



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: November 18, 2013

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director *[Signature]*

From: Shamica Jackson, PUC
Allison Magee, ASR
Rachel Buerkle, ENV
Sean McFadden, RPD
Parveen Boparai, MTA
Joan Lubamersky, GSA
Kendall Gary, DT

Subject: Personal Services Contracts Approval Request

This report contains twelve (12) 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
\$53,175,000	\$1,291,853	\$201,944,041

POSTING FOR

11/18/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4025-13/14	40	Public Utilities Commission	Regular	\$5,000,000	The proposed work includes inspection and observation of testing of equipment, machinery and products to be furnished for Water and Wastewater Treatment Plants, water distribution and wastewater collection projects. Services include inspection, surveillance, sampling and testing of structural steel, fabricated steel pipe, mechanical and electrical equipment and large-diameter valves conducted at various procurement facilities, both national and international.	12/1/2013 - 12/1/2018
4043-13/14	02	Assessor	Regular	\$3,000,000	The Office of the Assessor Recorder (ASR) seeks a comprehensive commercial off-the-shelf recorder system that is a fully integrated, turnkey software solution. The system must be able to capture and streamline the recording business process that enables the Recorder Division to record an average of 260,000 documents per year. Functions will include document intake, examination, payment, scan and digitization, indexing, publication, and management of documents for the public, title companies, and government agencies on a walk-in, mail-in, and electronic basis. Services will include software solution licenses, hardware and peripherals procurement, system design, configuration, testing, installation, and implementation, along with data migration and conversion, change management assistance and staff training, and system documentation, maintenance, support, and troubleshooting.	4/1/2014 - 3/31/2019
4044-13/14	22	Environment	Regular	\$35,000,000	Provide implementation support for major elements of an on-going energy efficiency partnership program with PG&E and for other grant funded projects. Provide the Department of the Environment with as-needed professional support for energy efficiency, renewables, and climate change activities, to include engineering, technical analysis, research, testing, certification, and policy development.	7/1/2014 - 6/30/2020
4045-13/14	40	Public Utilities Commission	Regular	\$175,000	SFPUC's three (3) new local water treatment facilities were installed under construction contracts ending last quarter of fiscal year 2012-2013. Due to number of changes of plant configuration during construction the controls for these facilities require modifications to meet the California Department of Public Health (CalDPH) treatment and reporting requirements. The work will consist of modifying, upgrading, and reconfiguration of control, instrumentation, and reporting elements of Programmable Logic Controllers (PLC) programs and Human Machine Interfaces (HMI) displays.	12/1/2013 - 10/31/2015
4046-13/14	42	Recreation & Park Commission	Regular	\$1,200,000	Provide full Architectural and Engineering services for the Balboa Pool Renovation. This includes all services necessary for schematic design phase, design development, participation in presentations to members of the public, Parks and Recreation Open Space Committee, and Recreation and Parks Department Commission. In addition, complete construction documents for permitting, all services required for the construction administration phase and project closeout. Architectural and Engineering firm shall also provide cost estimating services during the course of the project.	10/31/2013 - 10/20/2018
4047-13/14	68	Municipal Transportation Agency	Regular	\$200,000	The consultant will provide strategic communications advice, and develop and produce an umbrella campaign that conveys a comprehensive story about the San Francisco Municipal Transportation Agency (SFMTA), its services and the value it provides to San Francisco's transportation systems. The consultant will produce a comprehensive marketing campaign that includes dynamic and creative digital, print and video ads within a short timeframe.	11/18/2013 - 11/30/2015

POSTING FOR

11/18/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4048-13/14	68	Municipal Transportation Agency	Regular	\$500,000	The Contractor will work collaboratively with the San Francisco Municipal Transportation Agency's (SFMTA) office staff, front-line employees, and the public to provide analytical support for evaluations that require surveying. Projects may include, but are not limited to, the following: 1) assessing the impact of All-Door Boarding on fare compliance rates; 2) evaluating the impacts of the Free Muni for Youth Pilot Program; 3) refining customer and employee satisfaction survey methodology; and 4) general public surveying as needed.	12/2/2013 - 12/1/2018
4049-13/14	35	Municipal Transportation Agency	Regular	\$7,200,000	The contractor will provide dental, vision and possibly disability benefits to qualifying San Francisco taxi drivers. The contractor will also administer the benefits program and ensure timely claim, accounting and reporting services. The contractor will provide oversight on the plan and providers to establish and maintain benefit plans for qualified participants. The contractor will provide these benefits at a group rate that the taxi drivers are unable to obtain from their associated taxi companies.	2/1/2014 - 1/31/2023
4050-13/14	70	General Services Agency	Regular	\$150,000	Advising City management through highly specialized equipment surveys, analysis, cost estimates, and expert consultant reports for planned elevator and escalator repairs, modernization, upgrades, and equipment maintenance planning of existing vertical transportation equipment at City-owned and/or operated facilities.	12/1/2013 - 1/30/2016
4051-13/14	75	Dept. of Technology	Regular	\$250,000	The City is purchasing mainframe equipment to replicate the information on the City's current mainframe equipment currently installed at 200 Paul, so that in the event of a disaster, natural or otherwise, the information from the mainframe is accessible and current. The City is seeking a vendor to install mainframe equipment, for the City's Disaster Recovery/Business Continuity project that are proprietary to the manufacturer and if installed by any other vendor would void the warranty of the equipment.	11/19/2013 - 1/18/2014
4052-13/14	75	Dept. of Technology	Regular	\$500,000	The Department of Technology is seeking a vendor to duplicate a highly reliable phone system for the new Public Safety Building at Mission Bay. The primary processor will be installed at the new Public Safety Building and the secondary processor at a site to be determined. The new system will support staff at the Public Safety Building and be networked to the existing San Francisco Police Department Avaya Private Branch Exchanges to provide 5 digit dialing and a common voice mail (full message waiting indicator functionality required).	11/19/2013 - 1/18/2014

Total Amount - Regular: \$53,175,000

POSTING FOR
11/18/2013

**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
4078-09/10	40	Public Utilities Commission	Regular	\$0	\$1,000,000	The main purpose of this contract is to provide as-needed professional 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.	1/1/2010 - 6/30/2016

Sum of Modified Amounts:

\$0

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

Allison Magee
Office of the Assessor-Recorder
1 Dr. Carlton B. Goodlett Pl., Rm. 190
San Francisco, CA 94102
(415) 554-5598

Rachel Buerkle
Department of the Environment
1455 Market St., #1200
San Francisco, CA 94102
(415) 355-3704

Sean McFadden
Recreation & Park Department
501 Stanyan Street
San Francisco, CA 94117
(415) 831-2779

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

Kendall Gary
Department of Technology
1 South Van Ness, 2nd Flr
San Francisco, CA 94103
(415) 581-4066

Table of Contents
PSC Submissions

Regular PSCs	Department	Page
4025-13/14	Public Utilities Commission	1
4043-13/14	Assessor-Recorder	5
4044-13/14	Environment	23
4045-13/14	Public Utilities Commission	40
4046-13/14	Recreation & Park Commission	45
4047-13/14	Municipal Transportation Agency	57
4048-13/14	Municipal Transportation Agency	60
4049-13/14	Municipal Transportation Agency	62
4050-13/14	General Services Agency	67
4051-13/14	Technology	70
4052-13/14	Technology	82
 Modification PSCs		
4078-09/10	Public Utilities Commission	94

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 09/26/2013

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

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

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

TYPE OF SERVICE: Specialized Services for Factory Inspection and Surveillance (CS-328)

FUNDING SOURCE: SFPUC Project Funds

PSC AMOUNT: \$5,000,000 PSC DURATION: 12/01/2013 - 12/01/2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The proposed work includes inspection and observation of testing of equipment, machinery and products to be furnished for Water and Wastewater Treatment Plants, water distribution and wastewater collection projects. Services include inspection, surveillance, sampling and testing of structural steel, fabricated steel pipe, mechanical and electrical equipment and large-diameter valves conducted at various procurement facilities, both national and international.

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

This service is necessary to insure that the material, equipment or machinery being installed meets the project requirements and deficiencies can be corrected in the factory before the equipment or machinery is shipped to the project. Consequences of denial are that testing of equipment is not possible since there are no facilities at the project site to perform individual equipment tests.

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):

In the past, this service was provided by City employees or by Consultants on a project specific basis. Many City employees are unable to travel to these factories/manufacturers in remote locations. There is also limited notice given before the inspections are needed, making scheduling difficult for the employee.

D. Will the contract(s) be renewed:

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

Local 21 Shamica Jackson 9/26/2013 Revised Original ML
Union Name Signature of person mailing/faxing form Date
N/A N/A N/A
Union Name Signature of person mailing/faxing form Date
RFP sent to N/A, on N/A N/A
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4025-13/14
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Experience in performing inspection and testing of equipment and materials for water conveyance, water and wastewater treatment and water distribution projects. Working knowledge of industrial codes such as ANSI (American National Standards Institute), AWWA (American Water Works Association), ASTM (American Society for Testing and Materials), API (American Petroleum Institute), HI (Hydraulic Institute), AWS (American Welding Society), ASME (American Society of Mechanical Engineers), NEMA (National Electrical Manufacturers Association), IEEE (Institute of Electrical and Electronics Engineers), NACE (National Association of Corrosion Engineers), etc.

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

5203 Assistant Engineers, 5207 Associate Engineers, and 5241 Engineers

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

This work can be performed by 5201 Junior Engineers, 5203 Assistant Engineers and 5207 Associate Engineers. However many engineers are unable to travel to factories/manufacturer's facilities in remote locations to perform this work. There is also usually short notice given for these inspections, making scheduling of these trips difficult for employees.

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

No, civil service classes already exist.

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

Yes No

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

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

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

Print or Type Name

415-554-0727

Telephone Number

525 Golden Avenue, 8th Floor

San Francisco, CA 94102

Address

Union Notification(s)
◆ Local 21

Dang, Leorah

From: Jackson, Shamica <SJackson@sfgwater.org>
Sent: Monday, September 23, 2013 5:33 PM
To: Johnston, Jennifer
Cc: DHR-PSCCoordinator, DHR; Domingo, Kofo; Yee, Susan; Degrafinried, Alaric; Combs, Simone; Kyger, Todd; Ordikhani, Masood; L21PSCReview@ifpte21.org; glouie@ifpte21.org; kcarter@ifpte21.org; Scott, David
Subject: POSTPONE: CS-328- PSC No. 4025-13/14-As-Needed Services for Factory Inspection and Surveillance
Attachments: Postpone CS-328 PSC 4025-1314 to 11042013 CSC meeting.pdf; Initial-Regular_CS-328 _As-Needed Services for Factory Inspection and Surveillance_Dept40-Revised-09232013.pdf
Importance: High

Dear Jennifer:

I hope all is well. I am requesting on behalf of the San Francisco Public Utilities Commission (SFPUC) to postpone Personal Services Contract (PSC) No. 4025-13/14-CS-328, As-Needed Services for Factory Inspection and Surveillance, initial request for \$2,000,000 from the October 7, 2013 Civil Service Commission (CSC) meeting to the November 4, 2013 CSC meeting, to increase the PSC amount to \$5,000,000 (see attached revised PSC) and notify Local 21.

Please contact me at 415-554-0727 or sjackson@sfgwater.org if you have any questions.

Best regards,
Shamica

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

 Please consider the environment before printing this email

Dang, Leorah

From: Jackson, Shamica <SJackson@sfgwater.org>
Sent: Thursday, September 26, 2013 2:21 PM
To: DHR-PSCCoordinator, DHR
Cc: Domingo, Kofo; Yee, Susan; Degrafinried, Alaric; Combs, Simone; Kyger, Todd; Ordikhani, Masood; L21PSCReview@ifpte21.org; glouie@ifpte21.org; kcarter@ifpte21.org
Subject: CS-328- PSC No. 4025-13/14 - Title Change
Attachments: Initial-Regular_CS-328_Specialized Services for Factory Inspection and Surveillance_Dept40-Revised-09262013.pdf

Importance: High

Dear Leorah,

I hope all is well. The attached Personal Services Contract (PSC) form has been revised and the Civil Service Commission meeting postponed to November 18, 2013. A 30-day union notification was sent to Local 21 on Monday September 23, 2013. I am requesting on behalf of the San Francisco Public Utilities Commission to change the title of PSC No. 4025-13/14. The correct PSC form is attached. Please use the attached PSC with the title change reflected in the TYPE OF SERVICE.

CORRECT:

CS-328, Specialized Services for Factory Inspection and Surveillance


INCORRECT:

CS-328, As-Needed Services for Factory Inspection & Surveillance

I apologize for any inconvenience that this may have caused. Please contact me if you have any questions.

