Jennifer Johnston, Department of Human Resources
- Nilka Julio, Board of Supervisors
- Naomi Kelly, Office of Contract Administration
- Florence Kyaun, Public Utilities Commission
- William Lee, Department of Emergency Management
- Joan Lubamersky, General Services Administration
- Allison Magee, Juvenile Probation
- Sheila Maxwell, Department of Technology
- Sean McFadden, Recreation & Parks Department
- Mary Ng, Department of Human Resources
- Esther Reyes, Controller's Office
- Brigitte Rockett, Department of Human Resources
- Ben Rosenfield, Controller
- Commission File
- Chron

POSTING FOR
May 18, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

USC No.	Position	Department	Appropriation	Contract Amount	Description of Work	Duration
1018-0809	88	Health Services System	Annual	\$110,000.00	Will provide cafeteria plan administration services including enrollment processing, third-party vendor management, premium reconciliation and payment to applicable vendors.	30-Jun-10
1017-0609	88	Health Services System	Annual	\$160,000.00	Will provide flexible spending account administration services, including maintaining required IRS tax reporting records, sending quarterly account statements and adjudicating claims for reimbursement within IRS guidelines.	30-Jun-10
1018-0809	88	Health Services System	Annual	\$107,735.00	Will administer COBRA benefits for eligible resigned, laid-off and separated members of the Health Services System.	30-Jun-10
4141-0808	1	Board of Supervisors	Regular	\$8,000,000.00	Will provide budget & legislative analyst services, including evaluating and reporting on fiscal and policy matters, the Mayor's Annual Budget, and conducting independent management performance and fiscal audits of City depts. and programs.	31-Dec-14
4142-0809	12	Juvenile Probation	Regular	\$405,000.00	Will provide electronic monitoring services for eligible JPD youth.	30-Jun-12
4143-0809	22	Environment	Regular	\$800,000.00	Will provide professional technical assistance and expertise for the Green Business Program, including development of environmental best management practices and technical green business specifications.	31-Dec-14
4144-0809	27	Airport Commission	Regular	\$75,000.00	Will provide the SFPD-Airport Bureau with on-site installation services for a software upgrade on up to five (5) client workstations with the latest versions of the Intergate products including a server, RMS client, and CAD link.	31-May-10
4145-0809	77	Department of Emergency Management	Regular	\$3,500,000.00	Will assist the Bay Area Urban Areas Security Initiative (UASI), and Bay Area counties and cities, with developing and implementing technical specifications for a design/build contract for a Bay Area Regional Interoperable communication system.	30-Jun-12
4146-0809	81	Department of Health, Laguna Honda Hospital	Regular	\$1,500,000.00	Will provide design review, installation, integration, and testing services for an integrated data and utility network at the new Laguna Honda Hospital buildings.	30-Jun-11
4147-0809	81	Department of Public Health	Regular	\$325,400.00	Will review and further develop protocols and tools for surveillance and investigation of urgent cases and outbreaks of disease, including data collection forms and the Integrated Case and Outbreak Management System (ICOMS).	08-Aug-11
4148-0809	81	Department of Public Health	Regular	\$1,500,000.00	Will evaluate the City and County of SF Healthy SF (HSF) Program, HSF is the City's local effort, begun in 2008 to improve access to health services for uninsured residents.	30-Jun-11
4149-0809	70	General Services Agency-Fleet	Regular	\$550,000.00	Will perform initial installation, configuration and set up of proprietary fleet management software and train staff in implementation, use and administration.	31-Mar-10
4150-0809	42	Recreation and Park Department	Regular	\$400,000.00	Will conduct hazard assessment of City's urban forest, and provide recommendations for reforestation, tree succession and management of park system forest.	30-Jun-12

PERSONAL SERVICES CONTRACT SUMMARY

TE: April 22, 2009(Revised)

DEPARTMENT NAME: Juvenile Probation DEPARTMENT NUMBER 12

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

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

TYPE OF SERVICE: Electronic Monitoring Services

FUNDING SOURCE: Juvenile Probation and Camps Funding (State Funds)

PSC AMOUNT: \$405,000 PSC DURATION: 07/01/09-06/30/2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor will provide electronic monitoring services for eligible JPD youth. The service includes the provision of all necessary equipment including alcohol monitoring systems, Global Positioning Systems, transmitters, receivers, and other equipment that allow the department to track youth released to the program in lieu of detention.

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

Electronic monitoring allows eligible youth to remain in their communities and to continue in school and other programs while serving their probation or awaiting trial. The Court ultimately places youth on electronic monitoring through court order. The department's efforts are geared towards better utilization of detention alternative programming and is working with the Courts to ensure that the program is utilized appropriately. The program is a valuable alternative to detention and without it, the population in Juvenile Hall would be significantly higher.

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

A professional contractor was selected through a request for proposal. The most recent CSC approval is the Notice of Action for PSC # 4152-06/07, approved on May 21, 2007 and modifications were submitted and approved on June 4, 2008, August 20, 2008 and December 1, 2008.

D. Will the contract(s) be renewed: No A Request for Proposal has been issued for the Fiscal 09-10. Contract with existing provider/contractor will expire on 6/30/09.

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

SEIU 1021 Union Name [Signature] Signature of person mailing/faxing form [Date] 4/23/09

Local 21 Union Name [Signature] Signature of person mailing/faxing form [Date] 4/23/09

RFP sent to Local 21 & SEIU, on Local 1021 Union Name [Date] 4/20/09 [Signature] Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

JC# 4142-08/09 STAFF ANALYSIS/RECOMMENDATION:

Reviewed 4/28/09

CIVIL SERVICE COMMISSION ACTION:

09 APR 20 AM 9:13

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractor will provide and install all necessary electronic and GPS equipment, and will monitor the equipment and provide daily reports on the whereabouts of program participants.

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:

The equipment provided is specific to the needs of the program. As stated above, equipment includes GPS systems, alcohol testing/monitoring, and electronic monitoring transmitters worn by the program participants.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

No existing class is trained or expert in working with and/or monitoring the necessary equipment.

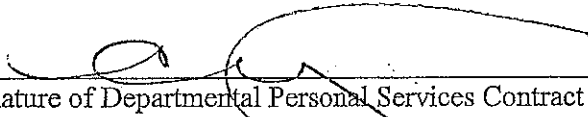
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. There is not a wide enough need to adopt a new class for this specific purpose. Further, the city does not currently own this type of equipment

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

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

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



 Signature of Departmental Personal Services Contract Coordinator

Allison Magee

(415) 753-7817

Print or Type Name

Telephone Number

375 Woodside Avenue

San Francisco, CA 94127

Address



City and County of San Francisco
Juvenile Probation Department

William P. Siffermann
Chief Probation Officer

375 Woodside Avenue
San Francisco, CA 94127
(415) 753-7800

DATE: Sept. 26, 2011
TO: Maria Ryan, DHR-PSC Coordinator
Department of Human Resources (Dept. 33)
FROM: Peter Udovch, Senior Accountant
Juvenile Probation Department (Dept. # 12)
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4142-09/09

Approval Date: 5/18/2009

Description of
Service(s):

Contractor will provide electronic monitoring services for eligible JPD youth. The service includes the provision of all necessary equipment including alcohol monitoring systems, Global Positioning Systems, transmitters, receivers, and other equipment that allow the department to track youth released to the program in lieu of detention.

Original PSC amount:	\$405,000	Original duration:	7/1/09- 6/30/12
Modification #1:	(105,000)	Modification #1 duration:	7/1/09- 6/30/12
Modification #2:	105,000	Modification #2 duration:	7/1/09- 6/30/13
Total amount	\$405,000	Total Duration:	7/1/09- 6/30/13

Reason for the modification:

To extend the contracting authority and services through the end of the new contract period.

Attachments: Copy of PSC Summary sent to DHR.

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 9/27/11

By: Maria Ryan

for Micki Callahan, Human Resources Director



City and County of San Francisco
Juvenile Probation Department

William P. Siffermann
Chief Probation Officer

375 Woodside Avenue
San Francisco, CA 94127
(415) 753-7800

Date: May 15, 2013
To: Leorah Dang, DHR-PSC Coordinator
Department of Human Resources (Dept 33)
From: Sheila Layton, JUV-PSC Coordinator *Sheila Layton*
Juvenile Probation Department (Dept 12)
Re: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4142-08/09

Approval Date: May 18, 2009

Description of Services:

Contractor will provide electronic monitoring services and necessary equipment for eligible JPD youth. Service will allow the department to track youth released to the program in lieu of detention. Youth are placed on electronic monitoring through court order, allowing them to remain in their communities and to continue in school and other programs while serving their probation or awaiting trial. Service is a better utilization of detention alternative programming in lieu of detention in Juvenile Hall.

Original PSC Amount:	\$ 405,000	Original Duration:	7/1/2009-6/30/2012
Modification #1:	\$ (105,000)	Modification #1:	7/1/2009-6/30/2012 no change <i>W</i>
Modification #2:	\$105,000	Modification #2:	<i>W</i> 7/1/2012 7/1/2009-6/30/2013
Modification #3:	\$135,000	Modification #3:	<i>W</i> 7/1/2013 7/1/2009-12/31/2013
Total Amount	\$540,000	Total Duration	7/1/2009-12/31/2013

Reason for the modification:

To extend contracting authority until contract until a new contract can be developed.

Attachments: Copy of Current PSC Approval and CSC Action 5/18/09

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: *W* 5/20/2013

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

Services of the San Francisco Public Utilities Commission

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 18, 2013

DEPARTMENT NAME: San Francisco Municipal Transportation Agency

DEPARTMENT NUMBER 68

TYPE OF APPROVAL: () EXPEDITED (X) REGULAR (OMIT POSTING_____)

() CONTINUING () ANNUAL

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

TYPE OF SERVICE: Municipal Transportation Quality Review

FUNDING SOURCE: Operating Funds

PSC AMOUNT: \$240,000.00

PSC DURATION: November 18, 2013 - November 30, 2019

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

To provide an independent evaluation of the quality of the San Francisco Municipal Transportation Agency's (SFMTA) operations as required under San Francisco Charter Section 8A.107. The consultant will conduct field research including meetings with staff reviewing data collection and calculation methodologies; evaluate/assess the integrity of data and the extent to meet the goals, objectives and standards; identify opportunities to improve services; prepare a report and present the report in public hearings before the Citizens' Advisory Council, SFMTA Board of Directors, and the San Francisco Board of Supervisors.

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

Under Charter Section 8A.107, the SFMTA must contract with a nationally recognized management or transportation consulting firm with offices in San Francisco for an independent review of the extent to which the SFMTA has met the goals, objectives, and performance standards it is required to adopt under Section 8A.103, and the extent to which the SFMTA is expected to meet those goals, objectives, and performance standards in the two fiscal years for which the review is submitted. A denial of this request would mean SFMTA would not meet the Transportation Quality Review requirement included under Section 8A.107 of the Charter.

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):

Similar services have been conducted under Civil Service Commission approved contract number 3093-04/05 of March 21, 2005 and Civil Service Commission approved contract number 4114-07/08 of March 17, 2008.

D. Will the contract(s) be renewed:

No.

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

IFPTE, Local 21 Union Name Signature of person mailing / faxing form Date 7/18/13

Union Name Signature of person mailing / faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4018-13/14

Approved MW 8/30/2013

SFMTA Approved 7-18-13

STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Must have six (6) years of experience performing management consulting or transportation consulting services and successfully completed at least two projects auditing and/or reviewing the operations of a major municipal transportation system for a jurisdiction comparable in size to San Francisco (over 750,000 in population).

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

1684 Auditor II, 1686 Auditor III, 1687 Auditor I, 1803 Performance Analyst I, 1805 Performance Analyst II, and 1830 Performance Analyst III can perform certain aspects of this work, however, no one specific classification can perform the full range of duties.

**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:

Charter Section 8A.107, requires that the SFMTA must contract with a nationally recognized management or transportation consulting firm.

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

No, the charter requires that the services be provided by an outside consulting firm.

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

Yes No

- | | | |
|---|-----|-----|
| A. Will the contractor directly supervise City and County employees? | () | (X) |
| B. Will the contractor train City and County employees?
- 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. | () | (X) |
| C. Are there legal mandates requiring the use of contractual services?
Section 8A.107 of the Charter | (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 South Van Ness Avenue, 6th Floor, San Francisco, CA 94103

Additional Attachment(s)

◇ **Section 5C. Are there legal mandates requiring the use of contractual services?**

- **Sec.8A.107
Municipal Transportation Quality Review**

¶ SEC. 8A.107. MUNICIPAL TRANSPORTATION QUALITY REVIEW.

(a) The Agency shall biennially contract with a nationally recognized management or transportation consulting firm with offices in the City and County for an independent review of the quality of its operations. The contract shall be competitively bid and approved by the Controller and Board of Supervisors. The review shall contain:

1. A detailed analysis of the extent to which the Agency has met the goals, objectives, and performance standards it is required to adopt under Section 8A.103, and the extent to which the Agency is expected to meet those goals, objectives, and performance standards in the two fiscal years for which the review is submitted, and independent verification of the Agency's reported performance under the performance measures adopted pursuant to Section 4 of this measure; and

2. Such recommendations for improvement in the operation of the Agency as the firm conducting the review deems appropriate.

(b) The results of the review shall be presented promptly to the Citizens' Advisory Council, the Agency, the Board of Supervisors, and the Mayor by the reviewing firm; and the Citizens' Advisory Council, the Agency, and the Board of Supervisors shall each promptly hold at least one public hearing thereon.

(Added November 1999)

Union Notification(s)
◆ **Local 21**

Dang, Leorah

From: Hamada, Cynthia <Cynthia.Hamada@sfmta.com>
Sent: Thursday, July 18, 2013 1:35 PM
To: DHR-PSCCoordinator, DHR; L21PSC Review; 'Sharon Jenkins'
Cc: Fox, Travis; Peza, Carlos; Tang, Kezia; Boparai, Parveen; Patel, Ashish
Subject: PSC Municipal Transportation Quality Review
Attachments: 20130718131417525.pdf

DHR-PSC Coordinator - For your review.

IFPTE L21 - For your information.

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

Scan Date: 07.18.2013 13:14:17 (-0400)

Prior DHR Approved PSC Form 1 – Similar

PSC #3093-04/05

Prior Notice of Civil Service Commission Action – Similar

Prior DHR Approved PSC Form 1 - Similar

PSC #4114-07/08

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 16, 2005

DEPARTMENT NAME: 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: Professional services contract/consulting

FUNDING SOURCE: Local funds

PSC AMOUNT: \$50,000.00

PSC DURATION: 3/16/05 - 3/15/07

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Under City Charter Section 8A.107, the Municipal Transit Agency (MTA) every two years is required to contract with a nationally recognized management or transportation consulting firm with offices in the City and County of San Francisco for an independent evaluation of the quality of Muni's operations.

B. Explain why this service is necessary and the consequences of denial: This service is required under City Charter Section 8A.107. Denial would render the MTA in violation of the City Charter.

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 will be the second Municipal Transportation Quality Review conducted since Proposition E was enacted. The first Quality Review took place in 2003 and was conducted by an outside consulting firm that met the City Charter requirements listed above. This service was previously approved by the Civil Service Commission by PSC# 3131-02/03; Approval date: 3/28/03.

D. Will the contract(s) be renewed: MTA may include an option to extend.

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

N/A

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 309.3-04/05

MTA Approved

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

PB
3-16-05

2005 MAR 21 AM 11:37

Human Resources Dept
Certification Unit

City and County of San Francisco

Department of Human Resources

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. **Specify required skills and/or expertise:** At least five years of experience performing management consulting or transportation consulting for clients in and outside of California; at least two completed projects auditing or reviewing the operations of transportation systems; and, an office located in San Francisco.

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:** Under City Charter Section 8A.107, every two years the MTA must contract with a nationally recognized management or transportation consulting firm with offices in the City and County of San Francisco for an independent evaluation of the quality of Muni's operations. There are no appropriate civil service classes.

B. **Would it be practical to adopt a new civil service class to perform this work? Explain.**
No. To meet the requirements of the City Charter, this service must be performed by persons outside of the civil service class system.

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?	()	(X)
C. Are there legal mandates requiring the use of contractual services? <i>Charter Section 8A.107 Municipal Transportation Quality Review</i>	(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, Sr. Personnel Analyst
Signature of Departmental Personal Services Contract Coordinator

PARVEEN BOPARAI
Print or Type Name

415-554-4160
Telephone Number

Municipal Transportation Agency-MUNI Human Resources

401 Van Ness Avenue, Room #320, S.F., Ca 94102
Address

2005 MAR 21 AM 11:37
Human Resources Dept
Certification Unit

Sec. 8A.105.

San Francisco - Charter

40H

together with any interest earned thereon, in the Municipal Transportation Fund, and any amounts unspent or uncommitted at the end of any fiscal year shall be carried forward, together with interest thereon, to the next fiscal year for the purposes specified in this Article. (Added November 1999)

SEC. 8A.106. BUDGET.

The Agency shall be subject to the provisions of Article IX of this Charter except:

(a) No later than March 1 of each year, after professional review, public hearing and after receiving the recommendations of the Citizens' Advisory Council, the Agency shall submit its proposed budget for the next fiscal year to the Mayor and the Board of Supervisors for their review and consideration. The Agency shall propose a base budget that is balanced without the need for additional funds over the Base Amount, but may include fare increases and decreases, and reductions or abandonment of service. The Mayor shall submit the base budget to the Board of Supervisors, without change. Should the Agency request additional support over the Base Amount, it shall submit an augmentation request for those funds in the standard budget process and subject to normal budgetary review and amendment.

(b) At the time the budget is adopted, the Agency shall certify that the budget is adequate in all respects to make substantial progress towards meeting the goals, objectives, and performance standards established pursuant to Section 8A.103 for the fiscal year covered by the budget.

(c) No later than August 1, the Board of Supervisors may allow the Agency's base budget to take effect without any action on its part or it may reject but not modify the Agency's base budget by a two-thirds' vote. Any fare or service change proposed in the base budget shall be considered accepted unless rejected by a two-thirds' vote on the entire base budget. Should the Board reject the base budget, it shall make additional interim appropriations to the Agency from the Municipal Transportation Fund sufficient to permit the Agency to maintain all operations through the extended interim period until a base budget is adopted. Any request for augmentation funding shall be approved, modified, or rejected under the general provisions of Article IX. (Added November 1999)

SEC. 8A.107. MUNICIPAL TRANSPORTATION QUALITY REVIEW

(a) The Agency shall biennially contract with a nationally recognized management or transportation consulting firm with offices in the City and County for an independent review of the quality of its operations. The contract shall be competitively bid and approved by the Controller and Board of Supervisors. The review shall contain:

1. A detailed analysis of the extent to which the Agency has met the goals, objectives, and performance standards it is required to adopt under Section 8A.103, and the extent to which the Agency is expected to meet those goals, objectives, and performance standards in the two fiscal years for which the review is submitted, and independent verification of the Agency's reported performance under the performance measures adopted pursuant to Section 4 of this measure; and

2. Such recommendations for improvement in the operation of the Agency as the firm conducting the review deems appropriate.

