



Edwin M. Lee  
Mayor

Micki Callahan  
Human Resources Director

Date: January 6, 2014

To: The Honorable Civil Service Commission

Through: Micki Callahan  
Human Resources Director

From: Shamica Jackson, PUC  
Sung Kim, DPW  
Jesusa Bushong, FIR  
Greg Kato, TTX  
Jacquie Hale, DPH  
Thomas DiSanto, CPC  
Parveen Boparai, MTA  
Joan Lubamersky, GSA  
Danny Yeung, CPC  
Cynthia Avakian, AIR

**Subject: Personal Services Contracts Approval Request**

This report contains thirteen (13) 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
\$121,840,000	\$3,244,273	\$431,394,161

**Posting for January 06, 2014  
Proposed Personal Services Contract - Regular**

PSC No	Dept Description	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date
40973-13/14	PUBLIC UTILITIES COMMISSION	\$320,000.00	Contractor will upgrade SFPUC's existing retail electric billing system from Utility Star Platinum (USP) to Utility Star Enterprise (USE) version and expand its functionality to include billing of water, wastewater, gas, steam services in addition to electric services.	1/6/2014	6/30/2016
42392-13/14	PUBLIC WORKS	\$3,500,000.00	The prime consultant firm (or JV partners) shall provide construction management support services for the Moscone Expansion Project, a large and complex project, estimated at \$500 million, with complex underground construction in occupied spaces. Services include construction administration, document control, construction scheduling, budgeting and cost estimating, building forensic investigation, and constructability review.	2/1/2014	8/31/2018
42240-13/14	FIRE DEPARTMENT	\$1,750,000.00	Contractor will provide clinical quality assurance services for the Fire Department's Emergency Medical Services (EMS) Division and DEM Dispatch Division.	1/1/2014	12/31/2017
40044-13/14	TREASURER/TAX COLLECTOR	\$500,000.00	Payment Card Industry ("PCI") Council mandates that all merchant accepting debit and credit card payments are PCI compliant. PCI compliance means adherence to PCI Data Security Standard which covers secure handling, processing and/or storing of cardholder data. As City-wide banker, the Office of the Treasurer & Tax Collector (Treasurer) needs to engage a certified Payment Card Industry Professional (PCIP) as an expert in PCI compliance to assist the City in evaluating its compliance and re-mediating if individual departments are out of compliance. The PCIP will work with TTX and all city departments that accept credit card payments. They will educate personnel in each department about the necessity for PCI compliance, act as a technical resource and assist the departments in ensuring that their systems are PCI compliant each year.	11/1/2013	6/30/2019
48592-13/14	TREASURER/TAX COLLECTOR	\$5,000,000.00	The Office of the Treasurer and Tax Collector is seeking to procure licensed armored car and secure safe services to serve all departments citywide. These services include: 1) secure and efficient transportation of Citywide cash and check collections and deposits to bank. 2) deposit pickup from various citywide cash collection points, change order service and delivery, and emergency cash services. 3) providing secured vaults or safes in various department locations which departments can use to deposit their collections and when it is most advantageous.	12/2/2013	6/30/2023

PSC No	Dept Description	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date
4059-13/14	PUBLIC HEALTH	\$250,000.00	Contractor will provide specialized sexual reassignment surgery (SRS) services (e.g., genital-related surgeries) which are not currently provided at San Francisco General Hospital for uninsured male-to-female and female-to-male transgender clients who are eligible for the Department's sliding scale and Healthy San Francisco programs.	1/1/2014	12/31/2014
4060-13/14	CITY PLANNING	\$600,000.00	To provide preparation, documentation clean-up, indexing and scanning of historical department documents into electronic format. Department documents include closed case dockets (i.e., project files for entitlements, decision documents, applications, etc), historical property files, area maps, Planning Commission, Historic Preservation Commission, and Variance Hearing documents (i.e. agendas, minutes, etc), off-site storage location documents, and resource and reference materials located in on-site libraries. Approximately 2 million documents are located on-site, and 4,000 boxes of files are located off-site.	1/1/2014	6/30/2016
4061-13/14	MUNICIPAL TRANSPORTATION AGENCY	\$10,000,000.00	The consultant will implement a new Enterprise Asset Management System (EAMS) that will replace and consolidate the various disconnected legacy software systems currently used for asset and inventory management. The consultant team will supplement San Francisco Municipal Transportation Agency (SFMTA) staff performing tasks related to validating and migrating existing data into the EAMS; capturing and documenting asset management business practices; configuring the EAMS specifically for each work unit's practices; building software interfaces to systems sharing data with the EAMS; and training end users and information technology (IT) staff.	4/30/2014	4/30/2017
4062-13/14	GENERAL SERVICES AGENCY	\$80,000,000.00	As-needed, project specific services for a variety of highly specialized information technology (IT) projects. Services will include business analysis, system design, programming, design, configuration and training, and will vary depending on the requirements that are developed by the requesting department. Services are to be provided in conjunction with the acquisition of new information technology equipment.	1/1/2014	12/31/2018

**Total Amount Regulars: \$101,920,000.00**

Posting for January 06, 2014

Modification to Increase/Decrease Contract Amount/Duration

PSC No	Dept Description	Modified Amount	Cumulative Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date
4024-12/13	CITY PLANNING	\$700,000.00	\$2,500,000.00	The San Francisco Planning Department is seeking a consultant to assist the Department in the preparation, production, management and successful completion of environmental analysis, including an environmental impact report ("EIR") and transportation impact study ("TIS") and possibly other technical documentation for the Central Corridor Plan.	9/18/2012	12/31/2015
4046-10/11	PUBLIC WORKS	\$3,000,000.00	\$7,200,000.00	The Consultant will provide as-needed hazardous materials surveys and work plans, third-party oversight, and industrial hygiene services on City projects involving the abatement of asbestos, lead and other hazardous materials on property owned, operated and/or maintained by the City and County of San Francisco. Services may also involve air and noise monitoring. DPW intends to award five (5) Master Agreements, each not-to-exceed \$600,000 for these as-needed services.	10/1/2010	10/2/2019
4098-10/11	AIRPORT COMMISSION	\$9,500,000.00	\$22,500,000.00	Early in the planning for the SFO RSA Program ("the Program"), staff underestimated the work and believed the work required by the Program could be accomplished with minimal outside assistance. Now that the environmental assessment process is completed and the project became better defined and Federal Aviation Administration's (FAA) has added additional tasks to the Program, staff recognizes that the demands have increased not only in the amount of work required, but also in its complexity. The Airport is seeking increased technical expertise and support from the consultants to complete the design and increase construction management support services of the Program to support the Airport staff. See attached document.	4/18/2011	6/30/2016
4119-09/10	PUBLIC HEALTH	\$6,720,000.00	\$16,220,000.00	The contractor will operate a highly specialized uncompensated care recovery program, enhancing Medi-Cal and other third party payer revenues. Under this program, the contractor assists the Department to help San Francisco General Hospital (SFGH) patients to become eligible for Medi-Cal, therefore substantially increasing Department revenues. The population addressed is patients who the Department is not able to assist with eligibility through its regular procedures due to substance abuse, mental illness, homelessness, or other difficult-to-resolve situations. The contractor becomes the patient's authorized representative to aid and facilitate Medi-Cal eligibility and approval and appears on behalf of the patient at fair hearings and appeals, as necessary.	1/1/1997	12/31/2018

Total Modified Amount: \$19,920,000.00

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

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

Jesusa Bushong  
Fire Department  
698 2<sup>nd</sup> Street, Rm. 209  
San Francisco, CA 94107  
(415) 558-3615

Greg Kato  
Treasurer & Tax Collector Office  
1 Dr. Carlton B. Goodlett Pl., Rm. 140  
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(415) 554-6888

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101 Grove Street, Rm. 307  
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(415) 554-2609

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1650 Mission Street, Ste. 400  
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1 South Van Ness, 6<sup>th</sup> Flr  
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Joan Lubamersky  
General Services Agency  
1 Dr. Carlton B. Goodlett Pl., Rm. 362  
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1650 Mission Street, Ste. 400  
San Francisco, CA 94103  
(415) 575-9042

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

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

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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC Dept. Code: PUC

Type of Request: [X] Initial [ ] Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval: [ ] Expedited [X] Regular ([ ] Omit Posting)

Type of Service: Utility Star (Electric Billing System) Upgrade (CS-358)

Funding Source: Hunters Point Shipyard Power Pjt PSC Duration: 2 years 25 weeks
PSC Amount: \$320,000 PSC Est. Start Date: 01/06/2014 PSC Est. End Date: 06/30/2016

1. Description of Work

A. Scope of Work:

Contractor will upgrade SFPUC's existing retail electric billing system from Utility Star Platinum (USP) to Utility Star Enterprise (USE) version and expand its functionality to include billing of water, wastewater, gas, steam services in addition to electric services.

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

SFPUC is currently utilizing USP for the billing and collection of over \$100 million annual revenue from electric services. To centralize billing and collection of other utility services such as water, sewer, gas and steam provided at Treasure Island, Moccasin and to other wholesale customers such as Turlock Irrigation District and Modesto Irrigation District, we need to upgrade to the Utility Star Enterprise platform. Further, our retail customer base is expected to increase due to Hunters Point, Transbay, Candlestick Point developments.

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.

The last upgrade of the software was done in 2004, which was through a requisition of purchase order issued to Able Software now doing business as Useware, Inc.

D. Will the contract(s) be renewed? This particular service to be provided may not be renewed.

2. Union Notification: On 11/04/2013, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21,

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40973 - 13/14

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 01/06/2014

Civil Service Commission Action:

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

A. Specify required skills and/or expertise:

Expertise in installing and implementing Utility Star Enterprise for billing and collection of power, water, sewer, gas, and steam services as well as migrating the existing "in-production" data for existing power services accounts.

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

1044, 1054, 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 because the software solution is proprietary, highly complex and require specialized skills.

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

Civil service classes exists but the software solution is proprietary, highly complex and require specialized skills.

**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? Users Training; 112 hours; 0922, 4310, 1480, 1478, 1054, 1063, 1044	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current 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 12/04/2013 BY:

Name: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfwater.org

Address: 525 Golden Gate Avenue, 8th Floor San Francisco, CA

**Union Notification(s)**

**◆ Local 21**

## Dang, Leorah

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**From:** dhr-psccordinator@sfgov.org  
**Sent:** Monday, November 04, 2013 2:24 PM  
**To:** Jackson, Shamica; L21PSCReview@ifpte21.org; Jackson, Shamica; DHR-PSCCoordinator, DHR; Isen, Richard  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 40973 - 13/14

RECEIPT for Union Notification for PSC 40973 - 13/14 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 40973 - 13/14 for \$320,000 for Initial Request services for the period 01/06/2014 – 06/30/2016. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/690>

Email sent to the following addresses: [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org) for Architect & Engineers, Local 21  
[jebrenner@ifpte21.org](mailto:jebrenner@ifpte21.org) for Architect & Engineers, Local 21

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW Dept. Code: DPW

Type of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: Construction Management Support Services - Moscone Expansion

Funding Source: Commercial Paper PSC Duration: 4 years 30 weeks

PSC Amount: \$3,500,000 PSC Est. Start Date: 02/01/2014 PSC Est. End Date: 08/31/2018

**1. Description of Work**

A. Scope of Work:

The prime consultant firm (or JV partners) shall provide construction management support services for the Moscone Expansion Project, a large and complex project, estimated at \$500 million, with complex underground construction in occupied spaces. Services include construction administration, document control, construction scheduling, budgeting and cost estimating, building forensic investigation, and constructability review.

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

These services are needed to be able to meet the highly specialized work of the project. The specialized work includes tunneling, underground construction, and working under tight windows of construction due to the active schedule of the Moscone Center. This schedule cannot be met without a highly directed effort of a team comprised of specialty consultants with expertise in fast track projects of a specialized nature. Failure to deliver will result in breach of contract by the City 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.

Similar services were provided on the Laguna Honda Hospital Rebuild Program, awarded under PSC#4172-07/08, approved 6/16/08; the San Francisco General Hospital under PSC No. 4087-07/08, approved 1/22/08; and the Public Safety Building approved under PSC#4093-10/11, approved 03/21/11.

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

**2. Union Notification:** On 12/06/2013, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21,

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42392 - 13/14

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 01/06/2014

Civil Service Commission Action:

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

A. Specify required skills and/or expertise:  
Please see attached document.

B. Which, if any, civil service class(es) normally perform(s) this work?  
5201,5203,5207,5504,5508,6318,

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:

City staff employed in Architectural and Engineering classification series do not have the highly specialized expertise needed for the delivery of this specialized large and complex project, the Moscone Center Expansion.

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

No, the services are highly specialized and related only to the design of complex underground construction of occupied spaces; this is a one-time special project.

**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? Building Information Modeling, 40 hours. 5 Architects and Engineers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current 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 12/19/2013 BY:

Name: Sung Kim Phone: 415-554-6417 Email: sung.kim@sfdpw.org

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

**Additional Attachment(s)**

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

**3A. Specify required skills and/or expertise**

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*Requires specialized services and expertise in construction management services for large and complex projects with complex underground construction in occupied spaces. Services include schedule validation, change order review, and cost estimating services. Experience in exploratory demolition and invasive investigation, building envelope evaluation, facility infrastructure evaluation. Ability to meet a compressed schedule for design and respond to value engineering. For the scheduler and estimator, the ideal candidate will possess one or more certifications from the various industry related associations, such as the Association for the Advancement of Cost International (AACEI), such as a Certified Cost Engineer/Consultant (CCE/CCC); a certified Planning and Scheduling Professional (PSP), or other similar certifications (e.g. Certified Construction Manager – CCM; Project Management Professional – PMP) from other industry related associations (Construction Management Association of America – CMAA; Project Management Institute – PMI). The other certifications, like Professional Engineer, Resident Architect, LEED AP are also highly desirable.*



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

## Dang, Leorah

---

**From:** Mebrahtu, Brook <Brook.Mebrahtu@sfdpw.org>  
**Sent:** Friday, December 13, 2013 3:17 PM  
**To:** 'Ging Louie'  
**Cc:** Lopez, Edgar; Buker, Jim; Johnston, Jennifer; Eng, Sandra; Dang, Leorah  
**Subject:** RE: Moscone | Black out schedule

Ging,

Thank you for granting the 30 day waiver. We are absolutely committed to continue to work with you, provide any additional information you need to ensure that all concerned are addressed.

Have a good weekend!

Brook Mebrahtu  
Senior Project Manager, LEED® AP BD+C  
Building Design & Construction | (BDC)  
Department of Public Works  
30 Van Ness Avenue, Suite 4100 | SF, CA 94102  
415.557.4642 Tel.  
415.522.7742 Fax  
415.990.6700 Cell  
[Brook.Mebrahtu@sfdpw.org](mailto:Brook.Mebrahtu@sfdpw.org)

☑ please consider the environment prior to printing this email

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

**From:** Ging Louie [<mailto:glouie@ifpte21.org>]  
**Sent:** Friday, December 13, 2013 3:07 PM  
**To:** Mebrahtu, Brook  
**Cc:** Lopez, Edgar; Buker, Jim; Johnston, Jennifer; Eng, Sandra; Dang, Leorah  
**Subject:** RE: Moscone | Black out schedule

Hello Brook,

The Union will grant the waiver of a full 30-day review period conditioned on our continuing the conversation around the project during the period leading up to the Commission meeting.

I am cc'g Jennifer Johnston and Sandra Eng (Commission staff) and Leorah Dang (DHR PSC point person) on this message as well.

I will speak to you soon, Brook.

Ging

\*\*\*\*\*

Ging M. Louie  
Union Representative/Organizer

IFPTE Local 21  
1182 Market Street, Suite 425  
San Francisco, CA 94102  
415.864.2100 (phone)  
415.864.2166 (fax)

\*\*\*\*\*

You Can Now Find Us on FaceBook! Follow Union developments, get an update on your contract negotiations, or post a comment.

Help Maintain public services and jobs. Invest in your future. Be part of the TJ Anthony Political Action Fund --  
<http://www.ifpte21.org/content/donate-tj-anthony-fund>

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

From: Mebrahtu, Brook [<mailto:Brook.Mebrahtu@sfdpw.org>]  
Sent: Friday, December 13, 2013 2:37 PM  
To: Ging Louie  
Cc: Lopez, Edgar; Buker, Jim  
Subject: Moscone | Black out schedule

Ging,

Here is the Moscone event schedule we finalized with the Moscone operators and contractor. As you can see, these are the dates we are down and we ramp up when at peak times to stay on schedule.

Have you had a chance to get back to us on the 30 day waiver. I'm following up to see if we can get calendared for January. Please let us know.

Thanks

Brook Mebrahtu  
Senior Project Manager, LEED® AP BD+C  
Building Design & Construction | (BDC)  
Department of Public Works  
30 Van Ness Avenue, Suite 4100 | SF, CA 94102

## Dang, Leorah

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**From:** dhr-psccordinator@sfgov.org  
**Sent:** Friday, December 06, 2013 11:39 AM  
**To:** Kim, Sung; L21PSCReview@ifpte21.org; Carlos, Carina; DHR-PSCCoordinator, DHR; Isen, Richard  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 42392 - 13/14

RECEIPT for Union Notification for PSC 42392 - 13/14 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 42392 - 13/14 for \$3,500,000 for Initial Request services for the period 02/01/2014 – 08/31/2018. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/905>

Email sent to the following addresses: [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org) for Architect & Engineers, Local 21  
[jebrenner@ifpte21.org](mailto:jebrenner@ifpte21.org) for Architect & Engineers, Local 21

**Prior PSC Form 1 – Similar**

**PSC #4172-07/08**

**PSC #4087-07/08**

**PSC #4093-10/11**

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 8, 2008

DEPARTMENT NAME: PUBLIC WORKS

DEPARTMENT NUMBER 90

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

TYPE OF REQUEST:  INITIAL REQUEST  MODIFICATION (PSC# \_\_\_\_\_)

TYPE OF SERVICE: Construction Management Services

FUNDING SOURCE: Proposition A, November 1999, \$299 Million Bonds; Tobacco Settlement Revenue proceeds; Interest Earned proceeds.

PSC AMOUNT: \$8,000,000 (see no. 1 below) PSC DURATION: 06/16/2008 through 12/31/2010

I. DESCRIPTION OF WORK

A. Concise description of proposed work:

Construction Management services associated with Laguna Honda Hospital Replacement Program. Contract includes pre-construction and construction phase services for the Program. The Program is scheduled to be completed in 2010. Construction costs are estimated at \$497.8M. Services were provided on an as-needed basis during the pre-construction phase and on a full-time basis during the construction phase. Services by the same consultant are continuing. \$7.0 M was previously approved under PSC#4269-00/01 which expired on 12/31/2007. To comply with DHR's procedural change relating to PSC expiration dates, this document is being submitted as an initial request.

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

Services are required to satisfy voter mandates as a result of Proposition A approved in the November 1999 election and to satisfy Federal and State licensing requirements. If services are denied, voter mandates and licensing requirements will not be satisfied, and the facility will be closed.

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

This service was previously approved under PSC#4269-00/01. Similar contracts for large construction projects have been awarded in the past utilizing a combined City / Consultant team for construction management services. These projects include the City Hall Seismic Upgrade PSC#4062-95/98, New Main Library PSC#764-89/90, the 911 Emergency Operations Center PSC#4060-96/97, and the Moscone Center Expansion PSC#4028-98/99.