Best regards,
Shamica

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

 Please consider the environment before printing this email

Blank Page

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 10, 2013

DEPARTMENT NAME: Office of the Assessor-Recorder DEPARTMENT NUMBER 02/W

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

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

TYPE OF SERVICE: All-in-One Recorder System to handle mandated County recording services

FUNDING SOURCE: General Fund

PSC AMOUNT: \$3,000,000 PSC DURATION: 04/01/14 - 03/31/19

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Office of the Assessor Recorder (ASR) seeks a comprehensive commercial off the shelf recorder system that is a fully integrated, turnkey software solution. The system must be able to capture and streamline the recording business process that enables the Recorder Division to record an average of 260,000 documents per year. Functions will include document intake, examination, payment, scan and digitization, indexing, publication, and management of documents for the public, title companies, and government agencies on a walk-in, mail-in, and electronic basis. Services will include software solution licenses, hardware and peripherals procurement, system design, configuration, testing, installation, and implementation, along with data migration and conversion, change management assistance and staff training, and system documentation, maintenance, support, and troubleshooting.

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

The Recorder Division of the ASR is responsible for maintaining public records on all taxable property in the county, recording documents related to real property, and maintaining an index and issuing copies of all recorded documents, including public marriage records. By law, as the official recorder of county documents, the department is required to archive documents. Denial would prevent the department from modernizing its system to increase efficiency, timeliness, security, accuracy, accessibility, automation, analytics (queries, statistics and reports) and self-service capabilities while reducing use of paper and manual processes.

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):

ATPAC is the current contractor. PSC number 3051-08/09 was approved on December 10, 2008.

D. Will the contract(s) be renewed:

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

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

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Rows include SEIU 1021, Local 21, and MEA.

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4043-13/14 STAFF ANALYSIS/RECOMMENDATION: Approved W/ 11/1/2013 CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The selected Contractor will be required to (1) possess a minimum of five years of verifiable experience providing large-scale electronic record management services to at least two California County Recorder agencies other than the City and County of San Francisco, each with a minimum population of 400,000 within the last seven years; (2) provide evidence of a successful installation of at least one comparable system solution within the past three years; and (3) provide a Project Manager and Technical Lead to the City that successfully delivered and completed at least one other comparable California County Recorder system solution.

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

No Civil Service class can provide electronic record management service system solutions to California County Recorder agencies.

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

Yes. Contractor will be required to provide the software capable of fulfilling the City's requirements.

WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

4.

A. Explain why civil service classes are not applicable:

Civil Service classes are not applicable. Performance of this work requires specialized expertise and software not currently possessed by City staff.

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

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

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

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.

The Contractor will provide change management and training services to the Department's information technology ("IT") and Recorder Division staff (approximately 80 staff comprising managers, supervisors, examiners, system administrators, finance, public service, and administrative personnel). The request for proposal requires that the contractor provide onsite services to train staff members in the usage of the solution; train the Recorder team on the tasks expected to be performed by the ASR for the solution; Update and maintain all training materials to reflect the current version of the ASR's Solution, including any custom enhancements. The RFP requires that bidders specify the content and number of hours/days that will be dedicated to each of training areas, as well as a plan for ongoing and refresher training after system implementation. The ASR's Office seeks 40 cumulative hours of start-up training for staff on how to use and maintain the selected Contractor's software with 10 to 15 hours thereafter per year of refresher/new employee training.

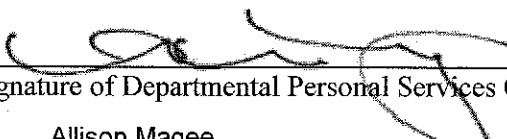
C. Are there legal mandates requiring the use of contractual services?

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? It is possible, subject to the outcome of an RFP.

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



 Signature of Departmental Personal Services Contract Coordinator
 Allison Magee 415-554-5598

 Print or Type Name Telephone Number

1 Dr. Carlton B. Goodlett Pl, Rm 190
 San Francisco, CA 94102

Union Notification(s):

- ◆ **Local 1021 and No Objection Email**
- ◆ **Local 21**
- ◆ **MEA**

From: Dennis McLaughlin <Dennis.McLaughlin@seiu1021.org>
Date: October 24, 2013 3:22:40 PM PDT
To: "Magee, Allison" <allison.magee@sfgov.org>, "Tseng, Margaret" <margaret.tseng@sfgov.org>, "Cirrincione, Diane" <diane.cirrincione@sfgov.org>
Cc: "Nguyen, Zoon" <zoon.nguyen@sfgov.org>, David Canham <david.canham@seiu1021.org>
Subject: RE: ASR PSC

Hi Allison and Zoon,

Thanks for the meeting yesterday. I appreciate the time and information you shared.

At this time, Local 1021 has no objection to this PSC being presented at the December meeting.

Dennis McLaughlin

Field Representative

SEIU Local 1021, San Francisco

Member Resource Center 1-877-687-1021

Dang, Leorah

From: Magee, Allison
Sent: Tuesday, October 08, 2013 4:45 PM
To: brook.demmerle@seiu1021.org; david.canham@seiu1021.org; ahall@cirseiu.org; dennis.mclaughlin@seiu1021.org; pattie.tamura@seiu1021.org; roxanne.sanchez@seiu1021.org; sharizinn@yahoo.com; tiya.thlang@seiu1021.onmicrosoft.com; tonette.garcia@seiu1021.org
Cc: DHR-PSCCoordinator, DHR
Subject: PSC
Attachments: 10.7.13 Recorder System.pdf

Colleagues:

In accordance with Article II, Section C of the Collective Bargaining Agreement between CCSF and the Service Employees International Union Local 1021 please see the attached PSC to be submitted by the Office of the Assessor/Recorder. The Assessor's Office is requesting that SEIU waive the required 60-day notice to allow the Department to appear on the December 16 Civil Service Commission agenda.

Please note that the requested services are currently being provided under contract and do not replace, eliminate, or change the fundamental duties of any positions within your bargaining unit. If you have any questions or would like to meet to discuss this contract, please contact me by October 29, 2013.

Thank you.

Allison L. Magee
Chief of Staff
City and County of San Francisco
Office of the Assessor-Recorder
1 Dr. Carlton B. Goodlett Place
San Francisco, CA
415-554-5598

Dang, Leorah

From: Magee, Allison
Sent: Tuesday, October 08, 2013 9:51 AM
To: L21PSCReview@ifpte21.org
Cc: Dang, Leorah
Subject: PSC
Attachments: 10.7.13 Recorder System.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Colleagues:

In accordance with Article II, Section E of the Collective Bargaining Agreement between CCSF and the International Federation of Professional and Technical Engineers, Local 21 please see the attached PSC to be submitted by the Office of the Assessor/Recorder.

This document is a modified version of the PSC faxed to you on September 10, 2013. Please note that the requested services are currently being provided under contract and do not replace or eliminate any positions within your bargaining unit. If you have any questions or would like to meet to discuss this contract, please notify the Human Resources Director as well as the Assessor's Office by October 22.

Thank you.

Allison L. Magee
Chief of Staff
City and County of San Francisco
Office of the Assessor-Recorder
1 Dr. Carlton B. Goodlett Place
San Francisco, CA
415-554-5598

Dang, Leorah

From: Magee, Allison
Sent: Tuesday, October 08, 2013 9:31 AM
To: raquel@sfmea.com; rebecca@sfmea.com
Cc: DHR-PSCCoordinator, DHR
Subject: PSC
Attachments: 10.7.13 Recorder System.pdf

Hi Rebecca and Raquel:

In accordance with Article II, Section F of the Collective Bargaining Agreement between CCSF and the Municipal Executives Association (MEA) please see the attached PSC to be submitted by the Office of the Assessor/Recorder.

Please note that the requested services are currently being provided under contract and do not replace or eliminate any positions within your bargaining unit. If you have any questions or would like to meet to discuss this contract, you can email me or call me at 554.5598.

Thanks.

Allison L. Magee
Chief of Staff
City and County of San Francisco
Office of the Assessor-Recorder
1 Dr. Carlton B. Goodlett Place
San Francisco, CA
415-554-5598

Blank Page

Department's Letter of Explanation

- **PSC Requests of Five Years or Greater**



MEMORANDUM

October 17, 2013

From: Allison Magee, Chief of Staff *AM*
To: Department of Human Resources PSC Coordinator
RE: Justification for 5-year contract period

The Office of the Assessor Recorder is requesting a five-year contract for the development and implementation of a new all-in-one recorder system that will capture and streamline the recording business process that enables the Recorder Division to record an average of 260,000 documents per year.

The contract will include ongoing services such as system documentation, maintenance, support, and troubleshooting. The development and implementation of the new system will take one to two years, and the remaining period is necessary to minimize disruption to the mandated work of the Recorder Division. Denial of this contract or a reduction in the contract period will compromise the Department's ability to fulfill its obligations to maintain, index, and issue copies of all recorded documents including public marriage records.

Prior DHR Approved PSC Form 1– Expedited-Initial – Expired

Expedited PSC #3051-08/09

PERSONAL SERVICES CONTRACT SUMMARY

November 3, 008 (Revised December 5, 2008)

DEPARTMENT NAME: Assessor-Recorder DEPARTMENT NUMBER 02

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

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

TYPE OF SERVICE: Computer Software and Support

FUNDING SOURCE: Social Security Number Truncation Program Fee

PSC AMOUNT: \$45,000 PSC DURATION: November 7, 2008-June 30, 2010

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

AtPac currently provides licensed software/maintenance support for county recording. The software images the county's official records. This contract amendment is needed to integrate social security number (SSN) redaction into the existing software. AtPac will install an automated SSN rule that redacts SSN from recorded documents; Provide user training for staff and Perform Maintenance.

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

Pursuant to California Assembly Bill 1168 (AB 1168), for each official record recorded after January 1, 2009, The Assessor-Recorder is required to create a public record in electronic format and truncate any social security numbers contained in the record. Denial results in non-compliance with state law. Please see Attached Copy of AB 1168.

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):

AtPac currently provides imaging of County documents for public viewing. The proposed service integrates additional functionality (redacting social security numbers) to the existing service (imaging recorded documents).

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

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

IFPTE Local 21 Union Name Signature of person mailing/faxing form Date 12/5/08

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

PSC# 3051-08/09 FOR DEPARTMENT OF HUMAN RESOURCES USE

STAFF ANALYSIS/RECOMMENDATION: Approved M.J.

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Knowledge of software programming in the context of social security number truncation. Ability to plan, design, integrate, test and implement an automated, electronic social security number redaction rule that will reside on the County's recording system. Knowledge of various recordable documents that contain SSN, standard imaging formats and AB 1168.

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

1042 IS Engineer – Journey or 1043 IS Engineer-Senior

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

No

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The current core Recorder software system is based on licensed software and the proprietary information of AtPac.

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

It would not be practical to adopt a new civil service perform this work due to the proprietary software.

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

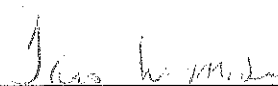
E. Has a board or commission determined that contracting is the most effective way to provide this service?

<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

Taras W. Madison

 Print or Type Name

554-7911

 Telephone Number

City Hall, Room 190

 Address

Attachment

5B. Will contractor train city employees?

As with any new software installation, it is reasonable to expect that AtPac will train Assessor-Recorder staff on how to use and run basic troubleshooting procedures in the event of a malfunction before contacting AtPac to perform software maintenance. The estimated length of the basic training will be 1-2 hours.

The Assessor-Recorder expects the following staff to attend this training:

- (1) - 0923 – Manager, Recorder Division
- (1) - 0932 – Deputy Assessor-Recorder
- (1)- 1023 – IS Administrator III (IT staff for Recorder Division)
- (3) - 1752 – Senior Microphoto / Imaging Technicians

Assembly Bill No. 1168

CHAPTER 627

An act to add Sections 1798.88 and 1798.89 to the Civil Code, to add Section 9526.5 to the Commercial Code, to add Section 66018.55 to the Education Code, and to amend Section 27361 of, to add Sections 6254.27, 6254.28, 6254.29, and 15705 to, and to add Article 3.5 (commencing with Section 27300) to Chapter 6 of Part 3 of Division 2 of Title 3 of, the Government Code, relating to social security numbers.

[Approved By Governor October 13, 2007. Filed with
Secretary of State October 13, 2007.]

LEGISLATIVE COUNSEL'S DIGEST

AB 1168, Jones. Social security numbers.