(b) The results of the review shall be presented promptly to the Citizens' Advisory Council, the Agency, the Board of Supervisors, and the Mayor by the reviewing firm; and the Citizens' Advisory Council, the Agency, and the Board of Supervisors shall each promptly hold at least one public hearing thereon. (Added November 1999)

SEC. 8A.108. FARE CHANGES AND ROUTE ABANDONMENTS.

(a) Any proposed change in fares shall be submitted to the Board of Supervisors as part of the Agency's budget under Section 8A.106, and may be rejected at that time by a two-thirds' vote of the Board.

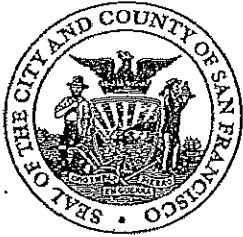
The Agency shall base any proposed change in Municipal Railway fares on the following criteria:

1. The Municipal Railway's need for additional funds for operations and capital improvements.

2. The extent to which the increase is necessary to meet the goals, objectives, and performance standards previously established by the Agency pursuant to Section 8A.103.

2005 MAR 18 AM 11:38
Human Resources Dept.
Certification Unit

4114-07/08
similar



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

March 20, 2008

NOTICE OF CIVIL SERVICE COMMISSION ACTION

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4109-07/08 THROUGH 4116-07/08; 1009-06/07 AND 4085-07/08.

At its meeting of March 17, 2008 the Civil Service Commission had for its consideration the above matter.

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

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

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c: Parveen Boparai, Municipal Transportation Agency
- Rachel Buerkle, Department of the Environment
- Micki Callahan, Human Resources Director
- Connie Chang, Public Utilities Commission
- Robin Courtney, Health Services System
- Nancy Gonchar, Arts Commission
- Jacque Hale, Department of Public Health
- Ed Harrington, Controller
- Mikhael Hart, Planning Department
- Jennifer Johnston, Department of Human Resources
- Naomi Kelly, Office of Contract Administration
- Artina Lim, Department of Children, Youth & Their Families
- Jonathan Nelly, Department of Human Resources
- Commission File
- Chron

POSTING FOR
March 17, 2008

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
4109-07/08	22	Environment	Regular	\$1,500,000.00	Will provide professional technical assistance for program development and implementation of the Toxics Reduction and Zero Waste programs.	30-Jun-14
4110-07/08	23	Department of Children, Youth & Their Families	Regular	\$687,500.00	Will provide production and distribution of unitized meals to the children and youth enrolled in the 2008 Mayor's Summer Food Service Program.	15-Aug-08
4111-07/08	28	Arts Commission	Regular	\$4,000,000.00	Will provide contracts for multiple artists to design, fabricate, transport and install artworks at SF International Airport as part of the capital projects at the Airport, including the renovation of Terminal 2, and the construction of the Terminal 3.	31-Jul-13
4112-07/08	29	Planning Department	Regular	\$130,000.00	Will perform a detailed analysis of pedestrian spaces in two SF neighborhoods: Fisherman's Wharf and the Mission. The work will primarily entail a detailed analysis of the existing built environment and public life conditions.	31-Dec-09
4113-07/08	35	Municipal Transportation Agency (MTA)	Regular	\$1,200,000.00	Will implement the AB101 mandate that enforces parking violations in specified transit only traffic lanes through the use of video image evidence.	01-Jan-12
4114-07/08	35	Municipal Transportation Agency (MTA)	Regular	\$5,000,000.00	Will provide transit service related to the San Francisco Municipal Transportation Agency's (SFMTA's) implementation phase of the Transit Effectiveness Project (TEP). Will provide year round 24 hour 7 day a week access to telephone interpreters for San Francisco General Hospital, the Public Health Centers, Laguna Honda Hospital, Health at Home other Department locations.	01-Mar-10
4115-07/08	81	Department of Public Health	Regular	\$828,000.00	Will provide retroactive electronic claims submissions to Medi-Cal, Medicare and commercial insurance payers and processing of those claims for the Community Health Network (CHN).	31-Dec-13
4116-07/08	81	Department of Public Health	Regular	\$0.00		30-Jun-14

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 02/01/08

DEPARTMENT NAME: Municipal Transportation Agency (MTA) DEPARTMENT NUMBER: #35

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

[] CONTINUING [] ANNUAL

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

TYPE OF SERVICE: Transit Service Planning and Implementation Consulting Services

FUNDING SOURCE: State and Local Funding

PSC AMOUNT: \$5,000,000.00

PSC DURATION: March 1, 2008 -- March 1, 2010

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide transit service related to the San Francisco Municipal Transportation Agency's (SFMTA's) implementation phase of the Transit Effectiveness Project (TEP). Proposed work includes transit service best practices, service implementation, and evaluation services including transit planning, operations, finance, communications, demand and programmatic analyses.

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

The SFMTA is comprised of two departments - the Municipal Railway (Muni) and the Department of Parking and Traffic (DPT). The SFMTA's FY 2007-08 budget totals \$680 million and is staffed with 4,865 individuals. The agency has experienced a structural budget imbalance with operating deficits ranging from \$11 to \$60 million in the last five years alone. The imbalance is the result of revenue sources that are either flat or decreasing and rising costs in health care, retirement benefits, wages, fuel, and the initiation of new services. The SFMTA has closed these deficits with a combination of increases to fares, parking fees and fines, staff reductions, service adjustments and the use of one-time funding sources. While the SFMTA has made some progress in increasing efficiency, the SFMTA's 20-year operating budget will continue to project a shortfall unless new sources of revenue are identified.

There are several efforts underway to enhance SFMTA's operations and available resources, including the Transit Effectiveness Project (TEP), scheduled to be completed in early 2008. TEP is a project to review, evaluate, and recommend improvements to the existing Muni transit system which would result in making service more attractive to the public and lower operating costs.

In an effort to promote the SFMTA's long-term financial stability, SFMTA is seeking technical expertise in transit planning, service implementation, and evaluation services. Denial of these services may jeopardize the implementation of the TEP.

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):

Similar service was provided in the past under PSC # 4072-05/06 for the Controller's Office.

D. Will the contract(s) be renewed:

No.

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

Local 21	<i>Christine Campbell</i>	2/14/08
Union Name	Signature of person mailing / faxing form	Date
N/A		
Union Name	Signature of person mailing / faxing form	Date

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4114-07/08

STAFF ANALYSIS/RECOMMENDATION: MTA Approved

CIVIL SERVICE COMMISSION ACTION: 2-14-08

FB

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Expertise in providing transit consulting services to governmental organizations, and must have successfully implemented at least two (2) projects within the past five (5) years in comprehensive transit service planning, evaluation, environmental and/or financial analysis, and/or communications and public outreach for a jurisdictions comparable San Francisco, (over 250,000 in population). The lead staff assigned to the proposed project(s) must individually have had a similar lead role in two (2) comparable projects within the past five (5) years.

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

Although there is a range of classifications that can perform certain aspects of this work, there is no one specific classification that can perform the full range of duties for this type of 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:

The SFMTA does not have the staff that possesses the special knowledge and extensive expertise to perform the full range of this type of work.

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

No. This is a short term project , therefore It is not practical to adopt a new civil service class to perform this work. It is more cost effective and efficient financially to use a contractor who has the expertise and experience to perform this 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?
- 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:

Parveen Boparai, Sr. Personnel Analyst

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

(415) 554-4160
Telephone Number

Municipal Transportation Agency, Human Resources

401 Van Ness Avenue, Room 320, San Francisco, CA 94102
Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 16, 2013

DEPARTMENT NAME: GSA/Office of Contract Administration DEPARTMENT NUMBER 70

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

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

TYPE OF SERVICE: Window Cleaning Service for City Buildings

FUNDING SOURCE: General Fund

PSC Amount: \$ 1,000,000.00 PSC Duration: Dec. 1, 2013 to Nov. 30, 2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:
Clean interior and exterior windows, skylights and roof windows, greenhouses, Plexiglas, mirrors, stained glass, etc. at City-owned facilities in San Francisco, San Mateo and Alameda Counties.

B. Explain why this service is necessary and the consequences of denial:
This service is necessary for the maintenance of City properties. Denial will result in unsightly and unsanitary facilities and contribute to a general decline in workplace morale and in the ambiance of neighborhoods in which City facilities are located. Facilities include Davies Symphony Hall, the Opera House, City Hall, parks, libraries, San Francisco General Hospital, Laguna Honda Hospital.

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 provided by a Citywide contract that will expire November 30, 2013. Most recent personal contract approval number is 4008 - 08/09.

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

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

SEIU Local 1021 [Signature] 5/16/13
Union Name Signature of person mailing/faxing form Date

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4020-13/14
STAFF ANALYSIS/RECOMMENDATION: Approved WW 8/30/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise:
Five years experience in the professional window cleaning business in large buildings. Knowledge of the safe use of chemicals, suspension devices, permitting requirements. Ability to schedule resources and equipment in coordination with department representatives. Knowledge of Cal-OSHA and Department of Industrial Relations rules and other applicable regulations.
- B. Which, if any, civil service class normally performs this work?
Class 7392 Window Cleaner and Class 7268 Window Cleaner Supervisor could perform this work.
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
Yes. Scaffolds, ropes and rigging, hoses, ladders, lift trucks, cranes, bosun's chairs

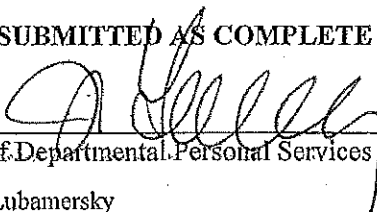
4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable:
The work is intermittent and sporadic, depending on a department's need, availability of funds, scheduling and the weather. There is little or no outside work in the winter months.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. Work is as needed and sporadic. No need for a new class.

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

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

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



 Signature of Departmental Personal Services Contract Coordinator
 Joan Lubamersky (415) 554-4859

 Print or Type Name Telephone Number

1 Dr. Carlton Goodlett Place
 San Francisco, CA 94102

 Address

Union Notification(s)
◆ Local 1021

Dang, Leorah

From: Lubamersky, Joan
Sent: Thursday, May 16, 2013 11:14 AM
To: pattie.tamura@seiu1021.org; Brook.Demmerle@seiu1021.org
Cc: DHR-PSCCoordinator, DHR
Subject: PSC Form 1 as needed window washing OCA \$1 million 2013 - 2016
Attachments: PSC Form 1 Window Washing 1 million 2013-2016.pdf

Please see attached Form 1 for as needed window washing and let me know if you have any questions or desire additional information.

Joan

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

Prior Notice of Civil Service Commission Action – Original - Expired
Prior DHR Approved PSC Form 1 – Original - Expired
PSC #4008-08/09

Original
4008-08/09
Expired



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

DONALD A. CASPER
PRESIDENT

August 11, 2008

MORGAN R. GORRONG
VICE PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION ACTION

MARY Y. JUNG
COMMISSIONER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 1011-08/09; 4006-08/09 THROUGH 4008-08/09; 4112-06/07; 4113-06/07 AND 4062-04/05.

YU-YIE WU SHERIDAN
COMMISSIONER

At its meeting of August 4, 2008 the Civil Service Commission had for its consideration the above matter.

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

ANITA SANCHEZ
EXECUTIVE OFFICER

- It was the decision of the Commission to:
- (1) Withdraw PSC #1011-08/09; the contract amount is less than \$50,000 and does not require Commission approval, in accordance with PSC approval procedures.
 - (2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c: Parveen Boparai, Municipal Transportation Agency
- Jesusa Bushong, San Francisco Fire Department
- Micki Callahan, Human Resources Director
- Jacque Hale, Department of Public Health
- Joan Lubamersky, Administrative Services
- Jennifer Johnston, Department of Human Resources
- Naomi Kelly, Office of Contract Administration
- Julian Low, Mayor's Office of Business & Economic
- Mary Ng, Department of Human Resources
- Briggette Rockett, Department of Human Resources
- Ben Rosenfield, Controller
- Commission File
- Chron

POSTING FOR
August 04, 2008

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Effective Date	Department	Approval Type	Contract Amount	Description of work	Duration
1011-08-03	31	San Francisco Fire Department	Annual	\$9,950.00	Will provide maintenance and repair of all Fire Department gas powered tools as necessary.	30-Jun-08
4006-08-03	24	Office of Economic & Workforce Development	Regular	\$900,000.00	Will provide creation of Financial Reports and documents, conduct financial compliance reviews of WFA Service Providers.	30-Jun-09
4007-08-03	35	San Francisco Municipal Transportation Agency	Regular	\$400,000.00	Will provide core capacity analyses and services simulations with proposed remedial measures, e.g. Infrastructure improvements such as switch reconfiguration, designed to resolve service delivery problems and improve reliability.	01-Oct-10
4008-08-03	70	CSA/Office of Contract Administration	Regular	\$500,000.00	Will provide clean interior windows, skylights and roof windows, greenhouses, Plexiglas, mirrors, stained glass, etc. at City-owned or occupied facilities in San Francisco, San Mateo and Alameda Counties.	31-Jul-11

5503

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 2, 2008

DEPARTMENT NAME: GSA/Office of Contract Administration DEPARTMENT NUMBER 70

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

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

TYPE OF SERVICE: Window Washing Service for City Buildings

FUNDING SOURCE: General Fund

PSC AMOUNT: \$500,000 PSC DURATION: 8/1/08 - 7/31/11

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Clean interior and exterior windows, skylights and roof windows, greenhouses, Plexiglas, mirrors, stained glass, etc. at City-owned or occupied facilities in San Francisco, San Mateo and Alameda Counties.

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

This service is necessary for the maintenance of City properties. Denial will result in unsightly and unsanitary facilities and contribute to a general decline in workplace morale and in the ambience of neighborhoods in which City facilities are located. Facilities include Davies Symphony Hall, the Opera House, City Hall, parks, libraries, San Francisco General Hospital.

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 provided by a Citywide contract that expired in March 2008.

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

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

SEIU Local 1021 Union Name Signature of person mailing/faxing form Date 7/3/08
Union Name Signature of person mailing/faxing form Date
RFP sent to Union Name, on N/A Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4608-08/09
STAFF ANALYSIS/RECOMMENDATION:

Approved
jm

CIVIL SERVICE COMMISSION ACTION:

08/11/08 7:22 PM

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*Five years experience in the professional window cleaning business in large buildings
 Knowledge of the safe use of chemicals, suspension devices, permitting requirements
 Ability to schedule resources and equipment in coordination with department representatives
 Knowledge of Cal-OSHA and Dept of Industrial Relations rules and other applicable regulations*

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

Class 7392 Window Cleaner and Class 7268 Window Cleaner Supervisor could perform this work and do so at the Airport, using equipment owned by the Airport.

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

Yes. Scaffolds, ropes and rigging, hoses, ladders, lift trucks, cranes, bosun's chairs.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The work is intermittent and sporadic, depending on a department's need and scheduling availability and the weather. There is little, to no, outside work in the winter months. It is possible that, in this budget year, few departments will opt to have their windows washed.

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

No. Work is as needed and sporadic. We inquired if the Airport could do this work if additional employees were hired and services performed by work order. The Airport indicated they would need to purchase more equipment, vehicles and training. It does not make sense to make this investment, as work is sporadic.

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 (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

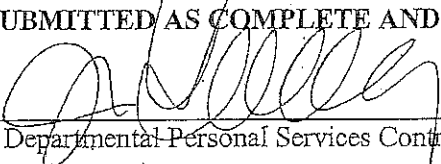
C. Are there legal mandates requiring the use of contractual services?

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

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

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

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


 Signature of Departmental Personal Services Contract Coordinator

Joan Lubamersky

(415) 554-4859

Print or Type Name

Telephone Number

1 Dr. Carlton B. Goodlett Place

San Francisco, CA 94103

Address

PERMITS
GENERAL
Blank

JUL 22 2013 PERSONAL SERVICES CONTRACT SUMMARY

DATE: _____

DEPARTMENT NAME: Public Health DEPARTMENT NUMBER 81

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

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

TYPE OF SERVICE: Qualified / Authorized Medical Physicist

FUNDING SOURCE: General Funds

PSC AMOUNT: \$700,000 (estimated \$140,000 /yr) PSC DURATION: 1/1/2014 - 12/31/2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The contractor must be a Qualified/Authorized Medical Physicist and will perform acceptance testing, calibration, consultations, and safety surveys of all imaging equipment in Radiology, Operating Room, Cardiology, Gastrointestinal, Orthopedics and Dental departments and other departments as needed and assist in the development of quality control programs in all departments within the a given facility. A Qualified or Authorized Medical Physicist is an individual who is competent to practice independently in one or more of the subfields of medical physics. Normal expenditures for the Department are approximately \$40,000 / year. However, due to the SFGH rebuild and the introduction of nuclear medicine capabilities it is anticipated that the annual usage may temporarily increase, and then return to the normal levels once the facility is fully operational.

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

This is a regulatory requirement of the California Department of Public Health (CPDH), US Food and Drug Administration (FDA), Mammography Quality Standards Act (MQSA), The Joint Commission, and other governing bodies. If the Department does not have the services of a Qualified/Authorized Medical Physicist, the Department will be forced to either stop providing radiology services or forfeit any/all reimbursement for services, thus leading to an inability of the Department to carry out a key component of its mission.

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 services are currently performed by a purchase order administered by the Office of Contract Administration and is being continued in the future under a professional services agreement.

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):

Municipal Executive Association (MEA)

Jacquie Hale

JUL 22 2013

Union Name

Signature of person mailing/faxing form

Date

Union Name

Signature of person mailing/faxing form

Date

RFP sent to _____, on _____
Union Name Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4021-13/14

STAFF ANALYSIS/RECOMMENDATION: Approved MW 8/30/2013

CIVIL SERVICE COMMISSION ACTION:

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

3A. Specify required skills and/or expertise

- **Attachment 1: 10 CFR 35.51**
- **Attachment 2: California State Application**
- **Attachment 3: AAPM Definition of a QMP**
- **Attachment 4: 21 Code of Federal Regulations Part 900.12(a)(3)(i)**
- **Attachment 5: Regulations title 17 sections 30315.52 and 30315.60**



Attachment 1

Home > NRC Library > Document Collections > NRC Regulations (10 CFR) > Part Index > § 35.51 Training for an authorized medical physicist.