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>Local 21</u> Union Name	<u>Yolanda C. Carlos</u> Signature of person mailing/faxing form	<u>5/12/08</u> Date
_____ Union Name	_____ Signature of person mailing/faxing form	_____ Date
RFP sent to _____, on _____	_____ Union Name	_____ Date
		_____ Signature

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

PSC# 4172-07/08  
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

Approved 6/16/08

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*Required expertise includes but is not limited to developing construction staging and phasing plans, producing cost and resource-loaded construction schedules, preparing and reconciling cost estimates, and providing expert advice on technical issues relative to the construction of a large hospital project.*

*Experience with OSHPD permitted projects, construction projects conducted around an operating hospital facility, phased construction projects, renovation projects, utility relocation projects, large (\$50M+) City and County of San Francisco projects and projects using various delivery methods.*

B. Which, if any, civil service class normally performs this work?  
*Civil, Mechanical, Electrical and Structural Engineering classifications series 5200 and 5300. Construction Inspector classifications series 6300.*

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 classifications are applicable. However, the City has never undertaken a hospital project of this size and complexity before. Consequently, applicable classifications do not have the required expertise in developing construction staging and phasing plans, producing cost and resource-loaded construction schedules, preparing and reconciling cost estimates, and providing expert advice on technical issues relative to the construction of a large hospital project.*

B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
 No. *Civil Service classifications already exist. The condition created by the required specialized skills combined with the large size of the project occurs only periodically.*

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

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

*Gordon Choy*  
 Signature of Departmental Personal Services Contract Coordinator

Gordon Choy  
 Print or Type Name

(415) 554-8230  
 Telephone Number

875 Stevenson Street, Room 420  
San Francisco, CA 94103  
 Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 19, 2007

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: Executive Construction Management Services

FUNDING SOURCE: Departmental Work Orders

PSC AMOUNT: \$8,000,000 PSC DURATION: January 1, 2008 through December 31, 2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Executive Construction Management (CM) for the new hospital at SFGH Medical Center will be responsible for pre-construction and construction services, and for establishing and maintaining overall project controls during the design and construction phases of the SFGH Rebuild Project. CM services include project scheduling, cost estimating, and establishing an automated project master database for tracking and monitoring daily workflow processing and reporting. The CM will also be responsible for monitoring the Construction Manager/General Contractor's (CM/GC) quality assurance, safety programs, and hazardous material and construction mitigation controls, and for providing Inspector of Record (IOR) services as required by California Office of Statewide Health Planning and Development (OSHPD) for acceptance of the new hospital construction.

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

This service is critical for monitoring all phases of the project to ensure the SFGH Rebuild Project will stay on schedule and within budget, and will be completed by the State-mandated deadline of 1/1/2013. The IOR inspection services are part of the mandatory requirements for all projects under OSHPD's jurisdiction. Denial of this service would jeopardize the timely completion of the SFGH Rebuild Project and the SFGH would not be in compliance with the State-mandated seismic Safety Standards thus risking loss of licensing for Acute Care Services and closure after January 1, 2013.

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

Similar services were provided on the Laguna Honda Hospital Rebuild Program by Cooper Pugeda Management Services, awarded under PSC#4269-00/01, approved September 18, 2000.

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 Building Inspectors Assn. Signature of person mailing/faxing form Date 12-19-2007

RFP sent to Local 21: Bldg Insp Assn on When available Union Name Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:  
*Requires a team of construction managers, scheduling/project control engineers, cost engineers, cost estimators, contract administrators, safety officers, QA/QC inspectors, and OSHPD-certified inspectors (IOR) who are experienced with OSHPD procedures, protocols and requirements.*

B. Which, if any, civil service class normally performs this work?  
*The Civil Service Classifications that normally perform this work include 5201, Jr. Engineer; 5203, Asst. Engineer; 5207, Assoc Engineer; 5212, Principal Engineer; 5241, Engineer; 5218, Structural Engineer; 5219, Sr. Structural Engineer; 6318, Construction Inspector; 6319, Sr. Construction Engineer; 6331, Building Inspector; 6333, Sr. Building Inspector; 6334, Chief Building Inspector.*

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

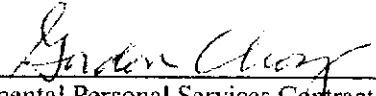
A. Explain why civil service classes are not applicable:  
*Civil Service Classifications are applicable, but the complexity and size of the SFGH Rebuild Project requires a significant amount of personnel resources with specific knowledge and expertise in cost estimating, scheduling, and OSHPD certifications as it pertains to delivering a licensed acute care facility. The SFGH Rebuild schedule dictates that a robust team of OSHPD experienced staff is engaged immediately to meet the third-party estimating requirements for the Board of Supervisors approved Integrated Project Delivery Ordinance. City staff will be integrated in the team as appropriate. City staff will also be responsible for directing the CM. Services for which applicable classifications do have expertise are specifically excluded from the scope of work in the CM RFQ, such as materials testing and special inspection services.*

B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
*No. The aggressive SFGH Rebuild schedule does not allow for the creation of a new Civil Service Class specifically to perform this specific work. Additionally, the Bureau of Construction Management is currently in the process of creating a new "Cost Estimating and Scheduling Controls" section that will specialize in performing cost estimating and project scheduling services. Current City staff do not yet have the experience and expertise to perform the services for this project.*

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

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

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

  
 \_\_\_\_\_  
 Signature of Departmental Personal Services Contract Coordinator  
**Gordon Choy** (415) 554-6230  
 \_\_\_\_\_  
 Print or Type Name Telephone Number  
 \_\_\_\_\_  
 875 Stevenson Street, Room 420  
 \_\_\_\_\_  
 San Francisco, CA 94103  
 \_\_\_\_\_  
 Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 14, 2011

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: Specialized Construction Management Support Services

FUNDING SOURCE: General Obligation Bond Sales

PSC AMOUNT: \$6,700,000 PSC DURATION: April 25, 2011- January 1, 2017

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Two contracts will be awarded to furnish construction management support services to City staff to address specialized expertise and temporary peak workloads for pre-construction and construction phase services for cost estimating, construction scheduling, constructability review, construction administration, construction inspections services, LEED/ sustainable building construction management, and existing building forensic investigations for projects of the Earthquake Safety and Emergency Response (ESER) Bond Program, including the Public Safety Building, selected neighborhood fire stations, and selected projects of the Auxiliary Water Supply System.

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

Specialized CM Support Services and existing-building forensic investigation will significantly minimize risks of exceeding project schedules and budgets due to unforeseen hidden conditions and constructability issues. The denial of use of specialized services and supplemental staff to address peak workloads poses the risk that program goals will not be met, and cause projects that are part of the Earthquake Safety and Emergency Response Program to not be delivered in accordance with established budgets and schedules.

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

These specialized services have not been provided previously for the Public Safety Building or a similar Program of Essential Services Facilities.

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 Corina Carlas Signature of person mailing/faxing form 2/15/11 Date

RFP sent to Local 21 Union Name, on 11/10/10 Date via Corina Carlas for Jim Baker 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:

Specialized expertise in Cost Estimating, Scheduling, Constructability Analysis, Sustainable Building Construction Management, and Existing-Building Forensic Investigations across a variety of project types that include new buildings, major and minor building alterations, and seismic improvement of the dedicated to fire-fighting high-pressure city-wide water system infrastructure. To avoid unanticipated program delays that could impair public safety, exceptional accuracy and precision in the above listed specialized skills particularly in renovation of multiple existing facilities in a dense, zero lot line, urban environment are required. Services provided by a Licensed Engineer or a Registered Architect in the State of California is highly-desirable and pertinent to the Program's success.

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

Resident Engineers and Construction Managers at DPW Bureau of Construction Management (BCM) normally provide services to perform core competencies of general construction management such as Construction Administration and Document Planning/Control. The construction management workload for certain ESER projects will exceed the capacity of staff at DPW BCM. Construction Administration and Document Planning tasks on individual neighborhood Fire Station projects may be performed by the Engineer Series (5201 - 5241);

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

Yes. Existing-Building Forensic Investigation will require special equipment and apparatus for explorative and investigative purposes.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Permanent civil service employees do not possess the experience and specialized expertise in interdisciplinary coordination and delivery of the indicated services, which are beyond the core competencies of construction management. Timely delivery of Earthquake Safety and Emergency Response projects is critical for essential firefighting facilities and the Public Safety Building, but may be challenged by peak work load at Bureau of Construction Management.

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

No. The specialized expertise for these building types is needed on an intermittent basis.

ADDITIONAL INFORMATION (if "yes," attach explanation)

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

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

B. Will the contractor train City and County employees?

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

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

Constructability reviews and lesson learned seminars for about 8 architects, engineers, and construction management staff. Five seminars (1 per year) = 40 employees.

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

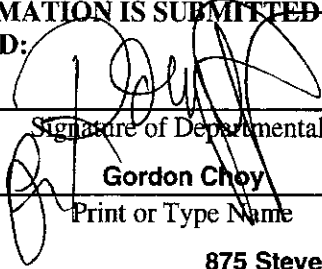
E. Has a board or commission determined that contracting is the most effective way to provide this service?

<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? **To Be Determined**

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

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

  
Signature of Departmental Personal Services Contract Coordinator

Gordon Choy

Print or Type Name

(415) 554-6230

Telephone Number

875 Stevenson Street, Room 420

San Francisco, CA 94103

Address

# Transmission Report

Date/Time 02-15-2011  
 Local ID 1 415 554 6232  
 Local ID 2

09:50:06 a.m.

Transmit Header Text  
 Local Name 1  
 Local Name 2 DPW

**This document : Confirmed**  
**(reduced sample and details below)**  
**Document size : 8.5"x11"**

City and County of San Francisco



Gevin Newsom, Mayor  
 Edward D. Relekin, Director



(415) 554-6229  
 FAX (415) 554-6232  
<http://www.sfdpw.com>  
 Department of Public Works  
 Contract Administration Division  
 Financial Management and Administration  
 875 Stevenson Street, Room 420  
 San Francisco, CA 94103-0903  
 Gordon Choy, Division Manager

## FAX

Date February 15, 2011  
 Number of pages including cover sheet 3  
**To:**  
Manager  
Local 21  
 Phone \_\_\_\_\_  
 Fax Phone (415) 864-2166  
 CC: \_\_\_\_\_

**From:**  
Gordon Choy  
Division Manager  
 Phone (415) 554-6230  
 Fax Phone (415) 554-6232

REMARKS:					
	Urgent	<input checked="" type="checkbox"/>	For your review	Reply ASAP	Please comment
<p>Please see the attached PSC form.</p> <p>In compliance with Local 21's MOU and the Civil Service Commission's Instructions for Processing Proposed Personal Services Contract Approval Requests, this is your advance notice of the proposed services. A draft RFP was sent to you by Jim Buker on 11/10/10, and a final RFP will be sent to you at a later date when this office has received a copy from the Project Manager.</p> <p>The Contract Manager is Samuel Chui, and he may be reached at (415) 558-4082 for any additional questions.</p>					

Total Pages Scanned : 3

Total Pages Confirmed : 3

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	356	415 B64 2166	09:48:44 a.m. 02-15-2011	00:00:50	3/3	1	EC	HS	CP28800

**Abbreviations:**

HS: Host send	PL: Polled local	MP: Mailbox print	TU: Terminated by user
HR: Host receive	PR: Polled remote	CP: Completed	TS: Terminated by system
WS: Waiting send	MS: Mailbox save	FA: Fail	RP: Report
			G3: Group 3
			EC: Error Correct

## Carlos, Carina

---

**From:** Buker, Jim  
**Sent:** Wednesday, November 10, 2010 5:41 PM  
**To:** Kim, Sung  
**Cc:** Choy, Gordon; Chui, Samuel; Higuera, Charles; Carlos, Carina  
**Subject:** FW: Draft RFQ Construction Management Support Services for ESER Bond Program  
**Attachments:** ESER\_CM\_services-CSC\_PSC Form (4).docx; ESER - CMSS RFQ 11.9.10.pdf

Kim,

Attached for your use is an MS Word version of the draft PSC form for the Construction Management Support Services for the ESER Bond.

The draft RFQ and draft PSC was transmitted by separate email to Local 21 to facilitate their review. On November 19<sup>th</sup>, we plan to issue the OFFMA81 to request advertisement of the RFQ. The date requested for advertisement will be Monday, November 29<sup>th</sup>.

The attached draft RFQ fully describes the scope of work. However, the sections that define the submittal requirements and forms included in the appendices are not yet 100% complete.

We would appreciate Contract Administration's review and comments. Thanks.

Jim

---

**From:** Buker, Jim  
**Sent:** Wednesday, November 10, 2010 4:47 PM  
**To:** Ging Louie (Ging Louie)  
**Cc:** Choy, Gordon; Kim, Sung; Higuera, Charles; Chui, Samuel  
**Subject:** Draft RFQ Construction Management Support Services for ESER Bond Program

Ging,

Attached are a draft RFQ for specialized Construction Management Support Services for the ESER Bond Program and the associated draft PSC form. These are transmitted to you in advance of advertisement of the RFQ in conformance with the Local 21/City MOU.

DPW seeks to obtain expert specialized support to City staff to address a temporary peak workload for pre-construction and construction phase services for cost estimating, construction scheduling, constructability review, construction administration, inspection services, LEED/ sustainable building construction management, and existing building forensic investigations for the various projects of the Earthquake Safety and Emergency Response (ESER) Bond Program, including the Public Safety Building, selected neighborhood fire stations, and various projects of the Auxiliary Water Supply System.

Let me know if you need any additional information or would like to set up a meeting with the ESER project management team (Charles Higuera, Samuel Chui, & me) to review the RFQ and the PSC. Thanks.

Jim Buker  
Senior Architect  
Department of Public Works  
30 Van Ness Ave 4th Floor  
San Francisco, CA 94102  
415.557.4758

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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: FIRE DEPARTMENT -- FIR Dept. Code: FIR

Type of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: Clinical and Teaching-Quality Assurance

Funding Source: Annual Budget PSC Duration: 4 years  
PSC Amount: \$1,750,000 PSC Est. Start Date: 01/01/2014 PSC Est. End Date: 12/31/2017

**1. Description of Work**

A. Scope of Work:

Contractor will provide clinical quality assurance services for the Fire Department's Emergency Medical Services (EMS) Division and DEM Dispatch Division.

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

Mandated by San Francisco County Emergency Medical Services Agency protocol, the Fire Department and Dept. of Emergency Management (DEM) need clinical quality assurance services to ensure that quality medical services are being provided by the Emergency Medical Technicians and Paramedics that work on Fire Department apparatus and to oversee the EMS training program. DEM needs to ensure that medical dispatch protocols are properly used and evaluated. Denial of this agreement would leave both Departments without clinical quality assurance of EMS activities from a licensed medical specialist in emergency medicine.

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.

The Civil Service Commission has approved this service in November 2006 (PSC 4061-06/07), in December 2008 (PSC 4062-08/09) and most recently in July 2013 (PSC 4004-13/14), the summary and approval notification for which are attached. The Department is required to undergo a new request for proposal process because the full and total term of the contract expires on December 31, 2013.

D. Will the contract(s) be renewed? Yes, two 1-year renewals after the 4-year initial duration

**2. Union Notification:** On 11/19/2013, the Department notified the following employee organizations of this PSC/RFP request: Physicians and Dentists - 11AA,

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42240 - 13/14

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 01/06/2014

Civil Service Commission Action:

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

A. Specify required skills and/or expertise:

A licensed physician who is board certified in Emergency Medicine with experience in administration, research and teaching; clinical and academic quality assurance for emergency medical services; current county protocols require base hospital accreditation.

B. Which, if any, civil service class(es) normally perform(s) this work?  
2233,

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:

Class 2237-Medical Director was recently abolished. Thus, the remaining applicable class is 2233. This classification does not provide academic teaching or quality assurance activities, or teach EMS classes to practitioners. These skills are required by the Fire Department and DEM. Additionally, there are County EMS requirements and protocols that no existing Civil Service classification could meet.

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

No. The service requires the use of a medical academic institution in the practice of medicine to provide the appropriate oversight for these specialized medical services.

**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? See document upload for a detailed description	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current 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 12/11/2013 BY:

Name: Jesusa Bushong Phone: 4155583615 Email: jesusa.bushong@sfgov.org

Address: 698 2nd Street, Room 209 San Francisco, CA 94107



## **Additional Attachment(s)**

### **◇ Section 5. Additional Information**

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

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

5. 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.

Oversight of Fire Department instructors (H20, H28, H33, H43) who currently are required by law to provide initial certification and continuing education training for EMTs and Paramedics. (EMT recertification, 24 hours education over two years, 8 hours CPR. Paramedics, 48 hours state mandated, 24 hours county mandated training annually). SFFD has 1,065 EMTs and 326 Paramedics.

**Union Notification(s) and 30-Day Waiver**  
**◆ UAPD**

**Bushong, Jesusa**

---

**To:** Jeff Duritz  
**Subject:** RE: Request for 30-day waiver - URGENT

**From:** Jeff Duritz [mailto:jduritz@uapd.com]  
**Sent:** Wednesday, December 11, 2013 8:17 PM  
**To:** Bushong, Jesusa  
**Cc:** al@uapd.com; Corso, Mark; DHR-PSCCoordinator, DHR  
**Subject:** Re: Request for 30-day waiver - URGENT

Hi Jesusa,

I reviewed the PSC on the Personal Service Request Database and waived our 30 day review period there. UAPD does not oppose the Fire Department's PSC to meet this operational need.

Sincerely,  
Jeff

On Wed, Dec 11, 2013 at 2:58 PM, Bushong, Jesusa <jesusa.bushong@sfgov.org> wrote:

To whom it may concern:

On behalf of the Fire Department, I respectfully request a 30-day waiver so that our contract may be heard at the January 6, 2014 Civil Service Commission Meeting. It is important that we obtain approval for our contract ASAP since the term of the current vendor ends on December 31, 2013.

I have attached the URL for the PSC for your quick reference. This is for Clinical and Teaching Quality Assurance for our EMS Division.

<http://apps.sfgov.org/dhrdrupal/node/692>

Thank you in advance for your assistance.

*Jesusa Bushong*

San Francisco Fire Department

**Dang, Leorah**

---

**From:** dhr-psccordinator@sfgov.org  
**Sent:** Tuesday, November 19, 2013 11:30 AM  
**To:** Bushong, Jesusa; jduritz@uapd.com; Bushong, Jesusa; DHR-PSCCoordinator, DHR; Isen, Richard  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 42240 - 13/14

RECEIPT for Union Notification for PSC 42240 - 13/14 more than \$100k

The FIRE DEPARTMENT -- FIR has submitted a request for a Personal Services Contract (PSC) 42240 - 13/14 for \$1,750,000 for Initial Request services for the period 01/01/2014 – 12/31/2017. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/692>

Email sent to the following addresses: [jduritz@uapd.com](mailto:jduritz@uapd.com) for Physicians and Dentists - 11AA

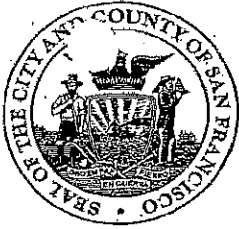
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**Prior Notice of Civil Service Commission Action – Expired  
Prior PSC Form 1– Expired**

**PSC #4062-08/09**

**PSC #4061-06/07**

**PSC #4004-13/14**



CIVIL SERVICE COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

December 18, 2008

NOTICE OF CIVIL SERVICE COMMISSION ACTION

DONALD A. CASPER  
PRESIDENT

MORGAN R. GORRONO  
VICE PRESIDENT

MARY Y. JUNG  
COMMISSIONER

E. DENNIS NORMANDY  
COMMISSIONER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED  
PERSONAL SERVICES CONTRACT NUMBERS 4062-08/09  
AND 4064-08/09.