(1) Existing law establishes the University of California, under the administration of the Regents of the University of California, the California State University, under the administration of the Trustees of the California State University, and the California Community Colleges, under the administration of the Board of Governors of the California Community Colleges, and private, independent institutions of higher education as the 4 segments of postsecondary education in this state.

This bill would require the Office of Privacy Protection in the Department of Consumer Affairs to establish a task force, with specified members, to conduct a review of the use by all public and private colleges and universities in this state of social security numbers in order to recommend practices to minimize the collection, use, storage, and retention of social security numbers. It would require the task force to commence meetings no later than May 1, 2008, and, on or before July 1, 2010, to submit a report of its findings and recommendations to the Office of Privacy Protection and to the Assembly Committee on Judiciary and the Senate Committee on Judiciary.

(2) Existing law prohibits any person or entity from publicly posting or displaying in any manner an individual's social security number, printing an individual's social security number on any card required to access products or services, requiring an individual to transmit his or her social security number over the Internet, requiring an individual to use his or her social security number to access an Internet Web site, or printing an individual's social security number on any materials that are mailed to the individual, with specified exceptions. Existing law provides that these prohibitions do not apply to documents that are recorded or required to be open to the public pursuant to the California Public Records Act.

The California Public Records Act requires state and local agencies to make their records available for public inspection unless a record is exempt from disclosure. The act exempts from disclosure, among others, any record that is a personnel, medical, or similar file the disclosure of which would constitute an unwarranted invasion of personal privacy.

This bill would declare the intent of the Legislature that, in order to protect against the risk of identity theft, local agencies shall redact social security numbers from records before disclosing them to the public pursuant to this chapter. This bill also would provide that, unless required to do so by state or federal law, no person, entity, or government agency shall present for recording or filing with a county recorder if it displays more than the last 4 digits of a social security number, as specified.

(3) Existing law establishes in state government the Franchise Tax Board to, among other duties, administer the Personal Income Tax Law and the Corporation Tax Law.

This bill would provide that, notwithstanding any other provision of law, unless prohibited by federal law, the board shall truncate social security numbers on lien abstracts and any other records created by the board that are disclosable under the California Public Records Act before disclosing the record to the public.

(4) Existing law specifies requirements for the filing of various documents with the Secretary of State and other filing offices.

This bill would apply requirements to redact social security numbers on specified filings. It would require that for every filing containing an untruncated social security number filed before August 1, 2007, or after that date if filed by means other than the filing office's Web site, a filing office shall create a public filing, defined to mean an exact copy of the official filing except that the first 5 digits of any social security number are redacted. It would require each filing office to post a notice on its Web site informing filers not to include social security numbers in any portion of their filings. It would require that, when a public filing version of an official filing exists, and upon a request for inspection, copying, or any other public disclosure of an official filing that is not exempt from disclosure, a filing office shall make available only the public filing version of that filing. It would specify that these provisions shall not apply to a county recorder. It also would require the Secretary of State to produce and make available financing statements that do not provide a space for the disclosure of a social security number of an individual.

(5) Existing law requires the recorder of each county, upon payment of proper fees and taxes, to accept for recordation any instrument, paper, or notice that is authorized or required by law to be recorded, as specified, and specifies that these recorded documents shall be called "official records."

This bill would require the recorder of each county to establish a social security number truncation program in order to create a "public record" version of each "official record" so that the "public record" is in an electronic format and is an exact copy of the "official record" except that any social security number contained in the "official record" shall be truncated by redacting the first 5 digits of that number. These provisions would apply to any document recorded since January 1, 1980, as specified. It would provide that when a "public record" version of an "official record" exists, and upon request of any person to inspect, for a copy of, or to otherwise publicly disclose that record, the recorder shall make available only the "public record" version of that record, and publicly disclose the "official record" only in response to a subpoena or court order. By creating new duties for county recorders, this bill would impose a state-mandated local program.

Existing law establishes a fee for recording documents with the county recorder at \$4 for the first page and \$3 for each additional page and authorizes a county recorder to assess additional specified fees.

This bill would authorize a county recorder, upon authorization of the board of supervisors, to charge an additional fee of \$1 for recording the first page of each document, until December 31, 2017, to be used only by the county recorder collecting the fee to implement a social security number truncation program pursuant to these provisions. It would provide that a board shall not authorize this fee unless the board requires the county auditor to audit the county's use of funds generated by this fee, as specified, and would authorize the county recorder to request an extension of the authorization to charge this fee beyond December 31, 2017. It would require each county recorder, no later than June 1, 2008, to petition the board of supervisors for the authority to levy the fee.

The bill also would provide that, notwithstanding these provisions, a county recorder shall be required to create a public record version of an official record only for that fraction of the official records for which the fee is sufficient to create a public record version.

The bill also would require that the County Recorders Association of California, no later than January 1, 2009, and annually thereafter, submit to the Assembly Committee on Judiciary, Senate Committee on Judiciary, and the Office of Privacy Protection a report on the progress each county recorder has made in complying with these provisions. It would require the Office of Privacy Protection, on or before January 1, 2018, to report to these committees on whether counties need to continue to levy the fee authorized by these provisions.

(6) The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that with regard to certain mandates no reimbursement is required by this act for a specified reason.

With regard to any other mandates, this bill would provide that, if the Commission on State Mandates determines that the bill contains costs so mandated by the state, reimbursement for those costs shall be made pursuant to the statutory provisions noted above.

Article 3.5.

Social Security Number Truncation Program

27300. As used in this article, the following terms have the following meanings:

- (a) "Official record" means the permanent archival record of all instruments, papers, and notices as accepted for recording by a county recorder.
- (b) "Public record" means a record that is in an electronic format and is an exact copy of an official record except that any social security number contained in the copied record is truncated. The public record shall have the same legal force and effect as the official record.
- (c) "Truncate" means to redact the first five digits of a social security number.
- (d) "Truncated social security number" means a social security number that displays only the last four digits of the number.

27301. The county recorder of each county shall establish a social security number truncation program in order to create a public record version of each official record. The program shall include both of the following components, which the recorder shall implement concurrently:

(a) For each official record recorded between January 1, 1980, and December 31, 2008, the recorder shall create in an electronic format an exact copy of the record except that any social security number contained in the copied record shall be truncated. In order to create a public record copy, the recorder shall first truncate the social security numbers in all records that already exist in an electronic format and then create an electronic version of all other records and truncate social security numbers contained in those records. Each group of records shall be handled in descending chronological order.

(b) For each official record recorded on or after January 1, 2009, the recorder shall create a copy of that record in an electronic format and truncate any social security number contained in that record.

(c) Nothing in this article shall be construed to restrict, delay, or modify access to any official record, or modify any existing agreements regarding access to any official record, prior to the creation and availability of a public record version of that official record. A county recorder shall not charge any new fee or increase any existing fees in order to fund the social security number truncation program pursuant to this article, except as provided in subdivision (d) of Section 27361.

(d) Notwithstanding subdivisions (a) and (b), a county recorder shall not be required to create a public record version of an official record if the fee authorized in Section 27304 is determined by the recorder to be insufficient to meet the cost of creating the public record version. In that case, the county recorder shall determine whether the fee is sufficient to meet the cost of creating a public record version of only a fraction of the official records described in subdivisions (a) and (b). If the fee is sufficient to meet the cost of creating a public record version of a fraction of the official records, the recorder shall be required to create a public record version of that fraction only.

27302. (a) A county recorder shall be deemed to be in compliance with the requirements of Section 27301 and shall not be liable for failure to truncate a social security number if he or she uses due diligence to locate social security numbers in official records and truncate social security numbers in the public record version of those official records. The use of an automated program with a high rate of accuracy shall be deemed to be due diligence.

(b) In the event that a county recorder fails to truncate a social security number contained in a public record, any person may request that the county recorder truncate the social security number contained in that record. Notwithstanding that a county recorder may be deemed to be in compliance with Section 27301 pursuant to subdivision (a), a county recorder that receives a request that identifies the exact location of an untruncated social security number within a specifically identified public record, shall truncate that number within 10 business days of receiving the request. The public record with the truncated social security number shall replace the record with the untruncated number.

Blank Page

PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 29, 2013

DEPARTMENT NAME: Environment DEPARTMENT NUMBER 22

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

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

TYPE OF SERVICE: Energy Efficiency, Renewable Energy, and Climate Consulting Assistance

FUNDING SOURCE: PG&E Contract and other grant funding

PSC AMOUNT: \$ 35,000,000 (\$5.8 Million/Yr) PSC DURATION: July 1, 2014 – June 30, 2020

1. **DESCRIPTION OF WORK**

A. Concise description of proposed work:

- Provide implementation support for major elements of an on-going energy efficiency partnership program with PG&E and for other grant funded projects.
- ii. Provide the Department of the Environment with as-needed professional support for energy efficiency, renewables, and climate change activities, to include engineering, technical analysis, research, testing, certification, and policy development.

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

See Attachment.

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):

See Attachment

D. Will the contract(s) be renewed: No. Should continued sources of funding be available as current contracts approach termination dates, another Request for Proposal (RFP) will be issued and refined to address the Department's needs at that time.

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

<u>Local 21, IFPTE</u> Union Name	<u>Rachel C. Buer</u> Signature of person mailing/faxing form	<u>9/20/2013 original MW</u> <u>10/29/13 Final Revision MW</u> 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# 4044-13/14
STAFF ANALYSIS/RECOMMENDATION: Approved MW 11/1/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

See Attachment.

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

Most work involves installing energy upgrades on private property and is done by local contractors. Other work is very specialized and required only on an as-needed basis. Most of the work requires 3rd party verification; local contractors perform the work, SFEnvironment staff inspects it, and the technical contractor provides the 3rd party verification.

5638- Environmental Assistant; 5640- Environmental Spec; & 5642 Sr. Environmental Spec. III

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

Consultants may use testing equipment on buildings; modeling software for a variety of assessments; and customized databases for energy analysis;

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Existing civil service positions do not include the technical specialties needed in required areas of expertise or have the appropriate credentials. Some tasks include home performance testing, verification of greenhouse gas emissions, and building energy modeling. City and County of San Francisco Risk Management holds the position that city employees should not perform work on private sector buildings, and reviews contracts to see that contractor can properly indemnify the City against damage claims. Approximately 70% of the money will be paid out as rebates for the energy upgrades made to San Francisco business and property owners.

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

Since the first funding award in 2001, the Department has added staff to do some of the work formerly performed by consultants, i.e., conducting energy audits and undertaking standard technical analysis. However, other work is either seen by the City as posing a risk or is short-term and highly specialized so that it would not be realistic to adopt a new civil service class that could cover many diverse areas of expertise.

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

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

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

B. Will the contractor train City and County employees?

Yes	No
<input 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?

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

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

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

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

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Not known - will be bid.

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

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

Rachel C. Buerkle

Signature of Departmental Personal Services Contract Coordinator

Rachel Buerkle

Print or Type Name

355-3704

Telephone Number

Department of the Environment

1455 Market St, #1200

San Francisco, CA 94102

Additional Attachment(s)

◇ **Section 1. Description of Work**

1B. Explain why this service is necessary and the consequences of denial

1C. Explain how this service has been provided in the past...

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

3A. Specify required skills and/or expertise

1. DESCRIPTION OF WORK

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

The contract is necessary

- to fulfill obligations of the energy efficiency partnership program with PG&E (\$6.9 million in FY 2013/14 alone);
- to provide required 3rd party certification for greenhouse gas emissions inventory;
- to be prepared to respond quickly to new funding opportunities;
- to meet new obligations under additional funding sources.

Approximately 70% of the funding is pass-through dollars paid as rebates to San Francisco residents and businesses who participate in the programs.

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

Similar RFPs were issued in 2001, 2006 and 2009 (4012-09/10) to provide program implementation support and rebate reimbursements for energy-efficiency upgrades on participants' properties. All prior programs have required new civil service staff positions at the Department, including program managers, energy auditors, and marketing and administrative support staff. These aforementioned programs will support 12 civil service full time equivalent positions (FTEs).

The Department is requesting a new approval rather than a modification because part of the funding sources have changed and also because we will be conducting a new bidding process.

3. DESCRIPTION OF REQUIRED SKILLS, EXPERTISE

A. Specify required skill and/or expertise:

Extensive knowledge of energy and climate issues, including

- specialized engineering and building analysis;
- experience implementing energy efficiency and renewable programs;
- ability to process applications and issue rebate payments;
- ability to indemnify the City against loss or damage due to contractors performing work on private properties.

As needed, short-term work includes Geographic Information System (GIS) mapping, detailed technical analysis of specific projects, 3rd party quality assurance, and certification work.