§ 35.51 Training for an authorized medical physicist.

Except as provided in § 35.57, the licensee shall require the authorized medical physicist to be an individual who—

(a) Is certified by a specialty board whose certification process has been recognized by the Commission or an Agreement State and who meets the requirements in paragraphs (b)(2) and (c) of this section. (The names of board certifications which have been recognized by the Commission or an Agreement State will be posted on the NRC's Web page.) To have its certification process recognized, a specialty board shall require all candidates for certification to:

(1) Hold a master's or doctor's degree in physics, medical physics, other physical science, engineering, or applied mathematics from an accredited college or university;

(2) Have 2 years of full-time practical training and/or supervised experience in medical physics—

(i) Under the supervision of a medical physicist who is certified in medical physics by a specialty board recognized by the Commission or an Agreement State; or

(ii) In clinical radiation facilities providing high-energy, external beam therapy (photons and electrons with energies greater than or equal to 1 million electron volts) and brachytherapy services under the direction of physicians who meet the requirements in § 35.57, 35.490, or 35.690; and

(3) Pass an examination, administered by diplomates of the specialty board, that assesses knowledge and competence in clinical radiation therapy, radiation safety, calibration, quality assurance, and treatment planning for external beam therapy, brachytherapy, and stereotactic radiosurgery; or

(b)(1) Holds a master's or doctor's degree in physics, medical physics, other physical science, engineering, or applied mathematics from an accredited college or university; and has completed 1 year of full-time training in medical physics and an additional year of full-time work experience under the supervision of an individual who meets the requirements for an authorized medical physicist for the type (s) of use for which the individual is seeking authorization. This training and work experience must be conducted in clinical radiation facilities that provide high-energy, external beam therapy (photons and electrons with energies greater than or equal to 1 million electron volts) and brachytherapy services and must include:

(i) Performing sealed source leak tests and inventories;

(ii) Performing decay corrections;

(iii) Performing full calibration and periodic spot checks of external beam treatment units, stereotactic radiosurgery units, and remote afterloading units as applicable; and

(iv) Conducting radiation surveys around external beam treatment units, stereotactic radiosurgery units, and remote afterloading units as applicable; and

(2) Has obtained written attestation that the individual has satisfactorily completed the requirements in paragraphs (c) and (a)(1) and (a)(2), or (b)(1) and (c) of this section, and has achieved a level of competency sufficient to function independently as an authorized medical physicist for each type of therapeutic medical unit for which the individual is requesting authorized medical physicist status. The written attestation must be signed by a preceptor authorized medical physicist who meets the requirements in §§ 35.51, 35.57, or equivalent Agreement State requirements for an authorized medical physicist for each type of therapeutic medical unit for which the individual is requesting authorized medical physicist status; and

(c) Has training for the type(s) of use for which authorization is sought that includes hands-on device operation, safety procedures, clinical use, and the operation of a treatment planning system. This training requirement may be satisfied by satisfactorily completing either a training program provided by the vendor or by training supervised by an authorized medical physicist authorized for the type(s) of use for which the individual is seeking authorization.

[67 FR 20370, Apr. 24, 2002; 67 FR 62872, Oct. 9, 2002, as amended at 68 FR 19324, Apr. 21, 2003; 69 FR 55737, Sep. 16, 2004; 70 FR 16362, Mar. 30, 2005; 71 FR 15008, Mar. 27, 2006; 74 FR 33904, Jul. 14, 2009]

Page Last Reviewed/Updated Monday, June 03, 2013

Attachment 2

For 2008 10 CFR 35, visit http://www.access.gpo.gov/nara/cfr/waisidx_08/10cfr35_08.html.

RHB FORM 313A (AMP)
(7-2010)

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

**AUTHORIZED MEDICAL PHYSICIST TRAINING AND EXPERIENCE
AND PRECEPTOR ATTESTATION
[10 CFR 35.51]**

Name of Proposed Authorized Medical Physicist

Requested Authorization(s)
(check all that apply) 35.400 Ophthalmic use of strontium-90 35.600 Teletherapy unit(s)
 35.600 Remote afterloader unit(s) 35.600 Gamma stereotactic radiosurgery unit(s)

PART I – TRAINING AND EXPERIENCE
(Select one of the three methods below)

*Training and Experience, including Board Certification, must have been obtained within the 7 years preceding the date of application or the individual must have obtained related continuing education and experience since the required training and experience was completed. Provide dates, duration, and description of continuing education and experience related to the uses checked above.

1. Board Certification

- a. Provide a copy of the board certification.
- b. Go to the table in 3.c. and describe training provider and dates of training for each type of use for which authorization is sought.
- c. Skip to and complete Part II Preceptor Attestation.

2. Current Authorized Medical Physicist Seeking Additional Authorization for use(s) checked above

- a. Go to the table in section 3.c. to document training for new device.
- b. Skip to and complete Part II Preceptor Attestation

3. Education, Training, and Experience for Proposed Authorized Medical Physicist

- a. Education: Document master's or doctor's degree in physics, medical physics, other physical science, engineering, or applied mathematics from an accredited college or university.

Degree	Major Field
College or University	

- b. Supervised Full-Time Medical Physics Training and Work Experience in clinical radiation facilities that provide high-energy external beam therapy (photons and electrons with energies greater than or equal to 1 million electron volts) and brachytherapy services.

Yes. Completed 1 year of full-time training in medical physics (for areas identified below) under the supervision of _____ who meets the requirements for an Authorized Medical Physicist.

AND

Yes. Completed 1 year of full-time work experience in medical physics (for areas identified below) under the supervision of _____ who meets the requirements for an Authorized Medical Physicist.

RHB FORM 313A (AMP)
(7-2010)

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

AUTHORIZED MEDICAL PHYSICIST TRAINING AND EXPERIENCE AND PRECEPTOR ATTESTATION (continued)

3. Education, Training, and Experience for Proposed Authorized Medical Physicist (continued)

b. Supervised Full-Time Medical Physics Training and Work Experience (continued)

If more than one supervising individual is necessary to document supervised training, provide multiple copies of this page.

Description of Training/ Experience	Location of Training/License or Permit Number of Training Facility/Medical Devices Used+	Dates of Training*	Dates of Work Experience*
Medical Physics			
Performing sealed source leak tests and inventories			
Performing decay corrections			
Performing full calibration and periodic spot checks of external beam treatment unit(s)			
Performing full calibration and periodic spot checks of stereotactic radiosurgery unit(s)			
Performing full calibration and periodic spot checks of remote afterloading unit(s)			
Conducting radiation surveys around external beam treatment unit(s), stereotactic radiosurgery unit(s), remote after loading unit(s)			

Supervising Individual** : License/Permit Number listing supervising individual as an authorized Medical Physicist (if not listed on a California Radioactive Materials License, attach a copy of the NRC or Agreement State license)

Remote afterloader unit(s) Teletherapy unit(s) Gamma stereotactic radiosurgery unit(s)

+ Training and work experience must be conducted in clinical radiation facilities that provide high-energy external beam therapy (photons and electrons with energies greater than or equal to 1 million electron volts) and brachytherapy services.

* 1 year of Full-time medical physics training and 1 year of full time work experience cannot be concurrent.

** If the supervising medical physicist is not an authorized medical physicist, the licensee must submit evidence that the supervising medical physicist meets the training and experience requirements in 10 CFR 35.51 and 35.59 for the types of use for which the individual is seeking authorization.

AUTHORIZED MEDICAL PHYSICIST TRAINING AND EXPERIENCE AND PRECEPTOR ATTESTATION (continued)

3. Education, Training, and Experience for Proposed Authorized Medical Physicist (continued)

c. Describe training provider and dates of training for each type of use for which authorization is sought.

Description of Training	Training Provider and Dates		
	Remote Afterloader	Teletherapy	Gamma Stereotactic Radiosurgery
Hands-on device operation			
Safety procedures for the device use			
Clinical use of the device			
Treatment planning system operation			

Supervising Individual: License/Permit Number listing supervising individual as an authorized Medical Physicist (if not listed on a California Radioactive Materials License, attach a copy of the NRC or Agreement State license)
If training is provided by Supervising Medical Physicist, (if more than one supervising individual is necessary to document supervised training, provide multiple copies of this page.)

for the following types of use:
 Remote afterloader unit(s) Teletherapy unit(s) Gamma stereotactic radiosurgery unit(s)

If Applicable:

Authorization Sought	Device	Training Provided By	Dates of Training
35.400 Ophthalmic Use of strontium-90			

d. Skip to and complete Part II Preceptor Attestation.

RHB FORM 313A (AMP)
(7-2010)

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

AUTHORIZED MEDICAL PHYSICIST TRAINING AND EXPERIENCE AND PRECEPTOR ATTESTATION (continued)

PART II – PRECEPTOR ATTESTATION

Note: This part must be completed by the individual's preceptor. The preceptor does not have to be the supervising individual as long as the preceptor provides, directs, or verifies training and experience required. If more than one preceptor is necessary to document experience, obtain a separate preceptor statement from each.

First Section

Check one of the following:

1. Board Certification

I attest that _____ has satisfactorily completed the requirements in
Name of Proposed Authorized Medical Physicist
 10 CFR 35.51(a)(1) and (a)(2).

OR

2. Education, Training, and Experience

I attest that _____ has satisfactorily completed the 1-year of full-time
Name of Proposed Authorized Medical Physicist
 training in medical physics and an additional year of full-time work experience as required by 10 CFR 35.51(b)(1).

AND

Second Section

Complete the following: RHB FORM 313A (AMP)

I attest that _____ has training for the types of use for which authorization
Name of Proposed Authorized Medical Physicist
 is sought that include hands-on device operation, safety procedures, clinical use, and the operation of a treatment planning system.

AND

Third Section

Complete the following:

I attest that _____ has achieved a level of competency sufficient to
Name of Proposed Authorized Medical Physicist
 function independently as an Authorized Medical Physicist for the following:

- 35.400 Ophthalmic use of strontium-90 35.600 Teletherapy unit(s)
 35.600 Remote afterloader unit(s) 35.600 Gamma stereotactic radiosurgery unit(s)

AND

Fourth Section

Complete the following for preceptor attestation and signature:

- I meet the requirements in 10 CFR 35.51, or equivalent Agreement State requirements for Authorized Medical Physicist for the following:
- 35.400 Ophthalmic use of strontium-90 35.600 Teletherapy unit(s)
 35.600 Remote afterloader unit(s) 35.600 Gamma stereotactic radiosurgery unit(s)

Name of Preceptor:	Signature:	Telephone Number:	Date:
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License/Permit Number and Facility Name (if not a California Radioactive Materials License, attach a copy of the NRC or Agreement State license):

Attachment 3

Definition of a Qualified Medical Physicist

For the purpose of providing clinical professional services, a Qualified Medical Physicist (QMP) is an individual who is competent to independently provide clinical professional services in one or more of the subfields¹ of medical physics. The subfields of medical physics are:

1. Therapeutic Medical Physics
2. Diagnostic Medical Physics
3. Nuclear Medical Physics
4. Medical Health Physics

The scope of practice of each subfield is defined in the AAPM Professional Policy 17 "Scope of Practice of Clinical Medical Physics".

A Qualified Medical Physicist meets each of the following credentials:

1. Has earned a master's or doctoral degree in physics, medical physics, biophysics, radiological physics, medical health physics, or equivalent disciplines from an accredited college or university; and
2. Has been granted certification in the specific subfield(s) of medical physics with its associated medical health physics aspects by an appropriate national certifying body and abides by the certifying body's requirements for continuing education.

The following certifying bodies have been deemed appropriate:

1. **For the subfield of Therapeutic Medical Physics**, certification by:
 - The American Board of Radiology; or
 - The American Board of Medical Physics; or
 - The Canadian College of Physicists in Medicine.
2. **For the subfield of Diagnostic Medical Physics**, certification by:
 - The American Board of Radiology; or
 - The American Board of Medical Physics; or
 - The Canadian College of Physicists in Medicine.
3. **For the subfield of Nuclear Medical Physics**, certification by:
 - The American Board of Radiology; or
 - The American Board of Medical Physics; or
 - The Canadian College of Physicists in Medicine; or
 - The American Board of Science in Nuclear Medicine.
4. **For the subfield of Medical Health Physics**, certification by:
 - The American Board of Medical Physics; or
 - The American Board of Health Physics including a minimum of three years relevant experience in the subfield of medical health physics

¹ Previous certification categories in medical physics included radiological physics, therapeutic radiological physics, medical nuclear physics, diagnostic radiological physics and diagnostic imaging physics.

Attachment 4

(ii) FDA determines that the facility has taken sufficient corrective action since the laps of, denial of renewal, or revocation of its previous certificate.

(3) After receiving the provisional certificate, the facility may lawfully resume performing mammography services while completing the requirements for certification.

(4) If a facility's certificate was revoked on the basis of an act described in 41 U.S.C. 263b(i)(1), no person who owned or operated that facility at the time the act occurred may own or operate a mammography facility within 2 years of the date of revocation.

Sec. 900.12 Quality standards.

(a) *Personnel.* The following requirements apply to all personnel involved in any aspect of mammography, including the production, processing, and interpretation of mammograms and related quality assurance activities:

(1) *Interpreting physicians.* All physicians interpreting mammograms shall meet the following qualifications:

(i) *Initial qualifications.* Unless the exemption in paragraph (a)(1)(iii)(A) of this section applies, before beginning to interpret mammograms independently, the interpreting physician shall:

(A) Be licensed to practice medicine in a State;

(B) (1) Be certified in an appropriate specialty area by a body determined by FDA to have procedures and requirements adequate to ensure that physicians certified by the body are competent to interpret radiological procedures, including mammography; or

(2) Have had at least 3 months of documented formal training in the interpretation of mammograms and in topics related to mammography. The training shall include instruction in radiation physics, including radiation physics specific to mammography, radiation effects, and radiation protection. The mammographic interpretation component shall be under the direct supervision of a physician who meets the requirements of paragraph (a)(1) of this section;

(C) Have a minimum of 60 hours of documented medical education in mammography, which shall include: Instruction in the interpretation of mammograms and education in basic breast anatomy, pathology, physiology, technical aspects of mammography, and quality assurance and quality control in mammography. All 60 of these hours shall be category I and at least 15 of the category I hours shall have been acquired within the 3 years immediately prior to the date that the physician qualifies as an interpreting physician. Hours spent in residency specifically devoted to mammography will be considered as equivalent to Category I continuing medical education credits and will be accepted if documented in writing by the appropriate representative of the training institution; and

(D) Unless the exemption in paragraph (a)(1)(iii)(B) of this section applies, have interpreted or multi-read at least 240 mammographic examinations within the 6-month period immediately prior to the date that the physician qualifies as an interpreting physician. This interpretation or multi-reading shall be under the direct supervision of an interpreting physician.

(ii) *Continuing experience and education.* All interpreting physicians shall maintain their qualifications by meeting the following requirements:

(A) Following the second anniversary date of the end of the calendar quarter in which the requirements of paragraph (a)(1)(i) of this section were completed, the interpreting physician shall have interpreted or multi-read at least 960 mammographic examinations during the 24 months immediately preceding the date of the facility's annual MQSA inspection or the last day of the calendar quarter preceding the inspection or any date in-between the two. The facility will choose one of these dates to determine the 24-month period.

(B) Following the third anniversary date of the end of the calendar quarter in which the requirements of paragraph (a)(1)(i) of this section were completed, the interpreting physician shall have taught or completed at least 15 category I continuing medical education units in mammography during the 36 months immediately preceding the date of the facility's annual MQSA inspection or the last day of the calendar quarter preceding the inspection or any date in between the two. The facility will choose one of these dates to determine the 36-month period. This training shall include at least six category I continuing medical education credits in each mammographic modality used by the interpreting physician in his or her practice; and

(C) Before an interpreting physician may begin independently interpreting mammograms produced by a new mammographic modality, that is, a mammographic modality in which the physician has not previously been trained, the interpreting physician shall have at least 8 hours of training in the new mammographic modality.

(D) Units earned through teaching a specific course can be counted only once towards the 15 required by paragraph (a)(1)(ii)(B) of this section, even if the course is taught multiple times during the previous 36 months.

(iii) *Exemptions.*

(A) Those physicians who qualified as interpreting physicians under paragraph (a)(1) of this section of FDA's interim regulations prior to April 28, 1999, are considered to have met the initial requirements of paragraph (a)(1)(i) of this section. They may continue to interpret mammograms provided they continue to meet the licensure requirement of paragraph (a)(1)(i)(A) of this section and the continuing experience and education requirements of paragraph (a)(1)(ii) of this section.

(B) Physicians who have interpreted or multi-read at least 240 mammographic examinations under the direct supervision of an interpreting physician in any 6-month period during the last 2 years of a diagnostic radiology residency and who become appropriately board certified at the first allowable time, as defined by an eligible certifying body, are otherwise exempt from paragraph (a)(1)(i)(D) of this section.

(iv) *Reestablishing qualifications.* Interpreting physicians who fail to maintain the required continuing experience or continuing education requirements shall reestablish their qualifications before resuming the independent interpretation of mammograms, as follows:

(A) Interpreting physicians who fail to meet the continuing experience requirements of paragraph (a)(1)(ii)(A) of this section shall:

(1) Interpret or multi-read at least 240 mammographic examinations under the direct supervision of an interpreting physician, or

(2) Interpret or multi-read a sufficient number of mammographic examinations under the direct supervision of an interpreting physician, to bring the physician's total up to 960 examinations for the prior 24 months, whichever is less.

(3) The interpretations required under paragraph (a)(1)(iv)(A)(1) or (a)(1)(iv)(A)(2) of this section shall be done within the 6 months immediately prior to resuming independent interpretation.

(B) Interpreting physicians who fail to meet the continuing education requirements of paragraph (a)(1)(ii)(B) of this section shall obtain a sufficient number of additional category I continuing medical education credits in mammography to bring their total up to the required 15 credits in the previous 36 months before resuming independent interpretation.