At its meeting of December 15, 2008 the Civil Service Commission had for its consideration the above matter.

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

ANITA SANCHEZ  
EXECUTIVE OFFICER

It was the decision of the Commission to:

- (1) Adopt the Human Resources Director's report on PSC #4062-08/09. Notify the offices of the Controller and the Purchaser.
- (2) Adopt the Human Resources Director's report on PSC #4064-08/09 as verbally amended to note that the contractor will train City and County employees. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

  
ANITA SANCHEZ  
Executive Officer

Attachment

- c: Jesusa Bushong, San Francisco Fire Department
- Micki Callahan, Human Resources Director
- Connie Chang, Public Utilities Commission
- Shamica Jackson, Public Utilities Commission
- Jennifer Johnston, Department of Human Resources
- Naomi Kelly, Office of Contract Administration
- Brigette Rockett, Department of Human Resources
- Ben Rosenfield, Controller
- Commission File
- Chron



POSTING FOR  
December 01, 2008

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Depth	Department	Approval Type	Contract Amount	Description of Work	Duration
4060-08/09	22	Department of the Environment	Regular	\$84,000.00	Will accept left over latex paint from San Francisco residents giving it to fourteen sites (11 vendors) and storing it on-site until contractor picks it up for recycling.	30-Jun-13
4061-08/09	31	Fire Department	Regular	\$417,000.00	Will provide development and administration of exams for the Fire Depts. Ranks of H-2 Firefighter, H-4 Inspector, H-6 Investigator, and H-33 EMS Captain, and will defend those selection processes against legal challenge as necessary.	31-Dec-09
4062-08/09	31	Fire Department	Regular	\$1,250,000.00	Will provide clinical quality assurance services for Fire Department Emergency Medical Services (EMS) and the Dept. of Emergency Mgmt./DEM.	31-Dec-11
4063-08/09	35	San Francisco Municipal Transportation Agency	Regular	\$158,000.00	Will install fifteen (15) re-conditioned engines into Municipal Railway Neoplan Standard coaches.	30-Jun-09
4064-08/09	40	San Francisco Public Utilities Commission	Regular	\$1,500,000.00	Will conduct hydrologic, geomorphic, biological and related river ecosystem science work on an as-needed basis.	14-Jan-14
4065-08/09	70	City Administrator	Regular	\$150,000.00	Will provide day laborers with access to work and vital social services and increasing their skill levels through educational opportunities.	31-Dec-09

POSTED

PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 29, 2008

DEPARTMENT NAME: Fire Department

DEPARTMENT NUMBER: 31

TYPE OF APPROVAL: EXPEDITED

REGULAR (OMIT POSTING \_\_\_\_\_)

CONTINUING

ANNUAL

TYPE OF REQUEST:

INITIAL REQUEST

MODIFICATION (PSC# \_\_\_\_\_)

TYPE OF SERVICE: Clinical and Teaching Quality Assurance for the Fire Department Emergency Medical Services and the Department of Emergency Management Medical Dispatch Services

FUNDING SOURCE: Annual Budget

PSC AMOUNT: \$1,250,000

PSC DURATION: January 1, 2009 – December 31, 2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor provides clinical quality assurance services for Fire Department Emergency Medical Services (EMS) and the Department of Emergency Management (DEM).

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

The Fire Department and DEM need clinical quality assurance services to ensure that quality medical services are being provided by the Emergency Medical Technicians and Paramedics who work on Fire Department engines, trucks, special squads, and ambulances and oversee the EMS training program. DEM needs to ensure that medical dispatch protocols are properly used and evaluated. Denial of this agreement would leave both Departments without clinical quality assurance of EMS activities from a licensed medical specialist in emergency medicine.

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 approved by the Civil Service Commission on November 6, 2006. (PSC # 4061-06/07.)

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):

UAPD

Union Name

Cecilia Solari

Signature of person mailing / faxing form

11-24-08

Date

Union Name

Signature of person mailing / faxing form

Date

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4062-08109

STAFF ANALYSIS/RECOMMENDATION: Approved M.T. Kim

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Physician with an emergency medicine license and experience in administration, research, teaching, and clinical and academic quality assurance for emergency medical services.

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

2237 Medical Director, Emergency Medical Services Agency, DPH, and 2233 Supervising Physician Specialist.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The current civil service classifications do not provide academic or teaching quality assurance activities or teach EMS classes to practitioners. These skills are needed by the Fire Department and DEM.

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

No. The service requires the use of an academic institution in the practice of Medicine to provide the appropriate oversight for these specialized medical services.

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

Yes No

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

B. Will the contractor train City and County employees?

- Describe 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.

Oversight of Fire Department instructors (H20, H28, H33, H43) who currently are required by law to provide initial certification and continuing education training for EMTs and Paramedics. (EMT recertification, 24 hours education over two years, 8 hours CPR. Paramedics, 48 hours state mandated, 24 hours county mandated training annually). SFFD has 1,065 EMTs and 326 Paramedics.

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:

*Jesusa Bushong*

Signature of Departmental Personal Services Contract Coordinator  
Jesusa Bushong 558-3615

Print or Type Name Telephone Number

4061-06/07



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

AMENDED

November 22, 2006

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED  
PERSONAL SERVICES CONTRACT NUMBERS 4055-06/07  
THROUGH 4067-06/07.**

THOMAS T. NG  
PRESIDENT

ALICIA D. BECERRIL  
VICE PRESIDENT

DONALD A. CASPER  
COMMISSIONER

MORGAN R. GORRONG  
COMMISSIONER

KATE FAVETTI  
EXECUTIVE OFFICER

At its meeting of November 6, 2006 the Civil Service Commission had for its consideration the above matter.

It was the decision of the Commission to *postpone PSC 4060-06/07 to the meeting of December 18, 2006 at the request of the San Francisco Fire Department*; Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

KATE FAVETTI  
Executive Officer

### Attachment

- c: Parveen Boparai, Municipal Transportation Agency
- Rachel Buerkle, Department of the Environment
- Jesusa Bushong, San Francisco Fire Department
- Connie Chang, Public Utilities Commission
- Bonita Davenport, City Planning
- Philip Ginsburg, Human Resources Director
- Ed Harrington, Controller
- Jennifer Johnston, Department of Human Resources
- Naomi Kelly, Office of Contract Administration
- Donna Marion, San Francisco Public Library
- Jonathan Nelly, Department of Human Resources
- Joyce O. Smith, Human Rights Commission
- Commission File
- Chron

**POSTING FOR**  
November 6, 2006

**RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS**

PSC No	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
4055-06/07	34	Human Rights Commission	Regular	\$850,000.00	Will provide technical and specialized services that help increase Disadvantaged business Enterprises (DBE) participation in City construction projects by assisting DBE contractors or subcontractors in obtaining or increasing bonding and financing.	30-Jun-10
4056-06/07	41	Public Library	Regular	\$212,000.00	Will provide on-line live tutoring services to student patrons of the Public Library 7 days a week from 2:00pm to 9:00pm PST, at the library or at the students' homes. Tutoring services include Spanish-language assistance on math and science subjects.	31-Jan-10
4057-06/07	35	Municipal Transportation Agency	Regular	\$290,000.00	Will provide On-Site Back Strengthening and a Comprehensive health Awareness and Wellness Program for the Municipal Transportation Agency and the Department of parking and Traffic employees who have sustained work related injuries.	30-Jun-09
4058-06/07	29	City Planning Commission	Regular	\$500,000.00	Will conduct historic resource surveys within the boundaries of the Eastern Neighborhoods Program and Western SoMa Citizen's Planning Taskforce Plan Areas.	30-Mar-08
4059-06/07	29	City Planning Commission	Regular	\$480,000.00	Will employ modeling, window and shadow analysis to recommend new planning policies and controls for development and will identify mechanisms to harness area development to contribute funding to the Transbay Transit Center project.	31-Dec-07
4060-06/07	31	Fire	Regular	\$180,000.00	Will perform maintenance and repair of exhaust extractors, controls, and motors at fire facilities as necessary, and be available 24 hours per day, and 7 days per week.	30-Jun-09
4061-06/07	31	Fire	Regular	\$492,876.80	Will provide medical direction and clinical quality control for paramedics in the SFFD. Will authorize and obtain pharmaceuticals and other prescription-based supplies.	30-Oct-08
4062-06/07	22	Environment	Regular	\$117,000.00	Will develop long term strategy for Clean Air Program support, including fundraising and implementing funding options.	28-Feb-10

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 10/02/06

DEPARTMENT NAME Fire Department

DEPARTMENT NUMBER 31

TYPE OF APPROVAL: EXPEDITED

XXX REGULAR (OMIT POSTING \_\_\_\_\_)

CONTINUING

ANNUAL

TYPE OF REQUEST:

XXX INITIAL REQUEST MODIFICATION

TYPE OF SERVICE: Provide medical direction and practice oversight for Advanced Life Support (paramedics) clinicians in the Pre-hospital setting

FUNDING SOURCE: Budget Funding

PSC AMOUNT: \$492,876.80 over the two year contract

PSC DURATION :Two (2) calendar years (11/01/06 - 10/30/08)

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide medical direction and clinical quality control for paramedics in the SFFD. Authorize and obtain pharmaceuticals and other prescription-based supplies

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

SFFD is obligated under County DPH Policy 4000 to "...ALS providers shall employ a physician knowledgeable in pre-hospital care and quality improvement to act as a provider Medical Director..."

Consequence of denial will void the SFFD's Advanced Life Support certification and prevent the SFFD from providing paramedic services to the City.

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

Services have been provided by Work Order/MOU between UCSF and the San Francisco Dept of Health

D. Will the contract(s) be renewed:

If performance is acceptable, yes.

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

UAPD  
Physicians & Dentists 8CC  
Union Name

Julia Burchona  
Signature of person mailing / faxing form

10-6-06  
Date

Union Name

Signature of person mailing / faxing form

Date

RFP sent to \_\_\_\_\_

on \_\_\_\_\_

Union Name

Date

Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# \_\_\_\_\_

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Five years experience as Emergency Physician. Knowledgeable in Quality Improvement for EMS services. Experience with Pre-hospital research. Base Station physician accreditation

B. Which, if any, civil service class normally performs this work? No Civil Service classification currently provides these services

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 classifications do not perform this service. Base Station physicians are employees of UCSF.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. Not practical at this time due to specialty skills necessary to perform work and the necessity of determination by UCSF, so as to avoid duplication of responsibilities in Civil Service classifications.

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?  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? NO.  Yes

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

UCSF

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

Jesusa Bushong  
Signature of Departmental Personal Services Contract Coordinator

JESUSA BUSHONG  
Print or Type Name

(415) 558-3615  
Telephone Number

698 Second Street, San Francisco, CA 94107  
Address

35A



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

July 18, 2013

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

SCOTT R. HELDFOND  
PRESIDENT

E. DENNIS NORMANDY  
VICE PRESIDENT

KATE FAVETTI  
COMMISSIONER

MARY Y. JUNG  
COMMISSIONER

JENNIFER C. JOHNSTON  
EXECUTIVE OFFICER

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBER 4004-13/14.**

At its meeting of July 15, 2013 the Civil Service Commission had for its consideration the above matter.

The Commission adopted the report. Approved the request for PSC 4004-13/14. Notified the Office of the Controller and the Office of Contract Administration.

**PLEASE NOTE:**

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

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

CIVIL SERVICE COMMISSION

JENNIFER JOHNSTON  
Executive Officer

Attachment

Cc: Jeanne Buick, Department of Human Resources  
Jesusa Bushong, Fire Department  
Micki Callahan, Human Resources Director  
Leorah Dang, Department of Human Resources  
Commission File  
Commissioner's Binder  
Chron



PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 1, 2013

DEPARTMENT NAME: Fire Department

DEPARTMENT NUMBER: 31

TYPE OF APPROVAL: EXPEDITED

REGULAR (OMIT POSTING \_\_\_\_\_)

CONTINUING

ANNUAL

TYPE OF REQUEST:

INITIAL REQUEST

MODIFICATION (PSC #)

TYPE OF SERVICE: Clinical and Teaching Quality Assurance for the Fire Department Emergency Medical Services and the Department of Emergency Management Medical Dispatch Services

FUNDING SOURCE: Annual Budget

PSC AMOUNT: \$1,250,000

PSC DURATION: January 1, 2013 – December 31, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor provides clinical quality assurance services for Fire Department Emergency Medical Services (EMS) and the Department of Emergency Management (DEM).

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

The Fire Department and DEM need clinical quality assurance services to ensure that quality medical services are being provided by the Emergency Medical Technicians and Paramedics who work on Fire Department engines, trucks, special squads, and ambulances and oversee the EMS training program. DEM needs to ensure that medical dispatch protocols are properly used and evaluated. Denial of this agreement would leave both Departments without clinical quality assurance of EMS activities from a licensed medical specialist in emergency medicine.

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 approved by the Civil Service Commission on ~~November 6, 2006~~ (PSC # 4061-06/07.)

*Dec. 13, 2008 W*

*4062-08/09 W*

D. Will the contract(s) be renewed:

Yes. This is the final, one-year renewal on this contract.

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

<u>UAPD</u>	<i>Jenna Bushong</i>	<u>5-21-13 revised</u>
Union Name	Signature of person mailing / faxing form	Date
Union Name	Signature of person mailing / faxing form	Date

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4004-13/14

STAFF ANALYSIS/RECOMMENDATION: *Approved W 6/13/2013*

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise:  
Physician with an emergency medicine license and experience in administration, research, teaching, and clinical and academic quality assurance for emergency medical services.
- B. Which, if any, civil service class normally performs this work?  
2237 Medical Director, Emergency Medical Services Agency, DPH, and 2233 Supervising Physician Specialist.
- 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:  
he current civil service classifications do not provide academic or teaching quality assurance activities or teach EMS classes to practitioners. These skills are needed by the Fire Department and DEM.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
No. The service requires the use of an academic institution in the practice of Medicine to provide the appropriate oversight for these specialized medical services.

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?<br>- Describe training and indicate approximate number of hours.<br>- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained.<br>Oversight of Fire Department instructors (H20, H28, H33, H43) who currently are required by law to provide initial certification and continuing education training for EMTs and Paramedics. (EMT recertification, 24 hours education over two years, 8 hours CPR. Paramedics, 48 hours state mandated, 24 hours county mandated training annually). SFFD has 1,065 EMTs and 326 Paramedics. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| C. Are there legal mandates requiring the use of contractual services?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? The Department currently has a contract with The Regents of the University of California, on behalf of the San Francisco General Hospital Clinical Practice Group for Emergency Medicine Service, to provide these services.                                                                                                                                                                                                                                                                                                                              | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

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

*Jesusa Bushong*

Signature of Departmental Personal Services Contract Coordinator

Jesusa Bushong  
Print or Type Name

558-3615  
Telephone Number

698 Second Street, San Francisco, CA 94107  
Address

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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTOR -- TTX Dept. Code: TTX

Type of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: Payment Card Industry Professional (PCIP) - Compliance Consultant

Funding Source: General Fund (Depts Billed) PSC Duration: 5 years 34 weeks  
PSC Amount: \$500,000 PSC Est. Start Date: 11/01/2013 PSC Est. End Date: 06/30/2019

**1. Description of Work**

A. Scope of Work:

Payment Card Industry ("PCI") Council mandates that all merchant accepting debit and credit card payments are PCI compliant. PCI compliance means adherence to PCI Data Security Standard which covers secure handling, processing and/or storing of cardholder data. As City-wide banker, the Office of the Treasurer & Tax Collector (Treasurer) needs to engage a certified Payment Card Industry Professional (PCIP) as an expert in PCI compliance to assist the City in evaluating its compliance and re-mediating if individual departments are out of compliance.

The PCIP will work with TTX and all city departments that accept credit card payments. They will educate personnel in each department about the necessity for PCI compliance, act as a technical resource and assist the departments in ensuring that their systems are PCI compliant each year.

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

The City doesn't have a PCIP to perform this type of work. It is critical to find vendors as soon as possible to ensure the City is PCI compliant. Risks associated with denial include exposing the City to substantial financial and legal liabilities if the City does not hire resources that are PCI certified experts to help City departments become PCI compliant. In addition, the City could lose the ability to accept credit cards for payment of City services.

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 is a new service.

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

2. **Union Notification:** On 09/13/2013, the Department notified the following employee organizations of this PSC/RFP request: Local 21111

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 40044 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/06/2014

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

- A. Specify required skills and/or expertise:  
PCI Council certified Payment Card Industry Professional (PCIP) with expertise and experience in assisting organizations in coming into compliance with PCI rules and regulations.
- B. Which, if any, civil service class(es) normally perform(s) 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 City doesn't have PCIP in house to perform this type of work. It is critical to find vendors as soon as possible to ensure the City is PCI compliant. Risks associated with denial include exposing the City to substantial financial and legal liabilities, data breaches and/or the City losing its ability to accept credit cards. The potential vendor could analyze for the City the work effort and expertise required to maintain compliance into the future with City personnel.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
The City doesn't have an in-house PCIP to perform the initial work, but a civil service classification could be amended or created to maintain compliance once the City understands the work effort required for compliance.

**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? Training City Staff as PCIP to maintain compliance, hours TBD.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current 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 12/20/2013 BY:

Name: Greg Kato Phone: 415-554-6888 Email: greg.kato@sfgov.org

Address: 1 Dr Carlton B Goodlett Pl, Room 140 San Francisco, CA

**Union Notification(s)**  
**◆ Local 21**

## **Dang, Leorah**

---

**From:** dhr-psccordinator@sfgov.org  
**Sent:** Friday, September 13, 2013 10:19 AM  
**To:** Kato, Greg; Kato, Greg; DHR-PSCCoordinator, DHR; Isen, Richard; jebrenner@ifpte21.org; L21PSCReview@ifpte21.org  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 40044 - 13/14

RECEIPT for Union Notification for PSC 40044 - 13/14 more than \$100k

The TREASURER/TAX COLLECTOR -- TTX has submitted a request for a Personal Services Contract (PSC) 40044 - 13/14 for \$500,000 for Initial Request services for the period 11/01/2013 – 06/30/2019. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/594>

Email sent to the following addresses: [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org) for Management & Superv Local 21  
[jebrenner@ifpte21.org](mailto:jebrenner@ifpte21.org) for Management & Superv Local 21



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTOR -- TTX Dept. Code: TTX

Type of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: Armored Car and Secured Vault

Funding Source: General Fund PSC Duration: 9 years 30 weeks

PSC Amount: \$5,000,000 PSC Est. Start Date: 12/02/2013 PSC Est. End Date: 06/30/2023

**1. Description of Work**

A. Scope of Work:

The Office of the Treasurer and Tax Collector is seeking to procure licensed armored car and secure safe services to serve all departments citywide. These services include:

- 1) secure and efficient transportation of Citywide cash and check collections and deposits to bank.
- 2) deposit pickup from various citywide cash collection points, change order service and delivery, and emergency cash services.
- 3) providing secured vaults or safes in various department locations which departments can use to deposit their collections and when it is most advantageous.