Department's Letter of Explanation

- **PSC Requests of Five Years or Greater**

Personal Services Contract Summary
Department of the Environment
Energy Efficiency, Renewable Energy and Climate Consulting

ADDENDUM

EXPLANATION FOR CONTRACT PERIOD OF MORE THAN 5 YEARS

The contract is expected to run for approximately 5 years, and additional time has been requested to allow for contract processing time. The funding sources include grants of differing lengths and a long-term (usually 3 year) contract. The work to be performed under this contract will bridge the start and stop of several funding agreements. In order to operate the programs without a break, we need to have contracts in force that can bridge these funding changeovers. To be re-bidding contracts of this complexity in the middle of negotiating contract and grant terms for in-coming funding would put a severe strain on staff resources.

Union Notification(s) and No Objection Email
◆ Local 21

From: Broomhead, Cal
Sent: Thursday, October 24, 2013 5:06 PM
To: 'Kyra Byrne Steele'
Subject: RE: Meeting with SFE and Local 21 re: PSC for Energy Efficiency

Thank you Kyra and we will absolutely keep as much work in-house as possible. It has provided amazing synergy to our efforts, not just within energy, but throughout the department and with other City departments, outside agencies, and community groups!

Cal Broomhead
Climate and Energy Programs Manager
Department of Environment

From: Kyra Byrne Steele [<mailto:kbsteele@ifpte21.org>]
Sent: Thursday, October 24, 2013 3:21 PM
To: Broomhead, Cal
Subject: RE: Meeting with SFE and Local 21 re: PSC for Energy Efficiency

Hi Cal,

Thanks for meeting with us and for providing us with background documents. Local 21 is not going to object to this PSC, however, we would support and encourage any ways in the future that the department can keep more work in-house. We applaud your doing a great job of that thus far and hope that it continues going forward.

Best regards from us here,

Kyra Byrne Steele
Lead Representative
IFPTE, Local 21
1182 Market Street #425
San Francisco, CA 94102
415-864-2100 x 151

Buerkle, Rachel

From: Buerkle, Rachel
Sent: Friday, September 20, 2013 3:03 PM
To: 'L21PSCReview@ifpte21.org'; 'sjenkins@ifpte21.org'
Subject: PSC for Energy Efficiency
Attachments: Energy Efficiency PSC 091913.pdf

Attached is the PSC form for our energy efficiency program. Please let me know if you have any questions.

Rachel C. Buerkle

Sr. Administrative Analyst

San Francisco Department of the Environment

1455 Market Street, Suite 1200, San Francisco, CA 94103

rachel.buerkle@sfgov.org (415) 355-3704 www.sfenvironment.org

Buerkle, Rachel

From: Buerkle, Rachel
Sent: Tuesday, October 01, 2013 11:38 AM
To: 'L21PSCReview@ifpte21.org'
Subject: FW: PSC for Energy Efficiency
Attachments: Energy Efficiency PSC revised 10.1.13.pdf; Energy Efficiency PSC revised 10.1.13 track changes.pdf; Energy Efficiency PSC 4012-09.10.pdf; Energy Efficiency PSC 4012-09.10 APPROVAL.pdf

The PSC coordinator at DHR requested an addition to this PSC, to clarify why we are requesting a new approval when the current approval will run until 7/14.

The revised PSC is attached and a separate copy with the changes marked (on pages 2 & 3). In order to give you a complete package, I am also attaching the prior application and approval from FY09/10.

Please let me know if you have any questions.

Rachel C. Buerkle

Sr. Administrative Analyst

San Francisco Department of the Environment
1455 Market Street, Suite 1200, San Francisco, CA 94103
rachel.buerkle@sfgov.org (415) 355-3704 www.sfenvironment.org

From: Buerkle, Rachel
Sent: Friday, September 20, 2013 3:03 PM
To: 'L21PSCReview@ifpte21.org'; 'sjenkins@ifpte21.org'
Subject: PSC for Energy Efficiency

Attached is the PSC form for our energy efficiency program. Please let me know if you have any questions.

Rachel C. Buerkle

Sr. Administrative Analyst

San Francisco Department of the Environment
1455 Market Street, Suite 1200, San Francisco, CA 94103
rachel.buerkle@sfgov.org (415) 355-3704 www.sfenvironment.org

Buerkle, Rachel

From: Buerkle, Rachel
Sent: Tuesday, October 29, 2013 7:11 PM
To: 'Kyra Byrne Steele'; 'L21PSCReview@ifpte21.org'; 'sjenkins@ifpte21.org'
Cc: Broomhead, Cal
Subject: PSC for Energy Efficiency
Attachments: Energy Efficiency PSC revised 10.29.13.pdf; Energy Efficiency PSC 10.29.13 with track changes.docx

Kyra:

The Department of Human Resources wanted some minor corrections on our PSC form, including an explanation of the six year term, which is added on page 4 of the addendum. I am attaching a copy of the new form.

Thank you for your help with this.

Rachel C. Buerkle

Sr. Administrative Analyst

San Francisco Department of the Environment

1455 Market Street, Suite 1200, San Francisco, CA 94103

rachel.buerkle@sfgov.org (415) 355-3704 www.sfenvironment.org

Blank Page

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

PSC #4012-09/10

4012-09/10
Similar



CIVIL SERVICE COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MORGAN R. GORRANO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

July 22, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4012-09/10 THROUGH 4019-09/10; 4110-06/07; 4002-07/08; 4046-04/05; 4062-04/05; 4020-06/07 AND 4031-08/09.

At its meeting of July 20, 2009 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to adopt the Human Resources Director's report. Notify the offices of the Controller and the Department 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: Cynthia Avakian, Airport Commission
- Parveen Boparai, Municipal Transportation Agency
- Rachel Buerkle, Department of Environment
- Micki Callahan, Human Resources Director
- Gordon Choy, Department of Public Works
- Jacque Hale, Department of Public Health
- Jessica Huey, Department of Human Resources
- Shamica Jackson, Public Utilities Commission
- Florence Kyaun, Public Utilities Commission
- William Lee, Department of Emergency Management
- Artina Lim, Department of Children, Youth and Their Families
- Joan Lubamersky, GSA/Office of Labor Standards Enforcement
- Brigitte Rockett, Department of Human Resources
- Commission File
- Chron

Amended POSTING FOR
July 20, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Dept No	Dept Name	Approval Type	Contract Amount	Description of work	Duration
4012-09/10	22	Environment	Regular	\$25,000,000.00	Will provide implementation support for major elements of a three-year energy efficiency partnership program with PG&E and for projects funded through AARA Energy Block Grants (Federal stimulus funds to San Francisco.	01-Jul-14
4013-09/10	81	Public Health	Regular	\$200,000.00	Will provide 15-20 hours of art instruction for a maximum of 100 residents at Laguna Honda Hospital. As part of the Art with Elders program, services also include developing and coordinating art exhibits.	30-Jun-14
4014-09/10	81	Public Health	Regular	\$80,000.00	Will provide approximately 80 hours per month of neurology services for residents of Laguna Honda Hospital.	30-Jun-10
4015-09/10	81	Public Health	Regular	\$80,000.00	Will provide a medical doctor (MD) with a specialization in the field of radiology for approximately (70) hours per month of professional and clinical radiologist services for LHH.	30-Jun-10
4016-09/10	35	San Francisco Municipal Transportation Agency	Regular	\$100,000.00	Will provide federally mandated urine analysis for safety-sensitive employees with the San Francisco Municipal Transportation Agency (SFMTA).	31-Oct-12
4017-09/10	40	San Francisco Public Utilities Commission	Regular	\$9,000,000.00	Will provide specialized and technical as-needed services in the area of wastewater and storm water services; asset management services; security, asset control and emergency response services; environmental, hazardous material and waste.	31-Oct-14
4018-09/10	90	Department of Public Works	Regular	\$4,600,000.00	Will provide highly specialized Architectural and Structural, Mechanical, Electrical and Plumbing Engineering services related to Cruise Terminal design, programming, planning and operations, maritime engineering, and geotechnical engineering.	31-Mar-14
4019-09/10	77	Department of Emergency Management	Regular	\$145,000.00	Will develop a list of the Bay Area UASI region's most important and critical infrastructure assets, identify potential vulnerabilities, perform a customized Risk Analysis on the identified data, and draft a risk assessment report.	30-Jun-12

PERSONAL SERVICES CONTRACT SUMMARY

DATE: June 9, 2009

DEPARTMENT NAME: Environment DEPARTMENT NUMBER 22

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

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

TYPE OF SERVICE: Energy Efficiency, Renewable Energy, and Climate Consulting Assistance

FUNDING SOURCE: PG&E Contract, American Recovery and Reinvestment Act (AARA), Foundations

PSC AMOUNT: \$ 25,000,000 PSC DURATION: July 1, 2009 - July 1, 2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

- i. Provide implementation support for major elements of a three-year energy efficiency partnership program with PG&E and for projects funded through AARA Energy Block Grants (Federal stimulus funds) to San Francisco.
ii. Provide the Department of the Environment with as-needed professional support for energy efficiency, renewables, and climate change activities, to include engineering, technical analysis, research, testing, certification, and policy development.

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

The contract is necessary to fulfill obligations of the 3-year energy efficiency partnership program with PG&E (\$6.7 million in 2009 alone); to provide required 3rd party certification for greenhouse gas emissions inventory; to be prepared to respond quickly to new funding opportunities; to meet new obligations under AARA funding. Approximately 70% of the funding is pass through dollars paid as rebates to San Francisco residents and businesses who participate in the programs.

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 RFPs were issued in 2001 and 2006 (PSC#4049-06/07) to provide program implementation support and rebate reimbursements for energy-efficiency upgrades on participants' properties. All prior programs have required new civil service staff positions at the Department, including program managers, energy auditors, and marketing and administrative support staff. These aforementioned programs will support 12 civil service FTEs.

D. Will the contract(s) be renewed: No. Should continued sources of funding be available as current contracts approach termination dates, another RFP will be issued and refined to address the Department's needs at that time.

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

Local 21 Union Name Rachel C. Bauer Signature of person mailing/faxing form 6/9/09 Date
Local 1021 Union Name Rachel C. Bauer Signature of person mailing/faxing form 6/9/09 Date

RFP sent to Union Name, on 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:**

Extensive knowledge of energy and climate issues, including specialized engineering and building analysis; experience implementing energy efficiency and renewable programs; ability to process applications and issue rebate payments; ability to indemnify the City against loss or damage due to contractors performing work on private properties. As needed, short-term work includes GIS mapping, detailed technical analysis of specific projects; 3rd party quality assurance; and certification work.

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

Where program requirements involve tasks that could be done by City workers, new staff has been, and will be hired. Most work involves installing energy upgrades on private property and is done by local contractors. Other work is very specialized and required only on an as-needed basis.

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

Consultants may use testing equipment on buildings; modeling software for a variety of assessments; and customized databases for energy analysis;

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

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

Existing civil service positions do not include the technical specialties needed in required areas of expertise or have the appropriate credentials. Some tasks include home performance testing, verification of greenhouse gas emissions, and building energy modeling. CCSF Risk Management holds the position that city employees should not perform work on private sector buildings, and reviews contracts to see that contractor can properly indemnify the City against damage claims. Approximately 70% of the money will be paid out as rebates for the energy upgrades made to San Francisco business and property owners.

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

Since the first funding award in 2001, the Department has added staff to do some of the work formerly performed by consultants, i.e., conducting energy audits and undertaking standard technical analysis. However, other work is either seen by the City as posing a risk or is short-term and highly specialized so that it would not be realistic to adopt a new civil service class that could cover many diverse areas of expertise.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

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

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

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

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

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

Rachel C. Buerkle

Signature of Departmental Personal Services Contract Coordinator

Rachel Buerkle

Print or Type Name

355-3704

Telephone Number

Department of the Environment
11 Grove St. San Francisco, CA 94102

Blank Page

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 10/16/2013

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

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

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

TYPE OF SERVICE: System Integration Services (CS-333)

FUNDING SOURCE: Hetch Hetchy System Improvement Program (HH) MW

PSC AMOUNT: \$175,000 PSC DURATION: 12/01/2013 - 10/31/2015

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: SFPUC's three (3) new local water treatment facilities were installed under construction contracts ending last quarter of fiscal year 2012-2013. Due to number of changes of plant configuration during construction the controls for these facilities require modifications to meet the California Department of Public Health (CaDPH) treatment and reporting requirements. The work will consist of modifying, upgrading, and reconfiguration of control, instrumentation, and reporting elements of Programmable Logic Controllers (PLC) programs and Human Machine Interfaces (HMI) displays.
B. Explain why this service is necessary and the consequences of denial: Denial of these services will put the SFPUC Water Operations and Water Quality divisions in direct violation of CaDPH and Environmental Protection Agency (EPA) treatment and reporting requirements. The SFPUC would then be subject to fines and penalties by both CaDPH and the EPA.
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 hasn't been provided in the past.
D. Will the contract(s) be renewed: No.