(2) *Radiologic technologists.* All mammographic examinations shall be performed by radiologic technologists who meet the following general requirements, mammography requirements, and continuing education and experience requirements:

(i) *General requirements.*

(A) Be licensed to perform general radiographic procedures in a State; or

(B) Have general certification from one of the bodies determined by FDA to have procedures and requirements adequate to ensure that radiologic technologists certified by the body are competent to perform radiologic examinations; and

(ii) *Mammography requirements.* Have, prior to April 28, 1999, qualified as a radiologic technologist under paragraph (a)(2) of this section of FDA's interim regulations of December 21, 1993; or completed at least 40 contact hours of documented training specific to mammography under the supervision of a qualified instructor. The hours of documented training shall include, but not necessarily be limited to:

(A) Training in breast anatomy and physiology, positioning and compression, quality assurance/quality control techniques, imaging of patients with breast implants;

(B) The performance of a minimum of 25 examinations under the direct supervisor of an individual qualified under paragraph (a)(2) of this section; and

(C) At least 8 hours of training in each mammography modality to be used by the technologist in performing mammography exams; and

(iii) *Continuing education requirements.*

(A) Following the third anniversary date of the end of the calendar quarter in which the requirements of paragraphs (a)(2)(i) and (a)(2)(ii) of this section were completed, the radiologic technologist shall have taught or completed at least 15 continuing education units in mammography during the 36 months immediately preceding the date of the facility's annual MQSA inspection or the last day of the calendar quarter preceding the inspection or any date in between the two. The facility will choose one of these dates to determine the 36-month period.

(B) Units earned through teaching a specific course can be counted only once towards the 15 required in paragraph (a)(2)(iii)(A) of this section, even if the course is taught multiple times during the previous 36 months.

(C) At least six of the continuing education units required in paragraph (a)(2)(iii)(A) of this section shall be related to each mammographic modality used by the technologist.

(D) *Requalification.* Radiologic technologists who fail to meet the continuing education requirements of paragraph (a)(2)(iii)(A) of this section shall obtain a sufficient number of continuing education units in mammography to bring their total up to at least 15 in the previous 3 years, at least 6 of which shall be related to each modality used by the technologist in mammography. The technologist may not resume performing unsupervised mammography examinations until the continuing education requirements are completed.

(E) Before a radiologic technologist may begin independently performing mammographic examinations using a mammographic modality other than one of those for which the technologist received training under paragraph (a)(2)(ii)(C) of this section, the technologist shall have at least 8 hours of continuing education units in the new modality.

(iv) *Continuing experience requirements.*

(A) Following the second anniversary date of the end of the calendar quarter in which the requirements of paragraphs (a)(2)(i) and (a)(2)(ii) of this section were completed or of April 28, 1999, whichever is later, the radiologic technologist shall have performed a minimum of 200 mammography examinations during the 24 months immediately preceding the date of the facility's annual MQSA inspection or the last day of the calendar quarter preceding the inspection or any date in between the two. The facility will choose one of these dates to determine the 24-month period.

(B) *Requalification.* Radiologic technologists who fail to meet the continuing experience requirements of paragraph (a)(2)(iv)(A) of this section shall perform a minimum of 25 mammography examinations under the direct supervision of a qualified radiologic technologist, before resuming the performance of unsupervised mammography examinations.

→ [(3) *Medical physicists.* All medical physicists conducting surveys of mammography facilities and providing oversight of the facility quality assurance program under paragraph (e) of this section shall meet the following:

(i) *Initial qualifications.*

(A) Be State licensed or approved or have certification in an appropriate specialty area by one of the bodies determined by FDA to have procedures and requirements to ensure that medical physicists certified by the body are competent to perform physics survey; and

(B) (1) Have a masters degree or higher in a physical science from an accredited institution, with no less than 20 semester hours or equivalent (e.g., 30 quarter hours) of college undergraduate or graduate level physics;

(2) Have 20 contact hours of documented specialized training in conducting surveys of mammography facilities; and

(3) Have the experience of conducting surveys of at least 1 mammography facility and a total of at least 10 mammography units. No more than one survey of a specific unit within a period of 60 days can be counted towards the total mammography unit survey requirement. After April 28, 1999, experience conducting surveys must be acquired under the direct supervision of a medical physicist who meets all the requirements of paragraphs (a)(3)(i) and (a)(3)(iii) of this section; or

(ii) *Alternative initial qualifications.*

(A) Have qualified as a medical physicist under paragraph (a)(3) of this section of FDA's interim regulations and retained that qualification by maintenance of the active status of any licensure, approval, or certification required under the interim regulations; and

(B) Prior to the April 28, 1999, have:

(1) A bachelor's degree or higher in a physical science from an accredited institution with no less than 10 semester hours or equivalent of college undergraduate or graduate level physics,

(2) Forty contact hours of documented specialized training in conducting surveys of mammography facilities and,

(3) Have the experience of conducting surveys of at least 1 mammography facility and a total of at least 20 mammography units. No more than one survey of a specific unit within a period of 60 days can be counted towards the total mammography unit survey requirement. The training and experience requirements must be met after fulfilling the degree requirement.

(iii) *Continuing qualifications.*

(A) Continuing education. Following the third anniversary date of the end of the calendar quarter in which the requirements of paragraph (a)(3)(i) or (a)(3)(ii) of this section were completed, the medical physicist shall have taught or completed a least 15 continuing education units in mammography during the 36 months immediately preceding the date of the facility's annual inspection or the last day of the calendar quarter preceding the inspection or any date in between the two. The facility shall choose one of these dates to determine the 36-month period. This continuing education shall include hours of training appropriate to each mammographic modality evaluated by the medical physicist during his or her surveys or oversight of quality assurance programs. Units earned through teaching a specific course can be counted only once towards the required 15 units in a 36-month period, even if the course is taught multiple times during the 36 months

(B) *Continuing experience.* Following the second anniversary date of the end of the calendar quarter in which the requirements of paragraph (a)(3)(i) or (a)(3)(ii) of this section were completed or of April 28, 1999, whichever is later, the medical physicist shall have surveyed at least two mammography facilities and a total of at least six mammography units during the 24 months immediately preceding the date of the facility's annual MQSA inspection or the last day of the calendar quarter preceding the inspection or any date in-between the two. The facility shall choose one of these dates to determine the 24-month period. No more than one survey of a specific facility within a 10-month period or a specific unit within a period of 60 days can be counted towards this requirement.

(C) Before a medical physicist may begin independently performing mammographic surveys of a new mammographic modality, that is, a mammographic modality other than one for which the physicist received training to qualify under paragraph (a)(3)(i) or (a)(3)(ii) of this section, the physicist must receive at least 8 hours of training in surveying units of the new mammographic modality.

(iv) *Reestablishing qualifications.* Medical physicists who fail to maintain the required continuing qualifications of paragraph (a)(3)(iii) of this section may not perform the MQSA surveys without the supervision of a qualified medical physicist. Before independently surveying another facility, medical physicists must reestablish their qualifications, as follows:

(A) Medical physicists who fail to meet the continuing educational requirements of paragraph (a)(3)(iii)(A) of this section shall obtain a sufficient number of continuing education units to bring their total units up to the required 15 in the previous 3 years.

(B) Medical physicists who fail to meet the continuing experience requirement of paragraph (a)(3)(iii)(B) of this section shall complete a sufficient number of survey under the direct supervision of a medical physicist who meets the qualifications of paragraphs (a)(3)(i) and (a)(3)(iii) of this section to bring their total surveys up to the required two facilities and six units in the previous 24 months. No more than one survey of a specific unit within a period of 60 days can be counted towards the total mammography unit survey requirement.

(4) *Retention of personnel records.* Facilities shall maintain records to document the qualifications of all personnel who worked at the facility as interpreting physicians, radiologic technologists, or medical physicists. These records must be available for review by the MQSA inspectors. Records of personnel no longer employed by the facility should not be discarded until the next annual inspection has been completed and FDA has determined that the facility is in compliance with the MQSA personnel requirements.

(b) *Equipment.* Regulations published under Secs. 1020.30, 1020.31, and 900.12(e) of this chapter that are relevant to equipment performance should also be consulted for a more complete understanding of the equipment performance requirements.

(1) *Prohibited equipment.* Radiographic equipment designed for general purpose or special nonmammography procedures shall not be used for mammography. This prohibition includes systems that have been modified or equipped with special attachments for mammography. This requirement supersedes the implied acceptance of such systems in Sec. 1020.31(f)(3) of this chapter.

(2) *General.* All radiographic equipment used for mammography shall be specifically designed for mammography and shall be certified pursuant to Sec. 1010.2 of this chapter as meeting the applicable requirements of Secs. 1020.30 and 1020.31 of this chapter in effect at the date of manufacture.

(3) *Motion of tube-image receptor assembly.*

(i) The assembly shall be capable of being fixed in any position where it is designed to operate. Once fixed in any such position, it shall not undergo unintended motion.

(ii) The mechanism ensuring compliance with paragraph (b)(3)(i) of this section shall not fail in the event of power interruption.



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17 CA ADC § 30315.52

§ 30315.52. Medical Physicist Requirements.

Term 
17 CCR § 30315.52

Cal. Admin. Code tit. 17, § 30315.52

Barclays Official California Code of Regulations [Currentness](#)

Title 17. Public Health

Division 1. State Department of Health Services

Chapter 5. Sanitation (Environmental)

Subchapter 4. Radiation

Group 3. Standards for Protection Against Radiation

[Article 4.5.](#) Requirements for the Use of X-Ray in Mammography ([Refs & Annos](#))

§ 30315.52. Medical Physicist Requirements.

(a) A medical physicist for a facility shall:

- (1) Be authorized by the Department pursuant to section 30315.60;
- (2) Have a masters degree or higher in a physical science from an accredited institution, with no less than 20 semester hours or 30 quarter hours of college undergraduate or graduate level physics;
- (3) Complete 20 hours of documented specialized training in conducting surveys of mammography facilities; and
- (4) Conduct a survey of at least one mammography facility and a total of at least ten mammography radiation machines under the direct supervision of a medical physicist who has already met the requirements of this section, but in no case may more than one survey of a specific radiation machine conducted within a period of 60 calendar days be counted towards the total number of radiation machines surveyed. The period of time spent in meeting the survey requirement may be counted toward meeting the 20-hour training requirement in subsection (a)(3). After April 28, 1999, experience conducting surveys shall be acquired under the direct supervision of a medical physicist who meets the requirements of subsections (a)(1) through (4) and (b); or
- (5) In lieu of subsections (a)(2) through (4), qualify as a medical physicist under Title 21, Code of Federal Regulations, section 900.12(a)(3), as published in the December 21, 1993 Federal Register (58 Fed.Reg. 67571) and have retained that qualification by maintenance of the active status of any licensure, approval, or certification required under those regulations and prior to April 28, 1999:
 - (A) Received a bachelor's degree or higher in a physical science from an accredited institution with no less than 10 semester hours or equivalent of college undergraduate or graduate level physics;
 - (B) After meeting the requirements of subsection (a)(5)(A), completed forty hours of documented specialized training in conducting surveys of mammography facilities; and
 - (C) After meeting the requirements of subsection (a)(5)(A), conducted surveys of at least one mammography facility and a total of at least 20 mammography radiation machines but in no case may more than one survey of a specific radiation machine conducted within a period of 60 calendar days be

counted towards the total radiation machine survey requirement. The period of time spent in meeting the survey requirement may be counted toward meeting the 40-hour training requirement in subsection (a)(5)(B).

(b) A medical physicist for a facility shall meet the requirements specified in title 21, Code of Federal Regulations, section 900.12(a)(3)(iii) and (iv).

Note: Authority cited: Sections 100275, 115060 and 115100, Health and Safety Code. Reference: Sections 115060, 115100 and 115115, Health and Safety Code.

HISTORY

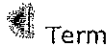
1. New section filed 2-10-2003 as an emergency; operative 2-10-2003 (Register 2003, No. 7). A Certificate of Compliance must be transmitted to OAL by 6-10-2003 or emergency language will be repealed by operation of law on the following day.

2. Certificate of Compliance as to 2-10-2003 order, including amendment of subsection (a)(5), transmitted to OAL 6-6-2003 and filed 7-18-2003 (Register 2003, No. 29).

17 CCR § 30315.52, ~~17 CA ADC § 30315~~, ~~52~~

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**Welcome to the online source for the
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17 CA ADC § 30315.60

§ 30315.60. Authorization and Renewal of Authorization to Conduct Mammography Surveys, Revocation and Suspension of Authorization and Application Processing Times.

Term
17 CCR § 30315.60

Cal. Admin. Code tit. 17, § 30315.60

Barclays Official California Code of Regulations [Currentness](#)

Title 17. Public Health

Division 1. State Department of Health Services

Chapter 5. Sanitation (Environmental)

Subchapter 4. Radiation

Group 3. Standards for Protection Against Radiation

[Article 4.5. Requirements for the Use of X-Ray in Mammography \(Refs & Annos\)](#)

§ 30315.60. Authorization and Renewal of Authorization to Conduct Mammography Surveys, Revocation and Suspension of Authorization and Application Processing Times.

(a) To be eligible for authorization to conduct mammography surveys an individual shall submit a complete application consisting of the following:

(1) Name, social security number (pursuant to the authority found in sections 100275 and 115100 of the Health and Safety Code and as required by section 17520 of the Family Code, providing the social security number is mandatory. The social security number will be used for purposes of identification), mailing address, daytime telephone number, and FAX number;

(2) Documentation that the applicant meets the requirements of:

(A) Sections 30315.52(a)(2) through (4); or

(B) Section 30315.52(a)(5).

(3) Documentation that the applicant meets the requirements of section 30315.52(b);

(4) Three sample survey reports, meeting the requirements of section 30316.60, indicating the name of the medical physicist providing direct supervision and that the applicant performed all tests. Each report shall include language and data that establishes that all tests were performed to determine if the facility meets the requirements of this article and that, if a test method is specified, the test method was followed; and

(5) The following information:

(A) Manufacturer, model and serial number of the phantom used to produce phantom images;

(B) Whether the type of system resolution tool used to evaluate system resolution is a bar pattern or, until October 28, 2002, a star pattern;

(C) Method used to evaluate kVp;

- (D) Method used to evaluate compression;
- (E) Type of instruments used to determine average glandular dose and a copy of the most recent calibration report for that instrument indicating that it complies with section 30316.61;
- (F) Whether aluminum filters used to determine the radiation machine's half-value layer of the useful beam is type 1100 or type 1145;
- (G) Manufacturer, model and serial number of the densitometer, sensitometer and photometer used during surveys; and
- (H) A list of equipment used to evaluate the mammography system for artifacts and the radiation machine's AEC performance; or
- (6) In lieu of subsections (a)(2) and (3), a copy of the letter issued to the applicant by FDA stating that the applicant met the requirements of title 21, Code of Federal Regulations, section 900.12(a)(3).
- (b) Individuals approved by use of subsection (a)(2)(B) shall not provide direct supervision.
- (c) Surveys of radiation machines used to perform interventional mammography or research mammography shall not be used to comply with this section.
- (d) Authorization shall be valid for three years.
- (e) To be eligible for renewal of authorization to conduct mammography surveys an individual shall submit a complete application consisting of the following:
- (1) Name, social security number (pursuant to the authority found in sections 100275 and 115100 of the Health and Safety Code and as required by section 17520 of the Family Code, providing the social security number is mandatory. The social security number will be used for purposes of identification), mailing address, daytime telephone number, and FAX number;
 - (2) The following information:
 - (A) If changes to the information submitted pursuant to subsection (a)(5) have occurred, the updated information;
 - (B) A copy of the most recent calibration report for the instrument used to determine average glandular dose.
 - (3) Documentation indicating that at least 8 hours of training in surveying radiation machines were received for each new mammographic modality; and
 - (4) Documentation that the applicant meets the requirements of section 30315.52(b).
- (f) Authorization to conduct mammography surveys may be revoked, suspended, amended or restricted for any of the following:
- (1) Failure to comply with section 30315.52(b);
 - (2) Knowingly conduct or perform mammography system evaluations, quality assurance testing evaluations or surveys that cause or would have caused, if not detected, a facility to be in violation of any provision of the Act, any regulation promulgated pursuant to the Act, any provision of the Radiologic Technology Act, as defined in Health and Safety Code section 27, any regulation promulgated pursuant to the Radiologic Technology Act, or any order of the Department;
 - (3) Knowingly submits to the Department false, incorrect or fraudulent information;
 - (4) Failure to inform a facility that a violation of this article has occurred when the medical physicist knows of the violation; or
 - (5) Procuring authorization by fraud, or misrepresentation, or because of mistake.

- (g) Within 10 calendar days of receipt of an application for or renewal of authorization, the Department shall:
- (1) Notify the applicant that the application is complete; or
 - (2) Notify the applicant that the application is incomplete and identify what is required for the Department to consider it complete.
- (h) Unless the applicant responds to the notification in subsection (g)(2) within 30 calendar days the application shall be deemed withdrawn.
- (i) Within 30 calendar days of receipt of a complete application, the Department shall issue or deny the authorization.
- (j) Any applicant deemed by the Department to have withdrawn an application pursuant to subsection (e) may reapply by submitting a new application.
- (k) The Department's time periods for processing an application for authorization from receipt of the initial application to the date the final decision is made, are as follows:
- (1) The median time is 30 calendar days;
 - (2) The minimum time is seven days;
 - (3) The maximum time is 90 calendar days.

Note: Authority cited: Sections 100275, 115060 and 115100, Health and Safety Code. Reference: Sections 115060, 115100 and 115115, Health and Safety Code; and Section 15376, Government Code.

HISTORY

1. New section filed 2-10-2003 as an emergency; operative 2-10-2003 (Register 2003, No. 7). A Certificate of Compliance must be transmitted to OAL by 6-10-2003 or emergency language will be repealed by operation of law on the following day.

2. Certificate of Compliance as to 2-10-2003 order, including amendment of subsection (a)(4), transmitted to OAL 6-6-2003 and filed 7-18-2003 (Register 2003, No. 29).

17 CCR § 30315.60, ~~17 CA ADC § 30315~~, ~~60~~

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Union Notification(s)

◆ MEA

Union Notification of PSC Summary to DHR

Robert Longhitano to: rebecca, staff

07/22/2013 02:53 PM

Cc: Jacquie Hale, John Danaher, David Sostarich, Brian Moser

TO: Rebecca Rhine, Municipal Executives' Association (via Email Only)
FROM: Jacquie Hale, Director of Contract Management and Compliance
DATE: July 22, 2013
SUBJECT: Union Notification of PSC Summary to DHR

Attached is the following PSC request which will be submitted to the Department of Human Resources for review on August 21, 2013 for consideration at the September 16, 2013 Civil Service Commission Meeting.

1. *Qualified / Authorized Medical Physicist*

The PDF File for the item listed above is attached to this email.



Medical Physicist for DPH.pdf

This e-mail is not a secured data transmission for Protected Health Information (PHI) as defined by the Healthcare Portability and Accountability Act (HIPAA), and it is the responsibility of all parties involved to take all reasonable actions to protect this message from non-authorized disclosure. This e-mail is intended for the recipient only. If you receive this e-mail in error, you should notify the sender and destroy the e-mail immediately. Disclosure of the information contained herein could subject to discloser to civil or criminal penalties under state and federal privacy laws.

