



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: December 16, 2013
To: The Honorable Civil Service Commission
Through: Micki Callahan *[Signature]*
Human Resources Director
From: Deedra Jackson, CYF
Shamica Jackson, PUC
Donna Marion, LIB
Fan-Wa Wong, HSS
Parveen Boparai, MTA
Joseph Valdez, POL
Jacquie Hale, DPH

Subject: Personal Services Contracts Approval Request

This report contain nine (9) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on July 1, 1996.

The services proposed by these contracts have been reviewed by Department of Human Resources (DHR) staff to evaluate whether the requesting departments have complied with City policy and procedures regarding PSCs. The proposed PSCs have been posted on the DHR website for seven (7) calendar days. CSC procedures for processing PSCs require that any appeal of these contracts be filed in the office of the CSC, Executive Officer during the posting period.

No timely appeals have been filed regarding the PSCs contained in this report. These proposed PSCs are being submitted to the CSC for ratification/approval.

DHR has prepared the following cost summary for personal services contracts that have been processed through the Department of Human Resources to date:

Total of this Report	YTD Expedited Approvals FY 2013-2014	Total for FY 2013-2014
\$18,104,500	\$2,320,853	\$308,630,741

POSTING FOR
12/16/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4054-13/14	23	Children, Youth & Families	Regular	\$1,300,000	DCYF seeks a fiscal intermediary to provide fiscal and human resources support for the Youth Empowerment Fund. The Youth Empowerment Fund is a funding stream established by the Children's Amendment. The Children's Amendment states that a minimum of three percent of the Children's Fund must be spent on youth-initiated projects. These funds are referred to as the Youth Empowerment Fund. DCYF seeks to contract with a fiscal intermediary that can provide fiscal management for mini-grants to youth-initiated projects, hire and support youth interns to act in an advisory capacity to the Fund and to manager annual youth-led events.	1/1/2014 - 6/30/2016
4055-13/14	40	Public Utilities Commission	Regular	\$8,000,000	A pool of qualified as-needed consultants will support the San Francisco Public Utilities Commission's (SFPUC) efforts to implement the Commission approved Community Benefits Policy across the agency and throughout the Sewer System Improvement Program (SSIP), a 20-year, multi-billion dollar citywide investment upgrading our aging sewer infrastructure. The SSIP will ensure San Francisco has a reliable and seismically safe sewer system that promotes community benefits, economic inclusion, and environmental justice.	12/31/2013 - 2/31/2021
4056-13/14	41	Public Library	Regular	\$1,100,000	BiblioCommons is a "Software as a Service" solution to deliver a "social discovery" experience and a much improved search to public library Catalog users. "Social discovery" allows users to comment on materials in the collection. BiblioCommons employees will review comments flagged by users and implement next steps, which may include notification and removal.	12/1/2013 - 6/1/2020
4057-13/14	66	Health Service System	Regular	\$2,250,000	As recommended by the San Francisco Board of Supervisors Budget Analyst, the Health Service System needs to develop centrally coordinated health promotion programs for employees and retirees. Health insurance for nearly 110,000 employees, retirees and their families costs over \$750 million annually. During 2013 rates and benefits negotiations, The Board of Supervisors and City labor leaders expressed a strong commitment to employee and retiree health and wellness programs as an integral part of a cost containment strategy. This includes building online tools to advance decision support and patient education, expanding in-person outreach at events across departments, and promoting high levels of participation in preventive and condition management programs.	1/1/2014 - 6/30/2018
4058-13/14	68	Municipal Transportation Agency	Regular	\$200,000	The contractor will conduct executive searches to identify, assess and recruit candidates for five high-level specialized management positions at the San Francisco Municipal Transportation Agency (SFMTA). Services will include: developing search strategies; identifying and recruiting potential candidates; evaluating interested candidates; presenting final candidates; and performing follow-up duties as required.	12/17/2013 - 2/31/2014

Total Amount - Regular: \$12,850,000

DHR Posting for December 16, 2013

Modification to Increase Contract Amount/Duration

PSC No	Dept Description	Approval Type	Modified Amount	Cumulative Total	Description of Work	Start Date	End Date
4038-10/11	Police	Regular	\$618,000.00	\$1,318,000.00	Contractor will provide technical support via telephone and E-Mail. Contractor will also provide monitoring of the system with proactive remedies to any problems that arise along with software updates and up grades. Refresher training, forensic reports and expert witness testimony will also be provided. Contractor will also provide repair and replacement for any components damaged by weather, problems with telephone line connections, problems with unforeseen growth of foliage and any other causes that are uncontrollable by the contractor.	9/1/2010	9/1/2016
4103-09/10	Police	Regular	\$34,000.00	\$244,000.00	To provide Court Reporting Services and Transcription as needed for Disciplinary Hearings and Police Commission Meetings, along with the transcription of tapes from interviews done with the Police Departments Management Control Division and other investigative units within the Police Department.	7/7/2010	6/30/2016
4096-05/06	Public Health	Regular	\$812,500.00	\$2,122,500.00	Therapeutic apheresis is a procedure in which the patient's blood is collected using automated US Food and Drug Administration (FDA)-approved devices, separated into its components (Red Blood Cells [RBC], White Blood Cells [WBC], Platelets and/or plasma) and filtered. The suspected pathologic component is discarded, and the remaining components are returned to the patient along with replacement fluids. Auto transfusion services are used in an effort to reduce allogeneic (blood from a donor) blood transfusion. It is indicated in a variety of surgical procedures whenever major blood loss is anticipated and it is the only acceptable method of transfusion for Jehovah's Witnesses patients because blood remains in continuity within the auto transfusion circuit.	7/1/2006	6/30/2019
4105-10/11	Public Health	Regular	\$3,790,000.00	\$9,990,000.00	Intermittent, as-needed pharmacist and pharmacy technician registry services for use during unusually high patient activity, workload peaks or low staffing levels of Civil Service employees due to unscheduled staff absences or shortages.	1/1/2011	12/31/2016

Sum of Modified \$5,254,500.00

Deedra Jackson
Children, Youth & Families
1390 Market Street, Ste. 900
San Francisco, CA 94102
(415) 554-9329

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

Donna Marion
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102
(415) 557-4585

Fan-Wa Wong
San Francisco Health Service Systems
1145 Market Street, 2nd Flr.
San Francisco, CA 94103
(415) 554-1762

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

Joseph Valdez
San Francisco Police Department
Hall of Justice
850 Bryant Street
San Francisco, CA 94104
(415) 734-3254

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

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

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: 9/19/2013

DEPARTMENT NAME: (DCYF) Children Youth and Families W/ DEPARTMENT NUMBER: 023

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

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

TYPE OF SERVICE: Fiscal Intermediary Services for Youth Empowerment Fund

FUNDING SOURCE: Children's Fund

PSC AMOUNT: \$1,300,000 PSC DURATION: 1/1/2014 - 06/30/2016

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: DCYF seeks a fiscal intermediary to provide fiscal and human resources support for the Youth Empowerment Fund.
B. Explain why this service is necessary and the consequence of denial: The Children's Amendment requires that 3% of the Children's Fund goes to youth-initiated projects.
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):
D. Will the contract(s) be renewed? No. This request is for funding cycle ending June 30, 2016.

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

[] SEIU, L1021 Union Name [Signature] Signature of person mailing/faxing form [9/20/2013] Date
[] IFPTE, L21 Union Name [Signature] Signature of person mailing/faxing form [9/20/2013] Date

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4054-13/14
STAFF ANALYSIS/RECOMMENDATION: Approved W/ 11/27/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

DCYF is seeking a contractor with strong fiscal and human resource systems to manage the dispersment of Youth Empowerment Funds and to hire and manage youth advisors. The contractor must have expertise in youth development programming and experience running youth-led events.

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

The youth advisory work for the Youth Empowerment Fund is not normally performed by a civil service class. DCYF will continue to use a permanent 9774 position to set the strategic direction for the Youth Empowerment Fund.

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

The contractor will provide office space, equipment, and meeting space to support up to 3 teams of youth who will be acting in an advisory and oversight capacity for youth-initiated projects and youth-led events.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

DCYF is not structured to house and support large scale youth-led programming, which would require hiring and supporting youth advisors that meet after business hours. The youth advisors positions range from 1 to 2 year appointments. Youth work 10-15 hours per week in their advisory roles.

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

No, due to the part-time, temporary nature of the youth advisor roles. The primary work for the Youth Empowerment Fund is conducted by part-time, temporary youth advisors that are managed by two part-time adult allies.

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

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

Yes No

B. Will the contractor train City and County employees?

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

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

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

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

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

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

Deedra Jackson

Signature of Departmental Personal Services Contract Coordinator

Deedra Jackson

Print or Type Name

415-554-9329

Telephone Number

1390 Market Street, Suite 900

San Francisco, CA 94102

Address

Union Notification(s)

◆ **Local 1021**

◆ **Local 21**

Dang, Leorah

From: Deedra Jackson <deedra@dcyf.org>
Sent: Friday, September 20, 2013 10:08 AM
To: L21PSCReview@ifpte21.org; pattie.tamura@seiu1021.org
Cc: DHR-PSCCoordinator, DHR; Laura Moye
Subject: Local 21 & 1021 Union Notification - PSC Initial Request (Dept 23)
Attachments: 20130920094825680.pdf

Hello,

Please find attached for your review a copy of the PSC summary form for Fiscal Intermediary Services for the Youth Empowerment Fund on behalf of the Department of Children, Youth and Their Families (Dept 23). Thank you in advance for your assistance.