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

L21 Shamica Jackson 09/16/2013
Union Name Signature of person mailing/faxing form Date
Union Name Signature of person mailing/faxing form Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4045-13/14
STAFF ANALYSIS/RECOMMENDATION: Approved MW 11/1/2013

CIVIL SERVICE COMMISSION ACTION:

DHR Rec 10/16/13

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise:
See Supplemental Attachment A.
- B. Which, if any, civil service class normally performs this work?
1043: IS Engineer
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable:
Civil service classes are not applicable because of the technical level of expertise required along with the possible violations by the CaDPH and the EPA if the strict deadline of April 2014 for full operational plants is not adhered to.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. Civil service class 1043 IS Engineer already exists. However, the technical expertise necessary is a special requirement and this service is only necessary on a short-term 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"/>
<ul style="list-style-type: none"> • Describe the training and indicate approximate number of hours. • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. 		
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

Print or Type Name

415-554-0727

Telephone Number

525 Golden Avenue, 8th Floor

San Francisco, CA 94102

Address

Additional Attachment(s)

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

3A. Specify required skills and/or expertise

Supplemental Attachment A:

3A. The System Integrator must be able to provide at least 2 PLC/HMI programmers each having over 20 years' experience programming Modicon , GE, and Allen Bradley PLC's and have at least 2 years' experience working on HH water treatments systems. The PLC/HMI programmer should have a 4 Science or Engineering degree from a 4 year accredited University or has at least 25 years of industrial electrical experience with certificates of training for PLC/HMI to be used. Each PLC/HMI programmer shall be required to bring all equipment necessary to work onsite including at least 2 working laptops with the following software, Vijeo Designer, Intouch, Unity Pro(Full version not S), Concept (Full version not S), Proworks32, GE LM90, Allen Bradley RSlogix5000, and Allen Bradely RS Logix500. They should be equipped with the following M340 USB Programming Cable, Momentum RS232 programming cable, Quantum RS232 programming cable. Each Engineer must have been involved in the start-up of at least 3 PLC controlled Hetch Hetchy owned water treatment systems at Hetch Hetchy, with specific experience in the programming of Trojan UV units, M340 PLC's, Vijeo designer, Hypochlorite, and Soda Ash Systems.

Union Notification(s)

◆ **Local 21**

Dang, Leorah


From: Jackson, Shamica <SJackson@sflower.org>
Sent: Monday, September 16, 2013 4:41 PM
To: Degrafinried, Alaric; Jackson, Shamica; L21PSCReview@ifpte21.org; glouie@ifpte21.org; kcarter@ifpte21.org; Kyger, Todd; Ordikhani, Masood; Combs, Simone; McGee, Bonita
Cc: Birrer, Joe; Byrne, Ed; Chan, Norman; Divine, Peg; How, Kathryn; Johanson, Alan; Koleini, Amir; Lee, Tedman; Rivera, Patrick; Wang, Jane; Sylvester, Frank
Subject: 30 DAY NOTICE PRIOR TO DHR: CS-333 draft PSC to Unions for review
Attachments: Initial-Regular CS-333, System Integration Services Draft PSC Dept40.DOC
Importance: High

To All Interested Parties,

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

Best regards,

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

 Please consider the environment before printing this email

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 24, 2013

REVISED

DEPARTMENT NAME: Recreation & Park Department DEPARTMENT NUMBER 42

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

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

TYPE OF SERVICE: Architecture and Engineering Services - Balboa Pool Renovation

FUNDING SOURCE: 2012 Clean and Safe Neighborhood Parks Bond Program (CSNPB)

PSC AMOUNT: \$1,200,000 PSC DURATION: 10/31/2013 thru 10/20/2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide full Architectural and Engineering services for the Balboa Pool Renovation. This includes all services necessary for schematic design phase, design development, participation in presentations to members of the public, Parks and Recreation Open Space Committee, and Recreation and Parks Department Commission. In addition, complete construction documents for permitting, all services required for the construction administration phase and project closeout. Architectural and Engineering firm shall also provide cost estimating services during the course of the project.

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

This service is a necessary part of the voter approved implementation of the 2012 Clean & Safe Neighborhood Parks Bond. Denial would stop the project from moving forward and compromise the goal of an integrated aquatic design.

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 in the past through the Bureau of Architecture and private consultants. An example is PSC#4075 FOR Cavagnero/Taggart Joint venture for the Larsen Park Sava Pool.

-07/08 W

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

9/10/13 Original
9/24/13 Revised
Date

Union Name

Signature of person mailing/faxing form

Date

RFP sent to Local 21, on 8/21/13
Union Name Date

[Signature]
Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40410-13/14

STAFF ANALYSIS/RECOMMENDATION: Approved MW 11/1/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Specific skills include experience with the Architectural & Engineering services include hydro-thermal performance and integrated design related to aquatic facilities. In addition, Civil, Landscape, Structural, Mechanical, and Electrical expertise.

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

The following classes may be able to perform various tasks related to this project; 5203, Asst Engineer, 5211 Engineer/Architect Sr, 5212 Engineer/Architect Prin, 5214 Building Plan Engineer, 5268 Architect.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The Recreation and Park Department is embarking on a new programmatic philosophy in our Aquatics center seeking out firms with appropriate experience in new trends in the Aquatic industry to suit our goals and a new approach to integrated design, including hydro-thermal performance of aquatic facilities moisture movement, thermal comfort and indoor air quality.


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

No, as outlined in 4A, Recreation and Park Department is seeking a design firm to achieve this need.

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

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

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



Signature of Departmental Personal Services Contract Coordinator

Sean McFadden

(415) 831-2779

Print or Type Name

Telephone Number

501 Stanyan Street

San Francisco, CA 94117

Address

Union Notification(s)
◆ Local 21

McFadden, Sean

From: Ajike, Toks
Sent: Tuesday, September 10, 2013 2:53 PM
To: McFadden, Sean
Subject: FW: L21_Balboa RFP
Attachments: 2013-08-21 Balboa Park and Pool RFP.pdf

Hi Sean, enclosed is the email sent to Ging 2 weeks ago, will this suffice as notification?

Toks Ajike
Project Manager

San Francisco Recreation and Park Department | City & County of San Francisco
30 Van Ness Avenue, Fifth Floor | San Francisco, CA | 94102

(415) 581-2543 | toks.ajike@sfgov.org



Visit us at sfrecpark.org
Like us on [Facebook](#)
Follow us on [Twitter](#) <http://twitter.com/recparksf>
Watch us on [sfRecParkTV](#)
Sign up for our [e-News](#)

From: Kamalanathan, Dawn
Sent: Wednesday, August 21, 2013 11:23 AM
To: glouie@ifpte21.org
Cc: Ajike, Toks
Subject: L21_Balboa RFP

Hi Ging – here is the revised proposal for Balboa Pool. Cristina will be in touch to set up a meeting to discuss.

Dawn

Dang, Leorah

From: McFadden, Sean
Sent: Tuesday, September 24, 2013 9:51 AM
To: glouie@ifpte21.org
Cc: DHR-PSCCoordinator, DHR; Ajike, Toks
Subject: Revised PSC - Balboa Pool Renovation Architecture and Engineering Services
Attachments: Revised Balboa Pool Renovation PSC.pdf

Hi Ging:

Attached you will find a revised PSC form for the above-referenced project. Please feel free to let me know if you have any questions.

Thanks.

Sean

Sean McFadden

Manager, Purchasing and Contract Administration

San Francisco Recreation and Park Department | City & County of San Francisco
McLaren Lodge in Golden Gate Park | 501 Stanyan Street | San Francisco, CA | 94117

(415) 831-2779 | sean.mcfadden@sfgov.org



Visit us at sfrecpark.org
Like us on [Facebook](#)
Follow us on [Twitter](#)
Watch us on [sfRecParkTV](#)
Sign up for our [e-News](#)

Blank Page

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

PSC #4075-07/08

4075-07/08
Similar



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

December 27, 2007

GAVIN NEWSOM
MAYOR

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2000-07/08; 4068-07/08 THROUGH 4078-07/08; 4083-04/05 AND 4034-07/08.

ALICIA D. BECERIL
PRESIDENT

The above matter will be considered by the Civil Service Commission at a meeting to be held on **January 7, 2008 at 2:00 p.m. in Room 400**, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

DONALD A. CASPER
VICE PRESIDENT

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

MORGAN R. GORRANO
COMMISSIONER

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

THOMAS T. NG
COMMISSIONER

YU-YEE WU
COMMISSIONER

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

ANITA SANCHEZ
EXECUTIVE OFFICER

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c: Shawn Allison, Department of Telecommunications & Information Services
- Connie Chang, Public Utilities Commission
- Gordon Choy, Department of Public Works
- Kahala Drain, Children & Families Commission
- Rion Dugan, Department of Telecommunications & Information Services
- Jacque Hale, Department of Public Health
- Jennifer Johnston, Department of Human Resources
- Julian Low, Mayor's Office of Business & Economic Development
- Sean McFadden, Recreation & Parks Department
- Jonathan Nelly, Department of Human Resources
- Shawn Wallace, San Francisco Police Department
- Commission File
- Commissioners Binder
- Chron

POSTING FOR
January 07, 2008

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Depth/No	Department	Approval Type	Contract Amount	Description of work	Duration
2008-07/08	81	Public Health and CHN	Continuing	\$900,000.00	Will provide fiscal and programmatic services for a variety of intermittent and as-needed community health, planning, support and services projects.	30-Jun-13
4068-07/08	25	Mayor's Office	Regular	\$59,548.00	Will provide management production of the Mayor's annual budget book. Edit copy provided by budget staff. Work with reproduction department in layout and physical production of budget book.	15-Jun-08
4069-07/08	38	Police Department	Regular	\$80,000.00	Will provide a review of the Police Department's efforts to promote fair and impartial policing was conducted in early 2007.	30-Jun-09
4070-07/08	40	San Francisco Public Utilities	Regular	\$8,000,000.00	Will provide professional construction management services to oversee a specific WSIP construction project, the New Crystal Springs Bypass Tunnel, on behalf of the SFPUC.	31-Dec-13
4071-07/08	40	San Francisco Public Utilities	Regular	\$17,000,000.00	Will provide professional construction management services to oversee a specific WSIP construction project, the Bay Tunnel, on behalf of the SFPUC.	30-Jun-14
4072-07/08	40	San Francisco Public Utilities	Regular	\$13,000,000.00	Provide professional construction management services to oversee a specific WSIP construction project, the Calaveras Dam Replacement, on behalf of the SFPUC.	31-Dec-13
4073-07/08	40	San Francisco Public Utilities	Regular	\$2,000,000.00	Will provide SFPUC with specialized corrosion control services on an as-needed basis.	31-May-13
4074-07/08	42	Recreation and Park Department	Regular	\$125,000.00	Will provide continuing architectural services for the construction of the Harvey Milk Center for Recreational Arts.	15-Nov-09
4075-07/08	42	Recreation and Park Department	Regular	\$400,000.00	Will provide continuing architectural services for the construction of the Harvey Milk Center for Recreational Arts.	15-Nov-09
4076-07/08	64	Children and Families Commission	Regular	\$175,000.00	Will provide online data system development and implementation to enable routine updates, and create multiple reports.	19-Nov-08
4077-07/08	75	Dept. of Telecommunications and Information Services	Regular	\$93,750.00	Will conduct data analysis, review policies associated with the implementation and mgmt. of the Camera Safety Program, interview stakeholders, program administrators, and clients for assessing the overall context in which the program was deployed.	20-Apr-08
4078-07/08	90	Public Works	Regular	\$100,000.00	Will provide City staff in the preparation of design development drawings for renovating 10 alleys; provide outreach services to the community during design development.	31-Dec-10

0013

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 11/27/07

DEPARTMENT NAME: Recreation and Park Department DEPARTMENT NUMBER 42

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

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

TYPE OF SERVICE: Architectural Services for Sava Pool Project

FUNDING SOURCE: Capital

PSC AMOUNT: \$400,000 PSC DURATION: 12/15/07 - 11/15/09

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Continuing architectural services for the construction of the Harvey Milk Center for Recreational Arts.