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 3/20/2013 MW

DEPARTMENT NAME: Public Health DEPARTMENT NUMBER 81

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

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

TYPE OF SERVICE: As-needed facilities assessments and feasibility studies for the Department of Public Health

FUNDING SOURCE: General Fund, General Obligation Bond, Prop C

PSC AMOUNT: \$4,200,000 PSC DURATION: May 1, 2013 - April 30, 2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor(s) will provide studies to comply with the requirements of City Planning, Joint Commission (which accredits hospitals), and other regulatory agencies which will include: assessment and feasibility studies of future uses for DPH buildings after the San Francisco General Hospital re-build; future bond measures; Institutional Master Plan and SFGH Campus Master Plan updates, code advisory services related to regulatory compliance issues.

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

The services are necessary in order to produce the biannual updates of the Institutional Master Plan (IMP) required by the City Planning code; the ability to respond to licensing, accreditation and other regulatory agency requirements expeditiously, and the general obligation bond report required by Board of Supervisors. If the services are denied, DPH will not be in compliance, which may lead to de-certification and loss of the ability to provide or bill for patient services.

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):

While somewhat similar services were approved under 4138-06/07 related to preparations and implementation of the SFGH re-build project, this request is related specifically to SFGH post-rebuild and throughout DPH.

D. Will the contract(s) be renewed: Only as there is a need and funding support.

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

MEA IFPTE Local 21, MEA MW Union Name Signature of person mailing/faxing form Date March 21, 2013 MW February 15, 2013

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4022-13/14 STAFF ANALYSIS/RECOMMENDATION: Approved MW 8/30/2013

CIVIL SERVICE COMMISSION ACTION:

LEORAH-DHR

MAR 20 2013

Union Notification(s)

◆ Local 21

◆ MEA

Jacquie Hale/DPH/SFGOV

02/15/2013 04:50 PM

To L21PSCReview@ifpte21.org; Alex.Tonneson@ifpte21.org,
Pam.Covington@ifpte21.org
cc Robert Longhitano/DPH/SFGOV@SFGOV

Subject Notice of Planned PSC Request for April 15, 2013, Civil
Service Commission Meeting

To: IFPTE Local 21 (Alex Tonneson, Pam Covington)

This is to notify your organization of the PSC listed below which we plan to submit to DHR for expedited approval by March 29, 2013.

- Patient Assistance Program (PAP) Management Program - Web-based Software



Drug Assistant software SFGH PSC.pdf

Thank you,

Jacquie Hale
Director
Office of Contract Management and Compliance
Department of Public Health
101 Grove Street, Room 307
San Francisco, CA 94102
(415) 554-2609
(415) 554-2555 (fax)
Jacquie.Hale@SFDPH.org

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Dang, Leorah

From: Jacquie.Hale@sfdph.org
Sent: Thursday, August 29, 2013 1:20 PM
To: Dang, Leorah
Cc: Longhitano, Robert
Subject: Fw: Notice of Planned PSC Request for April 15, 2013, Civil Service Commission Meeting
Attachments: Facilities as-needed SFGH PSC.pdf

Here's the original notice. I'll also send you the other email thread on this, just to make sure that you have it (although there's some overlap).

Thanks!

----- Forwarded by Jacquie Hale/DPH/SFGOV on 08/29/2013 01:19 PM -----

Fw: Notice of Planned PSC Request for April 15, 2013, Civil Service Commission Meeting

Jacquie Hale

to:

rebecca

03/21/2013 10:50 AM

Cc:

raquel, Robert Longhitano

Rebecca:

This is regarding our request to Civil Service to contract out feasibility studies, etc. for the new facility at San Francisco General Hospital (attached below). Since we have cited some of the Project Manager series as potential classes which might be able to perform some of these services, we wanted to notify you. As noted in our request, the City does employ Project Managers, but this time-limited project requires specific expertise in healthcare facilities which the City does not have and which would not be practical to adopt as new classes, since once the SFGH Rebuild and transition to the new facility is completed, these specific services will no longer be needed.

Due to an oversight, we unfortunately did not send this to you within the 30 day notice period, so we would now like to respectfully ask if you have any questions or concerns regarding this PSC, and if not, to let us know that in response to this email message, so that we may go ahead with our request to calendar this PSC for approval at the April 15, 2013, Civil Service Commission meeting.

Thank you. Please let me know if you have questions.

Jacque Hale
Director
Office of Contract Management and Compliance Department of Public Health
101 Grove Street, Room 307
San Francisco, CA 94102
(415) 554-2609
(415) 554-2555 (fax)
Jacque.Hale@SFDPH.org

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----- Forwarded by Jacque Hale/DPH/SFGOV on 03/21/2013 10:43 AM -----

Robert
Longhitano/DPH/SF
GOV To
rebecca@sfmea.com
03/21/2013 10:31 AM cc
Jacque Hale/DPH/SFGOV@SFGOV
Subject
Fw: Notice of Planned PSC Request
for April 15, 2013, Civil Service
Commission Meeting

Following is a copy of a PSC that the Department would like to schedule for the 4/15/2013 meeting.

This e-mail is not a secured data transmission for Protected Health Information (PHI) as defined by the Healthcare Portability and Accountability Act (HIPAA), and it is the responsibility of all parties involved to take all reasonable actions to protect this message from non-authorized disclosure. This e-mail is intended for the recipient only. If you receive this e-mail in error, you should notify the sender and destroy the e-mail immediately. Disclosure of the information contained herein could subject to disclosure to civil or criminal penalties under state and federal privacy laws.

----- Forwarded by Robert Longhitano/DPH/SFGOV on 03/21/2013 10:28 AM -----

Department's E-mail Correspondences with MEA

Re: Notice of Planned PSC Request for April 15, 2013, Civil Service Commission Meeting

Jacquie Hale to: Rebecca Rhine
Cc: "Raquel Silva", "Robert Longhitano"

06/27/2013 08:33 PM

Hi, Rebecca,

After a very busy end-of-the-fiscal year, we're now getting back to this PSC. Please see the attached letter from DPW. We hope that this answers your questions. Please let us know if you need more information. We plan to go ahead with requesting that this be calendared for the August 5, 2013, Civil Service Commission meeting.

Also, if you need to talk during the next week (June 28-July 5), I'll be out, so during that time you may contact Rob Longhitano of our office (554-2659). He's familiar with this PSC.

Thank you. I hope you're doing well,

Jacquie
554-2609



2013-0627-DPH Specialized Service Request-final.pdf

Notice of Planned PSC Request for April 15, 2013, Civil Service Commission Meeting

Notice of Planned PSC Request for April 15, 2013, Civil Service Commission Meeting

Rebecca Rhine to: 'Jacquie Hale', 'Raquel Silva'

04/01/2013 10:47 AM

Cc: "Robert Longhitano"

Jacquie,

Sorry for the delay in getting back to you and thank you for your patience. MEA's concerns on this particular PSC are noted below:

We believe that it is one thing to contract out for expertise required for the building of the new hospital but it is quite another to do so for an indefinite contract covering ongoing work. While your email lists the project as time limited, the PSC itself appears geared towards ongoing regulatory compliance. As I understand it the requirements for Joint Commission (JCAHO), which conducts an inspection every 3 years; as well as for OSHPD, which must approve all improvements to Hospitals in California, are ongoing and have historically been done in-house. If there is no one on staff who can perform this work currently and it needs to be done quickly, then the contract could be necessary for a limited period. In that case, however, it should also specifically provide for the vendor to train staff so that ultimately the work is done in-house.

If I am misunderstanding the facts or intent, please let me know. Otherwise, MEA would want to discuss modifications of the PSC as noted above.

Take care.

Rebecca

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

From: Jacquie Hale [mailto:Jacquie.Hale@sfdph.org]
Sent: Thursday, March 28, 2013 9:52 AM
To: Raquel Silva
Cc: 'Rebecca Rhine'; 'Robert Longhitano'
Subject: RE: Notice of Planned PSC Request for April 15, 2013, Civil Service Commission Meeting

Raquel,

That would still give us time. I had just wanted to get back to DHR since they were asking about it. Since the other labor organizations (IFPTE Local 21) have already received a 30 day notice, we just wanted to see if it would be possible to resolve any issues MEA might have in time to be able to go ahead with requesting that this be calendared for May 6. To do that, we probably need to resolve any MEA issues next week. Please let Rebecca know that if it's easier to clarify things over the phone to just give me a call and then we can follow up with emails for the calendaring submission.

Thanks,

Jacquie
554-2609

"Raquel Silva"
<raquel@sfmea.com
>

03/28/2013 09:27
AM

To
"Jacquie Hale"
<Jacquie.Hale@sfdph.org>, "Rebecca
Rhine" <rebecca@sfmea.com>

cc
"Robert Longhitano"
<Robert.Longhitano@sfdph.org>
Subject
RE: Notice of Planned PSC Request
for April 15, 2013, Civil Service
Commission Meeting

Jacquie:

We have had some feedback which will probably require discussion prior to your calendaring it for the Civil Service Commission. Rebecca will be back on Monday, April 1. Is next week too late to calendar this item for the May 6th meeting?

Raquel

(415) 989-7244 - phone

(415) 989-7077 - fax

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

From: Jacquie Hale [mailto:Jacquie.Hale@sfdph.org]
Sent: Thursday, March 28, 2013 9:19 AM
To: Rebecca Rhine
Cc: 'Raquel Silva'; Robert Longhitano
Subject: RE: Notice of Planned PSC Request for April 15, 2013, Civil Service Commission Meeting

Rebecca,

Good morning. I wonder if you've received your feedback and completed your process on this? If so, if you could please email me if you're OK with us going ahead and asking DHR to calendar this for the May 6 meeting, that would help us to respond to DHR's follow up on this.

Thanks,

Jacquie



Edwin M. Lee, Mayor
Mohammed Nuru, Director

San Francisco Department of Public Works
Office of the Deputy Director and City Architect, Edgar Lopez
Building Design & Construction
30 Van Ness Avenue
San Francisco, CA 94102
(415) 557-4700 ■ www.sfdpw.org



Julia Laue, Principal Architect & Manager

Kathy Jung, MPH
Hospital Associate Administrator
Director of Facilities and Support Services
Planning and Facility Development
San Francisco General Hospital

Dear Kathy,

Thank you for sharing the Department of Public Health Capital Program's Civil Service request for as-needed consultants to provide pre-design services, facilities assessments and feasibility studies. We understand and support the need for proactive Capital Program development by the Department of Public Health (DPH) in order to maintain and improve its capital infrastructure that is so important for the City and County of San Francisco. We also understand the intent of the request that will develop the background and information required to support the anticipated 2015 bond program and initiate future capital projects.

The Department of Public Works Building Design & Construction Division (DPW BDC) has reviewed the Personal Services Contract summary form and agrees that it is appropriate for DPH to utilize specialized as-needed consultants for pre-design services, facility assessment and feasibility studies. DPW BDC believes that this will not conflict with our current and future design and management services for DPH. We also understand that when and if any of these services turn into a design project that DPW BDC will have the right of "first refusal" for this work.

The use of these proposed as-needed consultants shall be for pre-design services only. For this work, DPH focuses on quick turn-around, time-sensitive studies and assessments that generally queue up larger projects that DPW BDC then designs and manages. Similar examples utilized from DPH as-needed contracts include:

- Bidg 80/90 Elevator Assessment and Evaluation: Done in conjunction with the MOD, based upon user complaints that were received regarding accessibility issues in the buildings. The study considered various options and strategies that could be used to address the problem. Based upon the study MOD funded a full capital project that is valued at just under \$6 million, that is being managed by DPW.
- Learning Center – A study led to a build out of the third floor of Bldg 30 for a campus wide Learning Center. The capital project was managed by DPW-BDC.

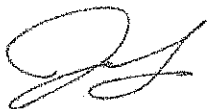


- Rebuild Enabling Projects: A programming document of two projects related to the rebuild. DPW BDC is now 50% complete with Construction Documents that are based upon the programming studies. Total Project costs will be at least \$6 million.
- Behavioral Health Center: A licensing and OSHPD study was done to determine the feasibility of proposed program changes. The study validated proposed uses.
- Fire Alarm Study: The existing campus fire alarm system needs a complete upgrade. An assessment and study is being done in order to recommend strategies and come up with cost estimates that will be included in the DPH bond proposal for 2015.

It is our understanding that in each of these cases the as-needed contracts were used to supplement our work at DPW BDC and did not displace it. Further, it is the intent of DPH to use the proposed as-needed contracts for assessments and planning that require a significant level of expertise in areas such as OSHPD fire life safety, telecommunications assessments, vertical transportation systems, and transportation studies (including TDM programs). These are specialized areas of expertise that DPW-BDC does not necessarily perform on a daily basis. In addition, we understand that DPH could use these contracts for pre-design services when DPW cannot accommodate DPH needs on a timely basis.

DPW is in favor of DPH's request and will support it as you move forward in the process. In addition, we look forward to working with DPH to provide continued management and design services in support of the capital program and to ensure successful project delivery.

Best regards,



Julia Laue, AIA, LEED AP
Principal Architect & Manager
SF DPW Building Design & Construction Division

Cc: File, Mark Primeau, Edgar Lopez, Mark Dorian



Robert
Longhitano/DPH/SFGOV
03/19/2013 04:03 PM

To DHR-PSCCoordinator@sfgov.microsoftonline.com@SFGOV
cc Kathy Jung/DPH/SFGOV@SFGOV, Jacquie
Hale/DPH/SFGOV@SFGOV
bcc
Subject Regular PSC; 4/15/2013 Meeting; Dept 81; Public Health
(As-needed facility support services)

Attached please find the PDF and word document for a regular PSC request to be heard at the 4/15/2013 Civil Service Commission meeting.



Facilities as-needed SFGH PSC.doc Facilities as-needed SFGH PSC.pdf

This e-mail is not a secured data transmission for Protected Health Information (PHI) as defined by the Healthcare Portability and Accountability Act (HIPAA), and it is the responsibility of all parties involved to take all reasonable actions to protect this message from non-authorized disclosure. This e-mail is intended for the recipient only. If you receive this e-mail in error, you should notify the sender and destroy the e-mail immediately. Disclosure of the information contained herein could subject to discloser to civil or criminal penalties under state and federal privacy laws.

Robert
Longhitano/DPH/SFGOV
02/20/2013 09:57 AM

To pcovington@ifpte21.org, atonisson@ifpte21.org
cc Jacquie Hale/DPH/SFGOV@SFGOV
bcc
Subject Fw: Notice of Planned PSC Request for April 15, 2013, Civil
Service Commission Meeting

Hi I was out Friday and Tuesday. This email did not go through due to an incorrect address. It looks like the general email box local 21 PSC review was accepted.

This e-mail is not a secured data transmission for Protected Health Information (PHI) as defined by the Healthcare Portability and Accountability Act (HIPAA), and it is the responsibility of all parties involved to take all reasonable actions to protect this message from non-authorized disclosure. This e-mail is intended for the recipient only. If you receive this e-mail in error, you should notify the sender and destroy the e-mail immediately. Disclosure of the information contained herein could subject to discloser to civil or criminal penalties under state and federal privacy laws.

----- Forwarded by Robert Longhitano/DPH/SFGOV on 02/20/2013 09:54 AM -----

Jacquie Hale/DPH/SFGOV

02/15/2013 04:19 PM

To L21PSCReview@ifpte21.org, Alex.Tonneson@ifpte21.org,
Pam.Covington@ifpte21.org
cc Robert Longhitano/DPH/SFGOV@SFGOV
Subject Notice of Planned PSC Request for April 15, 2013, Civil
Service Commission Meeting

To: IFPTE Local 21 (Alex Tonneson, Pam Covington)

This is to notify your organization that we plan to submit a request to the Department of Human Resources by March 29, 2013, to calendar the attached PSC for approval at the Civil Service Commission meeting of April 15, 2013.

- As-needed facilities assessments and feasibility studies for the Department of Public Health



Facilities as-needed SFGH PSC.pdf

Thank you,

Jacquie Hale
Director
Office of Contract Management and Compliance
Department of Public Health
101 Grove Street, Room 307
San Francisco, CA 94102
(415) 554-2609
(415) 554-2555 (fax)
Jacquie.Hale@SFDPH.org

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Prior Notice of Civil Service Commission Action – Mod1 - Similar
Prior DHR Approved PSC Form 1 – Mod1 – Similar
Prior Administrative Approval PSC – Mod2 – Similar

PSC #4138-06/07

Mod 1
4138-06/07
Similar



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

July 23, 2010

NOTICE OF CIVIL SERVICE COMMISSION ACTION

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRANO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4000-10/11 THROUGH 4015-10/11; 4010-08/09; 4030-05/06; 4122-07/08; 4087-06/07; 4163-06/07 AND 4138-06/07.