Best,

Deedra Jackson
Sr. Program Officer & PSC Coordinator
SF Department of Children, Youth & Their Families
1390 Market St, Suite 900
San Francisco, CA 94102
(415) 554-9329
www.DCYF.org

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

From: support
Sent: Friday, September 20, 2013 9:48 AM
To: Deedra Jackson
Subject:

This E-mail was sent from "RNP14CCA8" (Aficio MP C5000).

Scan Date: 09.20.2013 09:48:25 (-0700)
Queries to: support@dcyf.org

PERSONAL SERVICES CONTRACT SUMMARY

DATE 11/20/2013

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

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

TYPE OF SERVICE: As-Needed Community Benefits Services and Support, Wastewater Enterprise (CS-316)

FUNDING SOURCE: Sewer System Improvement Program

PSC AMOUNT: \$8,000,000 PSC DURATION: 12/31/2013 - 12/31/2021

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

A pool of qualified as-needed consultants will support the San Francisco Public Utilities Commission's (SFPUC) efforts to implement the Commission approved Community Benefits Policy across the agency and throughout the Sewer System Improvement Program (SSIP), a 20-year, multi-billion dollar citywide investment upgrading our aging sewer infrastructure. The SSIP will ensure San Francisco has a reliable and seismically safe sewer system that promotes community benefits, economic inclusion, and environmental justice.

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

The upgrade of our aging and seismically vulnerable sewer system is essential to protecting the health of San Francisco residents and businesses as well as the environment. A pool of qualified consultants will provide a myriad of services that will ensure the San Francisco Public Utilities Commission is a good neighbor and delivers community benefits to all whose lives or neighborhoods are affected by the Sewer System Improvement Program and all of our Agency's operations.

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

This service has not been provided in the past.

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):

L1021/L21
Union Name

Shamica Jackson
Signature of person mailing/faxing form

09/19/2013
Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4055-13/14

STAFF ANALYSIS/RECOMMENDATION: Approved MW 11/27/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Consultants will need to be experts in one or more of the community benefits areas described in the SFPUC Community Benefits Policy. They are also required to have skills in the following areas: strategic planning, program development and implementation, research, curriculum development, budgeting, monitoring and evaluation, contracts and grants administration, innovative community engagement strategies, participatory planning, group facilitation and grassroots/constituency based services.

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

1822 Administrative Analyst; 1823 Senior Administrative Analyst; 1824 Principle Administrative Analyst; 1825 Principal Administrative Analyst II; 5408 Coordinator Of Citizen Involvement, and 3374 Volunteer/Outreach Coordinator.

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 firms will augment the work of City staff ONLY when additional support is needed to adequately inform, educate and engage San Franciscans about the Community Benefits Policy and the SSIP Program. Qualified firms will provide as-needed services for limited periods of time.

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

No, it would not be practical to adopt new civil service classes because the services these firms will provide are on an as-needed basis, with a limited duration. The services requested will not result in full-time work. The use for the services will vary based on need.

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

Yes No

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

415-554-0727

Print or Type Name

Telephone Number

525 Golden Gate Avenue

San Francisco, CA 94102

Address

Union Notification(s)

◆ **Local 1021**

◆ **Local 21**

Dang, Leorah

From: Jackson, Shamica <SJackson@sfgwater.org>
Sent: Thursday, September 19, 2013 5:35 PM
To: Degrafinried, Alaric; Jackson, Shamica; 'L21PSCReview (L21PSCReview@ifpte21.org)'; 'Louie, Ging (glouie@ifpte21.org)'; 'Carter, Kim (kcarter@ifpte21.org)'; Kyger, Todd; Ordikhani, Masood; Combs, Simone; Domingo, Kofo; Tamura, Pattie (pattie.tamura@seiu1021.org); Demmerle, Brook (Brook.Demmerle@seiu1021.org)
Cc: Birrer, Joe; Byrne, Ed; Chan, Norman; Divine, Peg; How, Kathryn; Johanson, Alan; Koleini, Amir; Lee, Tedman; Rivera, Patrick; Wang, Jane
Subject: 60/30 DAY NOTICE PRIOR TO DHR: CS-316 draft PSC to Unions for review
Attachments: Initial-Reg_As-Needed Community Benefits Services and Support SSIP_CS-316_Dept40 to L1021_L21091913.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 60 (L1021)/30 (L21) 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@sfgwater.org

 Please consider the environment before printing this email

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 18, 2013

DEPARTMENT NAME: Public Library

DEPARTMENT NUMBER: 41

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

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

TYPE OF SERVICE: Software as a Service

FUNDING SOURCE: Library Preservation Fund

PSC AMOUNT: \$1,100,000

PSC DURATION : 12/1/13- 6/1/2020

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

BiblioCommons is a "Software as a Service" solution to deliver a "social discovery" experience and a much improved search to public library Catalog users. "Social discovery" allows users to comment on materials in the collection. BiblioCommons employees will review comments flagged by users and implement next steps, which may include notification and removal.

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

This product will not only provide library users with the best available and most user-friendly catalog interface (one that has been adopted by many of the major public libraries in the U.S. including New York, Boston, Multnomah County (Portland) etc.) but also affords them a "social discovery" and interaction platform. User comments are peer-moderated through flagging to highlight problematic posts. Only BiblioCommons staff can access and remediate comments that violate terms of service. The San Francisco City Attorney team has advised us that without implementation of this BiblioCommons staff procedure, First Amendment rights of our users could be violated and result in lawsuits against the City and County San Francisco.

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

This service was not provided in the past.

D. Will the contract(s) be renewed:

The contract includes one three-year renewal option for a total of six years.

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

SEIU Union Name Signature of person mailing / faxing form 9/19/13 Date

Union Name Signature of person mailing / faxing form Date

RFP sent to N/A sole-source contract; OCA approval pending, on Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4056-13/14

STAFF ANALYSIS/RECOMMENDATION: Approved MW 11/27/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Expertise to evaluate flagged comments from all libraries using Bibliocommons to determine whether they meet terms of use.

B. Which, if any, civil service class normally performs this work? 1460 - Legal Secretary II represented by SEIU Local 1021

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

Yes. BiblioCommons employees have sole access to the servers and software that allow them to monitor triple flagged comments from users in all participating libraries and directly message those users about their comments.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

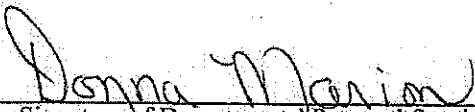
Only employees of the vendor can access the database in order to identify triple flagged comments and directly message users.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No, because the service is based on proprietary software used by many public libraries

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

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

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



Signature of Departmental Personal Services Contract Coordinator

Donna Marion
Print or Type Name

415-557-4569
Telephone Number

Human Resources, San Francisco Public Library, 100 Larkin Street, San Francisco, CA 94102

Program Contact: Laura Lent, Chief of Collections & Technical Services, 415-557-4220

Union Notification(s)
◆ Local 1021

0009a

Dang, Leorah

From: Anna C. Wong <annawong@sfpl.org>
Sent: Thursday, September 19, 2013 9:55 AM
To: pattie.tamura@seiu1021.org; ed.warshauer@seiu1021.org;
Brook.Demmerle@seiu1021.org
Cc: DHR-PSCCoordinator, DHR; Donna Marion; Laura Lent; Jon Worona; Joan Lefkowitz
Subject: RE: Notification of Library PSC for Software as a Service Contract
Attachments: Library PSC for Software as a Service.pdf



My apologies,

Attached is the pdf of the PSC request.

Anna

(415) 557-4214

From: Anna C. Wong
Sent: Thursday, September 19, 2013 9:53 AM
To: 'pattie.tamura@seiu1021.org'; 'ed.warshauer@seiu1021.org'; 'Brook.Demmerle@seiu1021.org'
Cc: 'DHR-PSCCoordinator, DHR'; Donna Marion; Laura Lent; Jon Worona; Joan Lefkowitz
Subject: Notification of Library PSC for Software as a Service Contract

Dear SEIU representative,

For your review, the Library is submitting the attached PSC for seeking a "software as a service" contract. A RFP will not be issued because the professional services that we are seeking are directly linked to proprietary software owned by Bibliocommons.

Should you have any questions, please contact Laura Lent at 557-4220 by phone or email her at llent@sfpl.org. Thank you for your consideration.

Sincerely,

Anna Clara Wong

Contracts Manager

PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 16, 2013

DEPARTMENT NAME: Health Service System DEPARTMENT NUMBER 66

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

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

TYPE OF SERVICE: Marketing and Consulting Services for Wellness Programs

FUNDING SOURCE: Health Service System Trust Fund

PSC AMOUNT: \$2,250,000 PSC DURATION: 01/01/2014- 06/30/2018
(\$500,000 per year)

1. **DESCRIPTION OF WORK**

A. Concise description of proposed work:

As recommended by the San Francisco Board of Supervisors Budget Analyst, the Health Service System needs to develop centrally coordinated health promotion programs for employees and retirees. Health insurance for nearly 110,000 employees, retirees and their families costs over \$750 million annually. During 2013 rates and benefits negotiations, The Board of Supervisors and City labor leaders expressed a strong commitment to employee and retiree health and wellness programs as an integral part of a cost containment strategy. This includes building online tools to advance decision support and patient education, expanding in-person outreach at events across departments, and promoting high levels of participation in preventive and condition management programs.