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

This project began as a DPW As-Needed Architect approval (PSC#4086-01/02). Due to funding and bidding issues, the initial PSC Approval and contract expired prior to completion of work. This approval is for a new achitectoral services contract to continue services. This will provide continuity in the project team and ownership of professional liability. The design team for the project has worked with interested community groups and civic leaders since the inception of the project. Contracts have been approved by the Human Rights Commission and the Recreation and Park Department Commission. The approvals from both Commissions are attached.

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 original PSC was #4086-01/02 for DPW As-Needed Architectural 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 Signature of person mailing / faxing form Date 11/27/07

RFP sent to Union Name, on 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 expertise:

Architectural Services for large recreation centers.

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

The Architectural Series (Class 5200) , Local 21.

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:

As indicated above, the projects are underway, however, both the PSC Approval and contract expired prior to work being completed. For the sake of continuity and professional liability, it is in the best interest of the City to utilize the original architecture firms.

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

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

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

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

Scan McFadden

Print or Type Name

415.851.2779

Telephone Number

Recreation + Park Department

501 Stanyan St., SF, CA 94117

Address

Blank Page

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 23, 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 (PSC#)

TYPE OF SERVICE: Strategic Communications

FUNDING SOURCE: Operating Funds

PSC AMOUNT: \$200,000.00 PSC DURATION: November 18, 2013 - November 30, 2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The consultant will provide strategic communications advice, and develop and produce an umbrella campaign that conveys a comprehensive story about the San Francisco Municipal Transportation Agency (SFMTA), its services and the value it provides to San Francisco's transportation systems. The consultant will produce a comprehensive marketing campaign that includes dynamic and creative digital, print and video ads within a short timeframe.

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

This expert consulting support will develop the comprehensive marketing campaign that the SFMTA cannot produce due to limited resources and staffing. If this service is denied, the ability of SFMTA to achieve goals outlined in our 2-year Strategic Action plan would be critically challenged.

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 type of service has not been provided in the past.

D. Will the contract(s) be renewed:

No

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

IFPTE, Local 21 Union Name Signature of person mailing / faxing form Date 9/23/13

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE SFMTA approved

PSC# 4047-13/14 9-23-13

STAFF ANALYSIS/RECOMMENDATION: Approved 11/1/2013 MC
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The consultant must have 5 years of experience and proven success with similar types of projects.

- Strategic Communications message development, stakeholder analysis and statistical research analysis
- Marketing Creative campaign development including storyboards, production and message testing

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

Classifications 5320 Illustrator and Art Designer and 1823 Senior Administrative Analyst would be able to perform only a part of this multifaceted, work intensive project.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

This work requires many types of marketing, strategizing, and creative expertise working simultaneously on a specific portion of the project for a short period of time to develop this creative campaign.

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

No. Civil Service classes already exist.

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

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	()	(x)
B. Will the contractor train City and County employees? - Describe training and indicate approximate number of hours. - 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?	()	(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

One South Van Ness Avenue, 6th Floor

San Francisco, CA 94103
Address

Union Notification(s)
◆ Local 21

Dang, Leorah

From: Hamada, Cynthia <Cynthia.Hamada@sfmta.com>
Sent: Monday, September 23, 2013 4:44 PM
To: DHR-PSCCoordinator, DHR; L21PSC Review
Cc: Sue, Candace (MTA); Desedas, Deanna; Diggs, Geoffrey H; Patel, Ashish; Boparai, Parveen
Subject: PSC for Strategic Communications
Attachments: 20130923162337009.pdf

Please disregard the earlier submission due to a minor clerical error. Use this attached version of PSC Summary Form #1.

DHR PSC Coordinator - Please review and approve.

IFPTE Local 21 - For your information.

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

Scan Date: 09.23.2013 16:23:36 (-0400)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 17, 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 (PSC# _____)

TYPE OF SERVICE: Public Surveying and Analytical Support

FUNDING SOURCE: Operating Budget

PSC AMOUNT: \$500,000.00

PSC DURATION: December 2, 2013 - December 1, 2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Contractor will work collaboratively with the San Francisco Municipal Transportation Agency's (SFMTA) office staff, front-line employees, and the public to provide analytical support for evaluations that require surveying. Projects may include, but are not limited to, the following: 1) assessing the impact of All-Door Boarding on fare compliance rates; 2) evaluating the impacts of the Free Muni for Youth Pilot Program; 3) refining customer and employee satisfaction survey methodology; and 4) general public surveying as needed.

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

The results of this service will be presented to the SFMTA leadership and the Board of Directors for decision making purposes. Denial of the service will impede upon the SFMTA's ability to measure success towards actualization of the Strategic Goals and the quality of the service being provided.

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):

Previous All-Door Boarding surveys were completed by SFMTA full-time staff and interns often at non-standard work hours, resulting in delays to complete other time-sensitive projects. Currently, the SFMTA does not have the staffing capacity and expertise to complete All-Door Boarding surveys.

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 9/17/13
Municipal Executives Association Union Name Signature of person mailing / faxing form Date 9/17/13

RFP sent to Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE SFMTA approved

PSC# 4048-13/14

9-17-13

STAFF ANALYSIS/RECOMMENDATION: Approved MW 11/11/2013
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The Contractor must be a professional firm with expertise in surveying and market research. The Contractor must be able to draft and execute sound, unbiased surveys, collect representative samples, and plan long term, sustainable, surveying strategies. The contractor must also have the staff capacity to conduct large discrete surveys.

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

Several of the proposed projects have never been executed before, and therefore have no normal civil service class associated with them. The previous Ali-Door Boarding projects were performed by SFMTA staff and interns (5288 Transit Planner 2, 5381 Student Design Trainee 2, 5382 Student Design Trainee 3, 9174 Manager IV MTA; however, this was in addition to their normal job functions.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classes have performed parts of the work. The requested service is a one-time effort that does not necessitate a full time position. Furthermore, using third-party resources with expertise in surveying and market research will assist in developing objective methodologies for project evaluations.

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

Classifications already exist that can perform some of the work. These services are not needed for an ongoing activity and require significant personnel for a limited duration. These one-time projects do not necessitate the creation of multiple full-time positions.

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

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	()	(X)
B. Will the contractor train City and County employees? - Describe training and indicate approximate number of hours. - 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?	()	(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

One South Van Ness Avenue, 6th Floor

San Francisco, CA 94103
Address

lala

Union Notification(s)

◆ **Local 21**

◆ **MEA**

Dang, Leorah

From: Hamada, Cynthia <Cynthia.Hamada@sfmta.com>
Sent: Tuesday, September 17, 2013 3:53 PM
To: DHR-PSCCoordinator, DHR; L21PSC Review; rebecca@sfmea.com; staff@sfmea.com
Cc: Lee, Jason; Papas, David; Yan, Belle; Patel, Ashish; Boparai, Parveen
Subject: PSC for Public Surveying and Analytical Support
Attachments: 20130917152808601.pdf

DHR - PSC Coordinator: For your review and processing.

Unions: For your information.

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

Scan Date: 09.17.2013 15:28:08 (-0400)

Cela

PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 19, 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 (PSC#)

TYPE OF SERVICE: Benefits Administration for San Francisco Taxi Drivers

FUNDING SOURCE: SFMTA Taxi Drivers Fund

PSC AMOUNT: \$7,200,000.00 PSC DURATION: February 1, 2014 - January 31, 2023

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The contractor will provide dental, vision and possibly disability benefits to qualifying San Francisco taxi drivers. The contractor will also administer the benefits program and ensure timely claim, accounting and reporting services. The contractor will provide oversight on the plan and providers to establish and maintain benefit plans for qualified participants. The contractor will provide these benefits at a group rate that the taxi drivers are unable to obtain from their associated taxi companies.

B. Explain why this service is necessary and the consequences of denial: These services are required to provide more cost effective, viable benefits alternatives to qualifying taxi drivers that are not currently offered from their taxi companies. Denial would result in an increased hardship to taxi drivers having to pay more for these benefits, a potential taxi driver recruitment problem, and loss of experienced drivers who would leave their jobs.

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 for taxi drivers has not been provided by the San Francisco Municipal Transportation Agency (SFMTA).

D. Will the contract(s) be renewed: Yes, provided that there is a continued need for such services.

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] Signature of person mailing / faxing form [Date] 8/19/13
IFPTE Local 21 Union Name [Signature] Signature of person mailing / faxing form [Date] 8/19/13

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

FOR DEPARTMENT OF HUMAN RESOURCES USE SFMTA approved

PSC# 4049-13/14

Approved MW 11/1/2013

8-19-13

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

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

A. **Specify required skills and/or expertise:** At least five years of experience providing, coordinating and administering benefits to groups of employees—including at least one large corporation of over 5,000 employees—and preferably at least one government agency using up-to-date software for that purpose. The services also require knowledge of current and forthcoming local, state and federal laws and regulations in this area.

B. **Which, if any, civil service class normally performs this work?** The following classifications perform similar work for City Employees and Retirees only. Class 1813 Senior Benefits Analyst, 1814 Benefits Supervisor, and 1823 Senior Administrative Analyst and 1824 Principal Administrative Analyst with expertise, knowledge and experience in the field of health benefits administration.

C. **Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:**
 Yes. The contractor will provide up-to-date health benefits management systems at its office location(s).

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

A. **Explain why civil service classes are not applicable:** Civil service classes do not have the resources available to provide these benefits management services. The SFMTA needs a qualified contractor with the appropriate health benefits management systems in place to administer the benefits.

B. **Would it be practical to adopt a new civil service class to perform this work? Explain.**
 As stated above, civil service classifications exist that perform these services for employees. However, the SFMTA does not have the systems and expertise to implement a new benefits management 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? - 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?	()	(X)
D. Are there federal or state grant requirements regarding the use of contractual services?	()	(X)
E. Has a board or commission determined that contracting is the most effective way to provide this service?	()	(X)
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	()	(X)

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

Parveen Boparai

 Signature of Departmental Personal Services Contract Coordinator

 Parveen Boparai
 Print or Type Name

 415-701-5377
 Telephone Number

 San Francisco Municipal Transportation Agency, Human Resources

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

Union Notification(s)

◆ **Local 1021**

◆ **Local 21**

Dang, Leorah

From: L21PSC Review <L21PSCReview@ifpte21.org>
Sent: Tuesday, August 20, 2013 11:14 AM
To: Hamada, Cynthia; DHR-PSCCoordinator, DHR; 'pattie.tamura@seiu1021.org'; L21PSC Review
Cc: Samantha J. Roberts (MTA); Hart, Mikhael; Patel, Ashish; Boparai, Parveen
Subject: RE: PSC- Benefits Administration for San Francisco Taxi Drivers

Hello Cynthia,

Local 21 has received the MTA PSC concerning Benefits Administration for SF Taxi Drivers. It has been reviewed and Local 21 is waiving the 30-day review period.

Ging Louie
Representative/Organizer and PSC Coordinator IFPTE Local 21
1182 Market Street, #425
San Francisco, CA 94102
Phone: 415-864-2100, x132
Fax: 415-864-2166

Dang, Leorah

From: Hamada, Cynthia <Cynthia.Hamada@sfmta.com>
Sent: Monday, August 19, 2013 9:38 AM
To: DHR-PSCCoordinator, DHR; L21PSC Review; 'pattie.tamura@seiu1021.org'
Cc: Samantha J. Roberts (MTA); Hart, Mikhael; Patel, Ashish; Boparai, Parveen
Subject: PSC- Benefits Administration for San Francisco Taxi Drivers
Attachments: 20130819091330590.pdf

DHR - PSC Coordinator: Please review and approve.

Unions - For your information.

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

Scan Date: 08.19.2013 09:13:30 (-0400)

le5a

Blank Page

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 18, 2013

DEPARTMENT NAME: General Services Agency, Real Estate Division DEPARTMENT NUMBER 70

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

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

TYPE OF SERVICE: As-Needed Elevator and Escalator Consulting Services

FUNDING SOURCE: General Fund

PSC AMOUNT: \$ 150,000 PSC DURATION: 3 years (12/1/13 - 11/30/16)

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Advising City management through highly specialized equipment surveys, analysis, cost estimates, and expert consultant reports for planned elevator and escalator repairs, modernization, upgrades, and equipment maintenance planning of existing vertical transportation equipment at City-owned and/or operated facilities.

B. Explain why this service is necessary and the consequences of denial: The Real Estate Division manages the contracting for elevator and escalator maintenance services at many City owned and/or operated facilities, including hospitals, jails, libraries, community centers, ports, and administration buildings. Denial of the expert elevator consulting services will result in very costly emergency elevator and escalator equipment repairs, replacement, modernizations, upgrades, and new installations to the various City Agencies.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): The City's Real Estate Division has not contracted for elevator and escalator consulting services in the past.