At its meeting of July 19, 2010 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

- (1) Adopt the report; Approve request for PSC #4003-10/11 on the condition that one year from July 19, 2010, the Department of Public Health apprise the Commission of efforts made to have, as much as possible the proposed work to be contracted out be performed by civil service classifications, principally 1402 Junior Clerks. Notify the Office of the Controller and the Office of Contract Administration.
- (2) Adopt the report; Approve request for PSC #4005-10/11. Notify the Office of the Controller and the Office of Contract Administration.
- (3) Adopt the report; Approve request for PSC #4010-10/11 as amended to modify the contract amount from \$600,000 to \$500,000 and the duration from 06/30/14 to 06/30/15. Notify the Office of the Controller and the Office of Contract Administration.
- (4) Adopt the report; Approve request for PSC #4010-08/09. Notify the Office of the Controller and the Office of Contract Administration.
- (5) Adopt the report; Approve request for all remaining 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

ANITA SANCHEZ
Executive Officer

Attachment

- c:
- Cynthia Avakian, Airport Commission
 - Parveen Boparai, Municipal Transportation Agency
 - Rachel Buerkle, Department of the Environment
 - Jesusa Bushong, San Francisco Fire Department
 - Micki Callahan, Human Resources Director
 - Gordon Choy, Department of Public Works
 - Kendall Gary, Department of Technology
 - Jacque Hale, Department of Public Health
 - Shamica Jackson, Public Utilities Commission
 - Florence Kyann, Public Utilities Commission
 - Brent Lewis, Department of Human Resources
 - Joan Lubamersky, General Services Agency
 - Commission File
 - Chron



POSTING FOR

7/19/2010

PROPOSED PERSONAL SERVICES CONTRACTS
 MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION

PSC No	DeptNo	DeptDescription	Approval Type	Modified Amount	Contract Amount	Description of Work	Duration
4163-06/07	75	Dept of Technology	Regular	\$106,350	\$206,350	Host internet video streaming of SFGTV, the San Francisco Governmental Channel, cable channel 26, 24/7. Provide monthly usage reports. Host and store up to one year's archive of video on the internet for the Board of Supervisors meetings, City commission meetings, Mayor's press conferences, State of the City Address and others, as necessary. Provide software to index meeting according to agenda items and link documents to streaming video. Provide software to include caption with video streaming content.	6/30/2014

4138-06/07	81	Public Health	Regular	\$0	\$5,000,000	Contractors will perform environmental and facility assessments, provide project support/oversight, and survey customers who utilize the services at the Community Health Network (CNN) and healthcare providers such as doctors, nurses and administrators) in order to fulfill accreditation and licensing requirements specific to healthcare facilities, and in preparation for replacement or renovation building plans. Contractors will act as consultants with expertise specific to healthcare in one or more of the following: healthcare programs and/or systems, safety management, emergency preparedness, life safety, facility planning, mechanical systems, emergency power systems, environmental control (automation) systems, information systems, hazardous materials management, utility management and security management. With regard to implementation of a medical helipads necessary in order for San Francisco General Hospital (SFGH) to be a complete trauma center. Contractors will share findings with staff; assist in the implementation of changes needed to reduce risks; evaluate the impact of change on both Department staff and clients.	6/30/2015
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88-10



PERSONAL SERVICES CONTRACT SUMMARY

DATE: MAY 10 2010

DEPARTMENT NAME: Public Health DEPARTMENT NUMBER 81 & 82

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC# PSC 4138-06/07)

TYPE OF SERVICE: Community Health Care Survey, Assessment and Project Support Services

FUNDING SOURCE: General Funds, Homeland/Urban Area Security Grant, National Institutes of Health Grant

Original Amount: \$5,000,000 PSC Duration: 7/1/2007 - 6/30/2011
Modification Amount \$0 PSC Duration: 7/1/2010 - 6/30/2015
Total Amount \$5,000,000 Total PSC Duration: 7/1/2007 - 6/30/2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractors will perform environmental and facility assessments, provide project support / oversight, and survey customers who utilize the services at the Community Health Network (CNN) and healthcare providers such as doctors, nurses and administrators) in order to fulfill accreditation and licensing requirements specific to healthcare facilities, and in preparation for replacement or renovation building plans.

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

These services are necessary in order to facilitate the implementation of community planning, support/service projects and healthcare accreditation/licensing requirements, and to prepare for replacement of SFGH's hospital building and for renovations of existing DPH occupied space.

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 are currently provided under PSC 4138-06/07. This modification extends the term of the original PSC in order to account for the term of a newly awarded grant from the National Institutes of Health for the San Francisco Office of AIDS Renovation (SOAR) Project.

D. Will the contract(s) be renewed: Yes, only if funding is available.

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

Local 1021, Local 21, MEA, Local 250-A Union Name Signature of person mailing/faxing form Date MAY 10 2010
Union Name Signature of person mailing/faxing form Date
RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4138-06/07
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION: July 19, 2010

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The ability to work with diverse communities, individuals and organizations. Knowledge of accreditation and licensing requirements specific to healthcare facilities; knowledge of environmental hazards. Expertise in fiscal management, analysis, and the ability to interact with multiple agencies when gathering data and reporting the results of the surveys. Ability to coordinate simultaneously with design architects and permit planners, while working with environmental review consultants with expertise in medical helipad EIR work.

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

2820 Senior Health Program Planner, 2913 Program Specialist, 2915 Program Supervisor, 2917 Program Support Analyst, 2145 Associate Hospital Administrator (MEA), 5278 Planner II, 5502, 5504, 5506 and 5508 Project Manager I-IV and 6124 Principal Environmental Health Inspector.

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:

Surveys and project scopes of work cover diverse topics such as toxic exposures, assessments of risks for various illnesses and accreditation/licensing requirements. The duration of each survey may be limited to few months and requires changing expertise. Also, the required expertise with OSHPD, helipads, or other Healthcare accreditation issues does not reside within the City. Therefore, dedicated Civil Service classes are not applicable.

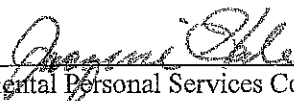
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

Not at this time. The work is project based, in addition the funding is often times one time /special grants awarded to the Department with the specific restrictions on the project / team make up. The contracts will work with full time City staff in order to complete these projects, thus City staff will obtain knowledge on these specialized projects.

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

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

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



 Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale	554-2609
_____ Print or Type Name	_____ Telephone Number

101 Grove Street, Room 307

 San Francisco, CA 94102

 Address

City and County of San Francisco

Department of Public Health



Edwin M. Lee
Mayor

Barbara A. Garcia, MPA
Director of Health

MEMORANDUM

DATE: 4/19/2011
TO: DHR PSC Coordinator
Department of Human Resources (Dept. 33)
FROM: Jacquie Hale, PSC Coordinator
Department of Public Health (Dept. #81/82)
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4138-06/07 Approval Date: 7/19/2010

Description of Service(s): Community Health Care Survey, Assessment and Project Support Services

Original Approved Amount: \$5,000,000 Original Approved Duration: 7/1/2007 - 6/30/2015
Modification Amount #1: \$2,000,000 Modification of Duration #1: 7/1/2012 - 6/30/2015
Modification Amount #2: No Change Modification of Duration #2: No Change

Total Amount as Modified: \$7,000,000 Total Duration as Modified: No Change

Reason for the modification:

This administrative revision is to account for contract renewals of existing contractors. The work will continue previously approved contracts, in order to fulfill accreditation and licensing requirements specific to healthcare facilities, and to continue assisting the Department in the preparation for replacement or renovation building plans.

Attachment: Copy of Approved PSC Summary

(DPH Reference: CMS #6215, P B Strategies, LLC. Capital Integration & Consulting.)

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 4/21/11

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

Modification
Personal Services Contracts

REC'D
MICHIGAN
LEGISLATIVE
BANK

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 08/20/2013

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

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

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC# 4045-11/12)

TYPE OF SERVICE: Helicopter Transport and Aerial Surveying Services (CS-217/CS-329)

FUNDING SOURCE: Hetch Hetchy Operating Funds

Table with 4 columns: Amount, PSC Duration, Total Amount, Total PSC Duration. Values include \$96,500, \$500,000, \$596,500 and various dates from 2011 to 2016.

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The contractor will provide helicopters and certified pilots to provide as needed services including: Aerial surveying and patrol services to support the maintenance of the power transmission system; transportation services for emergency repairs of infrastructure to areas not accessible all year; transportation to SFPUC and Hetch Hetchy Water and Power facilities in the event of unforeseen disasters or emergencies; and, priority shuttle service between the SFPUC facilities in the Sierra Nevada and the Bay Area.

B. Explain why this service is necessary and the consequences of denial: The SFPUC generates electricity from power houses located on the Tuolumne River and Cherry Creek in Tuolumne County. High voltage support towers carry transmission lines from the powerhouses over the Sierra Foothills and across the Central Valley to Newark. SFPUC line crews are required to patrol and inspect the support towers yearly, looking for damage to the tower members, insulators and other tower hardware. Without these patrols, SFPUC cannot detect and identify critical components (ie insulators and busses) and overall damage to the transmission towers, all of which are integral in delivering Power to the Grid. Transportation to remote locations for repair to infrastructure during winter months is not possible by other methods. This request is for additional capacity which will allow the SFPUC to solicit and award a contract to a firm who can offer backup services.

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 provided in the past via PSC No. PSC 4045-10/11 (CS-217).

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):

N/A Signature of person mailing/faxing form N/A Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4045-11/12 STAFF ANALYSIS/RECOMMENDATION: Approved MW 8/30/2013

CIVIL SERVICE COMMISSION ACTION:



City and County of San Francisco

Department of Human Resources

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The service requires trained and qualified helicopter pilot licensed by the Federal Aviation Administration to conduct Part 135 flight operations at low altitude in elevations up to 6,000 feet above sea level. Pilot(s) are required to carry "Long Line" and "External Human Load (EHL)" certifications.

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:

Yes. A helicopter of the appropriate make and model and all safety equipment necessary for use by City Employees while being transported.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

No civil service classes exist that provide these services.

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

It would not be practical for a new civil service class to perform this work as it is economically infeasible. The cost of procuring equipment, hiring and training qualified flight personnel, and providing funding for management and support services for a helicopter operation is extremely cost prohibitive.

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

• Describe the training and indicate approximate number of hours.

SFPUC employees will be certified in helicopter and equipment safety training, 20 – 30 hours total.

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

7229 Transmission Line Supervisors; 7350 Line Workers; and 7342 Line Helpers, approximately 10 employees.

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

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

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

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

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

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

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

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

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

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

415-554-0727

Print or Type Name

Telephone Number

525 Golden Gate Avenue, 8th Floor

San Francisco, CA 94102

Address

Prior Notice of Civil Service Commission Action – Original - Current
Copy of PSC Form 1 – Original – Current

PSC #4045-11/12



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

4045-11/12
Original

October 20, 2011

E. DENNIS NORMANDY
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

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 4040-11/12 THROUGH 4048-11/12.

At its meeting of October 17, 2011 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

- (1) Adopt the report; Approve the request for PSC #4040-11/12 on the condition that the Airport Commission submit an annual report to the Commission on the status of the ongoing work. Notified the Office of the Controller and the Office of Contract Administration.
- (2) Adopt the report; Approve the request for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c: Cynthia Avakian, Airport Commission
 Jesusa Bushong, San Francisco Fire Department
 Micki Callahan, Human Resources Director
 Vivian Day, Department of Building Inspection
 Marie de Vera, Department of Human Resources
 Shamica Jackson, Public Utilities Commission
 Naomi Kelly, Office of Contract Administration
 Florence Kyaun, Public Utilities Commission
 Sean McFadden, Recreation & Park Department
 Esther Reyes, Controller's Office
 Ben Rosenfield, Controller
 Maria Ryan, Department of Human Resources
 Commission File
 Chron

POSTING FOR

10/17/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4044-11/12	19	Building Inspection	Regular	\$4,950,000	The Single Residence Occupancy Program is designed to help stabilize the lives of SRP (Single Room Occupancy) tenants and improve the living conditions and safety. The Program consists of (1) outreach in SRO, (2) individual tenant stabilization including but not limited to needs assessment, housing retention plan, general advocacy, tenant meetings, referral and housing counseling; (3) Community Programs including, but are not limited to, fire prevention workshops, tenant rights and leadership development training meetings. The target population is very low-income, elderly, and disabled SRO tenants who are at risk of homelessness because of a lack of support services and because of the unsafe and unhealthy conditions in the SRO hotels.	1/1/2012 - 6/30/2017
4045-11/12	40	Public Utilities Commission	Regular	\$96,500	The contractor will provide a helicopter and certified pilot to pick up a crew of SFPUC employees from Moccasin, California and transport them on an aerial inspection patrol of the City's power transmission lines and high voltage towers. The transmission lines originate at powerhouses on the Tuolumne River in the Sierra Foothills and terminate in Hayward, California. The inspection flight will take place once a year over the next five years.	11/7/2011 - 8/31/2016
4046-11/12	40	Public Utilities Commission	Regular	\$350,000	Develop a comprehensive training program for Hetch Hetchy Water and Power (HHWP) Control Room Operations System Operators to meet North American Electric Reliability Corporation (NERC) PER-002 and PER-005 regulatory requirements. Consultant will work with HHWP staff to implement a Systematic Approach to Training (SAT) process that will ensure the validity and reliability of the operator training program. The approach will utilize the following five phase SAT model: Analysis, Design, Development, Implementation, and Evaluation (ADDIE).	10/1/2011 - 9/30/2013
4047-11/12	42	Recreation & Park Commission	Regular	\$295,000	This PSC is a continuation of the project providing planning, schematic design, and community design meeting facilitation and outreach for Mission Dolores Park. This work will include cost estimating, multiple options, and coordination through the design phase with RPD and DPW staff.	9/25/2011 - 12/31/2012
4048-11/12	31	Fire Department	Regular	\$100,000	The selected contractor will provide analysis of saliva samples and urine samples for six federally controlled substances in employees and potential hires. Contractor will also provide Medical Review Officer interpretation of test results.	7/1/2011 - 6/30/2015

Total Amount - Regular: \$141,695,462

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 09/12/2011 (30-day Union Notice)
09/21/2011 (to DHR)

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

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

TYPE OF SERVICE: Helicopter Transport and Aerial Surveying Services (CS-217)

FUNDING SOURCE: Hetch Hetchy Operating Funds

PSC AMOUNT: \$96,500 PSC DURATION: 11/07/2011 to 08/31/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The contractor will provide a helicopter and certified pilot to pick up a crew of SFPUC employees from Moccasin, California and transport them on an aerial inspection patrol of the City's power transmission lines and high voltage towers. The transmission lines originate at powerhouses on the Tuolumne River in the Sierra Foothills and terminate in Hayward, California. The inspection flight will take place once a year over the next five years.

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

The SFPUC generates electricity from power houses located on the Tuolumne River and Cherry Creek in Tuolumne County. This location, know as Early Intake, is on the western slopes of the Sierra Nevada Mountains, west of Yosemite Valley. High voltage support towers carry transmission lines from the powerhouses West over the Sierra Foothills and across the Central Valley to Newark, California just South of San Francisco. SFPUC line crews are required to patrol and inspect the support towers yearly, looking for lightning strikes or damage to the tower members, insulators and other tower hardware. Without these patrols, SFPUC cannot detect and identify critical components (ie insulators and busses) and overall damage to the transmission towers, all of which are integral in delivering Power to the Grid.

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 last provided through a one - time Purchase Order (#POUH1000045).

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):

L1021/L21/ MEA

Union Name

Shamica Jackson

Signature of person mailing/faxing form

09/12/2011 (30-day Union Notice)
09/21/2011 (to DHR)

Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

City and County of San Francisco

Department of Human Resources

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The service requires appropriately trained and qualified helicopter pilot licensed by the Federal Aviation Administration (FAA) to conduct Part 135 flight operations at low altitude in elevations up to 6,000 feet above sea level.

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:

Yes. A helicopter of the appropriate make and model and all safety equipment necessary for use by City Employees while being transported

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

No Civil Service Classes exist that provide these services.

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

It would not be practical for a new civil service class to perform this work as it is economically infeasible. The cost of procuring equipment, hiring and training qualified flight personnel, and providing funding for management and support services for a helicopter operation is extremely cost prohibitive.

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

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

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

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

415-554-0727

Print or Type Name

Telephone Number

1155 Market Street, 9th Floor

San Francisco, CA 94103

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 08/21/2013

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC# 4061-07/08)

TYPE OF SERVICE: Water Quality Support Services (CS-924)

FUNDING SOURCE: Water Enterprise Funds

Table with 4 columns: Amount, PSC Duration, PSC 1 Duration, PSC 2 Duration, Total PSC Duration. Includes handwritten dates 11/30/2018 and 11/30/2018.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Water quality related support services including but not limited to software maintenance, technical reviews and studies; analysis of scope change impacts; permit amendments; bench-scale and pilot studies; treatment plant optimization and performance studies; mixing and fluid mechanics evaluations; regulatory compliance and reports; hydraulic modeling and reporting; and future operations planning for the overall system.

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

This modification is necessary to provide software maintenance for Cross Connection Assembly Management System (CCAMS), project management services, including data gathering and planning, market evaluation of commercial products, a total cost of ownership analysis, determine the requirements to upgrade the existing application to a fully web-based solution, implementation of the selected software solution, and other as-needed services. Denial of this service would create unacceptable delays in using web-based multi-functional production application as it relates to public water supply and public health.

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

This service is currently being provided by PSC No. 4061-07/08.

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

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

L21 Shamica Jackson 08/21/2013
Union Name Signature of person mailing/faxing form Date

FOR DEPARTMENT OF HUMAN RESOURCES USE
PSC# 4061-07/08
STAFF ANALYSIS/RECOMMENDATION: Approved WW 8/30/2013

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Thorough knowledge design and codes for the CCAMS application and all the current and upcoming proposed drinking water regulations at the State and Federal levels. Expertise and extensive experience in source water protection; watershed management; drinking water and effluent discharge regulations, planning and design of treatment plant/facilities; drinking water treatment processes and technologies; process engineering; treatment plant/facility operations; drinking water quality studies; corrosion control; instrumentation and control systems; hydraulics, modeling and data management; and operational planning, for large and complex drinking water transmission and distribution systems.

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

5212: Principal Engineer; 5211: Senior Engineer; 5241: Engineer; 5207: Associate Engineer with Sanitary

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The classes in 3B perform general type of work, but there is a need for specific expertise that we don't have (e.g. corrosion control, modeling).

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

No, this type of expertise work is of short peak duration and is required on an as-needed basis.

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

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

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

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

Print or Type Name

415-554-0727

Telephone Number

525 Golden Gate Avenue, 8th Floor

San Francisco, CA 94102

Address

Union Notification(s)

◆ **Local 21**

Dang, Leorah

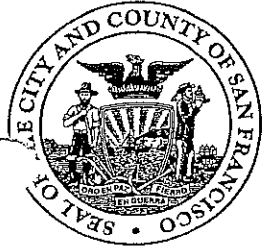
From: Jackson, Shamica <SJackson@sfwater.org>
Sent: Wednesday, August 21, 2013 5:01 PM
To: Birrer, Joe; Byrne, Ed; Chan, Norman; Divine, Peg; How, Kathryn; Johanson, Alan; Koleini, Amir; Lee, Tedman; Rivera, Patrick; Wang, Jane; Brenner, Joe; Byrne, Kyra; Carter, Kim; Demmerle, Brook; DHR-PSCCoordinator, DHR; Domingo, Kofo; Jenkins, Sharon; L21PSCReview; Lee, Tedman; Louie, Ging; McGee, Bonita; Scott, David; Tamura, Pattie ; Ordikhani, Masood; Kyger, Todd; Degrafinried, Alaric
Subject: Modification-Regular- Water Quality Support Services (CS-924) PSC-Dept. 40
Attachments: Regular-Mod2 PSC No. 4061-0708 CS-924_Water Quality Support Services_Dept40.pdf
Importance: High

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-924, Water Quality Support Services, a modification request for \$750,000 and duration to November 31, 2018**.
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. Union notification required? If no, please explain. **No. This is a modification to an already approved PSC.**
4. For **September 16, 2013** Commission Meeting at 2:00 PM, City Hall Room 400.

Shamica L. Jackson
San Francisco Public Utilities Commission
Contract Administration Bureau
525 Golden Gate Avenue, 8th Floor
San Francisco, CA 94102
voice: 415-554-0727
fax: 415-554-3225
email:sjackson@sfwater.org
 Please consider the environment before printing this email

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

PSC #4061-07/08



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

4061-07/08
Original

December 6, 2007

GAVIN NEWSOM
MAYOR

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4060-07/08 THROUGH 4065-07/08; 4029-05/06 AND 4086-03/04.