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

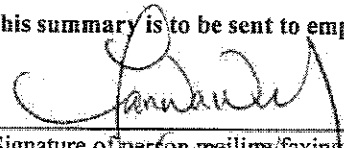
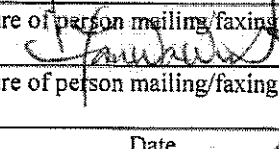
Existing staff resources are insufficient to support the scope of the proposed work. As benchmarking research shows, and the Budget Analyst report stated, "high levels of participation through communication, outreach and City department involvement" must be achieved to create a culture of wellness in the workplace. If additional professional resources are not made available, return on investment for health and wellness programs cannot be attained. Cost trends for benefits will rise at a steeper annual rate, negatively affecting the annual municipal budget and increasing longer-term financial liabilities. The incidence of chronic illness, such as heart conditions, diabetes and depression, will continue to rise and negatively affect productivity and quality of life.

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 Health Service System has not previously required the level of consulting services described in this request. Communication needs to date, focused on health benefits notifications that meet legal compliance, have been met by existing one-person staff at HSS. Additional resources are needed to creatively and effectively obtain the high level of visibility and participation required to achieve success with these new programs.

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

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

<u>IFPTE, Local 21</u>		<u>10/17/2013 Revised</u>
Union Name	Signature of person mailing/faxing form	<u>10/16/2013 original</u>
<u>Municipal Exec. Assoc.</u>		<u>10/17/2013 Revised</u>
Union Name	Signature of person mailing/faxing form	<u>10/16/2013 original</u>
RFP sent to _____, on _____	_____	Date _____
Union Name	Date	Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4057-13/14
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

Approved MW 11/27/2013

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Skills required includes but is not limited to: building online tools to advance decision support and patient education, expanding in-person outreach at events across departments, and promoting high levels of participation in preventive and condition management programs.

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

- 0923-Manager II (MEA)
- 1312- Public Information Officer (L21)
- 1314- Public Relations Officer (L21)

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Typically, the civil service classes listed above do not perform these services on a comprehensive and strategic basis. Also, particular experience is required to achieve the broad ranging and sustained behavioral change that drives measurable improvement in population health.

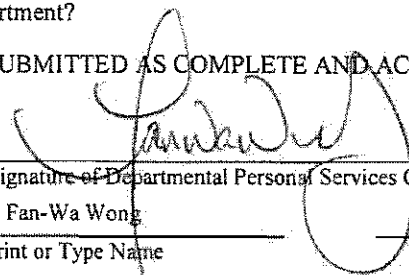
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No, it would be impractical to adopt a new civil service class because this is a program launch that does not require permanent job placement.

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

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employees? •Describe the training and indicate approximate number of hours. •Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	<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
 Fan-Wa Wong 415-554-1762

 Print or Type Name Telephone Number

 Health Service System
 1145 Market Street, San Francisco, CA
 94103

 Address

Union Notification(s)

◆ Local 21

◆ MEA

Dang, Leorah

From: Wong, Fan-Wa
Sent: Wednesday, October 16, 2013 3:45 PM
To: L21PSCReview@ifpte21.org; raquel@sfmea.com; assistant@sfmea.com
Cc: Lewis, Brent; DHR-PSCCoordinator, DHR
Subject: Initial PSC: Marketing and Consulting Services for Wellness Programs PSC (HSS-66)
Attachments: PSC for HSS Communications Project Revised - 5-Year Project.pdf

Dear Unions (MEA and Local 21) and DHR,

Attached is a PSC initiated by HSS in search of marketing and consulting services for our to-be-developed wellness programs.

PSC Amount: \$2.5 million (\$500,000 per year)

Term: 5 years

By way of this email, HSS is notifying MEA and Local 21 that my proposed PSC will be calendared for the 12/16/2013 CSC meeting date.

Warm Regards,
Fan-Wa

Ms. Fan-Wa Wong
Vendor Contracts Manager
San Francisco Health Service Systems
1145 Market, 2nd Floor, San Francisco, CA 94103
Tel: (415) 554-1762
E-mail: Fan-Wa.Wong@sfgov.org

Dang, Leorah

From: Wong, Fan-Wa
Sent: Thursday, October 17, 2013 10:50 AM
To: L21PSCReview@ifpte21.org; raquel@sfmea.com; assistant@sfmea.com
Cc: DHR-PSCCoordinator, DHR; Levin, Pamela
Subject: Initial PSC: Marketing and Consulting Services for Wellness Programs PSC (HSS-66)-
REVISED for Duration and Amount
Attachments: PSC for HSS Communications Project Revised- 4.5 Year Project(f).pdf

Dear Unions (MEA and Local 21) and DHR,

Attached is a PSC initiated by HSS in search of marketing and consulting services for our to-be-developed wellness programs.

PSC Amount: \$2,250,000 (\$500,000 per year)

Term: 4.5 years

By way of this email, HSS is notifying MEA and Local 21 that my proposed PSC will be calendared for the 12/16/2013 CSC meeting date.

Warm Regards,
Fan-Wa

Ms. Fan-Wa Wong
Vendor Contracts Manager
San Francisco Health Service Systems
1145 Market, 2nd Floor, San Francisco, CA 94103
Tel: (415) 554-1762
E-mail: Fan-Wa.Wong@sfgov.org

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 18, 2013

DEPARTMENT NAME: San Francisco Municipal Transportation Agency DEPARTMENT NUMBER: 68

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

() CONTINUING () ANNUAL

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

TYPE OF SERVICE: Executive Search and Recruitment

FUNDING SOURCE: Operating Funds

PSC AMOUNT: \$200,000.00 PSC DURATION: December 17, 2013 through December 31, 2014

1. **DESCRIPTION OF WORK**

A. **Concise description of proposed work:**

The contractor will conduct executive searches to identify, assess and recruit candidates for five high-level specialized management positions at the San Francisco Municipal Transportation Agency (SFMTA). Services will include: developing search strategies; identifying and recruiting potential candidates; evaluating interested candidates; presenting final candidates; and performing follow-up duties as required.

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

Executive search is necessary to provide a greater degree of exposure in order to recruit and attract the most viable potential candidates. Denial of this service may result in restricting the ability to hire the best candidates for these positions that are mission critical for the SFMTA's Sustainable Streets, Taxi and Accessible Services, Transit and Capital Projects and Controls Divisions.


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 via PSC# 3067-10/11 and PSC #3041-07/08.

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

No.

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

<u>IFPTE Local 21</u>		<u>10/18/13</u>
Union Name	Signature of person mailing / faxing form	Date
_____	_____	_____
Union Name	Signature of person mailing / faxing form	Date

RFP sent to _____, on _____, Signature _____

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4058-13/14

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

SFMTA approved 10-18-13
Approved MW 11/27/2013

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

These services require a high level of expertise unique to executive level recruitment, including the ability to provide analytical assessments of potential candidates in order to determine the appropriateness for the positions, and use of media and other external resources not normally available to the City. The contractor will be selected through a mini-Request-For-Proposal process using the Department of Human Resources' list of pre-qualified consultants.

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

The 1244 Senior Personnel Analyst and 1246 Principal Personnel Analyst performs this type of work. However, the consultant's services include aggressive "headhunting"/recruitment, media and stakeholder outreach, and related travel and lodging arrangements and reimbursement, and etcetera for employment candidates at the executive level.

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 list of executive search consultants possess the unique skills and resources required to research, identify, and recruit at the executive level. Such services are used on a very intermittent, as-needed basis.

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

No. Classifications already exist.

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

Yes No

- | | |
|--|---|
| <p>A. Will the contractor directly supervise City and County employees?</p> <p>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.</p> <p>C. Are there legal mandates requiring the use of contractual services?</p> <p>D. Are there federal or state grant requirements regarding the use of contractual services?</p> <p>E. Has a board or commission determined that contracting is the most effective way to provide this service?</p> <p>F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?</p> | <p>() (X)</p> <p>() (X)</p> <p>() (X)</p> <p>() (X)</p> <p>() (X)</p> <p>() (X)</p> |
|--|---|

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

1 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: Friday, October 18, 2013 12:53 PM
To: DHR-PSCCoordinator, DHR; L21PSC Review
Cc: Fieldsted, Patricia; John-Baptiste, Alicia; Hart, Mikhael; Boparai, Parveen; Patel, Ashish
Subject: PSC Executive Search and Recruitment
Attachments: Scanned from OSV6-KS-X.pdf

DHR-PSC Coordinator: Please review and process.

IFPTE Local 21: For your information.

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

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

From: OSV6-K2-X-scanner@sfmta.com [mailto:OSV6-K2-X-scanner@sfmta.com]
Sent: Friday, October 18, 2013 12:35 PM

Prior DHR Approved PSC Form 1– Initial – Expired
Prior DHR Administrative Approval Request – Mod1 - Expired

PSC #3067-10/11

Prior DHR Approved PSC Form 1– Initial – Expired

PSC #3041-07/08

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 03/17/11

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

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

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

TYPE OF SERVICE: Executive Search and Recruitment

FUNDING SOURCE: Operating Funds

PSC AMOUNT: \$25,000.00 PSC DURATION 3/15/11 - 7/31/11

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The SFMTA is proposing to conduct an executive search to identify and assess candidates for one highly specialized management position - 9180 Manager VI, Transit Effectiveness Program Manager, which will include developing search strategies, evaluation of potential candidates, presentation of final candidates and candidate and client follow-up.

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

The service is necessary to provide a greater degree of exposure in order to attract most viable potential candidates. This position is mission critical in the implementation of the TEP and MTA wishes to identify and ultimately hire the best qualified candidate.