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

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

MEA, Local 39,
Local 21 - IFPTE
Union Name

[Signature]
Signature of person mailing/faxing form

9/19/13
Date

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4050-13/14
STAFF ANALYSIS/RECOMMENDATION: Approved 11/1/2013 MW

CIVIL SERVICE COMMISSION ACTION:

Union Notification(s)

- ◆ MEA
- ◆ Local 21
- ◆ Local 39

Dang, Leorah

From: Lubamersky, Joan
Sent: Thursday, September 19, 2013 12:03 PM
To: DHR-PSCCoordinator, DHR
Cc: staff@sfmea.com; L21PSCReview@ifpte21.org; grojo@local39.org
Subject: Real Estate Dept PSC for elevator consultant advice \$150K 2013 - 2016
Attachments: Form 1 RED Elevator Consultant 10.1.13 - 11.30.16 \$150K.pdf

Please see attached.

Thank you.

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

leora

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 23, 2013

DEPARTMENT NAME: Department of Technology DEPARTMENT NUMBER 75

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

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

TYPE OF SERVICE: Professional Services for Mainframe installation at Disaster Recovery Site at Rancho Cordova

FUNDING SOURCE: General Fund

PSC AMOUNT: \$250,000 PSC DURATION: November 19, 2013 to November 18, 2014

1. DESCRIPTION OF WORK

- A. Concise description of proposed work:
The City is purchasing mainframe equipment to replicate the information on the City's current mainframe equipment currently installed at 200 Paul, so that in the event of a disaster, natural or otherwise, the information from the mainframe is accessible and current. The City is seeking a vendor to install mainframe equipment, for the City's Disaster Recovery/Business Continuity project that are proprietary to the manufacturer and if installed by any other vendor would void the warranty of the equipment.
- B. Explain why this service is necessary and the consequences of denial:
Denying the request would put the City at considerable risk, in the event of a disaster natural or otherwise, for the City to access information on the mainframe. The mainframe is the repository for the City's financial system and the criminal justice system to include the Courts, the Police Department, the Department of Emergency Management and the District Attorney.
- 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 installation is for equipment to be purchased so, there were no service provided in the past.
- D. Will the contract(s) be renewed: *No.*

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

Local 21 415 864 2166		9.23.13
Union Name	Signature of person mailing/faxing form	Date

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

RFP sent to	, on	
Union Name	Date	Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4051-13/14
STAFF ANALYSIS/RECOMMENDATION: *Approved MW 11/1/2013*

CIVIL SERVICE COMMISSION ACTION:

Additional Attachment(s)

◇ Section 5. Additional Information

5B. Will the contractor train City and County employees?

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

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

B. Will the contractor train City and County employees?

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

Yes, the contractor is expected to train the IS Engineer series; 1041 Assistant IS Engineer; 1042, Journey IS Engineer; 1043 Senior IS Engineer; and 1044 Principal IS Engineer to transfer knowledge so that these City employees can maintain, modify and troubleshoot the equipment in-house.

Training is estimated to be completed over an eighty (80) hour period.

Union Notification(s)

◆ Local 21

Dang, Leorah

From: Gines, Jolie
Sent: Monday, September 23, 2013 2:26 PM
To: pcovington@ifpte21.org
Cc: DHR-PSCCoordinator, DHR; Gary, Kendall
Subject: Professional Services for Mainframe Installation for Disaster Recovery Equipment at Rancho Cordova.
Attachments: CSC PSC DR Prep Site at Rancho Cordova Sep 23 2013.pdf

Hi Pam,

Please review and advise if you have any questions regarding the professional services for mainframe installation for the Disaster Recovery Equipment at Rancho Cordova. The specifications are professional services for the equipment that will be bid by the Office of Contract Administration (OCA).

*Thank You,
Jolie*

*Jolie Gines
City and County of San Francisco
Department of Technology
Contract Administration
One South Van Ness Ave., 2nd Floor
San Francisco, CA 94103*

*415 581 3974
415 581 3970 FAX*

Additional Specifications for:

- **IBM z12/BC Mainframe**
- **DS8300**
- **TS7720 Tape Library**
- **SAN068-R Brocade Switch**

Additional Specifications for IBM z12/BC Mainframe

1. Equipment installation with IBM certification
2. Substitutions are only allowed due to feature code upgrades after approval by the City
3. Shipping
 - Shipping expenses to be included.
 - Inside delivery
 - Compliance to the building's delivery requirements such as proof for liability insurance.
4. Consulting services to be included:
 - A. Pre-installation:
 - Analysis of the following services with recommendations and installation plans:
 - Site survey, electrical power review, HVAC review, service clearance.
 - B. System Assurance Review:
 - Conduct a comprehensive System Assurance meetings with City Staff to review all phases of the Installation Project Plan.
 - Provide technical assistance to prepare for hardware, software, and networking issues.
 - Develop action plans to resolve all issues.
 - C. Installation Planning and Support
 - Provide on-site assistance to configure the z12/BC mainframe.
 - Load a new IOCDs along with customizing the z12/BC support element.
 - Provide all installation assistance to connect all I/O devices with new channel and associated cables, including OSA.
5. 60 Months IBM Pre-Paid Maintenance for IBM z12/BC Mainframe
6. Pre-paid purchase of 5 additional tests

Additional Specifications for DS8300

1. Equipment installation with IBM certification
2. DS8300 storage system with Mainframe FICON connectivity via a minimum of 48 LW FCP/FICON ports. Must provide 18,688 TB of raw capacity via 73 GB disk drives and at least 64 GB of system cache. The system must have advanced software functionality to provide for Parallel Access Volumes, point-in-time copies and asynchronous replication. Substitutions are only allowed due to feature code upgrades after approval by the City
3. Shipping
 - Shipping expenses to be included.
 - Inside delivery
 - Compliance to the building's delivery requirements such as proof for liability insurance.
4. Consulting services to be included:
 - A. Pre-installation:
 - Analysis of the following services with recommendations and installation plans:
 - Site survey, electrical power review, HVAC review, service clearance, alternatives for migration of existing data on 2105-800 to DS8300 environment.
 - B. System Assurance Review:
 - Conduct a comprehensive System Assurance meetings with City Staff to review all phases of the Installation Project Plan.
 - Provide technical assistance to prepare for hardware, software, and networking issues.
 - Develop action plans to resolve all issues.
 - C. Installation Planning and Support
 - Provide on-site assistance to configure the DS8300 Storage System.
 - Load a new IOCDs along with customizing the DS8300 support element.
 - Provide all installation assistance to connect all I/O devices with new channel and associated cables, including OSA.
 - D. Configuration and Operational Support
 - Provide on-site assistance to configure or customize the DS8300 system for the z12/BC mainframe and associated operating system software and procedures.
5. De-Installation of existing 2105-800 Equipment to be included

Education / Training to be

6. included:

- Provide on-site training / knowledge transfer regarding configuration of DS8300
7. 60 Months IBM Pre-Paid Maintenance for DS8300

Additional Specifications for TS7720 Tape Library

1. Equipment installation with IBM certification
2. TS7720 Tape Virtualization System for Mainframe FICON connectivity with at least 38 TB of usable tape volume cache. Must use R1.7 machine code version and be Grid capable with 100 MB/s throughput. Substitutions are only allowed due to feature code upgrades after approval by the City
3. Shipping
 - Shipping expenses to be included.
 - Inside delivery
 - Compliance to the building's delivery requirements such as proof for liability insurance.
4. Consulting services to be included:
 - A. Pre-installation:
 - Analysis of the following services with recommendations and installation plans:
 - Site survey, electrical power review, HVAC review, service clearance, alternatives for migration of existing 3560 / 3580 tape environment.
 - B. System Assurance Review:
 - Conduct a comprehensive System Assurance meetings with City Staff to review all phases of the Installation Project Plan.
 - Provide technical assistance to prepare for hardware, software, and networking issues.
 - Develop action plans to resolve all issues.
 - C. Installation Planning and Support
 - Provide on-site assistance to configure the upgraded tape environment.
 - Load a new IOCDS along with customizing the Tape Library support element.
 - Provide all installation assistance to connect all I/O devices with new channel and associated cables, including OSA.
5. 60 Months IBM Pre-Paid Maintenance for TS7720 Tapu unit

Additional Specifications for SAN068-R Brocade Switch

1. 60 Months IBM Pre-Paid Maintenance for SAN068-R Brocade Switch

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 18, 2013 Rev

DEPARTMENT NAME: Department of Technology DEPARTMENT NUMBER 75

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

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

TYPE OF SERVICE: Professional Services for the new Public Safety Building at Mission Bay

FUNDING SOURCE: General Funds

PSC AMOUNT: \$500,000 PSC DURATION: November 19, 2013 to November 18, 2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Department of Technology is seeking a vendor to duplicate a highly reliable phone system for the new Public Safety Building at Mission Bay. The primary processor will be installed at the new Public Safety Building and the secondary processor at a site to be determined. The new system will support staff at the Public Safety Building and be networked to the existing San Francisco Police Department Avaya Private Branch Exchanges to provide 5 digit dialing and a common voice mail (full message waiting indicator functionality required).

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

The new Public Safety Building will house a Police Station, Fire Station, Police/Fire Task Force and administration staff for the Police Department. The site will also serve as a backup Department Operations Center for the San Francisco Police Department. If this request is denied, it will have dire consequences for the above departments to communicate with one another and respond to emergency situations.

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

D. Will the contract(s) be renewed: We do not expect the contract to be renewed.

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

Local 21 415 864 2166

Union Name

Local 6 415 861 0734

Union Name

Signature of person mailing/faxing form

Signature of person mailing/faxing form

September 17, 2013 Original September 18, 2013 Revised

September 17, 2013 Original September 18, 2013 Revised

RFP sent to L21, on 9-17-13

Union Name

Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4052-13/14

STAFF ANALYSIS/RECOMMENDATION: Approved MW 11/1/2013

CIVIL SERVICE COMMISSION ACTION:

Additional Attachment(s)

◇ Section 5. Additional Information

5B. Will the contractor train City and County employees?

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

Additional information for 5B

B. Will the contractor train City and County employees? See attached sheet

- 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 staff that will be trained are CCSF staff that will be moving into the building (Police, Fire, GSA). This is phone user and voice mail training. Each session is estimated to be one to one and a half hours long.

400 Phone Users

2000 Voice Mail (PD wants a common platform for voice mail – this would include all PD staff that have a mailbox assigned)

500 Unified Messaging Users(PD)

Union Notification(s)

◆ **Local 21 and No Objection Email**

◆ **Local 6**

Dang, Leorah

From: Pam Covington <pcovington@ifpte21.org>
Sent: Thursday, October 31, 2013 9:37 AM
To: Gines, Jolie
Cc: DHR-PSCCoordinator, DHR; Gary, Kendall; Vallejo, Gus; Lillegard, Nancy; Reeves, Matt
Subject: RE: DT RFP 2014-1 and CSC PSC Summary for Professional Svs for Public Safety Building

No objection

Pamela Covington
Representative/Organizer
IFPTE Local 21
1182 Market Street #425
San Francisco, CA 94102
(415) 864-2100
Find Us on [Facebook!](#)

From: Gines, Jolie [<mailto:jolie.gines@sfgov.org>]
Sent: Wednesday, October 30, 2013 12:15 PM
To: Pam Covington
Cc: DHR-PSCCoordinator, DHR; Gary, Kendall; Vallejo, Gus; Lillegard, Nancy; Reeves, Matt
Subject: RE: DT RFP 2014-1 and CSC PSC Summary for Professional Svs for Public Safety Building

Pam,

I do not recall a follow-up e-mail from you removing your objection after our response to your questions, below. Your attention is very much appreciated!

*Thank You,
Jolie*

Jolie Gines
City and County of San Francisco
Department of Technology
Contract Administration
One South Van Ness Ave., 2nd Floor
San Francisco, CA 94103

415 581 3974
415 581 3970 FAX

From: Gines, Jolie
Sent: Tuesday, October 01, 2013 3:39 PM
To: pcovington@ifpte21.org; KevinH@ibew6.org
Cc: DHR-PSCCoordinator, DHR; Gary, Kendall (kendall.gary@sfgov.org); Vallejo, Gus; Lillegard, Nancy; Reeves, Matt
Subject: DT RFP 2014-1 and CSC PSC Summary for Professional Svs for Public Safety Building

Hi Pam,

DT's response to your questions regarding the professional services for the Public Safety Building are italicized in red. Please let us know if you require additional information and if you have any further questions.