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

The City does not own armored cars and does not have armed personnel to specifically deal with picking up cash and check collections for deposit to the banks. Without this service, city personnel will be exposed to safety and security risk when transporting their deposits to the banks. The City does not also have the financial ability to purchase and maintain various safes and vaults to deploy to citywide cash collection points. The secure safe service replaces armored carrier pick up where feasible.

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.

These services haven't been procured on a Citywide basis previously. TTX currently procures through its banking relationship, and other departments have individual contracts with armored car service providers. This agreement would consolidate these agreements and provide more City control.

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

**2. Union Notification:** On 09/12/2013, the Department notified the following employee organizations of this PSC/RFP

request: Transport Workers Union, L 200, SFPOA - Q2-050, SF Sheriff's Managers and Supv, Deputy She

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 48592 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/06/2014

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

A. Specify required skills and/or expertise:

Armored car service provider must possess a valid license with the Bureau of Security and Investigative Services (BSIS), adequate training and experience in armored car services as well as possess a specially equipped armored car transport and secure safe equipment.

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

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

The contractor will provide specially equipped armored transport and secure safes that will be placed at various City locations.

**4. Why Classified Civil Service Cannot Perform**

A. Explain why civil service classes are not applicable:

The City doesn't have a designated classification and equipment for armored car transportation services.

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

No, in addition to maintaining a valid license with BSIS, purchasing a fleet of armored car vehicles and secured safes, the City wouldn't be able to stay up to date with ever changing technology, the need for maintaining and updating the equipment.

**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 12/20/2013 BY:

Name: Greg Kato Phone: 415-554-6888 Email: greg.kato@sfgov.org

Address: 1 Dr Carlton B Goodlett Pl, Room 140 San Francisco, CA

**Union Notification(s)**

◆ **Local TWU**

◆ **SF Deputy Sheriffs' Association**

## Dang, Leorah

---

**From:** dhr-psccordinator@sfgov.org  
**Sent:** Thursday, September 12, 2013 12:53 PM  
**To:** Kato, Greg; Kato, Greg; DHR-PSCCoordinator, DHR; Isen, Richard;  
local200twu@sbcglobal.net; dwilson1877@yahoo.com  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 48592 - 13/14

RECEIPT for Union Notification for PSC 48592 - 13/14 more than \$100k

The TREASURER/TAX COLLECTOR -- TTX has submitted a request for a Personal Services Contract (PSC) 48592 - 13/14 for \$5,000,000 for Initial Request services for the period 12/02/2013 – 06/30/2023. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/592>

Email sent to the following addresses: [dwilson1877@yahoo.com](mailto:dwilson1877@yahoo.com) for Deputy Sheriff's Association  
[local200twu@sbcglobal.net](mailto:local200twu@sbcglobal.net) for Transport Workers Union, L 200

PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 16, 2013

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: Sexual Reassignment Surgery (SRS) Services

FUNDING SOURCE: General Fund

PSC AMOUNT: \$250,000 PSC DURATION: 1/1/2014 - 12/31/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor will provide specialized sexual reassignment surgery (SRS) services (e.g., genital-related surgeries) which are not currently provided at San Francisco General Hospital for uninsured male-to-female and female-to-male transgender clients who are eligible for the Department's sliding scale and Healthy San Francisco programs.

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

Providing these services is consistent with Board of Supervisors and Health Commission policies to remove exclusions for sexual reassignment surgery from Healthy San Francisco and to develop a new and separate program to provide sexual reassignment and gender affirming surgery to eligible uninsured transgender adult residents. (Please see copies of resolutions, attached.) Denial will very likely result in adverse outcomes for this population, including severely decreased mental health, increased risk of suicide, increased risk of HIV infection and substance abuse, and decrease in overall health related to socioeconomic factors.

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

This is a new service.

D. Will the contract(s) be renewed: Yes, if there is a continued need for services and funding available.

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

UAPD 8cc Union Name Signature of person mailing/faxing form: Jacquie Hale Date: October 21, 2013

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4059-13/14 STAFF ANALYSIS/RECOMMENDATION: Approved MW 12/20/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*Contractor must have the full range of required medical and surgical subspecialties to provide the needed SRS related to the transition of male-to-female and female-to-male clients. The contractor must be board certified by relevant associations and have extensive experience with techniques pertinent to SRS, such as genital reconstructive surgery.*

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

*Although the Department has 2230 Physician Specialist positions, these Physicians usually do not have the level of expertise required for the subspecialty services needed.*

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

*Yes, contractors will have appropriate medical offices and access to inpatient facilities outside San Francisco General Hospital required to perform the services.*

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

*The 2230 Physician Specialist classification does not require the level of skills and expertise required to provide these medical subspecialty services and procedures. As these services are intermittent and as-needed, it would not be practical to maintain a staff of highly specialized physicians.*

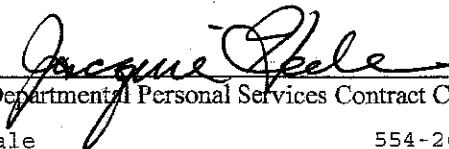
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

*These services are needed only intermittently and are not required frequently enough to justify establishment of a permanent civil service classification for this medical subspecialty. As this is a new program, DPH intends to review it in compliance with existing policies and procedures and expects to be able to report on utilization with any future requests.*

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"> <li>• Describe the training and indicate approximate number of hours.</li> <li>• Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.</li> </ul>		
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  
 Jacquie Hale 554-2609  
 \_\_\_\_\_  
 Print or Type Name Telephone Number

\_\_\_\_\_  
 101 Grove St., Rm. 307  
 \_\_\_\_\_  
 San Francisco, CA 94102  
 \_\_\_\_\_  
 Address

**Additional Attachment(s)**

◇ **Section 1. Description of Work**

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

**Department of Public Health  
City and County of San Francisco  
Resolution No.: 288-12**

1 [Transgender Health Care Inclusion in Healthy San Francisco]

2  
3 **Resolution calling on the San Francisco Department of Public Health to provide**  
4 **medically necessary transition-related care for transgender people and to remove**  
5 **exclusions under the San Francisco Health Care Security Ordinance.**  
6

7 WHEREAS, Access to health care is regularly denied to transgender and gender non-  
8 conforming people, who frequently experience discrimination, including denial of services,  
9 when attempting to access health care; and

10 WHEREAS, Transition-related medical care, including surgeries, is often dismissed as  
11 "cosmetic" or "elective" despite the medical community's recognition of such procedures as  
12 medically necessary and effective treatment; and

13 WHEREAS, Various studies have concluded that receiving medically necessary  
14 transition related treatment results in a dramatic drop in suicidality, an overall improvement in  
15 mental health, a reduction in HIV infection, a decline in substance abuse rates, and an  
16 increase in socioeconomic status for transgender people; and

17 WHEREAS, The Health Care Security Ordinance ("Healthy SF") — San Francisco's  
18 locally designed and funded health care program for uninsured adults — currently provides  
19 certain health care services to transgender participants, but administratively excludes other  
20 services, such as sex reassignment surgery based on a diagnosis of gender identity  
21 dysphoria, when the same services are provided to non-transgender participants, thus  
22 denying transgender residents access to necessary health care under this local program; and

23 WHEREAS, The exclusion of certain transition-related procedures singles out and  
24 negatively impacts transgender people; and  
25



1           WHEREAS, Unlike vision and dental coverage, this exclusion is not mandated by the  
2 Health Care Security Ordinance itself; and

3           WHEREAS, Assemblymember Tom Ammiano, the primary author of the ordinance,  
4 has said that he intended Healthy SF to eventually include transition related health care and  
5 that the program was intended to address the needs of San Franciscans without  
6 discrimination against any resident; and

7           WHEREAS, The Director of Public Health and the Director of the Human Rights  
8 Commission have been working together and with the community to fulfill the intent of Healthy  
9 SF by extending its coverage to the complete medical needs of transgender people; and

10           WHEREAS, Concerns of cost and over-utilization are often overstated and serve to  
11 justify impermissible discrimination against the transgender community; and

12           WHEREAS, The California Department of Insurance studied actuarial data of five  
13 employers, including the City and County of San Francisco, and concluded in its "Economic  
14 Impact Statement" that the economic impact of transgender health care inclusion is  
15 insignificant and immaterial, and that inclusion in fact provides cost savings as well as  
16 significant benefits for the health, welfare, and safety of the transgender population; and

17           WHEREAS, A growing trend among private businesses is to remove transgender  
18 health care exclusions; and

19           WHEREAS, Courts have recognized the injustice of excluding medically necessary  
20 transition-related health services; now, therefore, be it

21           RESOLVED, That the Board of Supervisors reaffirms its strong commitment to equal  
22 and fair treatment of transgender people; and, be it

23           FURTHER RESOLVED, That the Board of Supervisors urges the San Francisco  
24 Department of Public Health to remove the sexual-reassignment surgery exclusion from  
25 Healthy SF; and, be it

Supervisors Wiener, Olague, Campos, Avalos, Chiu, Cohen, Mar, and Kim  
BOARD OF SUPERVISORS

1           **FURTHER RESOLVED**, That the Board of Supervisors urges the San Francisco  
2 Department of Public Health, with community input, to take administrative steps necessary to  
3 provide medically necessary gender-transition-related care.  
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Supervisors Wiener, Olague, Campos, Avalos, Chiu, Cohen, Mar, and Kim  
**BOARD OF SUPERVISORS**



City and County of San Francisco

Tails  
Resolution

City Hall  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4689

File Number: 120777

Date Passed: July 24, 2012

Resolution calling on the San Francisco Department of Public Health to provide medically necessary transition-related care for transgender people and to remove exclusions under the San Francisco Health Care Security Ordinance.

July 24, 2012 Board of Supervisors - ADOPTED

Ayes: 10 - Avalos, Campos, Chiu, Chu, Cohen, Elsbernd, Kim, Mar, Olague and Wiener  
Excused: 1 - Farrell

File No. 120777

I hereby certify that the foregoing Resolution was ADOPTED on 7/24/2012 by the Board of Supervisors of the City and County of San Francisco.

Angela Calvillo  
Clerk of the Board

UNSIGNED

8/3/12

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date Approved

Date: August 3, 2012

I hereby certify that the foregoing ordinance, not being signed by the Mayor within the time limit as set forth in Section 3.103 of the Charter, became effective without his approval in accordance with the provision of said Section 3.103 of the Charter.

Angela Calvillo  
Clerk of the Board

File No. 120777

HEALTH COMMISSION  
City and County of San Francisco  
Resolution No. 12-12

**APPROVING AMENDMENT TO THE REGULATIONS IMPLEMENTING HEALTHY  
SAN FRANCISCO AND MEDICAL REIMBURSEMENT ACCOUNT PROVISIONS OF THE  
SAN FRANCISCO HEALTH CARE SECURITY ORDINANCE**

WHEREAS, in August 2006, the San Francisco Board of Supervisors adopted the Health Care Security Ordinance (No. 218-06) creating the Health Access Program and in April 2007 approved amended the Ordinance by authorizing establishment and maintenance of Medical Reimbursement Accounts (No. 69-07); and,

WHEREAS, the Department of Public Health is responsible for the design, planning, development, implementation and ongoing oversight of Healthy San Francisco and the Medical Reimbursement Account provision; and,

WHEREAS, pursuant to Chapter 14, Section 14.4 of the San Francisco Administrative Code, the Department is responsible for developing regulations to govern the Healthy San Francisco and Medical Reimbursement Account provision authorized in the San Francisco Health Care Security Ordinance; and,

WHEREAS, the San Francisco Health Commission adopted regulations (Resolution No. 12-07) that cover program definitions, eligibility, fee structure, services, service provision, delivery network, covered employer participation, public information, administration and reporting; and,

WHEREAS, the regulations provide a non-exclusive list of health services that are not provided by Healthy San Francisco and this list includes sexual reassignment surgery which a transgender person may request; and,

WHEREAS, transgender individuals participating in Healthy San Francisco, with the exception of sexual reassignment and gender affirming surgeries, receive access to a range of services, including, but not limited to: patient education, prevention (communicable disease and HIV), primary care, hormone replacement therapy, behavioral health services (mental health and substance abuse) and inpatient services; and,

WHEREAS, the Department has been working with community partners to provide sexual reassignment and gender affirming surgeries to uninsured transgender persons; and,

WHEREAS, in July 2012, the San Francisco Board of Supervisors adopted a resolution (No. 288-12) calling on the San Francisco Department of Public Health to provide medically necessary transition-related care for transgender people and to remove exclusions under the San Francisco Health Care Security Ordinance; and

WHEREAS, the Department is committed to providing sexual reassignment and gender affirming surgeries to transgender adult residents through the creation of a new separate program separate and apart from Healthy San Francisco that will serve this population and other eligibility uninsured adult residents; and,

WHEREAS, sexual reassignment and gender affirming surgeries for eligibility uninsured adult residents will be available through this new program and not through Healthy San Francisco, and that this will be communicated to clients;

WHEREAS, San Francisco General Hospital and Trauma Center will work to develop the clinical capacity and expertise to provide some sexual reassignment and gender affirming surgeries on its campus and to have gender identity dysphoria as a clinical indication for surgical procedures, it will couple this with a research component to assess the effectiveness of these surgeries and their clinical outcomes; and, therefore, be it,

RESOLVED, that the Health Commission approves amending the Regulations Implementing Healthy San Francisco and Medical Reimbursement Account Provisions of the San Francisco Health Care Security Ordinance to remove sexual reassignment surgery from the list of excluded services and modifying program materials to reflect this change; and let it

FURTHER RESOLVED, that the Health Commission approves the development of a new separate program to provide sexual reassignment and gender affirming surgery to eligible uninsured transgender adult residents that will not require provision of said surgeries through the Healthy San Francisco program.

I hereby certify that the San Francisco Health Commission at its meeting of November 6, 2012 adopted the foregoing resolution.

  
\_\_\_\_\_  
Mark Morewitz, Executive Secretary to the Health Commission

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**Union Notification(s) and No Objection Email**  
**◆ Local UAPD**

Jacquie Hale/DPH/SFGOV

11/06/2013 09:38 AM

To: Jeff Duritz <jduritz@uapd.com>

cc: Al Groh <al@uapd.com>, "Dr. Debbie Brown" <drbeth.uapd@gmail.com>, "Dr. Namita Kansal" <namita\_kansal@yahoo.com>, "Dr. Roger Wu"

bcc

Subject: Re: Notification of PSC for Sexual Reassignment Surgery (SRS) Services

Jeff,

Thanks for letting us know early. We appreciate that. As you have no objections, we will go ahead and request calendaring today for the CSC meeting of December 2, rather than December 16, so that we have more time to process the contract during the holidays. If you have any further comments on that, please let us know today by 3:00 p.m.

Thank you,

Jacquie  
554-2609

Re: Notification of PSC for Sexual Reassignment Surgery (SRS) Services

**Re: Notification of PSC for Sexual Reassignment Surgery (SRS) Services**

Jeff Duritz to: Jacquie Hale

11/05/2013 07:32 PM

Cc: "Dr. Debbie Brown", "Dr. Namita Kansal", "Dr. Roger Wu", Al Groh

Jacquie,

Thank you for providing the appropriate notice. UAPD has no objections to this PSC and indeed looks forward to this care being extended to uninsured CCSF residents.

On Mon, Oct 21, 2013 at 6:09 PM, Jacquie Hale <Jacquie.Hale@sfdph.org> wrote:

TO: Jeff Duritz, UAPD

DATE: October 21, 2013

SUBJECT: Notification of PSC

Attached is the following PSC approval request which we plan to submit to the Department of Human Resources for review on November 30, 2013, for calendaring at the December 16, 2013, Civil Service Commission meeting.



1. Sexual Reassignment Surgery (SRS) Services

A copy of the request listed above is attached to this email.

(See attached file: PSC-new-Sexual Reassignment Surgery Services-DPH.pdf)

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

Confidentiality Notice: This email transmission may contain confidential or legally privileged information that is intended only for the individual or entity named in the email address. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or reliance upon the contents of this email is strictly prohibited. If you have received this email transmission in error, please reply to the sender to arrange for proper delivery, and then delete the message from your inbox. Thank you.

--

Jeff Duritz  
Representative

Union of American Physicians and Dentists  
180 Grand Avenue, Suite 1380, Oakland, CA 94612  
510-839-0193 (office)  
510-763-8756 (fax)



[www.uapd.com](http://www.uapd.com) PSC-new-Sexual Reassignment Surgery Services-DPH.pdf

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 20, 2013

DEPARTMENT NAME: PLANNING DEPARTMENT DEPARTMENT NUMBER: 29

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

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

TYPE OF SERVICE: Records Digitization, Scanning and Indexing

FUNDING SOURCE: General Fund

PSC AMOUNT: \$600,000 PSC DURATION: 1/1/2014 - 6/30/2016 (option to extend for 1 year)

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

To provide preparation, document clean-up, indexing and scanning of historical department documents into electronic format. Department documents include closed case dockets (i.e. project files for entitlements, decision documents, applications, etc), historical property files, area maps, Planning Commission, Historic Preservation Commission, and Variance Hearing documents (i.e. agendas, minutes, etc), off-site storage location documents, and resource and reference materials located in on-site libraries. Approximately 2 million documents are located on-site, and 4,000 boxes of files are located off-site.

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

The conversion of historical, paper files to digital allows the department to access records more rapidly, efficiently, and effectively, thereby improving customer service in responding to public records and sunshine requests. The digitized files will be indexed and easily searchable through the department's electronic document management system (EDMS), Sharepoint. And the digitized files will be searchable and viewable by any member of the public through the new Accela Citizen Access portal of the new Permit and Project Tracking System which is scheduled to go live in early 2014.

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

This service has not been provided in the past.

D. Will the contract(s) be renewed? Contracts will be awarded on an as-needed basis for various projects.

Yes. This project will be executed in phases, focusing first with on-site records and then records located in off-site storage.

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

[x] SEIU 1021 Misc Union Name Signature of person mailing/faxing form Date 9/23/13 9/25/13 MW
[ ] Union Name Signature of person mailing/faxing form Date

RFP sent to SEIU 1021 Misc Union Name, on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4060-13/14 STAFF ANALYSIS/RECOMMENDATION: Approved MW 12/20/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractor must have three (3) or more continuous years in business performing document scanning. The number and magnitude of prior completed projects, and experience should meet the quality, standards and specifications set forth by the City and County of San Francisco.

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

This service could be performed by 1750-Microphoto/Imaging Technicians and/or 1752-Senior Microphoto/Imaging Technicians. However, the staff would need to be dedicated to document scanning using specialized equipment and be trained in order to keep up with the workload. Also, there are no 1750 or 1752 positions in the department.

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

The contractor provides storage of documents while they are waiting to be scanned. Upon completion of scanning and quality control (QC) processes, all documents are retained for ninety days. The work is performed at the contractor's site using their own specialized scanning equipment.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Document scanning of this magnitude would require a large office space for large scanning machines and space for staff to organize and track scanning work. Potential vendors have the capacity to store hundreds of boxes of documents during the scanning and wait period, before the documents are destroyed. It would not be feasible for the Department or the City to do the proposed work in-house due to heavy investments in the scanning and imaging technologies (i.e., software, hardware and maintenance) which continue to advance at a rapid pace and it is difficult for the Department and/or the City to stay current. In addition, the Department does not currently have the technical support, scanning equipment, network or physical storage space to perform the tasks. Also, all available staff resources are focused on reviewing the backlog of planning cases and building permits currently in the queue from the influx of applications from the recent economic recovery and cannot be diverted to work on the records digitization project.