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):

Recruitment services were previously posted through PSC# 3041-07/08 approved on 11/2/07. Although the services varied in that recruitment.

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 3-17-11

RFP sent to Union Name on Date Signature

***** MAR 17 2011 FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3067-10/11

SFMTA approved 3-17-11

Approval Date: 3/22/11

By: Micki Callahan, Human Resources Director

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. **Specify required skills and/or expertise:**

High level of expertise unique to recruitment of executive level management is required; includes ability to provide analytical assessments of potential candidates in order to determine appropriateness for the positions; and use of media and other external resources not normally available to the City.

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

1244 Sr. Personnel Analyst, 1246 Principal Personnel Analyst normally performs this work.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

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

The civil service classes referenced above have provided service and the positions were posted in the City and SFMTA system. The recruitment effort was unsuccessful at rendering a candidate that met the specialized requirements. The goal is to have a broadened search in order to reach a larger candidate pool. The unique skills of an executive search firm can accomplish this.

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

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

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	()	(X)
B. Will the contractor train City and County employees?	()	(X)
C. Are there legal mandates requiring the use of contractual services?	()	(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

1 So. Van Ness Ave. 7th Floor, S. F. Ca. 94103
Address

3067-10/11
Mod 1

Edwin M. Lee | Mayor
Tom Nolan | Chairman
Jerry Lee | Vice-Chairman
Cameron Beach | Director
Leona Bridges | Director
Cheryl Brinkman | Director
Malcolm Heinicke | Director
Bruce Oka | Director
Nathaniel P. Ford Sr. | Executive Director/CEO

MEMORANDUM

TO: DHR-PSC Coordinator
Department of Human Resources

FROM: Parveen Boparai, Sr. Personnel Analyst *PB*
Personal Services Contract Coordinator
San Francisco Municipal Transportation Agency (SFMTA)

DATE: April 7, 2011

RE: Request to Increase PSC Amount: PSC # 3067 - 10/11 Approved on 03/22/11
Awarded to: The Hawkins Company.
Type of Service: Executive Search and Recruitment

This memo is to request an increase for Personal Services Contract (PSC) listed above. The actual cost of services requested exceeded the estimated cost.

A personal service contract does not require approval from Civil Service Commission (CSC) if an increase is less than fifty percent (50%) of the contract amount or duration approved by CSC/DHR or SFMTA.

Initial Contract for:	\$025,000.00	03/15/11 – 07/31/11
Modification to Increase Amount	\$012,000.00	
Total	\$037,000.00	03/15/11 – 07/31/11

Should you have any questions, please contact me at 415.701.5377.

Cc: Shalonda Baldwin, SFMTA Operations
PSC File

DHR Action: *Approved* *cur*

Approval Date: 4/11/11

By: *[Signature]*
FOR Micki Callahan, Human Resources Director

3067-10/11

\$25K

APN 3/22/11

Boparai, Parveen

From: Maria Ryan [Maria.Ryan@sfgov.org] on behalf of DHR-PSCCoordinator [DHR-PSCCoordinator@sfgov.org]

Sent: Tuesday, March 22, 2011 3:06 PM

To: Boparai, Parveen

Subject: Expedited PSC Approval Notice DEPT: 68 MTA // 3067-10/11

Attachments: MTA_3067-10-11.pdf

Expedited PSC Approval Notice

PSC#: 3067-10/11

PSC Amount: \$25,000

PSC Duration: 3/15/11 - 7/31/11

Approval appended.

María Ryan | Department of Human Resources | City & County of San Francisco | 415.551.8948

3/22/2011

0023a

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 10/19/07

DEPARTMENT NAME: MTA Operations/Service Delivery DEPARTMENT NUMBER 35

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

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

TYPE OF SERVICE: Executive Search and Recruitment

FUNDING SOURCE: Operating Funds

PSC AMOUNT: \$48,000.00 PSC DURATION: 10/19/07 - 10/19/08

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Hawkins Company, a City-approved vendor (#53687) is proposing to conduct an executive search to identify and assess candidates for two senior level management positions--(1) 9182 Manager VIII, Bus Operations Director and (1) 9182 Manager VIII, Systems Support Director. Services will include developing search strategies, evaluation of potential candidates, presentation of final candidates, and candidate and client follow-up.

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

The service is necessary to provide a greater degree of exposure in order to attract most viable potential candidates. These positions are mission critical in the delivery of service and fleet operations, and MTA wishes to identify and ultimately hire the best qualified candidate.

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 positions were previously posted via Municipal Transportation Agency (MTA) Human Resources.

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 Lawrence Boparan Signature of person mailing / faxing form 10-26-07 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# 30411-07/08

MTA Approved 10-26-07 PB

Approved [Signature]

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

07 NOV - 2 AM 7:59

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. **Specify required skills and/or expertise:**

High level of expertise unique to recruitment of executive level management is required; includes ability to provide analytical assessments of potential candidates in order to determine appropriateness for the positions; and use of media and other external resources not normally available to the City.

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

The following positions normally perform this work: 1244 Sr. Personnel Analyst, and 1246 Principal Personnel Analyst

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 civil service classes referenced above have provided service and the positions were posted in the City system. The goal is to have a broadened search in order to reach a larger candidate pool. The unique skills of an executive search firm can accomplish this.

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

No

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

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

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

Parveen Boparai, Sr. Personnel Analyst

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai

Print or Type Name

(415) 554-4160

Telephone Number

Municipal Transportation Agency, Human Resources

401 Van Ness Ave. Rm. 320. S. F. CA 94102

Address

0024a

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Modification
Personal Services Contracts

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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE Dept. Code: POL

Type of Request: Initial Modification of an existing PSC (PSC # 4038 10/11)

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Maintenance for the Shotspotter Gunshot Detection Service

Funding Source: General Fund

PSC Original Approved Amount: \$700,000

PSC Original Approved Duration: 09/01/10 - 08/31/13 (3 years)

PSC Mod#1 Amount: \$618,000

PSC Mod#1 Duration: 09/01/13-09/01/16 (3 years 2 days)

PSC Mod#2 Amount: _____

PSC Mod#2 Duration: _____

PSC Cumulative Amount Proposed: \$1,318,000

PSC Cumulative Duration Proposed: 6 years 2 days

1. Description of Work

A. Scope of Work:

Contractor will provide technical support via telephone and E-Mail. Contractor will also provide monitoring of the system with proactive remedies to any problems that arise along with software updates and up grades. Refresher training, forensic reports and expert witness testimony will also be provided. Contractor will also provide repair and replacement for any components damaged by weather, problems with telephone line connections, problems with unforeseen growth of foliage and any other causes that are uncontrollable by the contractor.

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

This service is necessary in order to keep the gunshot detection system fully maintained and in good working order. If denied, the system would become inoperable and thus useless as tool that ensures the safety of the citizens of San Francisco.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

This service has been approved on 10/18/2010 through a previous PSC #4038-10/11.

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

2. Union Notification: On 11/22/2013, the Department notified the following employee organizations of this PSC/RFP

request: Architect & Engineers, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4038 10/11

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/16/2013

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Knowledge and skill to maintain a proprietary gun shot detection system including all software and hardware components of the system.

B. Which, if any, civil service class(es) normally perform(s) this work?
1061,1063,

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 due to the proprietary nature of the software being maintained. The contractor who the system was purchased from and installed by are the only authorized personnel allowed to work on the system without voiding the warranties.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No, because this is a proprietary system.

5. Additional Information (if "yes", attach explanation)

YES NO

- A. Will the contractor directly supervise City and County employee?
- B. Will the contractor train City and County employee?
- 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 PSC contract with your department?

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 10/17/13 BY:

Name: Joseph Valdez Phone: 415-734-3254 Email: joe.valdez@sfgov.org

Address: 850 Bryant St Rm. 577-17 San Francisco, CA

Union Notification(s)

◆ **Local 21**

Dang, Leorah

From: dhr-psccordinator@sfgov.org
Sent: Friday, November 22, 2013 8:56 AM
To: jebrenner@ifpte21.org; L21PSCReview@ifpte21.org; Valdez, Joe; Valdez, Joe; DHR-PSCCoordinator, DHR; Isen, Richard
Subject: CSC Meeting Notice for December 16, 2013 – PSC # Civil Service: 4038 10/11 - MODIFICATIONS -- 10/17/2013

For Maintenance for the Shotspotter Gunshot Detection Service:
Your submission is complete and will be forwarded to the Civil Service Commission to calendar for the meeting on December 16, 2013. This item will appear on the regular agenda.

Commission meetings are held at City Hall, 1 Dr. Carlton B Goodlett Place, Room 400 and begin at 2:00pm.

The Commission retains final authority to approve PSCs after DHR review and posting. The Commission strongly recommends that a department representative attend the Commission meeting at which the department's request for PSC approval will be heard in order to answer any questions the Commission may have regarding that PSC. Failure to appear and/or sufficiently respond to the Commission's questions may result in only conditional approval, postponement or denial of the PSC.

<http://apps.sfgov.org/dhrdrupal/node/841>

Prior DHR Approved PSC Form 1– Initial – Current

PSC #4038-10/11

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 8-16-10

DEPARTMENT NAME: Police DEPARTMENT NUMBER 38

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

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

TYPE OF SERVICE: Maintenance for the Shotspotter Gun Shot Detection Service

FUNDING SOURCE: General Fund

PSC AMOUNT: \$700,000 PSC DURATION: 9-1-10 - 8-31-13

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Contractor will provide technical support via telephone and E-Mail. Contractor will also provide monitoring of the system with proactive remedies to any problems that arise along with software updates and up grades. Refresher training, forensic reports and expert witness testimony will also be provided. Contractor will also provide repair and replacement for any components damaged by weather, problems with telephone line connections, problems with unforeseen growth of foliage and any other causes that are uncontrollable by the contractor.