1. Why can't DT Telecom personnel perform any of the necessary work? (Don't see this indicated in the PSC.)
DT Telecom Staff will be involved in the design and work closely with the selected vendor during implementation. This was identified in section 4A of the PSC Summary, which is attached.
2. We believe the training work, at least, could be performed by either IS professionals or admin analysts. Can DT please address the issue of whether there is work in the PSC, including the training that could be performed by our members?
The equipment is proprietary to the vendor who provides the best response. Installation by anyone other than the vendor will null and void the warranty of the equipment being purchased.

*Thank You,
Jolie*

Jolie Gines
City and County of San Francisco
Department of Technology
Contract Administration
One South Van Ness Ave., 2nd Floor
San Francisco, CA 94103

415 581 3974
415 581 3970 FAX

From: Pam Covington [<mailto:pcovington@ifpte21.org>]
Sent: Tuesday, October 01, 2013 9:07 AM
To: Gines, Jolie; KevinH@ibew6.org
Cc: DHR-PSCCoordinator, DHR; Gary, Kendall; Vallejo, Gus
Subject: RE: DT RFP 2014-1 and CSC PSC Summary for Professional Svs for Public Safety Building

Good Morning,

A couple of questions/concerns about this:

1. Why can't DT Telecom personnel perform any of the necessary work? (Don't see this indicated in the PSC.)
2. We believe the training work, at least, could be performed by either IS professionals or admin analysts. Can DT please address the issue of whether there is work in the PSC, including the training that could be performed by our members?

Pamela Covington
Representative/Organizer
IFPTE Local 21
1182 Market Street #425
San Francisco, CA 94102
(415) 864-2100
Find Us on [Facebook!](#)

From: Gines, Jolie [<mailto:jolie.gines@sfgov.org>]
Sent: Tuesday, September 17, 2013 12:12 PM
To: Pam Covington; KevinH@ibew6.org

Cc: DHR-PSCCoordinator, DHR; Gary, Kendall

Subject: DT RFP 2014-1 and CSC PSC Summary for Professional Svs for Public Safety Building

Hello Pam and Kevin,

Please review the RFP and the CSC PSC Summary for professional services for the new Public Safety Building. The vendor is expected to duplicate the phone system for the new Public Safety Building, which will house a Police Station, Fire Station, Police/Fire Task Force and administration staff for the Police Department, at Mission Bay. The primary processor will be installed at the new Public Safety Building and the secondary processor at a site to be determined.

Please let me know if you have any further questions.

*Thank You,
Jolie*

*Jolie Gines
City and County of San Francisco
Department of Technology
Contract Administration
One South Van Ness Ave., 2nd Floor
San Francisco, CA 94103*

*415 581 3974
415 581 3970 FAX*

Dang, Leorah

From: Gines, Jolie
Sent: Tuesday, September 17, 2013 12:12 PM
To: pcovington@ifpte21.org; KevinH@ibew6.org
Cc: DHR-PSCCoordinator, DHR; Gary, Kendall
Subject: DT RFP 2014-1 and CSC PSC Summary for Professional Svs for Public Safety Building
Attachments: RFP 2014-1 PSB Phone System NLillegard September 20 2013.doc; Signed CSC PSC Summary PSB NLillegard Sep 17 2013.pdf

Hello Pam and Kevin,

Please review the RFP and the CSC PSC Summary for professional services for the new Public Safety Building. The vendor is expected to duplicate the phone system for the new Public Safety Building, which will house a Police Station, Fire Station, Police/Fire Task Force and administration staff for the Police Department, at Mission Bay. The primary processor will be installed at the new Public Safety Building and the secondary processor at a site to be determined.

Please let me know if you have any further questions.

*Thank You,
Jolie*

Jolie Gines
City and County of San Francisco
Department of Technology
Contract Administration
One South Van Ness Ave., 2nd Floor
San Francisco, CA 94103

415 581 3974
415 581 3970 FAX

Dang, Leorah

From: Gines, Jolie
Sent: Wednesday, September 18, 2013 3:11 PM
To: DHR-PSCCoordinator, DHR
Cc: Gary, Kendall; Lewis, Brent; KevinH@ibew6.org; pcovington@ifpte21.org
Subject: RE: DT RFP 2014-1 and CSC PSC Summary for Professional Svs for Public Safety Building
Attachments: Signed CSC PSC Summary PSB NLillegard Rev Sep 18 2013.pdf; DT RFP 2014-1 and CSC PSC Summary for Professional Svs for Public Safety Building

Hi Leorah,

The requested changes have been made and the revised PSC attached, including the original e-mail sent to DHR, L21 and L6.

I have also copied all parties here as requested.

*Thank You,
Jolie*

Jolie Gines
City and County of San Francisco
Department of Technology
Contract Administration
One South Van Ness Ave., 2nd Floor
San Francisco, CA 94103

415 581 3974
415 581 3970 FAX

Modification
Personal Services Contracts

Blank Page

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 10/21/2013

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# 4078-09/10)

TYPE OF SERVICE: As-Needed Laboratory Analytical Services (CS-113)

FUNDING SOURCE: Water Quality Division General Fund

Original Amount: \$1,000,000 PSC Duration: 01/01/2010 - 12/31/2013 (4 yrs)
Modification Amount: \$0 PSC Duration: 01/01/2014 - 06/30/2016 (2.5 yrs)
Total Amount: \$1,000,000 Total PSC Duration: 01/01/2010 - 06/30/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The main purpose of this contract is to provide as-needed professional 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.

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

This modification is necessary to ensure delivery of high quality water to customers, compliance with current and future water quality standards, protection of public and environmental health, and time response to unexpected contamination incidents and emergencies. Increased risks to human health, increased costs, and diminished stakeholder confidence are among the major consequences of not having this service. The Water Quality Division (WQD) would not be able to continue its existing Contamination Response and Cryptosporidium Action Plans.

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

This service is currently being provided by PSC No. 4078-09/10.

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):

Local 21 Shamica Jackson 10/21/2013
Union Name Signature of person mailing/faxing form Date
Union Name Signature of person mailing/faxing form Date
RFP sent to Union Name, on Date Signature

*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4078-09/10
STAFF ANALYSIS/RECOMMENDATION: Approved MW 11/1/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

See Supplemental Attachment A.

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

2483, Biologist I/II; 2484, Biologist III

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

See Supplemental Attachment A.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil services classes 2483 and 2484 exists and are qualified to perform some (but not all) of the tasks specified in the scope of services. In addition, there are also requirements that the contract would provide in terms of expertise or the ability to access the required expertise, facilities and equipment as indicated in section 3C.

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

No. The as-needed and/or specialized services provided by this contract are mainly to provide timely information on water quality in response to emergencies and on applied research and/or consultation on emerging and future microbial contaminants. These are important for contingency and future planning purposes. Creation of a new civil service class is not applicable to this situation, but existing classifications (2483 and 2484) may be tasked to perform some of the work, provided there is an identified need, appropriate training and/or provision of needed facilities and equipment.

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.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. The contractor will provide training to City and County employees (Biologists; Classes 2483, 2484 and 2485) in field and laboratory methods for the recovery and detection of waterborne microorganisms. The approximate number of individuals to be trained is 8 and each individual shall receive up to 40 hours of training per year.

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? *Yes, as this is a modification to an existing personal services contract. W/10/23/13*

<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

Shamica Jackson

415-554-0727

Print or Type Name

Telephone Number

525 Golden Gate Avenue, 8th Floor

San Francisco, CA 94102

Address

Additional Attachment(s)

◇ Section 3. Description of Required Skills/Expertise

3A. Specify required skills and/or expertise

3C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain

Supplemental Attachment A

3A.

Fifteen years of experience and strong technical background in the analytical testing of various water matrices for microorganisms; accreditation by the State of California Environmental Laboratory Accreditation Program (ELAP), or equivalent; capability to analyze samples with the required sensitivity measurements (meeting the reporting limits for each analyte); meeting the required turn-around-time; ability to provide subcontracting services (if needed) from other commercial or academic laboratories and consultants; ability to provide electronic files for import into SFPUC Laboratory Information Management System (LIMS) Database from all reports submitted.

3C.

Yes, the contractor will provide facilities needed to (i) safely perform testing of water on a much larger scale and frequency (e.g., has requisite infrastructure such as more bench space; physically separated rooms; ability to handle larger amounts of laboratory waste) than is currently possessed by the City; and (ii) will provide equipment needed to perform testing for microorganisms not normally tested by the City, but which are potential health risks in emergencies or may become future regulated contaminants.

Union Notification(s)
◆ Local 21

Dang, Leorah

From: Jackson, Shamica <SJackson@swater.org>
Sent: Monday, October 21, 2013 2:06 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; Combs, Simone
Cc: Tin, Jina Chow
Subject: Regular- Modification-As-Needed Laboratory Analytical Services (CS-113) PSC No. 4078-09/10-Dept.40
Attachments: Regular-Modification_CS-113 PSC_Laboratory Analytical Services_PSC No. 4078-0910_Dept40.pdf; CS-113 Original PSC.pdf; CS-113_CSC Action_010410.pdf
Importance: High

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-113, As-Needed Laboratory Analytical Services, a modification request for duration to June 30, 2016**.
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 **November 18, 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@swater.org

 Please consider the environment before printing this email

Prior Notice of Civil Service Commission Action – Initial – Current
Prior PSC Form 1– Initial – Current

PSC #4078-09/10

4078-09/10
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
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 Kyaun, Public Utilities Commission
Joan Lubamersky, General Services Agency
Mary Ng, Department of Human Resources
Commission File
Chron

POSTING FOR
1/4/2010

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC 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	\$900,000	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	\$238,000	Provide services to expend 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: 12/07/2009

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: Laboratory analytical services (CS-113)

FUNDING SOURCE: Water Quality Division General Fund

PSC AMOUNT: \$1,000,000 PSC DURATION: 01/01/2010 to 12/31/2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The main purpose of this contract is to provide as-needed professional 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.

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

This service is critical for continuing to ensure delivery of high quality water to customers, compliance with current and future water quality standards, protection of public and environmental health, and timely response to unexpected contamination incidents and emergencies. Increased risks to human health, increased costs, and diminished stakeholder confidence are among the major consequences of not having this service. The Water Quality Division (WQD) would not be able to continue its existing Contamination Response and Cryptosporidium Action Plans.

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

This service has been provided in the past by PSC No. 4066-05/06.

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 12/09/2009
Union Name Signature of person mailing/faxing form Date

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:

See Supplemental Attachment A.

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

2483, Biologist I/II; 2484, Biologist III

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

See Supplemental Attachment A.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Class 2483 and 2484 are qualified to perform some (but not all) of the tasks specified in the scope of services. In addition, there are also requirements that the contract would provide in terms of expertise or the ability to access the required expertise, facilities and equipment (see Section 3C above).

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

No. The as-needed and/or specialized services provided by this contract are mainly to provide timely information on water quality in response to emergencies and on applied research and/or consultation on emerging and future microbial contaminants. These are important for contingency and future planning purposes. Creation of a new civil service class is not applicable to this situation, but existing classifications (2483 and 2484) may be tasked to perform some of the work, provided there is an identified need, appropriate training and/or provision of needed facilities and equipment.

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.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. **The contractor will provide training to City and County employees (Biologists; Classes 2483, 2484 and 2485) in field and laboratory methods for the recovery and detection of waterborne microorganisms. The approximate number of individuals to be trained is 8 and each individual shall receive up to 40 hours of training per year.**

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

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

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

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

E. Has a board or commission determined that contracting is the most effective way to provide this service? **Yes by SFPUC Resolution # 05-0190.**

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

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

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

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

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

Print or Type Name

415-554-0727

Telephone Number

1155 Market Street, 9th Floor

San Francisco, CA 94103

Address

Supplemental Attachment A:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Fifteen years experience and strong technical background in the analytical testing of various water matrices for microorganisms; accreditation by the State of California Environmental Laboratory Accreditation Program (ELAP), or equivalent; capability to analyze samples with the required sensitivity measurements (meeting the reporting limits for each analyte); meeting the required turn-around-time; ability to provide subcontracting services (if needed) from other commercial or academic laboratories and consultants; ability to provide electronic files for import into SFPUC LIMS Database from all reports submitted.

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

Yes, the contractor will provide facilities needed to (i) safely perform testing of water on a much larger scale and frequency (e.g., has requisite infrastructure such as more bench space; physically separated rooms; ability to handle larger amounts of laboratory waste) than is currently possessed by the City; and (ii) will provide equipment needed to perform testing for microorganisms not normally tested by the City, but which are potential health risks in emergencies or may become future regulated contaminants.