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

No. As stated above, 1750 and 1752 classifications can perform the work; however, in addition for Planning to obtain position authority and identify funding for the positions, it would also need funding for specialized equipment, technical training, technical service contracts, software licenses, space for the equipment and other costs associated with performing this task in-house.

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:



Signature of Departmental Personal Services Contract Coordinator

**Thomas DiSanto**

**415-575-9113**

Print or Type Name

Telephone Number

**1650 MISSION ST STE 400  
SAN FRANCISCO CA 94103**

Address

**Union Notification(s)**  
**◆ Local 1021**

## Dang, Leorah

---

**From:** DeMartini, Keith  
**Sent:** Wednesday, September 25, 2013 3:49 PM  
**To:** ahall@cirseiu.org; brook.demmerle@seiu1021.org; david.canham@seiu1021.org; pattie.tamura@seiu1021.org; roxanne.sanchez@seiu1021.org; sharizinn@yahoo.com; tiya.thlang@seiu1021.onmicrosoft.com; tonette.garcia@seiu1021.org  
**Cc:** DHR-PSCCoordinator, DHR  
**Subject:** Records Digitization PSC  
**Attachments:** PSC Records Digitization.pdf

Hello,

Attached for your review is a PDF of the above referenced PSC form for the department's Records Digitization project. The PSC contract amount is \$600,000, and the term is from January 1, 2014 through June 30, 2016. Please let me know if you have any questions. Thank you!

**Keith DeMartini**  
**Finance & IT Manager**

Planning Department, City and County of San Francisco  
1650 Mission Street, Suite 400, San Francisco, CA 94103  
**Direct:** 415-575-9118 **Fax:** 415-558-6409  
**Email:** Keith.DeMartini@sfgov.org  
**Web:** [www.sfplanning.org](http://www.sfplanning.org)



**Planning Information Center (PIC):** 415-558-6377 or [pic@sfgov.org](mailto:pic@sfgov.org)  
**Property Information Map (PIM):** <http://propertymap.sfplanning.org>

PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 7, 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: Enterprise Asset Management Implementation Services

FUNDING SOURCE: Federal Grant and Operating Funds

PSC AMOUNT: \$10,000,000.00 PSC DURATION: April 30, 2014 – April 30, 2017

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The consultant will implement a new Enterprise Asset Management System (EAMS) that will replace and consolidate the various disconnected legacy software systems currently used for asset and inventory management. The consultant team will supplement San Francisco Municipal Transportation Agency (SFMTA) staff performing tasks related to validating and migrating existing data into the EAMS; capturing and documenting asset management business practices; configuring the EAMS specifically for each work unit's practices; building software interfaces to systems sharing data with the EAMS; and training end users and information technology (IT) staff.

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

The current EAMS is fragmented and it is not possible to get an agency-wide assessment of assets. The new EAMS is necessary to better evaluate agency assets by consolidating and integrating the numerous data files. If this request is denied, the project will be delayed indefinitely, as there is insufficient staff with the technical expertise to execute the project. If delayed, the Federal Transit Administration requirements related to transit asset management and maintaining a good state of repair will not be met and will negatively impact the SFMTA's ability to obtain future federal grants.

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):

<u>IFPTE L21, SEIU L1021</u>	<u><i>C. Hamada</i></u>	<u>10/7/13</u>
Union Name	Signature of person mailing / faxing form	Date
_____	_____	_____
Union Name	Signature of person mailing / faxing form	Date

RFP sent to \_\_\_\_\_ on \_\_\_\_\_

Union Name

Date

Signature

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

PSC# 40161-13/14

STAFF ANALYSIS/RECOMMENDATION:  
CIVIL SERVICE COMMISSION ACTION:

*Approved W 10/20/2013*

*SFMTA approved*  
*10-7-13*

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

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

The consultant must possess a minimum of 3-years expertise in software development using the Infor EAM System product and in capturing and implementing asset management business practices.

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

The 1822 Administrative Analyst, 1823 Senior Administrative Analyst, 1824 Principal Administrative Analyst, 1052 IS Business Analyst, 1053 Business Analyst-Senior, 1054 IS Business Analyst-Principal, 1043 IS Engineer-Senior, 1044 IS Engineer-Principal; and 1944 Materials 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:**

Civil service employees will be performing the required tasks. However, during the transition from the legacy systems to the consolidated EAMS, a large team of specialists in the specific software being implemented will work with both SFMTA IT staff and end users. At the end of the project, the SFMTA IT staff will maintain the EAMS without the consultant's continuing assistance.

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

No. The nature of this work is temporary for the duration of the project. Civil Service Classes will staff half of the project team and some of those positions will persist long-term after the conclusion of the project.

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

**Yes                  No**

**A. Will the contractor directly supervise City and County employees?**                  (   )                  ( N )

**B. Will the contractor train City and County employees?**                  ( Y )                  (   )

- Describe training and indicate approximate number of hours.  
*On-the-Job Training (OJT) of EAM team in Infor EAM software architecture & configuration.*  
*End-user training of maintenance foremen, purchasers, and storekeepers.*  
- Indicate occupational type of City and County employees to receive training  
(e.g., clerks, civil engineers, etc.) and approximate number to be trained.  
*7 software implementers, 2 help-desk staff, 160 hours OJT each.*  
*50 Maintenance foremen, 8 purchasers, 20 storekeepers, 80 hours classroom each.*

**C. Are there legal mandates requiring the use of contractual services?**                  (   )                  ( N )

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

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

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

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

One South Van Ness Avenue, 6<sup>th</sup> Floor, San Francisco, CA 94103  
Address

60A



**Union Notification(s)**

◆ **Local 1021**

◆ **Local 21**

## Dang, Leorah

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**From:** Boparai, Parveen <Parveen.Boparai@sfmta.com>  
**Sent:** Monday, October 07, 2013 2:08 PM  
**To:** DHR-PSCCoordinator, DHR; L21PSC Review; 'pattie.tamura@seiu1021.org'  
**Cc:** Patel, Ashish; Hamada, Cynthia; DeVlieg, Patty; Hoppers, Hoppers; Fox, Travis  
**Subject:** RE: PSC- EAMS implementation Services  
**Attachments:** Scanned from OSV6-KS-X.PDF

DHR - PSC Coordinator: Attached please find PSC Summary for your review and approval.

Unions - For your information.

Should you have any questions, please contact Cynthia Hamada at 701-5381.

Thx.

Parveen Boparai  
SFMTA, Employee & Labor Relations  
415.701.5377

61A

PERSONAL SERVICES CONTRACT SUMMARY

DATE: Nov 07, 2013

DEPARTMENT NAME: GSA / OCA - Purchasing DEPARTMENT NUMBER 70

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

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

TYPE OF SERVICE: As needed information technology services, including system design, business analysis, software design, programming, configuration and other technical consulting services.

FUNDING SOURCE: Funding derived from Departmental budgets

PSC Amount \$80 million (\$16 million for 5 years) PSC Duration: 1/1/2014 to 12/31/2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

As-needed, project specific services for a variety of highly specialized information technology (IT) projects. Services will include business analysis, system design, programming, design, configuration and training, and will vary depending on the requirements that are developed by the requesting department. Services are to be provided in conjunction with the acquisition of new information technology equipment.

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

These contracts include prequalified vendors to help expedite the procurement of technology solutions. Outside expertise is needed, especially for projects involving new technology to supplement the skills provided by City employees. If denied, the process and timeframes required to procure new systems and implement solutions will be greatly expanded.

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

The Services have been previously provided through contracts since the early 1990s, approved by the Board of Supervisors, and have been most recently provided under PSC #4056-08/09, which was approved by the Civil Commission on December 3, 2012. We are requesting a new PSC because we have issued a new RFP.

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

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

Local 21 Union Name Signature of person mailing/faxing form Date 11/05/13
RFP sent to Local 21, on 11/04/13 Patrick Rice
Union Name Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40162-13/14 STAFF ANALYSIS/RECOMMENDATION: Approved 11/12/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

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

Many highly specialized professional and technical skills are required on an as needed basis, depending on the project. Knowledge of specific types of hardware and software, business/IT analytical skills and programming experience for new application are needed to update, create and implement IT solutions.

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

This work is usually performed by outside IT professionals who are experts on specific kinds of equipment or software. Portions of the work may be performed by some of the following classifications, depending on the department's needs and project type:

1041 IS Engineer-Assistant	1051 IS Business Analyst-Assistant	1070 IS Project Director	1052 IS Business Analyst
1042 IS Engineer-Journey	1063 IS Programmer Analyst-Senior	1044 IS Engineer-Principal	1062 IS Programmer Analyst
1043 IS Engineer-Senior	1061 IS Program Analyst-Assistant	1054 IS Business Analyst-Principal	1064 IS Prg Analyst-Principal
1053 IS Business Analyst-Senior	1091 IT Operations Support Administrator I	1092 IT Operations Support Administrator II	1093 IT Operations Support Administrator III
1094 IT Operations Support Administrator IV		1095 IT Operations Support Administrator V	

Under an agreement with IFPTE Local 21 reviews each requisition, and as applicable, a transition/training plan may be included in the Scope of Work to transfer knowledge and skills to City workers. See 5B below.

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

Training may occur on the City department location or, on occasion at the contractor's facilities. Additionally, the products or equipment may be temporarily warehoused at contractor's facilities.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

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

The work is intermittent, highly skilled and highly specialized for as needed projects.

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

No, technology changes too rapidly.

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

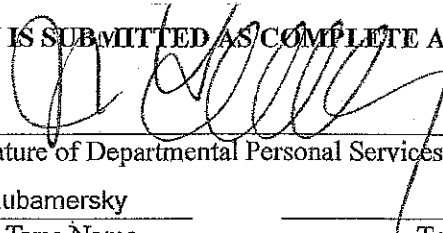
Yes      No

- A. Will the contractor directly supervise City and County employees? X
- B. Will the contractor train City and County employees? Depends on the Project X
  - Describe the training and indicate approximate number of hours? Projects may include training on a project-by-project basis, & with review from L21. Multiple departments will do contracts using this approval to contract. Hours of training is unknown at this time.
  - Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. IT classes listed in 3B above. Will vary.

Training will be provided on an as-needed basis and may vary in scope to transfer knowledge and skills to City workers at all levels.

- 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? Unknown. X

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



---

Signature of Departmental Personal Services Contract Coordinator

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Joan Lubamersky 554-4859

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Print or Type Name Telephone Number

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

**Department's Letter of Explanation**

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

OFFICE OF THE  
CITY ADMINISTRATOR



strator

December 19, 2013

MEMORANDUM

TO: Civil Service Commission  
FROM: *Joan Lubamersky*  
Joan Lubamersky, GSA Contract Coordinator  
SUBJ: Personal Services Contract request for Technology Marketplace

This memorandum is to provide information concerning training and the five year duration of subject request from the Office of Contract Administration (OCA) for the Technology Marketplace.

Training

The trainings vary according to the project. Since the Technology Marketplace is an as-needed request, we are unable to provide a number of training hours.

Duration

The duration of this request is an optimal time considering the work required to research the market, create a multi-tier RFP and evaluate a pool of vendors. The five year duration also ensures continuity of services with an existing vendor for professional services or an enterprise system that can last several years.

We would be pleased to provide additional information.

Copy to: DHR Citywide PSC Coordinator  
Nishil Bali, OCA

**Union Notification(s)**

◆ **Local 21**

◆ **MEA not affected by PSC**

## Dang, Leorah

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**From:** Lubamersky, Joan  
**Sent:** Thursday, November 07, 2013 5:26 PM  
**To:** DHR-PSCCoordinator, DHR  
**Cc:** L21PSCReview@ifpte21.org; Bali, Nishil  
**Subject:** Online PSC 44256 13/14 - on line may not have worked  
**Attachments:** Scanned PSC 44256-13 14 Form 1 Technology Marketplace OCA \$16 million per year for 5 years.pdf

I believe I entered this correctly for the on-line system. However, DHR advised me that I would send this via email to ensure that we make a timely submission.

Please let me know if you have any questions. I will not be in the office tomorrow, Friday, but will have some access to email.

Thanks very much.

Joan

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



## **Dang, Leorah**

---

**From:** Lubamersky, Joan  
**Sent:** Wednesday, December 18, 2013 4:16 PM  
**To:** DHR-PSCCoordinator, DHR  
**Subject:** 4056-08/09

We evaluated the classed involved, and all are L 21; See below from MEA.

I will call you.

Joan

---

**From:** Raquel Silva [<mailto:raquel@sfmea.com>]  
**Sent:** Wednesday, December 18, 2013 4:16 PM  
**To:** Lubamersky, Joan  
**Subject:** RE: IT classes

Joan:

The only IT class we represent in MEA is the 1071. We do not represent any of the listed classes in the PSC you forwarded to me. Take care.

Raquel  
(415) 989-7244 - phone  
(415) 989-7077 - fax

---

**From:** Lubamersky, Joan [<mailto:joan.lubamersky@sfgov.org>]  
**Sent:** Wednesday, December 18, 2013 3:48 PM  
**To:** [staff@sfmea.com](mailto:staff@sfmea.com)  
**Subject:** IT classes

Hello Raquel.

We just talked briefly.

I didn't send this PSC to MEA because I believed all the classifications involved are L21 classes.

Would you please let me know if any classes listed are represented by MEA?

This PSC is scheduled for the January 6 CSC meeting, and it's important that it be heard that day. I would appreciate your responding ASAP. It would be problematic if I made an error.

Many thanks

Joan

Joan Lubamersky  
GSA/City Administrator  
One Carlton B. Goodlett Place, Room 362

## Dang, Leorah

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**From:** Dang, Leorah on behalf of DHR-PSCCoordinator, DHR  
**Sent:** Thursday, December 19, 2013 2:32 PM  
**To:** L21PSCReview@ifpte21.org  
**Cc:** DHR-PSCCoordinator, DHR; Bali, Nishil; Lubamersky, Joan  
**Subject:** Updated PSC re: Info Tech Services, Including System Design, Business Analysis...etc. (GSA)  
**Attachments:** UPDATED PSC Form 1 re Tech Store PSC for \$80 Million.docx  
**Importance:** High

Dear Local 21,

On behalf of Joan Lubamersky (GSA), I am attaching the correct updated new PSC request for:

Type of Service: Information Technology Services, Including System Design, Business Analysis,...etc.  
PSC Amount: \$80 Million (\$16 million for 5 years)  
Duration: 01/01/2014 – 12/31/2019

If you have any questions please contact the department directly.

Sincerely,

*Leorah Dang*

DHR Citywide Personal Services Contract Coordinator  
Department of Human Resources  
1 South Van Ness Ave., Flr. 4  
San Francisco, CA 94103  
(415) 557-4842  
[DHR-PSCCoordinator@sfgov.org](mailto:DHR-PSCCoordinator@sfgov.org)

### Important Note:

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 the 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.

---

**From:** Lubamersky, Joan  
**Sent:** Thursday, December 19, 2013 12:06 PM  
**To:** [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)  
**Cc:** DHR-PSCCoordinator, DHR; Bali, Nishil  
**Subject:** Recreated historical data for computer store and technology marketplace

Hello to Local 21 and DHR PSC Coordinator.

We are updating historical data for the Computer Store/Technology Marketplace.

1. 1 C was updated to reflect the most current approval date by CSC and stated that new PSC is being requested because a new RFP has been done.

2. Duration was corrected to be five years.
3. I've also attached a memo to CSC that DHR requested. It speaks to training and duration. As you know, each department will have different needs re: training.

If you have any questions, etc., please let me know.

I will be in the office only occasionally between now and the new year, but will be available via email.

Best wishes for a happy holiday season.

Joan

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

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**Prior Notice of Civil Service Commission Action – Mod3 – Current**  
**Prior PSC Form 1– Mod3 – Current**

**PSC #4056-08/09**



CIVIL SERVICE COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

4056-08/09  
Mod 3

December 7, 2012

NOTICE OF CIVIL SERVICE COMMISSION ACTION

KATE FAVETH  
PRESIDENT

SCOTT R. HELDFOND  
VICE PRESIDENT

MARY Y. JUNG  
COMMISSIONER

E. DENNIS NORMANDY  
COMMISSIONER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED  
PERSONAL SERVICES CONTRACT NUMBERS 4118-11/12;  
4056-08/09; AND 4057-08/09.

At its meeting of December 3, 2012 the Civil Service Commission had for its consideration the above matter.

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

The Commission:

- 1) Adopted the report; Approved the request for PSC #4118-11/12, as amended; Notified the Office of the Controller and the Office of Contract Administration.
- 2) Adopted the report; Approved the request for approval of 4056-08/09; and 4057-08/09. Notified the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

JENNIFER JOHNSTON  
Executive Officer

Attachment

- c. Parveen Bopara, Municipal Transportation Agency
- Micki Callahan, Human Resources Director
- Carina Carlos, Department of Public Works
- Gordon Choy, Department of Public Works
- Leorali Dang, Department of Human Resources
- Jaci Fong, Office of Contract Administration
- Joan Lubamersky, General Services Agency
- Ben Rosenfeld, Controller
- Shawn Wallace, San Francisco Police Department
- Commission File
- Chron

POSTING FOR  
12/3/2012

PROPOSED PERSONAL SERVICES CONTRACTS  
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION

PSC No	Dept No	Dept Description	Approval Type	Modified Amount	Cumulative Total	Description of Work	Start Date - End Date
4118-11/12	68	MTA - Taxi Commission	Regular	\$235,000	\$635,000	Provide a full service, work-site based, Employee Assistance Program (EAP) to provide clinical supervision of the staff of three (3) full-time paid Peer Assistants, and up to 8 volunteer Peer Assistants. The contractor will also manage San Francisco Municipal Transportation Agency's (SFMTA) Truma Response Program for SFMTA employees involved in on-the-job critical incidents, such as an accident in a Muni vehicle that results in serious injuries of fatalities; crisis support and counseling for assaults and threats. The program is designed to assist in the identification and resolution of productivity problems associated with employees impaired by personal concerns, including but limited to health, family, financial, alcohol, drug, legal, emotional, stress or other personal concerns which adversely affect job performance.	3/15/2012 - 3/31/2013
4056-08/09	70	General Services Agency	Regular	\$15,000,000	\$73,500,000	As-needed, project-specific services for a variety of highly specialized information technology (IT) projects. Services will include business analysis, system design, programming, design, configuration and training, and will vary depending on the requirements that are developed by the requesting department. Services are to be provided in conjunction with the acquisition of new information technology equipment.	1/1/2009 - 12/31/2013
4057-08/09	90	Public Works	Regular	\$900,000	\$1,575,000	Consultant will advance and manage funds for the Project Pull summer internship program. Funds will be disbursed for intern salaries and program enrichment activities. Project Pull is a youth program that provides internships within various City agencies to high school students from San Francisco who display an interest in the career fields of architecture, engineering, business and the sciences. Project Pull provide professional guidance in a work experience setting within the City Agencies to motivate students to continue their education so they may seek employment opportunities in the public service sector or other highly disciplined career fields.	7/1/2009 - 12/31/2016

Sum of Modified Amounts: \$16,135,000

PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 10, 2012

DEPARTMENT NAME: GSA/OCA - Purchasing DEPARTMENT NUMBER 70

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

TYPE OF REQUEST:  
 INITIAL REQUEST  MODIFICATION (PSC# # 4056-08/09)

TYPE OF SERVICE: As need information technology services, including system design, business analysis, software design, programming, configuration and other services

FUNDING SOURCE: Funding derives from department budgets

Original Amount	\$ 120,000,000	PSC DURATION:	1/1/2009 to 12/31/2011
Mod1 (81,000,000 reduced)	New Amount \$39,000,000	PSC Mod1 DURATION:	N/A
Mod2	-19,000,500 (9,500,000) WW	PSC Mod2 DURATION:	1/1/2012 to 12/31/2012
Mod3	15,000,000	PSC Mod3 DURATION:	1/1/2013 to 12/31/2013
TOTAL AMOUNT:	<u>73,000,500-73,500,000 WW</u>	TOTAL DURATION:	<u>1/1/2009 to 12/31/2013</u>

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: As-needed, project specific services for a variety of highly specialized information technology (IT) projects. Services will include business analysis, system design, programming, design, configuration and training, and will vary depending on the requirements that are developed by the requesting department. Services are to be provided in conjunction with the acquisition of new information technology equipment.
- B. Explain why this service is necessary and the consequences of denial: These contracts include prequalified vendors to help expedite the procurement of technology solutions. Outside expertise is needed, especially for projects involving new technology to supplement the skills provided by City employees. If denied, the process and timeframes required to procure new systems and implement solutions will be greatly expanded.
- C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): The services are presently provided through a contract, under PSC approval # 4056-08/09, which was approved by the Civil Service Commission on November 3, 2008.
- D. Will the contract(s) be renewed: No, these contracts will not be renewed past December 31, 2013. A new bid process will be conducted in 2013 to replace these contracts.