B. Explain why this service is necessary and the consequences of denial: This service is necessary in order to keep the gunshot detection system fully maintained and in good working order. If denied, the system would become inoperable and thus useless as tool that ensures the safety of the citizens of San Francisco.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This service has not been approved through a previous PSC. The system was purchased and installed through PSC # 4126-09/10.

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

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

Local 21 Union Name Signature of person mailing/faxing form Date 8-19-10

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4038 - 10 / 11

STAFF ANALYSIS/RECOMMENDATION:

cmz

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: Knowledge and skill to maintain a proprietary gun shot detection system including all software and hardware components of the system.
- B. Which, if any, civil service class normally performs this work? There are no civil service classifications that perform the specified work for the proprietary software maintenance including upgrades and updates. 1061 IS Programmer Analyst – Assistant, 1061 IS Programmer Analyst, 1063 – IS Programmer Analyst – Senior and 1064 IS Programmer Analyst – Principal would perform this type of service if the software was not proprietary to the vendor who the system was purchased from and installed by.
- 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 due to the proprietary nature of the software being maintained. The contractor who the system was purchased from and installed by are the only authorized personnel allowed to work on the system without voiding the warranties.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain. No, because this is a proprietary system.

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:

Shawn Wallace

Signature of Departmental Personal Services Contract Coordinator

Officer Shawn Wallace #1104

553-1096

Print or Type Name

Telephone Number

850 Bryant Street
San Francisco, CA 94103

Address

Blank Page

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE Dept. Code: POL

Type of Request: Initial Modification of an existing PSC (PSC # 4103 09/10)

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Court Reporter

Funding Source: General Fund
PSC Original Approved Amount: \$140,000 PSC Original Approved Duration: 07/07/10 - 06/30/14 (3 years 51 w
PSC Mod#1 Amount: \$70,000 PSC Mod#1 Duration: no duration added
PSC Mod#2 Amount: \$34,000 PSC Mod#2 Duration: 07/01/10-06/30/16 (2 years 1 day)
PSC Cumulative Amount Proposed: \$244,000 PSC Cumulative Duration Proposed: 5 years 51 weeks

1. Description of Work

A. Scope of Work:

To provide Court Reporting Services and Transcription as needed for Disciplinary Hearings and Police Commission Meetings, along with the transcription of tapes from interviews done with the Police Departments Management Control Division and other investigative units within the Police Department.

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

Transcripts are necessary for a permanent record of discipline hearings, interviews and meetings. In addition to the Police Department having to maintain its personnel records, the Police Commission must also maintain records of its actions, and further if an officer appeals a disciplinary action to the Superior Court, the Department would have to produce a certified record of the hearings held and evidence taken by the Commission used to sustain the charges. If denied and further legal action is taken, no record of the proceedings will be available.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

This service was provided through PSC 4103-09/10 and 3066-08/09

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

11/21/2013 WW

2. Union Notification: On 10/23/13, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4103 09/10

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/16/2013

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:
 Certified Court Reporter and Transcriptionist.

B. Which, if any, civil service class(es) normally perform(s) this work?
 8138,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
 Yes, the contractor would provide all of the necessary equipment in order to perform the service. The city does not possess the equipment required for this service.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Due to the as needed nature of the work, it would not be practical to hire a full time or part time employee for this service. The work is very intermittent and requires an immediate response when services area required. In addition, the Police Department may require more than one Court reporter at a time for multiple meetings, such as disciplinary hearings and Commission meetings which maybe held concurrently.

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

No, there is currently a Civil Service classification. Additionally, the Police Department does not have a regular schedule for any hearings other than the weekly Police Commission meetings to support a full time position.

5. Additional Information (if "yes", attach explanation)

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC 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
 ON 10/23/13 BY:

Name: Joseph Valdez Phone: 415-734-3254 Email: joe.valdez@sfgov.org

Address: 850 Bryant St Rm 577-17 San Francisco, CA

Union Notification(s)

◆ **Local 21**

Dang, Leorah

From: dhr-psccordinator@sfgov.org
Sent: Thursday, November 21, 2013 1:37 PM
To: jebrenner@ifpte21.org; L21PSCReview@ifpte21.org; Valdez, Joe; Valdez, Joe; DHR-PSCCoordinator, DHR; Isen, Richard
Subject: CSC Meeting Notice for December 16, 2013 – PSC # Civil Service: 4103 09/10 - MODIFICATIONS -- 10/23/2013

For Court Reporter:

Your submission is complete and will be forwarded to the Civil Service Commission to calendar for the meeting on December 16, 2013. This item will appear on the regular agenda.

Commission meetings are held at City Hall, 1 Dr. Carlton B Goodlett Place, Room 400 and begin at 2:00pm.

The Commission retains final authority to approve PSCs after DHR review and posting. The Commission strongly recommends that a department representative attend the Commission meeting at which the department's request for PSC approval will be heard in order to answer any questions the Commission may have regarding that PSC. Failure to appear and/or sufficiently respond to the Commission's questions may result in only conditional approval, postponement or denial of the PSC.

<http://apps.sfgov.org/dhrDrupal/node/847>

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

PSC #4103-09/10

Prior DHR Approved PSC Form 1– Initial – Expired

PSC #3066-08/09

4103-09/10
Original



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

MORGAN R. GORRONO
PRESIDENT
E. DENNIS NORMANDY
VICE PRESIDENT
DONALD A. CASPER
COMMISSIONER
MARY Y. JUNG
COMMISSIONER
ANITA SANCHEZ
EXECUTIVE OFFICER

March 18, 2010

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4103-09/10 THROUGH 4106-09/10; 1015-08/09; 4072-07/08 AND 4102-09/10.

At its meeting of March 15, 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) Approve request for proposed personal services contract 4103-09/10 on the condition that contact be made with SEIU Local 1021 within 24 hours to address concerns they have with the PSC. In addition, that a response be provided to Local 1021 by the San Francisco Police Department within the following 24 hours addressing their concerns after which the conditions of the Civil Service Commission approval would have been met. Notify the offices of the Controller and the Office of Contract Administration.
- (2) Approve request for proposed personal services contracts on all remaining contracts. Notify the offices of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c: Cynthia Avakian, Airport Commission
- Mick Callahan, Human Resources Director
- Kan Htun, Art Commission
- Shamica Jackson, Public Utilities Commission
- Florence Kyaun, Public Utilities Commission
- William Lee, Department of Emergency Management
- Mary Ng, Department of Human Resources
- Shawn Wallace, San Francisco Police Department
- Commission File
- Chron

POSTING FOR
3/15/2010

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

FSC No	Dept No	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4103-09/10	38	Police	Regular	\$140,000	Provide court reporting services and transcription as needed for disciplinary hearings and Police Commission meetings, along with transcription of tapes from interviews done with the Police Department's Management Control Division and other investigative units within the Police Department.	6/30/2014
4104-09/10	40	Public Utilities Commission	Regular	\$3,750,000	Provide analytical and technical support for SFPUC's key transmission, distribution, energy banking, and energy services contracts and agreements. Work will consist of performing qualitative and quantitative support and analysis in evaluating our existing agreements and services, individually and as a whole. Alternatives for each contract agreement will be evaluated to ensure we secure the best overall level of replacement services, at the lowest cost and minimal impact to our operations consistent with our goals and objectives.	6/30/2015
4105-09/10	77	Emergency Management	Regular	\$200,000	Consultant will develop a Disaster Debris Management Program, which will include the development of a local Debris Management Plan, and providing Debris Management Plan training to stakeholders. This plan is critical to any major response and is required by FEMA. Failure to remove and manage debris can hinder response and recovery efforts which will impact public health and safety.	2/1/2011
4106-09/10	27	Airport Commission	Regular	\$2,400,000	Work will include: Project controls and reporting, project scheduling, project budgeting, document control, project coordination, project planning, design management, and construction management services for Airport Terminal and Facility projects. This request is for all Airport Capital Improvement Project work excluding Terminal 2.	6/30/2015



5515

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 1-29-2010

DEPARTMENT NAME: Police DEPARTMENT NUMBER 38

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

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

TYPE OF SERVICE: Court Reporting and Transcription Service

FUNDING SOURCE: General Fund

PSC AMOUNT: \$140,000.00 PSC DURATION: 7-01-10 - 6-30-14

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

To provide Court Reporting Services and Transcription as needed for Disciplinary Hearings and Police Commission Meetings, along with the transcription of tapes from interviews done with the Police Departments Management Control Division and other Investigative units within the Police Department.

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

Transcripts are necessary for a permanent record of discipline hearings, interviews and meetings. In addition to the Police Department having to maintain its personnel records, the Police Commission must also maintain records of its actions, and further if an officer appeals a disciplinary action to the Superior Court, the Department would have to produce a certified record of the hearings held and evidence taken by the Commission used to sustain the charges. If denied and further legal action is taken, no record of the proceedings will be available.

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

This service was provided through PSC 3066-08/09

D. Will the contract(s) be renewed: Service is currently out to bid.

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

Local 1021 Union Name [Signature] Signature of person mailing/faxing form [Date] 2-17-10 Date
Local 21 Union Name [Signature] Signature of person mailing/faxing form [Date] 2-17-10 Date
RFP sent to Local 1021 / 21 Union Name , on January 11, 2010 Date [Signature] 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:

Certified Court Reporter and Transcriptionist.