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

THOMAS T. NG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

At its meeting of December 3, 2007 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to withdraw PSC #4086-03/04 at the request of the Public Utilities Commission and adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c: Connie Chang, Public Utilities Commission
- Gordon Choy, Department of Public Works
- Jacque Hale, Department of Public Health
- Ed Harrington, Controller
- Jennifer Johnston, Department of Human Resources
- Galen Leung, San Francisco International Airport
- Naomi Kelly, Office of Contract Administration
- Julian Low, Mayor's Office of Business & Economic Development
- Joan Lubamersky, General Services Agency
- Jonathan Nelly, Department of Human Resources
- Commission File
- Chron

POSTIN /OR
December 03, 2007

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of Work	Duration
4060-07/08	21	Mayor's Office of Business & Economic Development	Regular	\$75,000.00	Will provide wages and benefits for the three CityBuild instructors who were teaching at the CityBuild Academy from July 1, 2007 to August 31, 2007.	31-Aug-07
4061-07/08	40	San Francisco Public Utilities Commission	Regular	\$4,000,000.00	Will provide water quality related support for Water System Improvement Program (WSIP) and Operations.	01-Feb-13
4062-07/08	40	San Francisco Public Utilities Commission	Regular	\$8,400,000.00	Will provide professional construction management services to oversee various WSIP projects on behalf of the SFPUC for the SF Region/Local work location.	31-Mar-13
4063-07/08	70	General Services Agency, Office of Language Services	Regular	\$100,000.00	Will provide patented technology to convert selected public web pages from participating City department websites to be translated into non-English languages.	31-Oct-09
4064-07/08	82	Department of Public Health	Regular	\$2,000,000.00	Will provide software programming, technical implementation and system administration training support to Dept. Information Technology staff for the implementation of the new Community Behavioral Health Services (CBHS) Billing and Clinical Application.	31-Dec-13
4065-07/08	90	Public Works	Regular	\$450,000.00	Will provide specialized architectural, engineering, and related professional services for programming the facilities and specialized peer review services in support of City staff in negotiating and implementing the turn-key agreement.	15-Feb-11



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PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 31, 2007

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER: 40

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING _____)
 CONTINUING ANNUAL
 TYPE OF REQUEST: INITIAL REQUEST MODIFICATION (PSC# _____)

TYPE OF SERVICE: Water Quality Support Services (CS-902)
 FUNDING SOURCE: WSIP and Water Enterprise Funds
 PSC AMOUNT: \$4,000,000 PSC DURATION: 2/1/2008-2/1/2013 (5 years)

1. DESCRIPTION OF WORK:

A. Concise description of work:

Water quality related support for Water System Improvement Program (WSIP) and Operations. This includes technical reviews and studies for WSIP projects; analysis of scope change impacts; permit amendments; bench-scale and pilot studies; treatment plant optimization and performance studies; mixing and fluid mechanics evaluations; regulatory compliance and reports; hydraulic modeling and reporting; future operations planning for the overall system; and training of Water Quality Bureau staff on the implementation and control of specialized tasks.

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

Need additional sanitary specialty staffing/resources to meet peak WSIP support and to maintain operational support for the above work in a timely manner. Denial of the RFP will affect meeting project deliverables, compliance with drinking water regulations, and prompt response to water quality events and operational emergencies.

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):

Water Quality Bureau has used outside expertise through professional services contracts in the past.

D. Will the contract(s) be renewed.

No.

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

<u>L21</u>	<u>Shamica Jackson</u>	<u>11/5/2007</u>
Union Name	Signature of person mailing/faxing form	Date
<u> </u>	<u> </u>	<u> </u>
Union Name	Signature of person mailing/faxing form	Date

RFP sent to on

Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4061-07108

*Approved
Jm*

07 NOV -7 11:38:19

STAFF ANALYSIS/RECOMMENDATION:
 CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Thorough knowledge of all the current and upcoming proposed drinking water regulations at the State and Federal levels. Expertise and extensive experience in source water protection; watershed management; drinking water and effluent discharge regulations, planning and design of treatment plant/facilities; drinking water treatment processes and technologies; process engineering; treatment plant/facility operations; drinking water quality studies; corrosion control; instrumentation and control systems; hydraulics, modeling and data management; and operational planning, for large and complex drinking water transmission and distribution systems.

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

5212 Principal Engineer, 5211 Senior Engineer, 5241 engineer and 5207 Associate Engineer with Sanitary specialty can do some of this work, but some work requires specific expertise.

C. Will contractor provide facilities and/or equipment not currently possessed by the City?

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Those classes perform general type of work, but there is a need for specific expertise that we don't have (e.g. corrosion control, modeling).

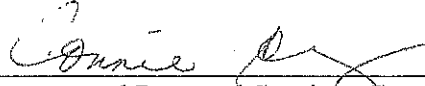
B. Would it be practical to adopt a new civil service class to perform this work?

No, this type of expertise work is of short peak duration and is required on an as-needed basis.

5. ADDITIONAL INFORMATION (if yes, attach explanation)

	YES	NO
A. Will the contractor directly supervise City & County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City & County employees? The contractor will provide training for specialized tasks to water quality engineers (e.g. modeling, regulatory implications, pilot studies validation, technological advances) for 40 to 80 hours per task.	<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? PUC Res. 03-0245; 12/15/2003	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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



 Signature of Departmental Personal Services Contract Coordinator
 Connie Chang (415) 554-3497

 Print or Type Name Telephone

 1155 Market Street, 9th Floor
 San Francisco, CA 94103

 Address

PUBLIC UTILITIES COMMISSION

City and County of San Francisco

RESOLUTION NO. 03-0245

WHEREAS, Implementation of the Capital Improvement Program requires that the SFPUC process contract actions more efficiently; and

WHEREAS, Some contract action approval practices can be simplified to accelerate the approval procedure while still providing the Commission with all essential information; and

WHEREAS, To improve the efficiency and speed of the contract action approval process and its consequent impact on the contracting process, SFPUC staff proposes certain changes to its current contract action process; and

WHEREAS, SFPUC staff is proposing to create a monthly General Manager's Report to the Commission for approval of all contract advertisement actions; and

WHEREAS, SFPUC staff shall present contract awards as consent calendar items for CIP contracts under \$5 million and routine water/sewer main repairs, and all other awards shall be presented as regular calendar items; and

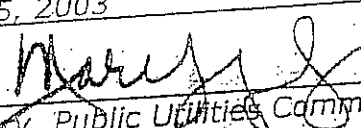
WHEREAS, SFPUC staff shall present contract modifications over 10% of cost or schedule as regular calendar items; and

WHEREAS, SFPUC staff shall present contract closeouts as consent calendar items for all contracts under \$5 million and as regular calendar items for all contracts with a value of \$5 million or above; and

WHEREAS, SFPUC staff shall present all emergency declarations as consent calendar items; now, therefore, be it

RESOLVED, That this Commission hereby approves and authorizes the General Manager to implement an SFPUC staff proposal to modify current Commission contract action approval practices by using a combination of a General Manager's Report, the consent calendar, and the regular calendar to approve contract actions.

I hereby certify that the foregoing resolution was adopted by the Public Utilities Commission at its meeting of December 15, 2003


Secretary, Public Utilities Commission

Jackson, Shamica

From: Jackson, Shamica
Sent: Monday, November 05, 2007 11:26 AM
To: Byrne, Ed; Chia, James; Eavis, Ernie; Elwin, Harvey; Isen, Carol; Jew, Ken; Jindal, Roop; Sadden, Brian; Baker, Deborah; Chang, Connie; 'Chapman, Jet'; 'Delcampo, Frank'; 'Farbod Pirouzmand (E-mail)'; Jackson, Shamica; McGee, Bonita; 'Michael Seville (E-mail)'; Morrison, Emily M.; Rockett, Briggette; Yun, Pauson; Rohrbacker, Mary
Subject: CS-902 PSC Summary
Importance: High

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for CS-902, Water Quality Support Services .
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. Meeting: **December 3, 2007, 2:00 PM**, Room 400, City Hall

Shamica L. Jackson
Commission Agenda Item & Task Order Manager
SFPUC-Contract Administration Bureau
1155 Market Street, 9th Floor
San Francisco, CA 94103
415-554-0727
SJackson@sflower.org



**San Francisco
Water Power Sewer**

Services of the San Francisco Public Utilities Commission

Contract Administration Bureau
1155 Market Street, 9th Floor
San Francisco, CA 94103
T 415.551.4603
F 415.554.3225

MEMORANDUM

DATE: December 16, 2011
TO: Maria Ryan, DHR-PSC Coordinator
Department of Human Resources (Dept. 33)
FROM: David E. Scott, PSC Coordinator
San Francisco Public Utilities Commission (Dept. # 40)
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4061-07/08 CSC Approval Date: 12/03/2007 (Original)

Description of Service(s): **Water quality related support for Water System Improvement Program (WSIP) and Operations. This includes technical reviews and studies for WSIP projects; analysis of scope change impacts; permit amendments; bench-scale and pilot studies; treatment plant optimization and performance studies; mixing and fluid mechanics evaluations; regulatory compliance and reports; hydraulic modeling and reporting; future operations planning for the overall system; and training of Water Quality Bureau staff on the implementation and control of specialized tasks (CS-902/924).**

Original Approved Amount:	<u>\$ 4,000,000</u>	Original Approved Duration:	<u>12/03/2007 to 02/01/2013</u>
Modification One Amount:	<u>\$ 1,000,000</u>	Modification of Duration:	<u>12/19/2011 to 10/31/2013</u>
Total Amount as Modified:	<u>\$ 5,000,000</u>	Total Duration as Modified:	<u>12/03/2007 to 10/31/2013</u>

Reason for the modification:

This modification will align the approved Civil Service authority with the term in the executed contract.

Attachments: Copy of PSC Summary sent to DHR.

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 12/19/11

By: [Signature]
Micki Callahan, Human Resources Director

- Edwin M. Lee
Mayor
- Francisca Viator
President
- Anson Moran
Vice President
- Aim Moller Caen
Commissioner
- Art Torres
Commissioner
- Vince Courtney
Commissioner
- Ed Harrington
General Manager



PERSONAL SERVICES CONTRACT SUMMARY

DATE: 8/7/2013

DEPARTMENT NAME: Department of Public Health DEPARTMENT NUMBER 82 81 W

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC# 3035-11/12)

TYPE OF SERVICE: Employee Shuttle Bus Services during the SFGH rebuild

FUNDING SOURCE: Grant from the Bay Area Air Quality District and General Fund

Table with 4 rows: Original Amount, Modification #1, Modification #2, Total as modified. Columns include Amount and PSC Duration.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

This temporary shuttle bus service will operate six hours a day during peak commute times to decrease the number of single-occupancy vehicles traveling to the San Francisco General Hospital (SFGH) campus.

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

This shuttle bus service addresses several needs for SFGH. This shuttle service meets environmental mitigation requirements set forth above.

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

This is a continuing service approved under PSC# 3035-11/12.

D. Will the contract(s) be renewed: As needed.

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

Local 250-A (9163) Muni Transit Workers Union Name; Jacquie Hale Signature of person mailing/faxing form; 7/25/13 8/16/13 Revised 74543 original 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# 3035-11/12; STAFF ANALYSIS/RECOMMENDATION: Approved MW 8/30/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Safe, timely, courteous operation of a shuttle bus on the routes and schedules prescribed by SFGH. Flexibility and capacity to meet SFGH needs as they change over the course of the rebuild.

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

Transit Operator (#9163)

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

Yes. All shuttle busses, maintenance, and staff are provided by the contractor

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There are currently no shuttle services offered by City and County of San Francisco. This service is time limited and is specific to the SFGH rebuild.

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

If the city were to establish a permanent service, a specialized position might be considered, however these services are specific to the SFGH Rebuild and time limited

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

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

Yes No

B. Will the contractor train City and County employees?

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


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

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

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Yes, the existing contract is with Transmetro Shuttle Bus.

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


Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale

554-2609

Print or Type Name

Telephone Number

101 Grove Street #307
San Francisco, CA 94102

Address

Union Notification(s)
◆ Local 250-A

Kelly Rojas/DPH/SFGOV

07/25/2013 01:10 PM

To ewilliams@twusf.org

cc bbroughton@twusf.org, Jacquie
Hale/DPH/SFGOV@SFGOV

bcc

Subject PSC for your consideration 3035-11/12 "Shuttle bus
services"

To: Local Muni 250-A
From : Jacquie Hale/Kelly Rojas
Re: PSC modification request for your approval
E-mail only

Dear Muni 250-A,

Please see this attached PSC modification request for Transmetro Shuttle Bus Services. This is calendared for the October 7, 2013 CSC Meeting.



PDF of PSC 3035.11.12.pdf

Sincerely,

Kelly Rojas, M.P.A.
Senior Contract Analyst
Office of Contract Management and Compliance
Department of Public Health
City and County of San Francisco
101 Grove St., Room 307
San Francisco, CA 94102
Phone: 415-554-2612
Fax: 415-554-2555
Kelly.Rojas@SFDPH.org

Dang, Leorah

From: Kelly Rojas <Kelly.Rojas@sfdph.org>
Sent: Friday, August 16, 2013 4:22 PM
To: Kelly Rojas
Cc: bbroughton@twusf.org; DHR-PSCCoordinator, DHR; ewilliams@twusf.org; Hale, Jacquie; Dang, Leorah
Subject: Re: Fw: PSC for your consideration 3035-11/12 "Shuttle bus services"- Second Send
Attachments: PSC 3035-11.12.pdf; PDF of PSC 3035.11.12.pdf; PSC 1 formMod 3035-11.12.pdf

Dear Muni 250-A,

Please find attached the updated PSC Mod 3035-11/12.

I had to make a secretarial change that does not affect the amount in the PSC or the date of the meeting.

Feel free to contact me with any questions.

Sincerely,

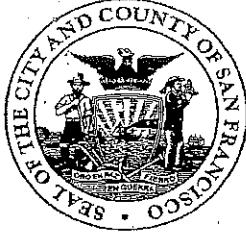
Kelly Rojas, M.P.A.
Senior Contract Analyst
Office of Contract Management and Compliance
Department of Public Health
City and County of San Francisco
101 Grove St., Room 307
San Francisco, CA 94102
Phone: 415-554-2612
Fax: 415-554-2555
Kelly.Rojas@SFDPH.org

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Prior Notice of Civil Service Commission Action – Mod1 – Current
Prior PSC Form 1 – Mod1 - Current
Prior PSC Form 1 – Mod2 - Current

PSC #3035-11/12

3035-11/12
Mod #1



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

May 23, 2012

NOTICE OF CIVIL SERVICE COMMISSION ACTION

E. DENNIS NORMANDY
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

SCOTT R. HELDFOND
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4122-11/12 THROUGH 4125-11/12; 4040-09/10; 4085-07/08; 4155-05/06; AND 3035-11/12.

At its meeting of May 21, 2012 the Civil Service Commission had for its consideration the above matter.


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

The Commission:

- (1) Postponed PSC #4085-07/08 to the meeting of June 4, 2012 at the request of the Public Utilities Commission.
- (2) Adopted the report; Approved the request for PSC #4125-11/12 as a modification. Notified the Office of the Controller and the Office of Contract Administration.
- (3) Adopted the report; Approved the request for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION


ANITA SANCHEZ FOR
Executive Officer

Attachment

- c: Cynthia Avakian, Airport Commission
- Parveen Boparai, Municipal Transportation Agency
- Micki Callahan, Human Resources Director
- Aleric Degrafinried, Public Utilities Commission
- Maureen Gannon, Office of the Sheriff
- Marie de Vera, Department of Human Resources
- Jaci Fong, Office of Contract Administration
- Jacque Hale, Department of Public Health
- Shamica Jackson, Public Utilities Commission
- LaWan Jones, Public Utilities Commission
- Brent Lewis, Department of Human Resources
- Joan Lubamersky, General Services Agency
- Ben Rosenfield, Controller
- Maria Ryan, Department of Human Resources
- Commission File
- Chron

POSTING FOR
5/21/2012

PROPOSED PERSONAL SERVICES CONTRACTS
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION

PSC No	DeptNo	Dept Description	Agency	Approval Type	Modified Amount	Cumulative Total	Description of Work	Start Date	End Date
4040-09/10	35	Municipal Transportation	Agency	Regular	\$1,977,000	\$7,908,858	Contractor shall provide SFMTA software updates, non-custom software upgrades that Contractor provides to other customers, equipment repair and maintenance. System Support Services necessary to maintain the operations of the Base AVLS in accordance with the operating standards and specifications set out in the Maintenance Agreement. Contractor will also provide training to SFMTA personnel in AVLS operation and maintenance so that SMTA staff may eventually perform maintenance of th AVLS vehicle equipment.	10/1/2009	7/31/2013
4085-07/08	40	Public Utilities Commission		Regular	0	\$2,000,000	The reason for this modification is insure the Water Quality Division (WQD) capability for meeting all sample testing required for regulatory compliance. A full service environmental laboratory will provide "as-needed" reference laboratory testing of drinking water, wastewater, groundwater, soils, sediments, solids, hazardous waste, and biota (issues). (CS-896).	1/22/2008	2/28/2015
4155-05/06	40	Public Utilities Commission		Regular	\$9,500,000	\$20,525,000	The consultant will perform detailed analyses of facility energy use patterns and provide specialized energy-efficiency retrofit recommendations and cost-benefit analysis for Heating Ventilation Air Conditioning (HVAC), controls, and lighting retrofits. Consultant will support retrofit implementation with specialized design, performance specifications, and construction support services, along with project commissioning, benchmarking, building retro-commissioning, energy system training, and measurement and verification services. Consultant also will provide city design teams with better than code design recommendations to incorporate energy efficiency into new construction and major renovations of municipal buildings, water/wastewater facilities and other City facilities. The consultant also will provide technical support for developing and managing new energy efficiency programs, along with financial analysis, environmental services, and guidance of new and emerging energy technologies.	10/1/2006	9/30/2017
3035-11/12	82	Public Health		Regular	\$33,600	\$67,200	This temporary shuttle bus services will operate six hours a day during peak commute times to decrease the number of single-occupancy vehicles traveling to the SFGH campus. This service is intended to positively impact air quality and reduce traffic and congestion related to the Rebuild of SFGH. The shuttle will operate between SFGH and major transit hubs as directed by the SFGH Rebuild Environmental Impact Report's Environmental Mitigation Measures while the SFGH Rebuild project is underway. The goal of this project is to reduce motor vehicle emissions.	7/30/2011	6/30/2012
Sum of Modified Amounts:					\$11,510,600				



Mod #1

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 23, 2012

DEPARTMENT NAME: Department of Public Health DEPARTMENT NUMBER 82

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC# 3035-11/12)

TYPE OF SERVICE: Employee Shuttle Bus Services during the SFGH rebuild

FUNDING SOURCE: Grant from the Bay Area Air Quality District and General Fund

Table with 2 columns: Amount and PSC Duration. Rows: Original Amount (\$33,600), Modification (\$33,600), Total (\$67,200). Durations: 7/30/11-6/30/12, 7/01/11-7/31/12, 7/01/11-7/31/12.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

This temporary shuttle bus service will operate six hours a day during peak commute times to decrease the number of single-occupancy vehicles traveling to the SFGH campus. This service is intended to positively impact air quality and reduce traffic and congestion related to the Rebuild of SFGH. The shuttle will operate between SFGH and major transit hubs as directed by the SFGH Rebuild Environmental Impact Report's Environmental Mitigation Measures while the SFGH Rebuild project is underway. The goal of this project is to reduce motor vehicle emissions.