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

Local 21, MEA  
 Union Name Jean Seaborn Signature of person mailing/faxing form 10/10/12 Date

RFP sent to \_\_\_\_\_, on \_\_\_\_\_, Date \_\_\_\_\_ Signature \_\_\_\_\_

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4056-08/09  
STAFF ANALYSIS/RECOMMENDATION: Approved WW 11/16/2012

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE:

- A. Specify required skills and/or experience: Many highly specialized professional and technical skills are required on an as needed basis, depending on the project. Knowledge of specific types of hardware and software, business/IT analytical skills and programming experience for new application are needed to update, create and implement IT solutions.
- B. Which, if any, civil service class normally performs this work? Specify required skills and/or expertise: This work is usually performed by outside IT professionals who are experts on specific kinds of equipment or software. Portions of the work may be performed by some of the following IS classifications, depending on the department's needs and project type: Operators (1002, 1003, 1004, 1005), Technicians (1011, 1012, 1013, 1014), Administrators (1021, 1022, 1023, 1024), Trainers (1031, 1032, 1033), Engineers (1041, 1042, 1043, 1044), Business Analysts (1051, 1052, 1053, 1054) and Programmer Analysts (1061, 1062, 1063, 1064). Under an agreement between IFPTE Local 21 and OCA, IFPTE Local reviews each service requisition, and as applicable, a transition/training plan may be included in the Scope of Work to transfer knowledge and skills to City workers.
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? Yes. If yes, explain: Training may occur on the City department location or, on occasion, at the contractor's facilities. Additionally, the products or equipment may be temporarily warehoused at contractor's facilities.

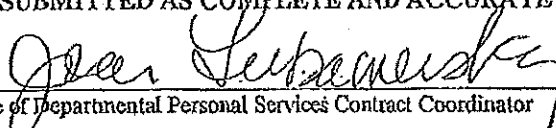
4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable: The work is intermittent, highly skilled and highly specialized, for as-needed projects.
- B. Would it be practical to adopt a new civil service class to perform this work? No. Explain. Technology changes too rapidly.

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 checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <ul style="list-style-type: none"><li>• Describe the training and indicate approximate number of hours. Projects may include training, on a project-by-project basis, and with review from L 21. Multiple departments will do contracts using this approval to contract.</li><li>• Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. IT classes listed in 3B above. Will vary.</li></ul> |                                     |                                     |
| C. Are there legal mandates requiring the use of contractual services?                                                                                                                                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services?                                                                                                                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service?                                                                                                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Yes. If yes, name of contractor here: XTech                                                                                                                                                                                                                                                                                                                         | <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

Joan Lubamersky  
Print or Type Name

554-4859  
Telephone Number

One Carlton Goodlett Pl, Rm 362  
San Francisco CA 94102  
Address

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**Modification**  
**Personal Services Contracts**

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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CITY PLANNING Dept. Code: CPC

Type of Request: [ ] Initial [x] Modification of an existing PSC (PSC # 4024 12/13)

Type of Approval: [ ] Expedited [x] Regular ([ ] Omit Posting)

Type of Service: Transportation Impact Study Environmental Impact Report for the Central Corridor Plan

Funding Source: General Fund and Federal Grant

PSC Original Approved Amount: \$1,200,000 PSC Original Approved Duration: 09/18/12 - 12/31/15 (3 years 14 w
PSC Mod#1 Amount: \$600,000 PSC Mod#1 Duration: no duration added
PSC Mod#2 Amount: \$700,000 PSC Mod#2 Duration: no duration added
PSC Cumulative Amount Proposed: \$2,500,000 PSC Cumulative Duration Proposed: 3 years 14 weeks

1. Description of Work

A. Scope of Work:

The San Francisco Planning Department is seeking a consultant to assist the Department in the preparation, production, management and successful completion of environmental analysis, including an environmental impact report ("EIR") and transportation impact study ("TIS") and possibly other technical documentation for the Central Corridor Plan.

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

The service is necessary because the City does not have the staffing to perform the service in-house. These services are routinely provided in the same way for other similar projects. Denial would result in delay in the completion of the Central Corridor Plan, which is part of the San Francisco General Plan.

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.

Services have been provided in the past through earlier PSC request. See 4024 12/13

D. Will the contract(s) be renewed? No, services are required for this one-time project.

2. Union Notification: On 12/11/13, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21;

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4024 12/13

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/06/2014

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

A. Specify required skills and/or expertise:

Experience in the preparation of EIRs in plan areas, particularly within a major urban setting and also with experience working on CEQA documents where land use planning scenario is analyzed in detail. Expertise and experience with the full range of environmental issues including analysis of transportation, cultural resources and air quality.

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

5299,

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:

Services are required for this one-time project only. The Planning Department lacks the staff resources to fully performs the range of planning and review tasks, e.g. air quality technical analysis, historic architectural survey, geotechnical study, noise technical analysis, needed for this project, which are highly specialized.

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

No. This is a one-time, technically specific and deadline driven project.

**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 12/11/13 BY:

Name: Danny Yeung Phone: 415-575-9042 Email: Danny.Yeung@sfgov.org

Address: 1650 Mission Street, Suite 400 San Francisco, CA

**Union Notification(s)**

**◆ Local 21**

**Dang, Leorah**

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**From:** dhr-psccordinator@sfgov.org  
**Sent:** Wednesday, December 11, 2013 3:27 PM  
**To:** Yeung, Danny; L21PSCReview@ifpte21.org; Yeung, Danny; DHR-PSCCoordinator, DHR; Isen, Richard  
**Subject:** Receipt of a REGULAR Modification Request to PSC # 4024 12/13 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to DHR

The CITY PLANNING -- CPC has submitted a modification request for a Personal Services Contract (PSC) for \$700,000 for services for the period September 18, 2012 – December 31, 2015. For REGULAR Modification requests, there is a 30/60 day period before the request is scheduled for Civil Service.

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/974>

Email sent to the following addresses: [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)

80A



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

**Prior DHR Administrative Approval Request – Mod1 - Current**

**PSC #4024-12/13**



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

4024-12/13  
Initial

September 6, 2012

## NOTICE OF CIVIL SERVICE COMMISSION MEETING

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4019-12/13 THROUGH 4026-12/13; 4066-11/12; 3061-11/12; 4070-10/11 AND 4095-09/10.**

KATE FAVETTI  
PRESIDENT  
  
SCOTT R. HELDFOND  
VICE PRESIDENT  
  
MARY Y. JUNG  
COMMISSIONER  
  
E. DENNIS NORMANDY  
COMMISSIONER

The above matter will be considered by the Civil Service Commission at a meeting to be held on **SEPTEMBER 17, 2012 at 2:00 p.m. in Room 400**, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

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

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

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

SANDRA ENG  
ACTING EXECUTIVE OFFICER

CIVIL SERVICE COMMISSION

SANDRA ENG  
Acting Executive Officer

### Attachment

- c: Cynthia Avakian, Airport Commission
- Parveen Boparai, Municipal Transportation Agency
- Micki Callahan, Human Resources Director
- Leorah Dang, Department of Human Resources
- Marie de Vera, Department of Human Resources
- Jaci Fong, Office of Contract Administration
- Alicia John-Baptiste, Planning Department
- Rebekah Krell, Art Commission
- Sean McFadden, Recreation & Park Department
- Ben Rosenfield, Controller
- Commission File
- Commissioners' Binder
- Chron

POSTING FOR

9/17/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4023-12/13	29	City Planning	Regular	\$1,500,000	In 2008, the San Francisco Planning Department determined the need to select a pool of pre-qualified environmental, transportation, historic resources, & archeology review consultants through a request-for-qualifications ("RFQ") process to use on an as-needed basis for detailed environmental, transportation impact analysis, historic resources evaluation, & archeological research on various private & public projects. Such projects include, but are not limited to: environmental review of the Transportation Sustainability Program, SoMA Streetscape Plan, Health Care services Master Plan, and Urban Forest Master Plan.  Private development proposals will be required to use this as-needed pool to conduct independent environmental analysis, maintain better quality control, & follow the model used in most other jurisdictions.  The Department has determined that the most effective way to provide these specialized studies is to solicit consultants to create as large a pool as possible of pre-qualified firms with the knowledge & expertise in environmental and/or transportation impact analysis, historic resource & archeology review which would follow the best practice of other California counties. Inclusion in the pre-qualified pool will be mandatory for any consultant to either 1) enter into an independent contract with a private developer for environmental or transportation impact studies, historic resource & archeology review which must be reviewed & finalized by Department staff; or 2) enter into contracts with City and County of San Francisco on an as-needed basis for the provision of specialized studies.	9/18/2012 - 9/30/2015
4024-12/13	29	City Planning	Regular	\$1,200,000	The San Francisco Planning Department is seeking a consultant to assist the Department in the preparation, production, management & successful completion of environmental analysis, including an environmental ("EIR") & transportation impact study ("TIP") & possibly other technical documentation for the Central Corridor Plan. The objective of the environmental analysis service is to satisfy the requirements of the California Environmental Quality Act ("CEQA"), the CEQA Guidelines, the San Francisco Administrative Code Chapter 31, & applicable local, State, & federal regulatory requirements. The EIR will analyze proposed land use controls, changes to existing height districts, & area plan policies at the programmatic level. Primary environmental issues are expected to be land use & planning, aesthetics, cultural resources, transportation & circulation, air quality, wind, shadow, & open space/recreation.	9/18/2012 - 12/31/2015
4025-12/13	42	Recreation & Park Commission	Regular	\$700,000	Provide full Architectural & Engineering services for nature education facilities within the Randall Museum. This includes all services necessary for schematic design phase, design development, participation in presentations to stakeholders. In addition, complete construction documents for permitting, all services required for the construction administration phase & project closeout. A/E firm shall also provide cost estimating services during the course of the project.	11/20/2012 - 5/20/2015
4026-12/13	68	Taxi Commission	Regular	\$175,000	To provide federally mandated urine analysis for safety-sensitive employees with the San Francisco Municipal Transportation Agency (SFMTA).	11/1/2012 - 10/31/2017

Total Amount - Regular: \$189,185,000

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 22, 2012 (Rev01)
DEPARTMENT NAME: PLANNING DEPARTMENT DEPARTMENT NUMBER: 29
TYPE OF APPROVAL: [ ] EXPEDITED [X] REGULAR (OMIT POSTING [ ])
[ ] CONTINUING [ ] ANNUAL
TYPE OF REQUEST: [X] INITIAL REQUEST [ ] MODIFICATION (PSC # [ ])
TYPE OF SERVICE: Transportation Impact Study Environmental Impact Report for the Central Corridor Plan
FUNDING SOURCE: General fund and federal grant
PSC AMOUNT: 1,200,000.00 PSC DURATION: September 18, 2012 - December 31, 2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The San Francisco Planning Department is seeking a consultant to assist the Department in the preparation, production, management and successful completion of environmental analysis, including an environmental impact report ("EIR") and transportation impact study ("TIS") and possibly other technical documentation for the Central Corridor Plan. The objective of the environmental analysis service is to satisfy the requirements of the California Environmental Quality Act ("CEQA"), the CEQA Guidelines, the San Francisco Administrative Code Chapter 31, and applicable local, State, and federal regulatory requirements. (Continued on Attachment)

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

The service is necessary because the City does not have the staffing to perform the service in-house. These services are routinely provided in the same way for other similar projects. Denial would result in delay in the completion of the Central Corridor Plan, which is part of the San Francisco General Plan.

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):

Services similar in scope have been provided through a personal services contract, PSC #4138-11/12.

D. Will the contract(s) be renewed? No, services are required specifically for this one-time project.

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

[X] IFPTE Local 21 Union Name Signature of person mailing/faxing form Date 8/22/12
[ ] Union Name Signature of person mailing/faxing form Date
RFP sent to IFPTE Local 21, on 7/23/2012 Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4024-12/13
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

(Rev01)

A. Specify required skills and/or expertise:

Experience in the preparation of EIRs in plan areas, particularly within a major urban setting and also with experience working on CEQA documents where land use planning scenario is analyzed in detail. Expertise and experience with the full range of environmental issues including analysis of transportation, cultural resources and air quality.

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

Services would normally be provided by a 5299 Planner IV – Environmental Review combined with scientific knowledge and skills in transportation analysis.

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:

Services are required for this one-time project only. The Planning Department lacks the staff resources to fully perform the range of planning and review tasks, e.g. air quality technical analysis, historic architectural survey, geotechnical study, noise technical analysis, needed for this project, which are highly specialized.

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

No. This is a one-time, technically specific and deadline driven project.

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 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:

Signature of Departmental Personal Services Contract Coordinator

SBJ/EF

Alicia John-Baptiste

415-558-6547

Print or Type Name

Telephone Number

1650 MISSION ST STE 400  
SAN FRANCISCO CA 94103

Address

ATTACHMENT

DATE: August 22, 2012

(Rev01)

DEPARTMENT NAME: PLANNING DEPARTMENT

DEPARTMENT NUMBER: 29

TYPE OF SERVICE: Transportation Impact Study Environmental Impact Report for the Central Corridor Plan

A Concise description of proposed work (Continued)

This EIR will analyze proposed land use controls, changes to existing height districts, and area plan policies at the programmatic level. Primary environmental issues are expected to be land use and planning, aesthetics, cultural resources, transportation and circulation, air quality, wind, shadow, and open space/recreation.

Mod 1



# SAN FRANCISCO PLANNING DEPARTMENT

## MEMORANDUM

1650 Mission St.  
Suite 400  
San Francisco,  
CA 94103-2479

Reception:  
415.558.6378

Fax:  
415.558.6409

Planning  
Information:  
415.558.6377

Date: January 16, 2013  
To: PSC Contract Coordinator  
Department of Human Resources (Dept. 33)  
From: Thomas DiSanto  
Planning Department (Dept. 29)  
Re: Request for Administrative Approval of PSC Modification  
(50% in the original PSC amount)

PSC No. 4024-12/13

Approval Date: 9/17/2012

Description of Services: Transportation Impact Study Environmental Impact Report, and technical documentation for the Central Corridor Plan

Original Approved Amount:	<u>\$1,200,000</u>	Original approved Duration:	<u>9/18/2012 - 12/31/2015</u>
Modification #1 Amount:	<u>\$600,000</u>	Modified Duration:	<u>No change</u>
Total Amount as Modified:	<u>\$1,800,000</u>	Total Duration as Modified:	<u>9/18/2012 - 12/31/2015</u>

Reason for Modification: Add additional tasks like the Moscone Center EIR, archeology report, noise analysis, and air quality report to the Central Corridor Plan EIR contract.

Attachment: Copy of approved PSC summary 4024-12/13

.....  
FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR Action:  Approved

Approval Date: 1/24/13

By: [Signature]  
Micki Callahan, Human Resources Director

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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS Dept. Code: DPW

Type of Request:  Initial  Modification of an existing PSC (PSC # 4046-10/11)

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: As-Needed Asbestos, Lead, and Industrial Hygiene Consultation Services (RFP# AC 2010)

Funding Source: Interdepartmental Work Orders

PSC Original Approved Amount: \$3,000,000

PSC Original Approved Duration: 10/01/10 - 10/01/16 (6 years 2 day)

PSC Mod#1 Amount: \$1,200,000

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$3,000,000

PSC Mod#2 Duration: 10/02/16-10/02/19 (3 years 1 day)

PSC Cumulative Amount Proposed: \$7,200,000

PSC Cumulative Duration Proposed: 9 years 3 days

**1. Description of Work**

**A. Scope of Work:**

The Consultant will provide as-needed hazardous materials surveys and work plans, third-party oversight, and industrial hygiene services on City projects involving the abatement of asbestos, lead and other hazardous materials on property owned, operated and/or maintained by the City and County of San Francisco. Services may also involve air and noise monitoring. DPW intends to award five (5) Master Agreements, each not-to-exceed \$600,000 for these as-needed services.

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

These services are necessary to comply with Federal, State and Local environmental, health and safety regulations. Denial would result in the failure to comply with mandatory governmental regulations, the City's dust and noise ordinance, mandated mitigation and safety measures in the handling and abatement of asbestos, lead, and other hazardous materials, and could subject City employees and the public to health and safety hazards.

**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.**

Services have been provided in the past through earlier PSC request. See 4046-10/11

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

**2. Union Notification:** On 11/08/13, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21;

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4046-10/11

Civil Service Commission Action:

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 01/06/2014

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

A. Specify required skills and/or expertise:  
See attachment.

B. Which, if any, civil service class(es) normally perform(s) this work?  
6137,6138,6139,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:  
Yes. Consultants will have to provide the necessary materials, equipment and labor to perform the oversight services on projects in accordance with AHERA and HUD guidelines.

**4. Why Classified Civil Service Cannot Perform**

A. Explain why civil service classes are not applicable:  
See attachment.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
No, Civil Service classes already exist. The proposed services will be used to supplement City staff where staffing or expertise is inadequate.

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

**YES    NO**

- |                                                                                                              |                          |                                     |
|--------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------|
| 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 11/08/13 BY:

Name: Sung Kim Phone: 415-554-6417 Email: sung.kim@sfdpw.org

Address: 1155 Market Street, 4th Floor San Francisco, CA

**Union Notification(s)**  
**◆ Local 21**

## Dang, Leorah

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**From:** Lim, Michelle <Michelle.Lim@sfdpw.org>  
**Sent:** Tuesday, December 17, 2013 8:57 AM  
**To:** DHR-PSCCoordinator, DHR  
**Subject:** FW: Receipt of a REGULAR Modification Request to PSC # 4046 10/11 - MODIFICATIONS

Thank you,

Michelle

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) [<mailto:dhr-psccordinator@sfgov.org>]  
**Sent:** Friday, November 08, 2013 9:53 AM  
**To:** Kim, Sung; [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); Lim, Michelle; DHR-PSCCoordinator, DHR; [richard.isen@sfgov.org](mailto:richard.isen@sfgov.org)  
**Subject:** Receipt of a REGULAR Modification Request to PSC # 4046 10/11 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to DHR

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a modification request for a Personal Services Contract (PSC) for \$3,000,000 for services for the period October 2, 2016 – October 2, 2019. For REGULAR Modification requests, there is a 30/60 day period before the request is scheduled for Civil Service.