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

Class 8138, Court Reporter. Due to the amount of work required under this contract, it would not be practical to hire a full time employee for this service.

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

Yes, the contractor would provide all of the necessary equipment in order to perform the service. The City does not possess the equipment required for this service.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Due to the as needed nature of the work, it would not be practical to hire a full time or a part time employee for this service. The work is very intermittent and requires an immediate response when services are required. In addition, the Police Department may require more than one Court Reporter at a time for multiple meetings, such as disciplinary hearings and Commission meetings which may be held concurrently. Furthermore, the City would be required to purchase and store the necessary equipment used by Court Reporters to perform these transcription duties. This would be an unnecessary additional expenditure to the City.

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

No, there is currently a Civil Service classification. Additionally, the Police Department does not have a regular schedule for any hearings other than the weekly Police Commission meetings to support a full time position.

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:

Signature of Departmental Personal Services Contract Coordinator

Officer Shawn Wallace #1104

553-1096

Print or Type Name

Telephone Number

850 Bryant Street
San Francisco, CA 94103

Address

4103-09/10
Mod 1



EDWIN M. LEE
MAYOR

POLICE DEPARTMENT
CITY AND COUNTY OF SAN FRANCISCO

THOMAS J. CAHILL HALL OF JUSTICE
850 BRYANT STREET
SAN FRANCISCO, CALIFORNIA 94103-4603



GREGORY P. SUHR
CHIEF OF POLICE

MEMORANDUM

DATE: July 26, 2011
TO: Maria Ryan, PSC Coordinator
Department of Human Resources (Dept. 33)
FROM: Officer Shawn Wallace # 1104, PSC Coordinator
Police Department (Dept. #38)
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4103-09/10 Approval Date: March 15, 2010

Description of Service(s): Provide court reporting services and transcription as needed for disciplinary hearings and Police Commission meetings along with the transcription of tapes from interviews done with the Police Departments Management Control Division and other investigative units within the Police Department.

Original Approved Amount:	\$140,000	Original Approved Duration:	7-1-10 -- 6-30-14
Modification Amount:	\$70,000	Modification of Duration:	none
Total Amount as Modified:	\$210,000	Total Duration as Modified:	7-1-10 -- 6-30-14

Reason for the modification:

Increased amount of disciplinary cases being heard by the Police Commission has caused the need for more tape transcription services.

Attachment: Copy of Approved PSC Summary

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 8/5/11

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 1-08-09

DEPARTMENT NAME: Police

DEPARTMENT NUMBER: 38

TYPE OF APPROVAL: EXPEDITED

REGULAR (OMIT POSTING)

CONTINUING

ANNUAL

TYPE OF REQUEST:

INITIAL REQUEST MODIFICATION (PSC# _____)

TYPE OF SERVICE: Court Reporting and Transcription Service.

FUNDING SOURCE: General Fund.

PSC AMOUNT: \$ 35,000.00

PSC DURATION : 07-01-09 through 06-30-2010.

1. DESCRIPTION OF WORK

A. Concise description of proposed work: To provide Court Reporting Services and Transcription as needed for Disciplinary Hearings and Police Commission Meetings.

B. Explain why this service is necessary and the consequences of denial: Transcripts are necessary for a permanent record of discipline hearings and meetings. If denied and further legal action is taken, no record of the proceedings will be available.

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. Service has been provided on an as needed basis through PSC # 3044-07/08.

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 790

Sam T. Wallace

1-8-09

Union Name

Signature of person mailing / faxing form

Date

Local 21 and 1021

Sam T. Wallace

1-8-09

Union Name

Signature of person mailing / faxing form

Date

RFP sent to _____, on _____.

Union Name

Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3066-08/09

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

Approved MJ 1/12/09

PSC FORM (9/96)

RECEIVED BY DEPARTMENT OF HUMAN RESOURCES 12 AM 9-01

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise. Certified Court Reporter.
- B. Which, if any, civil service class normally performs this work? Class 8138, Court Reporter. One position exists, that serves only the Coroners Office.
- 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 service is not full time, and is used only on an as needed basis.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain: No. Service is on an as needed basis.

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

<u>Yes</u>	<u>No</u>
------------	-----------

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

RECEIVED BY
 DEPARTMENT OF
 HUMAN RESOURCES
 10-2-12 AM 9:01

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

Signature of Departmental Personal Services Contract Coordinator

Officer Shawn Wallace
Print or Type Name

553-1096
Telephone Number

Hall of Justice, Room 575
850 Bryant Street
San Francisco, Calif. 94103

PERSONAL SERVICES CONTRACT SUMMARY

DATE: _____

DEPARTMENT NAME: DEPARTMENT OF PUBLIC HEALTH DEPARTMENT NUMBER 81

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC# PSC# 4096-05/06)

TYPE OF SERVICE: Provide intermittent, as-needed, on-call, mobile blood filtration(therapeutic apheresis), and auto transfusion services

FUNDING SOURCE: General Fund

Table with 4 columns: Amount, PSC Duration, and Total PSC Duration for Original, 1st Modification, This Modification, and Total Amount.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Therapeutic apheresis is a procedure in which the patient's blood is collected using automated US Food and Drug Administration (FDA)-approved devices, separated into its components (Red Blood Cells [RBC], White Blood Cells [WBC], Platelets and/or plasma) and filtered. The suspected pathologic component is discarded, and the remaining components are returned to the patient along with replacement fluids. Auto transfusion services are used in an effort to reduce allogeneic (blood from a donor) blood transfusion. It is indicated in a variety of surgical procedures whenever major blood loss is anticipated and it is the only acceptable method of transfusion for Jehovah's Witnesses patients because blood remains in continuity within the auto transfusion circuit.

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

Over the years an increasing number of patients now seen at San Francisco General Hospital Medical Center (SFGH) require this service. In the past requests for these services were extremely rare, since this type of service was provided by dialysis centers. This is no longer the practice, because the centers do not have enough slots to accommodate this less restrictive form of dialysis. Delaying therapeutic apheresis services for a patient worsens the condition and eventually full dialysis is required. SFGH has never provided therapeutic apheresis nor dialysis services. The apheresis equipment is costly and the training extensive. With the unpredictable demand for these services and the need for timely treatment critical, the current practice of providing the services through an as-needed mobile vendor is the optimal way to deliver the services, and forestall the need for full dialysis treatment for patients.

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 modification of PSC# 4096-05/06 (approved 4/3/2006) extends the approval and also includes existing auto transfusion services that are performed under contract at SFGH utilizing a contract administered by the Office of Contract Administration.

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):

SEIU Local 1021 Union Name, Jacquie Hale Signature of person mailing/faxing form, April 5, 2013 Date

RFP sent to _____, on _____, Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4096-05/06

STAFF ANALYSIS/RECOMMENDATION: Approved MW 11/27/2013

CIVIL SERVICE COMMISSION ACTION:

Union Notification(s)
◆ Local 1021

Relay Report

Your message: Union Notification of PSC Summary to DHR
addressed to: brook.demmerle@seiu1021.org
has the following delivery status: Your message was successfully relayed by dphhub02.sfgov.org at 04/05/2013 17:04:09 to the remote mail system mail2.dph.sf.ca.us that does not support confirmation of delivery.

What should you do?

This message is an informational Delivery Status Notification and does not require any further action.

- Your message was routed to a server which does not accept responsibility for generating Delivery Status Notifications upon successful delivery. You may assume that the message was successfully delivered if no failure message is received. Do not expect a delivery confirmation notice.

Routing path

Inm03b01/SFGOV, Inh03b01/SFGOV, Inh03b01/SFGOV, Inm03b01/SFGOV

To: ed.warshauer@seiu1021.org, pattie.tamura@seiu1021.org, brook.demmerle@seiu1021.org

cc: Yvonne Eckhoff/DPH/SFGOV, Luciana Garcia/DPH/SFGOV@SFGOV

Date: 04/05/2013 05:03:58 PM

Subject: Union Notification of PSC Summary to DHR

Read: Union Notification of PSC Summary to DHR

Brook Demmerle o Jacquie.Hale@sfdph.org

04/05/2013 05:19 PM

Your message

To: Brook Demmerle

Subject: Union Notification of PSC Summary to DHR

Sent: Friday, April 05, 2013 5:03:58 PM (UTC-08:00) Pacific Time (US & Canada)

was read on Friday, April 05, 2013 5:19:34 PM (UTC-08:00) Pacific Time (US & Canada).Final-recipient:

RFC822; Brook.Demmerle@seiul021.org

Disposition: automatic-action/MDN-sent-automatically; displayed

X-MSExch-Correlation-Key: Zid9sTiaV0i8dZx4ejkKqA==

X-Display-Name: Brook Demmerle

Relay Report

Your message: Union Notification of PSC Summary to DHR
addressed to: pattie.tamura@seiu1021.org
has the following delivery status: Your message was successfully relayed by dphhub02.sfgov.org at 04/05/2013 17:04:09 to the remote mail system mail2.dph.sf.ca.us that does not support confirmation of delivery.

What should you do?

This message is an informational Delivery Status Notification and does not require any further action.

- Your message was routed to a server which does not accept responsibility for generating Delivery Status Notifications upon successful delivery. You may assume that the message was successfully delivered if no failure message is received. Do not expect a delivery confirmation notice.