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

This shuttle bus service addresses several needs for SFGH. First, this shuttle service meets environmental mitigation requirements set forth above. SFGH has lost over 100 parking spaces due to construction and Rebuild related congestion has punctuated the need for alternative transportation sources to reduce congestion. Finally, the service also meets staff preferences, as the shuttle stops chosen for this service directly correspond to the SFGH 2009 Travel Survey Data.

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

This is a continuing service approved under PSC# 3035-11/12.

D. Will the contract(s) be renewed: As needed.

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

Local 250-A (9163) Muni Transit Workers Union Name, Jacquie Hale Signature of person mailing/faxing form, 3/26/12 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# 3035-11/12

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

May 21, 2012

Mod #2

PERSONAL SERVICES CONTRACT SUMMARY

DATE: DRAFT

DEPARTMENT NAME: Department of Public Health DEPARTMENT NUMBER 82

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC# 3035-11/12)

TYPE OF SERVICE: Employee Shuttle Bus Services during the SFGH rebuild

FUNDING SOURCE: Grant from the Bay Area Air Quality District and General Fund

Table with 2 columns: Amount and PSC Duration. Rows: Original Amount (\$67,200), Modification (\$33,600), Total (\$100,800). Durations: 7/30/11-6/30/12, 7/01/12-6/30/14, 7/30/11-6/30/14.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

This temporary shuttle bus service will operate six hours a day during peak commute times to decrease the number of single-occupancy vehicles traveling to the San Francisco General Hospital (SFGH) campus. This service is intended to positively impact air quality and reduce traffic and congestion related to the Rebuild of SFGH. The shuttle will operate between SFGH and major transit hubs as directed by the SFGH Rebuild Environmental Impact Report's Environmental Mitigation Measures while the SFGH Rebuild project is underway. The goal of this project is to reduce

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

This shuttle bus service addresses several needs for SFGH. First, this shuttle service meets environmental mitigation requirements set forth above. SFGH has lost over 100 parking spaces due to construction and Rebuild related congestion has punctuated the need for alternative transportation sources to reduce congestion. Finally, the service also meets staff preferences, as the shuttle stops chosen for this service directly correspond to the SFGH 2009 Travel Survey Data.

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

This is a continuing service approved under PSC# 3035-11/12.

D. Will the contract(s) be renewed: As needed.

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

Local 250-A (9163) Muni Transit Workers Union Name, Jacquie Hale Signature of person mailing/faxing form, 7/15/13 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# 3035-11/12

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

REC'D
INTERNATIONAL LET BLANK

PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 14, 2013

DEPARTMENT NAME: PUBLIC WORKS

DEPARTMENT NUMBER 90

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

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC# 4076-09/10)

TYPE OF SERVICE: As-Needed Professional Services for Special Inspection and Testing Services

FUNDING SOURCE: Individual Project Funding via Interdepartmental Work Orders

Table with 4 columns: PSC AMOUNT, PSC DURATION, Modification #1 Amount, Modification #1 Duration, Modification #2 Amount, Modification #2 Duration, Modification #3 Amount, Modification #3 Duration, Total Amount, Total PSC Duration.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide special construction and building materials inspection and testing services for the City's building, construction and renovation projects on an as-needed basis. The testing agencies will utilize certified staff to perform reinforced concrete, high strength bolting, structural steel welding, masonry, shotcrete, and spray-applied fireproofing inspection and testing services. The City intends to award five (5) contracts for \$800,000 and contract duration of five (5) years each.

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

This contract will offer services that are normally not provided by the City's staff and facilities. These services are required as part of code requirement for the building inspection process. Denial could cause building code violations, occupancy denials and delays to projects that would result in additional costs to the City. The City does not possess these special expertise and testing laboratories.

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

This is a modification to PSC#4076-09/10, approved on January 4, 2010, which provided services through 5 As-Needed contracts. A new solicitation is required to award more work, because the previous contracts can only issue work within the first 3 years, with the remaining 2 years used to complete ongoing work. Since the existing As-Needed contracts remain open to complete projects in progress, PSC# 4076-09/10 cannot be terminated. Therefore, we are modifying this PSC for new services.

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

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

Local 21 Union Name

Carina Caslas Signature of person mailing/faxing form

8/14/13 Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4076-09/10 STAFF ANALYSIS/RECOMMENDATION: Approved [Signature] 8/30/2013

CIVIL SERVICE COMMISSION ACTION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Licensed and/or certified professionals with expertise in special construction materials inspection and testing for a wide variety of construction activities such as Office of Statewide Health Planning and Development (OSHPD) inspections, Corrosion Inspection and Testing, International Conference of Building Officials (ICBO) and Certified Welding Inspection (CWI) inspections, structural, under-pinning, shoring observation, spray-applied fireproofing, etc.

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

5207 Associate Engineer and 6318 Construction Inspector perform limited aspects of this work. The Department does not have a full-time need for these services as these services are on an if and as-needed basis and dependent on project work. This PSC is for services that are beyond what City personnel provide, and does not duplicate services provided by the City. The City's Materials Testing Laboratory is always given the first offer to perform the tasks.

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

Yes. Consultants will provide extensive testing facilities and equipment for these services. The City does not have these facilities and equipment and it is not cost-effective for the City to provide them.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service classifications are applicable. Qualified City staff and laboratory will continuously provide certain limited special inspection and testing services; however, the broad scope of special inspection services is more specialized than the unique work exceeds the City's current capabilities of staff and equipment.

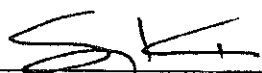
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. Civil Service classifications already exist. Special testing and inspection services are required on an if and as-needed basis when the City staff is unable to perform the services due to peak workloads or lack of specialized expertise, facilities or equipment.

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

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

Sung Kim

(415) 554-6417

Print or Type Name

Telephone Number

1155 Market Street, 4th Floor
San Francisco, CA 94103

Union Notification(s)
◆ Local 21

Dang, Leorah

From: Carlos, Carina <Carina.Carlos@sfdpw.org>
Sent: Wednesday, August 14, 2013 5:02 PM
To: DHR-PSCCoordinator, DHR
Cc: Wong, Tammy; Camillo, Stacey; Kim, Sung; 'L21PSCReview@ifpte21.org'; Ging Louie; Caranto, Severino
Subject: As-Needed Professional Services for Special Inspection and Testing Services (Dept# 90)
Attachments: PSC 4076-0910 Mod 3 - 8-14-13.PDF; PSC Mod#2 Approval.pdf; SIAT - PSC 2013 8-14-13 V2.docx

Good afternoon,

Attached are documents related to Modification #3 to PSC# 4076-09/10 for As-Needed Professional Services for Special Inspection and Testing Services:

1. PSC Modification #3 (in PDF format) dated 08/14/2013
2. PSC Modification #3 (in Word format) dated 08/14/2013
3. PSC Modification #2 (in PDF format) dated 4/11/2013
4. PSC Modification #1 (in PDF format) dated 3/12/2013
5. Original PSC# 4076-09/10 (in PDF format) dated 12/07/2009
6. Notice of Civil Service Commission Action dated 1/07/2010

It is our understanding that PSC modifications do not follow the 30-day advance union notification.

Best regards,



Carina Carlos
Contract Analyst

DPW | Department of Public Works
Business Services - Contract Administration Division
1155 Market Street, 4th Floor
San Francisco, CA 94103

Tel: (415) 554-6416 | Fax: (415) 554-6232
E-Mail: Carina.Carlos@sfdpw.org

Please note DPW Contract Administration's new address.

Prior Notice of Civil Service Commission Action – Original – Current

Prior PSC Form 1– Original – Current

Prior Administrative Approval – Mod1 – Current

Prior Administrative Approval – Mod2 - Current

PSC #4076-09/10

4076-09/10
Original



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

January 7, 2010

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

*** NOTICE OF CIVIL SERVICE COMMISSION ACTION**

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4075-09/10 THROUGH 4080-09/10; 4028-07/08; 4097-08/09 AND 4021-07/08.

At its meeting of January 4, 2010 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

- (1) Amend and approve PSC #4097-08/09 with the increase amount to \$749,900 with the new amount of \$1,320,000.
- (2) Amend and approve PSC #4021-07/08 as reduced to \$156,000 with the new amount of \$546,000 and duration of 2011.
- (4) Approve request for all remaining proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

Anita Sanchez
ANITA SANCHEZ
Executive Officer

Attachment

- c: Micki Callahan, Human Resources Director
- Gordon Choy, Department of Public Works
- Sheila Arcelona, District Attorney's Office
- Elaine Forbes, Planning Department
- Shamica Jackson, Public Utilities Commission
- Florence Kyam, Public Utilities Commission
- Joan Lubamersky, General Services Agency
- Mary Ng, Department of Human Resources
- Commission File
- Chron

RECEIVED

10 JAN -8 AM 10:41

DPW
CONTRACT ADMINISTRATIONS

POSTING FOR
1/4/2010

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

FSC No	Dept No	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4075-09/10	90	Public Works	Regular	\$4,800,000	Perform as-needed environmental assessments and planning studies to assist in the completion of capital improvement projects; negotiate with regulatory agencies; and prepare environmental, risk assessments and planning reports. DPW intends to award six contracts of \$800,000 each for five years.	12/30/2016
* 4076-09/10	90	Public Works	Regular	\$3,000,000	Provide special construction and building materials inspection and testing services for the City's building, construction and renovation projects on an as-needed basis. The testing agencies will utilize certified staff to perform reinforced concrete, high strength bolting, structural steel welding, masonry, shotcrete, and spray-applied fireproofing inspection and testing services. The City intends to award five contracts for \$600,000 each for five years.	12/30/2016
4077-09/10	40	Public Utilities Commission	Regular	\$500,000	Provide advertising, communication, education, outreach and marketing services for the CleanPowerSF Program, which will soon make the City the default energy provider for residents and businesses in the city. The Marketing Program will inform residents and businesses that the City is their energy provider and it will persuade residents and businesses not to opt out from the initiative.	12/31/2011
4078-09/10	40	Public Utilities Commission	Regular	\$1,000,000	Provide as-needed services for microbiological based analytical testing encompassing: 1) specialized methods that the Water Quality Division Laboratories (WQDL) are not capable of performing internally, 2) backup testing services for the procedures that the WQDL performs in-house, 3) emergency response support, and 4) laboratory and consulting services for test method development and validation.	12/31/2013
4079-09/10	04	District Attorney	Regular	\$298,000	Provide services to expand services at the CARE Program, a truancy intervention center operated by the Bayview YMCA through a grant from the Dept. of Children, Youth and Family. CARE serves chronically truant students from the City's Southeast Sector. Services include providing educational advocacy and case management services to youth, including academic assistance, referrals to community resources, assistance with school re-entry, and concrete life skills training.	2/1/2012
4080-09/10	04	District Attorney	Regular	\$243,350	Provide community based services to Limited English Proficient (LEP) victims of domestic and dating violence, working closely with the District Attorney's Office prosecution team and Victim/Witness assistance unit. The contractor will provide community based, culturally & linguistically competent services such as legal referrals, access to safe houses, shelter, assistance with restraining orders, housing relocation, education about the criminal justice system & other forms of outreach, education & support to underserved LEP victims of domestic violence.	8/31/2011

PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 7, 2009

DEPARTMENT NAME: PUBLIC WORKS

DEPARTMENT NUMBER 90

TYPE OF APPROVAL: [] EXPEDITED

[x] REGULAR (OMIT POSTING)

[] CONTINUING

[] ANNUAL

TYPE OF REQUEST:

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

TYPE OF SERVICE: As-Needed Professional Services for Special Inspection and Testing Services

FUNDING SOURCE: Individual Project Funding via Interdepartmental Work Orders

PSC AMOUNT: \$ 3,000,000

PSC DURATION: 1/4/2010 - 12/30/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide special construction and building materials inspection and testing services for the City's building, construction and renovation projects on an as-needed basis. The testing agencies will utilize certified staff to perform reinforced concrete, high strength bolting, structural steel welding, masonry, shotcrete, and spray-applied fireproofing inspection and testing services. The City intends to award five (5) contracts for \$600,000 each for five (5) years.

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

Services under this contract will supplement services that are normally not provided by the City's staff and facilities. These services are required as part of code requirement for the building inspection process. Denial could cause building code violations, occupancy denials and delays to projects that would result in additional costs to the City. This special expertise and testing laboratories is not possessed by the City.

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

These services have been provided through contracts awarded under PSC #4023-06/07, approved August 21, 2006.

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

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

Local 21
Union Name

[Signature]
Signature of person mailing/faxing form

12/7/2009
Date

Union Name

Signature of person mailing/faxing form

Date

RFP sent to Local 21, on
Union Name Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Licensed and/or certified professionals with expertise in special construction materials inspection and testing for a wide variety of construction activities such as Office of Statewide Health Planning and Development (OSHPD) inspections, Corrosion Inspection and Testing, International Conference of Building Officials (ICBO) and Certified Welding Inspection (CWI) inspections, structural, under-pinning, shoring observation, spray-applied fireproofing, etc.

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

5207 Associate Engineer and 6318 Construction Inspector perform limited aspects of this work. The Department does not have a full-time need for these services as these services are on an if and as-needed basis and dependent on project work. This PSC is for services that are beyond what City personnel provide, and does not duplicate services provided by the City. The City's Materials Testing Laboratory is always given the first offer to perform the tasks.

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

Yes. Consultants will provide extensive testing facilities and equipment for these services. The City does not have these and it is not cost-effective for the City to provide them.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service classifications are applicable. Qualified City staff and laboratory will continuously provide certain limited special inspection and testing services; however, the broad scope of special inspection services is more specialized than the unique work exceeds the City's current capabilities of staff and equipment.

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

No. Civil Service classifications already exist. Special testing and inspection services are required on an if and as-needed basis when the City staff is unable to perform the services due to peak workloads or lack of specialized expertise, facilities or equipment.

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

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

Yes No

B. Will the contractor train City and County employees?

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

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

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

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? *An RFP is in process to select the new consultants*

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

Gordon Choy
Signature of Departmental Personal Services Contract Coordinator

Gordon Choy
Print or Type Name

(415) 554-6230
Telephone Number

875 Stevenson Street, Room 420
San Francisco, CA 94103



Edwin M. Lee, Mayor
Mohammed Nuru, Director

San Francisco Department of Public Works
Office of the Deputy Director for Financial Management and Administration
Division of Contract Administration
1155 Market Street, 4th Floor
San Francisco, CA 94103
(415) 554-6230 www.sfdpw.org



Gordon Choy, Division Manager

MEMORANDUM

March 12, 2013

TO: Personal Services Contract Coordinator
Department of Human Resources

FROM: Gordon Choy, PSC Coordinator
Department of Public Works (90) *Gordon Choy*

SUBJECT: Civil Service Commission PSC Modification Less than 50% of Approved Amount or Time

The Public Works Department is proposing to modify an approved Personal Services Contract Summary (PSC) and is requesting your consideration for an administrative review of the PSC Modification because the proposed modification is less than 50% of the Civil Service Commission's approved PSC amount and/or duration.

Following is the information about the PSC modification:

PSC No. #4076-09/10 Approved on: January 4, 2010

Description:

Provide special construction and building materials inspection and testing services for the City's building, construction and renovation projects on an as-needed basis. The testing agencies will utilize certified staff to perform reinforced concrete, high strength bolting, structural steel welding, masonry, shotcrete, and spray-applied fireproofing inspection and testing services. The City has awarded five (5) contracts for \$600,000 each for five (5) years.

Original Approved Amount	<u>\$3,000,000</u>	Original Approved Duration	<u>1/4/2010 - 12/30/2016</u>
Modification Amount:	<u>\$ 500,000</u>	Modification of Duration	<u>No Change</u>
Total Modified Amount:	<u>\$3,500,000</u>	Total Modified Duration:	<u>1/4/2010 - 12/30/2016</u>

Reason for the modification:

To increase contracting capacity to accommodate project completion.

Attachment: Copy of Approved PSC Summary

Thank you for your consideration in issuing an administrative decision on this PSC Modification. Please call me at (415) 554-6230 if there are any questions.

Cc: Contract Manager
Tammy Wong, GSA Human Resources

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 3/19/2013

By: *M*
Micki Callahan, Human Resources Director





Edwin M. Lee, Mayor
Edward D. Reiskin, Director



Gordon Choy, Division Manager

MEMORANDUM

April 11, 2013

TO: Personal Services Contract Coordinator
Department of Human Resources

FROM: Gordon Choy, PSC Coordinator
Department of Public Works (90) *Gordon Choy*

SUBJECT: Civil Service Commission PSC Modification Less than 50% of Approved Amount or Time

The Public Works Department is proposing to modify an approved Personal Services Contract Summary (PSC) and is requesting your consideration for an administrative review of the PSC Modification because the proposed modification is less than 50% of the Civil Service Commission's approved PSC amount and/or duration.

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Original Approved Amount	\$3,000,000	Original Approved Duration	1/4/2010 – 12/30/2016
Mod#1 Approved Amount	\$ 500,000	Mod#1 Approved Duration	No Change
Mod#2 Amount:	\$ 298,000	Modification of Duration	No Change
Total Modified Amount:	\$3,798,000	Total Modified Duration:	1/4/2010 – 12/30/2016

Reason for the modification:

To increase contracting capacity to accommodate City construction projects.

Attachment: Copy of Approved PSC Summary

Thank you for your consideration in issuing an administrative decision on this PSC Modification. Please call me at (415) 554-6230 if there are any questions.

Cc: Contract Manager
Tammy Wong, GSA Human Resources

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 4/11/2013

By: *W*
Mickl Callahan, Human Resources Director