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/717>

Email sent to the following addresses: [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)

**Prior Notice of Civil Service Commission Action – Initial**

**Prior PSC Form 1– Initial**

**Prior DHR Administrative Approval Request – Mod1**

**PSC #4046-10/11**



CIVIL SERVICE COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

RECEIVED  
10 NOV -8 AM 9:55

4046-10/11  
Initial

DPW  
CONTRACT ADMINISTRATIONS

November 4, 2010

**\* NOTICE OF CIVIL SERVICE COMMISSION ACTION**

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4041-10/11 THROUGH 4049-10/11; 4163-09/10; 4088-09/10 AND 4003-08/09.**

At its meeting of November 1, 2010 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

- \* (1) Adopt the report; Approve request for proposed PSC #4046-10/11 on the conditions that (1) Department of Public Works/Bureau of Construction Management (DPW/BCM) has scheduled forty-two of its employees to take the HAZWOPER refresher training course in December 2010; (2) DPW will provide training for at least eight (8) employees for the HAZWOPER (either the 24-hour or the 40-hour) course during the next three years; and (3) All training will be funded from departmental or bureau training budget, if available. Notify the Office of the Controller and the Office of Contract Administration.
- (2) Adopt the report; Approve request for proposed PSC #4163-09/10 on the conditions that (1) the Human Rights Commission and IFPTE Local 21 will engage in good faith discussions concerning the suitability of portions of the contracted work to be performed by civil service classifications; and (2) should an agreement be reached between the Human Rights Commission and IFPTE Local 21 regarding an allocation of work, that the parties return to the Commission with a request for reopening this approval. Notify the Office of the Controller and the Office of Contract Administration.
- (3) Adopt the report; Approve request for all remaining proposed personal services 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*  
ANITA SANCHEZ  
Executive Officer

Attachment

POSTING FOR  
11/1/2010

PROPOSED PERSONAL SERVICES CONTRACTS  
Regular, Continuing, Annual

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Start Date - End Date
4041-10/11	27	Airport Commission	Regular	\$225,000	The vendor will provide software development for the SAFE software, an identity management system that interfaces with SFO's multiple physical access control security systems. Proposed modules will assist the Airport in managing the Airport ID Media Badge Program: Visitor ID Media, Vehicle Permits, SAFE Analytics, Invoice Transactions, and others as deemed necessary. Proposed software development includes networking specialized printers used for ID Media Badge Program.	11/1/2010 - 10/31/2013
4042-10/11	27	Airport Commission	Regular	\$700,000	Provide as needed pavement assessment services in accordance with Federal Aviation Administration's (FAA) Advisory Circular (AC 150/5370), including but not limited to plant mix bituminous pavements (Item P-401) subject to Aircraft loading, data review, and analysis of pavement reports; consultation with other pavement and geotechnical consultants; performance of pavement engineering analysis; review of existing and proposed pavements; preparation of reports and recommendations; performance of recommended further studies; and to provide expertise in the analysis of special problems pertaining to the design and construction of pavements at the San Francisco International Airport.	12/1/2010 - 11/30/2015
4043-10/11	77	Emergency Management	Regular	\$220,000	Contractor will revise the Bay Area Homeland Security Strategy, Conduct risk and capability assessments for the Bay Area, and provide technical assistance with Federal Emergency Management Agency data calls and investment justifications.	11/1/2010 - 3/31/2012
4044-10/11	35	Municipal Transportation Agency	Regular	\$2,500,000	The SFMTA requires the services of a contractor to provide comprehensive investigative services on workers' compensation claims arising out of employment or in the course of employment. Investigative services include: written and recorded statements; background investigations; forms and releases; medical records retrieval; subrogation investigations; medical facility canvassing; database and online research; surveillance; investigators' court appearances; and the acquisition, storage and accessibility of video documentation. All services must make use of current technologies to the extent possible.	11/15/2010 - 11/14/2015
4045-10/11	82	Public Health	Regular	\$200,000	The contractor will provide implementation and support services for the Hill-Rom NaviCare WatchChild application to be installed and used by San Francisco General Hospital. The San Francisco General Hospital (SFGH) Obstetric In-patient Unit will use the WatchChild labor and delivery documentation system to document fetal heart monitoring and care provided to mothers, pre and postpartum. The amount of this PSC request includes only the amount of the professional services needed to install and bring the application to full production status.	1/1/2011 - 6/30/2016
* 4046-10/11	90	Public Works	Regular	\$3,000,000	The Consultant will provide as-needed hazardous materials surveys and work plans, third-party oversight, and industrial hygiene services on City projects involving the abatement of asbestos, lead and other hazardous materials on property owned, operated and/or maintained by the City and County of San Francisco. Services may also involve air and noise monitoring. DPW intends to award (5) Master Agreements, each not-to-exceed \$600,000 for these as-needed services.	10/1/2010 - 10/1/2016

RECEIVED  
10 NOV -8 AM 9:55  
DPW  
CONTRACT ADMINISTRATIONS

5501

PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 20, 2010

DEPARTMENT NAME: PUBLIC WORKS

DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: As-Needed Asbestos, Lead, and Industrial Hygiene Consultation Services (RFP# AC 2010)

FUNDING SOURCE: Interdepartmental Work Orders

PSC AMOUNT: \$3,000,000 PSC DURATION: 10/1/10 through 10/1/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Consultant will provide as-needed hazardous materials surveys and work plans, third-party oversight, and industrial hygiene services on City projects involving the abatement of asbestos, lead and other hazardous materials on property owned, operated and/or maintained by the City and County of San Francisco. Services may also involve air and noise monitoring. DPW intends to award five (5) Master Agreements, each not-to-exceed \$600,000 for these as-needed services.

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

These services are necessary to comply with Federal, State and Local environmental, health and safety regulations. Denial would result in the failure to comply with mandatory governmental regulations, the City's dust and noise ordinance, mandated mitigation and safety measures in the handling and abatement of asbestos, lead, and other hazardous materials, and could subject City employees and the public to health and safety hazards.

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

Previous contracts for As-Needed Asbestos, Lead and Industrial Hygiene Consultation Services were awarded under PSC# 4024-07/08, approved September 17, 2007 and Industrial Hygiene and Environmental Consultation Services was awarded under PSC# 4146-09/10, approved June 7, 2010.

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

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

Local 21 Union Name Signature of person mailing/faxing form Date 8/23/2010
Teamsters, Local 856 Health Workers Union Name Signature of person mailing/faxing form Date 8/23/2010
RFP sent to Union Name, on Pending RFQ Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*Requires experience in conducting asbestos and lead surveys, preparing specifications and providing oversight on abatement projects; consulting on other hazardous materials; experience and familiarity with current state-of-the-art surveying, testing and abatement procedures and regulatory requirements; requires the maintenance and use a wide range of industrial hygiene equipment. Requires extensive hazardous training covering a wide range of hazardous materials abatement and remediation courses. Contractors and their employees must possess required Asbestos Hazard Emergency Response Act (AHERA) and Department of Housing and Urban Development (HUD) certifications and Hazardous Waste Operations and Emergency Response Training.*

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

*Civil Service classifications 6137 – Assistant Industrial Hygienist; 6138 – Industrial Hygienist and 6139 – Senior Industrial Hygienist normally perform some portions of this work.*

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

*Yes. Consultants will have to provide the necessary materials, equipment and labor to perform the oversight services on projects in accordance with AHERA and HUD guidelines.*

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

*Industrial Hygienist classes can perform this type of work; however, the City does not currently employ enough qualified Industrial Hygienists with specific expertise in asbestos and lead oversight and design to perform the specialized work required. Current City Industrial Hygienists are employed to address many other industrial hygiene issues within their respective departments and the proposed contractual services will be utilized to supplement City staff where staffing or expertise is inadequate. Training costs are high and frequent, so are medical monitoring costs. We would have health and safety liability exposure for these workers for their lifetime. We would have to purchase a significant amount of expensive hazmat response gear and vehicles and will need storage space for the equipment. Additionally, we would have to purchase and store large and expensive pieces of equipment, which would need to be dedicated to hazardous materials work. The cost of start up and maintenance (plus rental of office and storage space to store equipment) for each type of response make it uneconomical. The as-needed contracts provide us flexibility to use different contractors for different types of hazardous material responses. Since these Consultants conduct this work full-time, they can control costs and have the expertise to perform a variety of different response activities.*

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

*No, Civil Service classes already exist. The proposed services will be used to supplement City staff where staffing or expertise is inadequate.*

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

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

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

B. Will the contractor train City and County employees?

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

C. Are there legal mandates requiring the use of contractual services? *However, City Attorney recommended that third party Consultants provide these services, rather than City employees overseeing its own hazardous abatement work.*

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

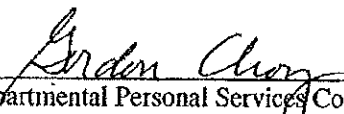
D. Are there federal or state grant requirements regarding the use of contractual services?

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? *Unknown. An RFP is in process to select the new contractors.*

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

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

  
 \_\_\_\_\_  
 Signature of Departmental Personal Services Contract Coordinator

Gordon Choy (415) 554-6230  
 \_\_\_\_\_  
 Print or Type Name Telephone Number

875 Stevenson Street, Room 420  
San Francisco, CA 94103  
 \_\_\_\_\_  
 Address

M1

City and County of San Francisco



Edwin M. Lee, Mayor  
Mohammed Nuru, Director

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



Stacey Camillo, Division Manager

MEMORANDUM

August 5, 2013

TO: Citywide Personal Services Contract Coordinator  
Department of Human Resources

FROM: Stacey Camillo, PSC Coordinator *for SK*  
Department of Public Works (90)

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

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

Following is the information about the PSC modification:

PSC No. 4046-10/11 Approved on: November 1, 2010

Description: Perform asbestos, lead, and industrial hygiene consultation services on an as-needed basis.

Original Approved Amount	\$3,000,000	Original Approved Duration	10/1/2010 - 10/1/2016
Modification Amount:	\$1,200,000	Modification of Duration	No Change
Total Modified Amount:	\$4,200,000	Total Modified Duration:	10/1/2010 - 10/1/2016

Reason for the modification:

Need more dollar capacity to complete hazardous materials surveys, hazardous materials third party-abatement oversight, and industrial hygiene services.

Attachment: Copy of Approved PSC Summary

Thank you for your consideration in issuing an administrative decision on this PSC Modification. Please call me at (415) 554-4886 if there are any questions.

Cc: Stanley DeSouza - Contract Manager  
Tammy Wong, GSA Human Resources

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION:  Approved

Approval Date: 8/7/2013

By: Micki Callahan, Human Resources Director



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION Dept. Code: AIR

Type of Request:  Initial  Modification of an existing PSC (PSC # 4098-10/11)

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: Professional Services-Program Support Services for Runway Safety Area (RSA)

Funding Source: ACIP Federal Funded  
PSC Original Approved Amount: \$2,800,000 PSC Original Approved Duration: 04/18/11 - 12/31/15 (4 years 36 w  
PSC Mod#1 Amount: \$10,200,000 PSC Mod#1 Duration: 05/01/12-06/30/16 (25 weeks 6 days)  
PSC Mod#2 Amount: \$9,500,000 PSC Mod#2 Duration: no duration added  
PSC Cumulative Amount Proposed: \$22,500,000 PSC Cumulative Duration Proposed: 5 years 10 weeks

1. Description of Work

A. Scope of Work:

Early in the planning for the SFO RSA Program ("the Program"), staff underestimated the work and believed the work required by the Program could be accomplished with minimal outside assistance. Now that the environmental assessment process is completed and the project became better defined and Federal Aviation Administration's (FAA) has added additional tasks to the Program, staff recognizes that the demands have increased not only in the amount of work required, but also in its complexity. The Airport is seeking increased technical expertise and support from the consultants to complete the design and increase construction management support services of the Program to support the Airport staff. See attached document:

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

At an estimated cost of over \$200 million, this federally-mandated program requires knowledge from an expert that neither Airport Staff nor City engineers have all requisite expertise to fulfill. The consultant would perform specialized work to support Airport Staff in RSA-related design and construction management. If this service is denied, the Airport will lack the expertise and specialized services for design and inspection of the navigational-aids required to meet the FAA airport design standards. Additionally, a denial would delay the project in meeting the December 2015 deadline.

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.

Services have been provided in the past through earlier PSC request. See 4098-10/11

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

2. Union Notification: On 11/06/13, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21;

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4098-10/11

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/06/2014

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

A. Specify required skills and/or expertise:

The consultant is expected to provide expertise and support with prior knowledge of RSA design and construction, the FAA's instrument navigational-aids system, project financial analyses, and program and project scheduling.

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

5201,

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:

Neither SFO nor City engineers have the requisite expertise w/ FAA nav. systems to oversee & implement this RSA program & its req.; therefore, the assistance of consultants familiar with & versed in FAA runway design & construction req. is necessary. SFO staff will manage the Program, but project support svcs. are needed for unique and specific design and inspection of FAA instrument navigational-aids equipment. The majority portion of the program will be performed by city engineers/inspectors/technical & main. staff.

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

No. The uniqueness in construction of runway safety areas at SFIA will be a one-time program. Therefore, these specialized project designs, management, and scheduling services will be needed only once.

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

**YES NO**

- A. Will the contractor directly supervise City and County employee?  YES  NO
- B. Will the contractor train City and County employee?  YES  NO
- C. Are there legal mandates requiring the use of contractual services?  YES  NO
- D. Are there federal or state grant requirements regarding the use of contractual services?  YES  NO
- E. Has a board or commission determined that contracting is the most effective way to provide this service?  YES  NO
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?  YES  NO

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 11/06/13 BY:

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: P. O. Box 8097 San Francisco, CA 94128

**Additional Attachment(s)**

◇ **Section 1. Description of Work**

**1A. Scope of Work**

PSC #4098-10/11 Mod 2 Complete Description of Work:

Staff had successfully completed the first phase of the SFO RSA Program ("the Program") by bringing Runways 10L-28R and 10R-28L into full compliance with the Runway Safety Act requirements. Staff is now proceeding with the final phase of the Program by completing the design and preparing to manage the construction starting in March 2014. The Airport will be closing two of the four runways for an extended period of time to perform construction work in order to fulfill the Federal Aviation Administration's (FAA) RSA requirements. Given the volume of work to be completed during the runway shutdown period and also the complexity of airfield construction work, the contractors and inspection staff may need to work as much as 24 hours a day, 7 days a week. The costs for this shift differential were not factored in earlier modification. The Airport is seeking increased expertise from the consultants to complete the design and increase construction management support services of the Program to support the Airport staff. On-going projects and new programs have taxed the Airport's existing design and inspection staff resources, thereby requiring more consultant staff than originally anticipated. Most notable projects are the continuing work at Terminal 3 and the new initiatives at Terminal 1. Additionally, as a result of the FAA's Safety Risk Management requirements, the FAA began to require additional reports from SFO, the runway template action plan to the Program, and additional construction material testing and reporting. The work includes specialty design and inspection pertaining to the FAA navigational-aids systems, runway design and construction specific to the Program.

**Union Notification(s)**  
**◆ Local 21**

## Dang, Leorah

---

**From:** Dang, Leorah on behalf of DHR-PSCCoordinator, DHR  
**Sent:** Thursday, December 12, 2013 4:11 PM  
**To:** L21PSCReview@ifpte21.org  
**Cc:** DHR-PSCCoordinator, DHR; Isen, Richard; Avakian, Cynthia  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 4098-10/11

**Importance:** High

Dear Local 21,

On behalf of the Airport, here is the URL address to PSC #4098-10/11 - modification #2:  
<http://apps.sfgov.org/dhrDrupal/node/695>

This PSC will be scheduled for CSC mtg. date of 1/6/2014.

Please contact the department, no later than 12/19th if you have any questions.

Sincerely,

Leorah Dang

DHR Citywide Personal Services Contract Coordinator Department of Human Resources  
1 South Van Ness Ave., Flr. 4  
San Francisco, CA 94103  
(415) 557-4842  
[DHR-PSCCoordinator@sfgov.org](mailto:DHR-PSCCoordinator@sfgov.org)

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

**From:** Cynthia Avakian [<mailto:Cynthia.Avakian@flysfo.com>]  
**Sent:** Thursday, December 12, 2013 4:04 PM  
**To:** [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)  
**Cc:** DHR-PSCCoordinator, DHR; Isen, Richard  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 4098-10/11

All,

This is a notice is for Mod 2 for 4098-10/11:

Modification Date: November 6, 2013

Type of Approval: REGULAR

Reason for modification: To increase amount Additional Amount \$: 9,500,000 Modification Start Date: July 1, 2016

Modification End Date: June 30, 2016 Cumulative Time: 5 years 10 weeks Cumulative Total: \$22,500,000

Please let me know if you have further questions before December 19, 2013. Thanks,

Cynthia Avakian  
Contracts Administration Unit  
San Francisco International Airport  
P. O. Box 8097, San Francisco, CA 94128



E-mail: [cynthia.avakian@flysfso.com](mailto:cynthia.avakian@flysfso.com)

Phone: (650) 821-2014

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

From: [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) [mailto:[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)]

Sent: Wednesday, November 06, 2013 2:06 PM

To: Cynthia Avakian; [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); Cynthia Avakian; DHR-PSCCoordinator; Richard Isen

Subject: Receipt of Notice for new PCS over \$100K PSC # 4098-10/11

RECEIPT for Union Notification for PSC 4098-10/11 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 4098-10/11 for \$2,800,000 for Initial Request services for the period 04/18/2011 – 12/31/2015. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/693>

Email sent to the following addresses: [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org) for Architect & Engineers, Local 21  
[jebrenner@ifpte21.org](mailto:jebrenner@ifpte21.org) for Architect & Engineers, Local 21

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**Prior DHR Approved PSC Form 1 – Initial – Current**  
**Prior DHR Approved PSC Form 1 – Mod1 – Current**

**PSC #4098-10/11**

Initial

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 22, 2011

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

TYPE OF APPROVAL:  EXPEDITED  REGULAR (OMIT POSTING   
 CONTINUING  ANNUAL

TYPE OF REQUEST:  INITIAL REQUEST  MODIFICATION

TYPE OF SERVICE: Professional Services-Program Support Services for Runway Safety Area (RSA)

FUNDING SOURCE: ACIP Federal Funded

PSC AMOUNT: \$2,800,000 PSC DURATION: April 18, 2011 to December 31, 2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The proposed work includes specialty design and inspection pertaining to the Federal Aviation Administration's (FAA) navigational-aids systems, runway design and construction specific to the Runway Safety Area (RSA), project financial analyses, and development of a master project schedule as support for the RSA program.

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

San Francisco International Airport is required to enhance the RSA under Congressional mandate by December 31, 2015 [Public Law 109-115 (November 30, 2005) (<http://sforsaprogram.org/home.html>)]. The enhancement requires expert knowledge to support Airport Staff in the installation of state-of-the-art, FAA-approved, navigational landing instrument systems and in the construction of multiple Engineered Material Arresting Systems (EMAS) as a safety measure to halt aircraft overshoots at runway ends. At an estimated cost of over \$200 million, this federally-mandated program requires knowledge from an expert that neither Airport Staff nor City engineers have all requisite expertise to fulfill. The consultant would perform specialized work to support Airport Staff in RSA-related design and construction management. If this service is denied, the Airport will lack the expertise and specialized services for design and inspection of the navigational-aids required to meet the FAA airport design standards. Additionally, a denial would delay the project in meeting the December 2015 deadline.