Routing path

Inm03b01/SFGOV, inh03b01/SFGOV, inh03b01/SFGOV, Inm03b01/SFGOV

To: ed.warshauer@seiu1021.org, pattie.tamura@seiu1021.org, brook.demmerle@seiu1021.org

cc: Yvonne Eckhoff/DPH/SFGOV, Luciana Garcia/DPH/SFGOV@SFGOV

Date: 04/05/2013 05:03:58 PM

Subject: Union Notification of PSC Summary to DHR

Delivery Failure Report

Your message: Union Notification of PSC Summary to DHR
 was not delivered to: ed.warshauer@seiu1021.org
 because: 550 5.1.1 RESOLVER.ADR.RecipNotFound; not found

What should you do?

- You can resend the undeliverable document to the recipients listed above by choosing the Resend button or the Resend command on the Actions menu.
- Once you have resent the document you may delete this Delivery Failure Report.
- If resending the document is not successful you will receive a new failure report.
- Unless you receive other Delivery Failure Reports, the document was successfully delivered to all other recipients.

Routing path

Inh03b01/SFGOV;Inm03b01/SFGOV

To: <ed.warshauer@seiu1021.org>, <pattie.tamura@seiu1021.org>, <brook.demmerle@seiu1021.org>

cc: Yvonne Eckhoff <Yvonne.Eckhoff@sfdph.org>, Luciana Garcia <Luciana.Garcia@sfdph.org>

Date: 04/05/2013 05:03:58 PM MST

Subject: Union Notification of PSC Summary to DHR

TO: Pattie Tamura, Local 1021 (via Email Only)
 Ed Warshauer, Local 1021 (via Email Only)
 Brook Demmerle, Local 1021 (via Email Only)

FROM: Jacquie Hale, Director of Contract Management and Compliance

DATE: April 5, 2013

SUBJECT: Union Notification of PSC Summary to DHR

Attached is the following personal services contract summary, which we plan to submit to the Department of Human Resources for review and approval on June 5, 2013, for the CSC meeting scheduled for July 1, 2013:

1. Provide intermittent, as needed, on-call, mobile blood filtration (therapeutic apheresis), and auto transfusion services

(See attached file: 4096-0506 Modification - Apheresis and



Autotransfusion.pdf) 4096-0506 Modification - Apheresis and Autotransfusion.pdf

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

PSC #4096-05/06

4096-05/06
Mod 1



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

June 10, 2010

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRANO
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 4142-09/10 THROUGH 4162-09/10; 1010-07/08; 4165-07/08; 4058-09/10; AND 4096-05/06.

At its meeting of **June 7, 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) Postpone PSC #s 4148-09/10 through 4162-09/10 to the meeting of June 21, 2010.
- (2) Adopt the report; Approve requests 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: Parveen Boparai, Municipal Transportation Agency
- Micki Callahan, Human Resources Director
- Gordon Choy, Department of Public Works
- Robin Courtney, Health Service System
- Oliver Hack, Mayor's Office
- Jacquie Hale, Department of Public Health
- Naomi Kelly, Office of Contract Administration
- William Lee, Emergency Management
- Joan Lubamersky, General Services Agency
- Mary Ng, Department of Human Resources
- Ben Rosenfield, Controller
- Commission File
- Chron

POSTING FOR
6/7/2010

PROPOSED PERSONAL SERVICES CONTRACTS
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION

DeptNo	PSC No	DeptDescription	Approval Type	Change Amount	Contract Amount	Description of Work	Duration
81	4096-05/06	Public Health	Modification	\$750,000	\$1,310,000	Will provide intermittent, as-needed, on-call, mobile blood filtration (therapeutic apheresis) services. Therapeutic apheresis is a procedure in which the patient's blood is collected using automated FDA approved devices, separated into its components (RBCs, WBCs, Platelets and/or plasma) and filtered. The suspected pathologic component is discarded, and the remaining components are returned to the patient along with replacement fluids. Auto transfusion services are used in an effort to reduce allogeneic (blood from a donor) blood transfusion. It is indicated in a variety of surgical procedures whenever major blood loss is anticipated and it is the only acceptable method of transfusion for Jehovah's Witnesses patients because blood remains in continuity within the autotransfusion circuit.	6/30/2014



PERSONAL SERVICES CONTRACT SUMMARY

DATE: APR 02 2010

DEPARTMENT NAME: DEPARTMENT OF PUBLIC HEALTH DEPARTMENT NUMBER 81

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC# PSC# 4096-05/06)

TYPE OF SERVICE: Provide intermittent, as-needed, on-call, mobile blood filtration(therapeutic apheresis), and auto transfusion services

FUNDING SOURCE: General Fund

Table with 4 columns: Original Amount, Modification Amount, Total Amount, PSC Duration, Total PSC Duration. Values include \$560,000, \$750,000, \$1,310,000 and dates 07/01/2006 - 06/30/2010 and 07/01/2010 - 06/30/2014.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Therapeutic apheresis is a procedure in which the patient's blood is collected using automated FDA approved devices, separated into its components (RBCs, WBCs, Platelets and/or plasma) and filtered. The suspected pathologic component is discarded, and the remaining components are returned to the patient along with replacement fluids. Auto transfusion services are used in an effort to reduce allogeneic (blood from a donor) blood transfusion. It is indicated in a variety of surgical procedures whenever major blood loss is anticipated and it is the only acceptable method of transfusion for Jehovah's Witnesses patients because blood remains in continuity within the autotransfusion circuit.

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

Over the years an increasing number of patients now seen at San Francisco General Hospital Medical Center (SFGH) require this service. In the past requests for these services were extremely rare, since this type of service was provided by dialysis centers. This is no longer the practice, because the centers do not have enough slots to accommodate this less restrictive form of dialysis. Delaying therapeutic apheresis services for a patient worsens the condition and eventually full dialysis is required. SFGH has never provided therapeutic apheresis nor dialysis services. The apheresis equipment is costly and the training extensive. With the unpredictable demand for these services and the need for timely treatment critical, the current practice of providing the services through an as-needed mobile vendor is the optimal way to deliver the services, and forestall the need for full dialysis treatment for patients.

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 modification of PSC# 4096-05/06 (approved 4/3/2006) extends the approval and also includes existing auto transfusion services that are performed under contract at SFGH utilizing a contract administered by the Office of Contract Administration.

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):

Form for Union Notification with fields for Local 1021, Union Name, Signature of person mailing/faxing form, Date, and RFP sent to.

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: 9/19/13

DEPARTMENT NAME: Department of Public Health DEPARTMENT NUMBER 81

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC# 4105-10/11)

TYPE OF SERVICE: Pharmacist and Pharmacy Technician Registry Services at San Francisco General Hospital & Laguna Honda Hospital

FUNDING SOURCE: General Fund

PSC AMOUNT: \$6,200,000 PSC DURATION: 01/01/11-12/31/13(3 years)
Modification #1: \$3,790,000 PSC DURATION 01/01/14-12/31/16(3 years)
Total Amount: \$9,990,000 Total PSC DURATION: 01/01/11-12/31/16(6 years)

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Intermittent, as-needed pharmacist and pharmacy technician registry services for use during unusually high patient activity workload peaks or low staffing levels of Civil Service employees due to unscheduled staff absences or shortages.

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

These services are necessary to provide an adequate level of pharmacy staff for San Francisco General Hospital (SFGH), Laguna Honda Hospital (LHH) and Jail Health Services (JHS), in order to maintain quality levels of care and meet licensing requirements. Failure to have access to these registry services when Civil Service staff are temporarily unavailable will compromise patient care and jeopardize facility licenses and related funding.

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

PSC 4105-10/11

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

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

[X] SEIU Local 1021 Union Name Signature of person mailing/faxing form Date 9/19/13

Union Name Signature of person mailing/faxing form Date

RFP sent to SEIU Local 1021 Union Name on May 24, 2013 Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4105-10/11 STAFF ANALYSIS/RECOMMENDATION: Approved MW 11/27/2013

CIVIL SERVICE COMMISSION ACTION:

Union Notification(s)
◆ Local 1021



Yvonne Eckhoff/DPH/SFGOV

09/19/2013 12:33 PM

To pattie.tamura@seiu1021.org, ed.warshauer@seiu1021.org,
brook.demmerie@seiu1021.org, I21pscreview@ifple21.org
cc

bcc Junko Craft/DPH/SFGOV

Subject PSC's for (1) Pharmacy Technician Registry Services at SFGH
and LHH - (2) Uncompensated Care Recovery Services. Planned
for the December 16, 2013 CSC meeting

History: This message has been replied to and forwarded.

On behalf of: Jacquie Hale, Director of Contract Management and Compliance, Please find attached a draft of the following Personal Services Contract Summaries, which we plan to request for calendaring on the December 16, 2013, Civil Service Commission meeting agenda:

- (1) Pharmacy Technician Registry Service at San Francisco General Hospital and Laguna Honda Hospital
- (2) Uncompensated Care Recovery Services



PSC 4105-1011 9-19-13.pdf PSC4119-09109-19-13.pdf

Please let us know if you need additional information.
Thank You

Yvonne Eckhoff

Yvonne Eckhoff, Manager

Contract Award and Management

Community Behavioral Health Services (CBHS)

415-255-3492

P.S. Jacquie Hale is on emergency leave.

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

PSC #4105-10/11

4105-10/11
Initial



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

LISA SEITZ GRUWELL
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

May 18, 2011

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4104-10/11
THROUGH 4106-10/11; 2000-07/08; AND 4018-09/10.

At its meeting of May 16, 2011 the Civil Service Commission had for its consideration the above matter.


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

It was the decision of the Commission to:

- (1) Postpone PSC #4106-10/11 to the meeting of June 6, 2011 by mutual agreement of the Department of Public Works and IFPTE Local 21.
- (2) Adopt the report; Approve request for proposed personal services on all remaining contracts. Notify the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION


ANITA SANCHEZ
Executive Officer

Attachment

- c:
- Micki Callahan, Human Resources Director
 - Carina Carlos, Department of Public Works
 - Gordon Choy, Department of Public Works
 - Marie de Vera, Department of Human Resources
 - Jacquie Hale, Department of Public Health
 - Kan-Htun, Arts Commission
 - Naomi Kelly, Office of Contract Administration
 - Ben Rosenfield, Controller
 - Maria Ryan, Department of Human Resources
 - Commission File
 - Chron

POSTING FOR

5/16/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4104-10/11	28	Art Commission	Regular	\$2,624,000	Contracts for multiple artists to design, fabricate, transport and install artworks in a variety of media for the Public Safety Building as part of the capital projects for the new building.	5/1/2011 - 6/1/2015
4105-10/11	81	Public Health	Regular	\$6,200,000	Intermittent, as-needed pharmacist and pharmacy technician registry services for use during unusually high patient activity, workload peaks or low staffing levels of Civil Service employees due to unscheduled staff absences or shortages.	1/1/2011 - 12/31/2013
4106-10/11	90	Public Works	Regular	\$100,000	The Furniture Fixtures & Equipment (FF&E) Asset Management Consultant (AMC) shall participate with the Executive Architect and the Bureau of Architecture in the development and maintenance of the furniture program and create a base building database for the Public Safety Building (PSB) that accurately catalogs FF&E and related systems required for preparing a solicitation to the prospective vendor(s) of these systems. The AMC shall be responsible for ensuring that all furniture specified shall be completely installed by the manufacturers and/or vendors selected through a separate RFQ process.	3/1/2011 - 12/31/2013

Total Amount - Regular: \$8,924,000

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 21, 2011

DEPARTMENT NAME: Department of Public Health DEPARTMENT NUMBER 81

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

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

TYPE OF SERVICE: Pharmacist and Pharmacy Technician Registry Services

FUNDING SOURCE: General Fund

PSC AMOUNT: \$6,200,000 (for 3 yrs.) PSC DURATION: 01/01/11-12/31/13

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Intermittent, as-needed pharmacist and pharmacy technician registry services for use during unusually high patient activity, workload peaks or low staffing levels of Civil Service employees due to unscheduled staff absences or shortages.

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

These services are necessary to provide an adequate level of pharmacy staff for San Francisco General Hospital (SFGH), Laguna Honda Hospital (LHH), and Jail Health Services (JHS), in order to maintain quality levels of care and meet licensing and regulatory requirements. Failure to have access to these registry services when Civil Service staff are temporarily unavailable will compromise patient care and jeopardize facility licenses and related funding.

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

PSC 4060-03/04

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

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, Jacquie Hale Signature of person mailing/faxing form, August 20, 2010 Date, April 21, 2011 (MRC)

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

RFP sent to SEIU Local 1021 Union Name, on May 24, 2010 Date, Junko Craft Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4105-10/11 STAFF ANALYSIS/RECOMMENDATION:

APR 20 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractors must have valid, current California State Board of Pharmacy licenses, and a minimum of two years experience which includes the use of a current inpatient/outpatient pharmacy computer system(s).

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

2450 Pharmacist; 2409 Pharmacy Technician

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 requested services are supplemental, as-needed services only. The registry services are only utilized to maintain staffing levels during unusually high patient activity workload peaks or low staffing levels of Civil Service employees due to unscheduled staff absences or shortages.

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

No. Civil Service classifications already exist. It would be impractical to establish new classes, as the required services are on an as-needed, intermittent basis. These registry services are necessary because of workload peaks and/or unscheduled Civil Service absences which result in low staffing levels.

The Department has met with SEIU Local 1021 representatives, has provided information on the status of filling current position vacancies (please see attached), and has agreed to update this information and to meet with SEIU Local 1021 representatives annually, as well as to express its willingness to the Commission to provide similar reports to the Commission.

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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E. Has a board or commission determined that contracting is the most effective way to provide this service?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? DPH will utilize current vendors until a selection is made will utilize current vendors until a selection is made under an RFP (now in process).

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

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

Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale

Jacquie Hale

(415) 554-2609

Print or Type Name

Telephone Number

101 Grove Street, Room 307

San Francisco, CA 94102

Address

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Attachment to Personal Services Contract Summary: Pharmacist and Pharmacy Technician Registry Services

2409 Pharmacist and 2450 Pharmacy Technician positions added

SFGH has added 16 FTE pharmacists and 7 FTE pharmacy technicians in the past 4 years, despite a National shortage of pharmacist's shortage which has made it difficult to quickly fill positions and has required DPH to incorporate a variety of recruitment modalities to obtain qualified staff. Nonetheless, DPH Pharmacy has collaborated with HR to successfully hire qualified and talented Civil Service staff.

FTE Budget History (SFGH budgeted positions)

Class Title	Class	FY0607	FY0708	FY0809	FY0910	FY1011	Total Incr	Notes
Pharmacy Tech	2409	33.25	35.50	38.25	39.00	40.54	7.29	Regulatory
Pharmacist	2450	22.75	24.25	25.75	26.50	28.81	6.06	Regulatory
Supervising Pharmacist	2453	5.00	5.00	5.00	5.00		5.77	Regulatory
Clinical Pharmacist	2454	14.75	21.31	24.38	24.75	24.75	10.00	Regulatory
		76.75	86.06	93.38	95.25	99.87	24.12	
	Increase from Prev Year		10.31	7.32	1.87	4.62		

A reduction in registry use has not been possible for a variety of reasons:

1. Patient care mandates and regulatory scrutiny has heightened since 2005. Registry staff have been used to provide services until new Civil Service positions could be approved and filled.
2. The Pharmacy Department seeks to replace registry staff with Civil Service staff as much as possible. It does not use registry services as a substitute for Civil Service staff. On-call and part-time Civil Service pharmacy staff are called upon first to complete unfilled shifts. Registry staff is used only when Civil Service staff are unable to fill available shifts. Without the use of these services, Hospital licensing would be jeopardized.

New pharmacy services include:

- a. Medication review and profiling in the Emergency Department;
 - b. Medication review of patients receiving contrast media in Radiology;
 - c. Pharmacy staff preparing all intravenous medications (including NICU and ICU's).
3. Mandate to reduce overtime by Mayor's Office has resulted in a reduction in overtime by Civil Service staff and a commensurate increase in the use of Civil Service on-call and part-time staff, as well as registry personnel.
 4. Continued need to back-fill sick, vacation, and other leaves. This need has increased as new Civil Service staff have been hired.

The settlement agreement called for minimum staffing in the Outpatient Pharmacy. We have done that:

2001 Settlement Agreement

SFGH Outpatient Pharmacy staffing (#3)

Class Title	Class	Desirable (agreement)	Min (agreement)	Current
Pharmacy Tech	2409	7	6	9.5
Pharmacist	2450	9	7	9

Plans to reduce reliance on registry services to every extent possible:

1. Complete hiring of all vacant positions.
2. Add additional Civil Service on-call positions at SFGH.

Open Requisitions for 2409, 2450, and 2454 positions. Please specify what assignment or location each is intended for, the schedule for each position (e.g., FT or PT), as well as when the Req was approved, when the job announcement was published, and when the Department expects to fill the position.

Location	Classification	Location	# Positions	Schedule	Date posted	Date to fill
LH	2450	IP	1	PT	10/8/2010, waiting for referral	Will fill as soon as recruitment closes.
SFGH	2409	IP	1	FT	10/15/2010	Selection made
SFGH	2409	OP	1	FT	10/15/2010	Selection made
SFGH	2409	IP	3	FT	12/17/2010	Posting closed 1/7/11. Interviewing. Will fill ASAP
SFGH	2409	OP	2	FT	12/17/2010	Posting closed 1/7/11. Interviewing. Will fill ASAP
SFGH	2450	IP	7	FT (6) PT (1)	Recruitment re-opened 1/7/11	ASAP, until qualified applicants identified and selected
SFGH	2454	IP	1	FT	td	Submitted request to hire on 1/7/11

For the past twelve months, the number of applicants and number of interviewees for each advertised position.

In the past twelve months, how many offers of employment have been made for positions in each of the above classifications and how many offers have been accepted (i.e., the position was filled).

Laguna Honda Hospital

2409 - One full time vacancy was filled via reassignment (from SFGH). There was one applicant and it was this individual who was selected.

2450 - One full time vacancy was filled this year. For this vacancy there were 19 applicants and 11 individuals were interviewed. One person was selected.

- There is currently one part time vacancy that is awaiting the referral process.

2454 - No recruitments this year at Laguna Honda Hospital

San Francisco General Hospital

2409 - There were two full time vacancies, first filled by reassignment and then the vacancies created from the reassignments were filled by new staff. There were three applicants and two were selected.

2450 - There were two vacancies which were filled by two reassignment employees. For these recruitments, only two people applied and two were interviewed.

Then there were four other vacancies where 46 applicants applied, 15 responded, and 4 were interviewed. The recruitment resulted in one person being offered a position and accepted and another employee was reinstated.

2454 - There were three vacancies. For these vacancies, there were 4 eligible's. One person declined to be interviewed and one person declined an offer of employment. Two people were selected.