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

This is a new request.

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

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

IFPTE, Local 21

*Christina P. Carter*

March 17, 2011

Union Name

Signature of person mailing/faxing form

Date

RFP sent to: IFPTE, Local 21

on January 31, 2011

*Christina P. Carter*

Union Name

Date

Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4098-10/11

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

*Approved 4/18/11*

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The consultant is expected to provide expertise and support with prior knowledge of RSA design and construction, the FAA's instrument navigational-aids system, project financial analyses, and program and project scheduling.

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

Civil service engineering classes (5201-5211) exist, but their expertise is not applicable to the highly specialized field of FAA navigational-aids. The job description of these civil service classes does not cover knowledge of these special cases. City staff will supervise the contracted 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:

Neither Airport Staff nor City engineers have all of the requisite expertise regarding FAA navigational systems to oversee and implement this RSA program and its requirements; therefore, the assistance of consultants familiar with and versed in FAA runway design and construction requirements is necessary. Airport staff will manage the Program, but project support services are needed for unique and specific design and inspection of FAA instrument navigational-aids equipment. The majority portion of the program will be performed by city engineers, inspectors, operations, technical and maintenance staff.

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

No. The uniqueness in construction of runway safety areas at SFIA will be a one-time program. Therefore, these specialized project designs, management, and scheduling services will be needed only once.

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 (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained.

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

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

E. Has a board or commission determined that contracting is the most effective way to provide this service? Attached is Airport Commission Resolution #11-0014.

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? An RFP has been issued and the outcome of that process has not been determined at this time.

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

*Cynthia P. Avakian*

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

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

Address

Mod 1

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 19, 2012

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [X] MODIFICATION No. 1 [PSC #4098-10/11]

TYPE OF SERVICE: Professional Services-Program and Construction Management Support Services for Runway Safety Area (RSA)

FUNDING SOURCE: ACIP Federal Funded

PSC AMOUNT: \$2,800,000 PSC DURATION: 4/18/11 - 12/31/15
Proposed Modification \$10,200,000 Proposed Duration: 5/1/12 - 6/30/16
TOTAL PSC AMOUNT: \$13,000,000 TOTAL PSC DURATION: 4/18/11 - 6/30/16

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Early in the planning for the SFO RSA Program ("the Program"), staff underestimated the work and believed the work required by the Program could be accomplished with minimal outside assistance. Now that the environmental assessment process is completed and the project became better defined and Federal Aviation Administration's (FAA) has added additional tasks to the Program, staff recognizes that the demands have increased not only in the amount of work required, but also in its complexity. The Airport is seeking increased technical expertise and support from the consultants to complete the design and increase construction management support services of the Program to support the Airport staff. Essentially, four events have occurred since staff initially organized how it would manage the Program. Those events are that the FAA was unable to provide the design for required navigational systems, the FAA began to require additional reports from SFO as a result of recent audits, the FAA added a runway status light system and a runway template action plan to the Program, and final environmental documents for implementation of the Program at SFO identified additional concerns that the Airport will have to address during construction. The work includes specialty design and inspection pertaining to the FAA navigational-aids systems, runway design and construction specific to the Program, project financial analyses, and development of a master project schedule.

B. Explain why this service is necessary and the consequences of denial: San Francisco International Airport is required to enhance the RSA and complete construction under Congressional mandate by December 31, 2015 [Public Law 109-115 (November 30, 2005)]. The enhancement requires expert knowledge to support Airport staff in reconfiguring all four of our runways by moving each from between 300 to 800 feet, installation of state-of-the-art, FAA-approved, navigational landing instrument systems and constructing four engineered material arresting systems (EMAS). This federally-mandated program requires expertise that neither Airport Staff nor City engineers have to perform the work. The increase level of effort and complexity of the RSA program coupled with the short-term demands of current Airport staff were not realized until the completion of the environmental assessment and commencement of design. If this service is denied, the Airport will lack the specialized expertise and level of staffing for design and inspection of the highly technical FAA facilities and navigational-aids required to be constructed and would not meet the congressional mandated deadline.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): The services have been previously provided under PSC #4098-10/11.

D. Will the contract(s) be renewed? None anticipated at this time.

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

IFPTE, Local 21	<i>Apithia P. Chute</i>	April 19, 2012
Union Name	Signature of person mailing/faxing form	Date

RFP sent to:	IFPTE, Local 21	on	January 31, 2011	<i>Apithia P. Chute</i>
	Union Name		Date	Signature

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC # 4098 -10/11  
STAFF ANALYSIS/RECOMMENDATION:

*Approved 6/10/12*

CIVIL SERVICE COMMISSION ACTION:

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

A. Specify required skills and/or expertise: The consultant is expected to provide expertise and support with prior knowledge of RSA design and construction, the FAA's instrument navigational-aids system, project financial analyses, and project design and construction management.

B. Which, if any, civil service class normally performs this work? Civil service engineering classes (5201-5211) exist, but their expertise is not applicable to the highly specialized field of FAA navigational-aids and EMAS. The job description of these civil service classes does not cover knowledge of these special cases. The Airport will use existing engineers, inspectors, and operations, technical and maintenance staff. Airport staff will manage the Program.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Yes, The consultant provides photometric testing and inspection of FAA lighting systems with specialized equipment owned and operated by the consultants.

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

A. Explain why civil service classes are not applicable:  
Neither Airport Staff nor City engineers have all of the requisite expertise regarding FAA navigational systems to oversee and implement this RSA program and its requirements; therefore, the assistance of consultants familiar with and versed in FAA runway design and construction requirements is necessary. Airport staff will manage the Program, but project support services are needed for unique and specific design and inspection of FAA instrument navigational-aids equipment.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
No. The uniqueness in construction of runway safety areas at SFIA will be a one-time program. Therefore, these specialized project designs, construction management, and scheduling services will be needed only once.

5. **ADDITIONAL INFORMATION** (if "yes," attach explanation)
- |                                                                                                                                                                                                                         | Yes                                 | No                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees?                                                                                                                                                    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?                                                                                                                                                                 | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| • Describe the training and indicate approximate number of hours.                                                                                                                                                       |                                     |                                     |
| • Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained.                                                              |                                     |                                     |
| C. Are there legal mandates requiring the use of contractual services?                                                                                                                                                  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 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? No, however, the Airport Commission has approved Resolution # 12-0083 and 12-0084 for this additional work. | <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? AECOM is currently performing a portion of this work.                                        | <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

**Cynthia P. Avakian**

**(650) 821-2014**

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Telephone Number

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

\_\_\_\_\_  
Address



PSC #4098-10/11 Mod 1 Complete Description of Work:

Early in the planning for the SFO RSA Program ("the Program"), staff underestimated the work and believed the work required by the Program could be accomplished with minimal outside assistance. Now that the environmental assessment process is completed and the project became better defined and Federal Aviation Administration's (FAA) has added additional tasks to the Program, staff recognizes that the demands have increased not only in the amount of work required, but also in its complexity. The Airport is seeking increased technical expertise and support from the consultants to complete the design and increase construction management support services of the Program to support the Airport staff. Essentially, four events have occurred since staff initially organized how it would manage the Program. Those events are that the FAA was unable to provide the design for required navigational systems, the FAA began to require additional reports from SFO as a result of recent audits, the FAA added a runway status light system and a runway template action plan to the Program, and final environmental documents for implementation of the Program at SFO identified additional concerns that the Airport will have to address during construction. The work includes specialty design and inspection pertaining to the FAA navigational-aids systems, runway design and construction specific to the Program, project financial analyses, and development of a master project schedule.

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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 \_\_\_\_\_)  
 CONTINUING  ANNUAL

TYPE OF REQUEST:  
 INITIAL REQUEST  MODIFICATION (PSC# 4119-09/10)

TYPE OF SERVICE: Uncompensated Care Recovery Services

FUNDING SOURCE: Medi-Cal and Third Party Payers

Original Amt.:	based on % of collection	PSC DURATION:	1/1/97 - 12/31/00
Admin. Approval	based on % of collection	PSC DURATION:	1/1/97 - 12/31/10
Mod. #1	\$9,500,000 (based on % of collection)	PSC DURATION:	1/1/97 - 12/31/13 <i>W</i>
Mod #2	\$6,720,000 (based on % of collection)	PSC DURATION	1/1/14 <del>4/1/97</del> - 12/31/18
Total	\$16,220,000 (based on % of collection)	TOTAL:	1/1/97 - 12/31/18

**1. DESCRIPTION OF WORK**

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

The contractor will operate a highly specialized uncompensated care recovery program, enhancing Medi-Cal and other third party payer revenues. Under this program, the contractor assists the Department to help San Francisco General Hospital (SFGH) patients to become eligible for Medi-Cal, therefore substantially increasing Department revenues. The population addressed is patients who the Department is not able to assist with eligibility through its regular procedures due to substance abuse, mental illness, homelessness, or other difficult-to-resolve situations. The contractor becomes the patient's authorized representative to aid and facilitate Medi-Cal eligibility and approval and appears on behalf of the patient at fair hearings and appeals, as necessary.

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

San Francisco General Hospital's (SFGH's) uncompensated care costs continue to rise each year. Without the assistance of the contractor, SFGH will lose millions of dollars on unsponsored patients who otherwise would not be able to become eligible for Medi-Cal and other third party payer sources, as they frequently do not have sufficient ability or resources to successfully see applications through a frequently complicated process due to substance abuse, mental illness, homelessness, or other situations.

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

4119-09/10

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

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

<input checked="" type="checkbox"/>	SEIU Local 1021	<i>Jacquie Hale</i> Jacquie Hale <i>rye</i>	<u>9/16/13</u> <u>9/19/2013</u> <i>W</i>
	Union Name	Signature of person mailing/faxing form	Date
<input type="checkbox"/>			
	Union Name	Signature of person mailing/faxing form	Date
	RFP sent to SEIU Local 1021	, on December 6, 2012	Junko Craft
	Union Name	Date	Signature

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4119-09/10  
 STAFF ANALYSIS/RECOMMENDATION: *Approved W 12/20/2013*

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Extensive expertise in Medi-Cal and other third party payer regulations, including immigration law, State and Federal statutes covering appeals, administrative law, the State Welfare and Institution Code, Worker's Compensation and third party liability law.

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

2908 Hospital Eligibility Worker, 2909 Hospital Eligibility Worker Supervisor, and 8197 City Attorney.

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

None.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Hospital employees representing patients in fair hearings would cause a conflict of interest. Also, Eligibility Workers do not make home calls, assist patients with transportation to and from Human Services Agency offices or help patients locate documentation required for the Medi-Cal application process. The City Attorney has never represented patients at fair hearings or appeals.

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

No. The work is intermittent, requiring specialized services which could create conflicts of interest and classification issues (i.e., transporting patients, home calls, locating interpreters, etc.). The City Attorney's Office would not represent individual patients on a case-by-case basis.

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

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? Health Advocates, LLC

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

*Jacquie Hale*

Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale

(415) 554-2609

Print or Type Name

Telephone Number

101 Grove Street, Room 307

San Francisco, CA 94102

Address

**Union Notification(s)**  
**◆ Local 1021**

**Fw: 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**

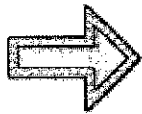
Junko Craft to: Jacquie Hale

12/11/2013 04:27 PM

Junko Craft, Contract Analyst  
Office of Contract Management & Compliance  
City and County of San Francisco  
Department of Public Health  
1380 Howard Street, Room 419c  
San Francisco, CA 94103  
Telephone (415) 255-3543  
Fax (415) 252-3088

— Forwarded by Junko Craft/DPH/SFGOV on 12/11/2013 04:27 PM —

Yvonne Eckhoff/DPH/SFGOV



09/19/2013 12:33 PM

To: pattie.tamura@seiu1021.org, ed.warshauer@seiu1021.org,  
brook.demmerie@seiu1021.org, l21pscreview@ifple21.org  
cc

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

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



PSC4119-0910 9-19-13.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 – Mod1 – Current**  
**Prior PSC Form 1– Mod1 – Current**

**PSC #4119-09/10**

4119-09/10  
Mod #1



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

April 8, 2010

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

MORGAN R. GORRONO  
PRESIDENT

E. DENNIS NORMANDY  
VICE PRESIDENT

DONALD A. CASPER  
COMMISSIONER

MARY Y. JUNG  
COMMISSIONER

ANITA SANCHEZ  
EXECUTIVE OFFICER

**SUBJECT:** REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 1001-09/10 THROUGH 1003-09/10; 4108-09/10 THROUGH 4120-09/10; 4135-05/06; 4096-07/08; 4019-07/08; 4161-08/09 AND 4120-05/06.

At its meeting of April 5, 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 #s4114-09/10, 4019-07/08 and 4161-08/09 to the meeting of April 19, 2010 at the request of the Public Utilities Commission.
- (2) Postpone PSC #4113-09/10 to the meeting of April 19, 2010 at the request of IFPTE Local 21.
- (3) Approve request for PSC #4108-09/10 on the condition that the Art Commission meet with representatives of SEIU Local 1021 to discuss its concerns regarding SEIU work to be performed at the San Francisco International Airport. Notify the offices of the Controller and the Office of Contract Administration.
- (4) Approve request for PSC #4109-09/10 on the condition that the Airport Commission and IFPTE Local 21 meet to discuss issues of concern to IFPTE Local 21. Notify the offices of the Controller and the Office of Contract Administration.
- (5) Approve request for all remaining contracts. Notify the offices of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

*Anita Sanchez*  
ANITA SANCHEZ  
Executive Officer

**Attachment**

- c: Sheila Arcelona, District Attorney
- Cynthia Avakian, Airport Commission
- Parveen Boparai, Municipal Transportation Agency
- Micki Callahan, Human Resources Director
- Gordon Choy, Department of Public Works
- Maureen Gannon, Sheriff's Department
- Kendall Gary, Department of Technology
- Jacque Hale, Department of Public Health
- Lavena Holmes-Williams, Port Commission
- Kan Htan, Arts Commission
- Shamica Jackson, Public Utilities Commission
- Naomi Kelly, Office of Contract Administration
- Florence Kyaun, Public Utilities Commission
- Sean McFadden, Recreation and Parks Department
- Mary Ng, Department of Human Resources
- Ben Rosenfield, Controller
- Commission File
- Chron



POSTING FOR  
4/5/2010

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4117-09/10	81	Public Health	Regular	\$200,000	Contractors will provide customization and implementation services for the Philips Emergin product at Laguna Honda Hospital. This application has been identified as a key item in the rebuild project. Emergin is an integration engine which will interface data from a variety of other applications including patient management, patient tracking, wireless phones, and the Nurse Call system.	6/30/2015
4118-09/10	81	Public Health	Regular	\$500,000	Contractor will provide access to a web-based (Software as a Service/SaaS) application that will track projects and also serve as a quality scorecard application for San Francisco General Hospital. The application is used by SFGH Quality Management Department to track, monitor and display quality and patient safety data. SFGH requires the specific features of the Health Commander system including integrated performance scorecards, quality and financial analyses including flow charts, process maps, root cause analysis, as well as the ability to import and build project methodologies that support clinical, IT and operational workflows.	7/31/2015
4119-09/10	81	Public Health	Regular	\$9,500,000	Contractor will operate a highly specialized uncompensated care recovery program, enhancing Medi-Cal and other third party payer revenues. Under this program, the contractor assists the Department to help San Francisco General Hospital (SFGH) patients to become eligible for Medi-Cal, therefore substantially increasing Department revenues. The population addressed is patients who the Department is not able to assist with eligibility through its regular procedures due to substance abuse, mental illness, homelessness, or other difficult-to-resolve situations. The contractor becomes the patient's authorized representative to aid and facilitate Medi-Cal eligibility and approval, and appears on behalf of the patient at fair hearings and appeals as necessary.	12/31/2013
4120-09/10	81	Public Health	Regular	\$18,464,525	Pick up and process soiled hospital laundry seven days per week, including holidays, for Laguna Honda Hospital (LHH) and San Francisco General Hospital (SFGH).	6/30/2015



4119-09/10  
Mod #1

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 3/9/10 3/17/10

DEPARTMENT NAME: Department of Public Health DEPARTMENT NUMBER 81

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

TYPE OF REQUEST:  
 INITIAL REQUEST  MODIFICATION (PSC# \_\_\_\_\_)

TYPE OF SERVICE: Uncompensated Care Recovery Services

FUNDING SOURCE: Medi-Cal and Third Party Payers

Original Amt.: \$ 9,500,000 (4 years) (fees only) PSC DURATION: 4/1/10-12/31/13

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The contractor will operate a highly specialized uncompensated care recovery program, enhancing Medi-Cal and other third party payer revenues. Under this program, the contractor assists the Department to help San Francisco General Hospital (SFGH) patients to become eligible for Medi-Cal, therefore substantially increasing Department revenues. The population addressed is patients who the Department is not able to assist with eligibility through its regular procedures, due to substance abuse, mental illness, homelessness, or other difficult-to-resolve situations. The contractor becomes the patient's authorized representative to aid and facilitate Medi-Cal eligibility and approval and appears on behalf of the patient at fair hearings and appeals, as necessary.

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

San Francisco General Hospital's (SFGH's) uncompensated care costs continue to rise each year. Without the assistance of the contractor, SFGH will lose an estimated \$47.5 million in collections (revenues) under this contract on unsponsored patients who otherwise would not be able to become eligible for Medi-Cal and other third party payer sources, as they frequently do not have sufficient ability or resources to successfully see applications through a frequently complicated process due to substance abuse, mental illness, homelessness, or other situations. The amount to be paid to the contractor in contingency fees under this contract is estimated to be the amount shown above, \$9.5 million.

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):

4108-96/97

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):

X	<u>IFPTE Local 21</u>	<u>Jacque Hale</u>	_____
	Union Name	Signature of person mailing/faxing form	Date
	<u>RFP sent to Locals 21, 250, 535 and 790</u>	<u>, on October 15, 1996</u>	<u>James Alexander</u>
	Union Name	Date	Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# \_\_\_\_\_  
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Extensive expertise in Medi-Cal and other third party payer regulations, including immigration law, State and Federal statutes covering appeals, administrative law, the State Welfare and Institution Code, Worker's Compensation and third party liability law.

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

2908 Hospital Eligibility Worker, 2909 Hospital Eligibility Worker Supervisor

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

None.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Hospital employees already assist the bulk of SFGH patients to become eligible for Medi-Cal, but it would be a conflict of interest for them to represent patients in the frequent fair hearings required to maximize patients' eligibility and City revenues. Also, Eligibility Workers do not make home calls, assist patients with transportation to and from Human Services Agency offices or help patients locate documentation required for the Medi-Cal application process. The City Attorney has never represented patients at fair hearings or appeals.

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

No. The work is intermittent, requiring specialized services which could create conflicts of interest and classification issues (i.e., transporting patients, home calls, locating interpreters, etc.). The City Attorney's Office would not represent individual patients on a case-by-case basis.

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

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

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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B. Will the contractor train City and County employees?

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

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

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


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

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

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

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

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

  
Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale

Print or Type Name

(415) 554-2609

Telephone Number

101 Grove Street, Room 307

San Francisco, CA 94102

Address