

Edwin M. Lee  
Mayor

Micki Callahan  
Human Resources Director

Date: April 21, 2014  
To: The Honorable Civil Service Commission  
Through: Micki Callahan *MC*  
Human Resources Director  
From: Cynthia Avakian, AIR  
Mary Hom, CON  
Jacquie Hale, DPH  
Sung Kim, DPW  
Karen Henderson, MYR

**Subject: Personal Services Contracts Approval Request**

This report contain seven (7) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on July 1, 1996.

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

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

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

Total of this Report	YTD Expedited Approvals FY 2013-2014	Total for FY 2013-2014
\$31,404,869	\$6,206,578	\$641,002,335

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

Mary Hom  
Controller's Office  
1 Dr. Carlton B. Goodlett Pl., Rm. 306  
San Francisco, CA 94102  
(415) 554-7536

Jacque Hale  
Department of Public Health  
101 Grove Street, Rm. 307  
San Francisco, CA 94102  
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Sung Kim  
Department of Public Works  
1155 Market Street, 4<sup>th</sup> Flr.  
San Francisco, CA 94103  
(415) 554-6417

Karen Henderson  
Mayor's Office of Housing &  
Community Development  
1 South Van Ness Ave., 5<sup>th</sup> Flr.  
San Francisco, CA 94103  
(415) 701-5557

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## POSTING FOR

~~April 7, 2014~~ <sup>PP</sup>

April 21, 2014

### PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

**Commission Hearing Date**

2014-04-21

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date
40541 - 13/14	AIRPORT COMMISSION	\$200,000.00	This request is to complete the remaining portions of the Airport's Closed-Circuit Television (CCTV) Security System Enhancements project which began in 2011. The project will integrate the existing security video management system (VMS) with a new event management system (EMS). The Contractor will implement and integrate these new software systems within the Airport's existing network structure. Integrator must be familiar with the Airport's existing software and hardware systems supporting aviation security requirements and be able to provide technical services after implementation and acceptance of new system if needed.	April 21, 2014	April 20, 2015
45651 - 13/14	CONTROLLER	\$17,000,000.00	Perform annual financial audit services and report on the financial statements for the City's Comprehensive Annual Financial Report (CAFR), the City's Single Audit, and departments/funds; perform other required compliance audits of grants, projects, and funds of other City departments; perform actuarial studies of the City's General Liability and Workers Compensation reserves; and perform additional audit procedures. See additional attachment for a list of departments/funds.	April 1, 2015	May 31, 2023
47569 - 13/14	CONTROLLER	\$1,200,000.00	The City and County of San Francisco (City) seeks a vendor to provide installation, configuration and implementation services for the Oracle Identity Management (IM) solution. IM will provide public internet access from outside of the City's firewall to eMerge PeopleSoft. It includes account management, provisioning from PeopleSoft, identity validation, self-service password resets, delegated administration to departments, single sign-on, an anti-fraud engine, a Lightweight Directory Access Protocol (LDAP) standards-compliant directory to host identities of non-active City employees, and audit tools.	May 1, 2014	May 1, 2016
48070 - 13/14	PUBLIC HEALTH	\$6,504,869.00	Represent eligible clients who are uninsured, underinsured, or at risk of losing insurance to pursue or maintain Supplemental Security Income/Supplemental Disability Income/Cash Assistance for Immigrants (SSI/SSDI/CAPI) income and corresponding Medi-Cal/Medicare coverage, thus providing them with improved access to healthcare and the financial means to stabilize their living situation. Legal assistance to client in moving disabled residents on to SSI and SSDI benefits by providing specialized SSI consultative and advocacy services and Human Immunodeficiency Virus (HIV) Health Services benefits counseling.	April 1, 2014	June 30, 2018
42815 - 13/14	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$700,000.00	Consultants will perform a full range of highly specialized environmental services in conformance with the provisions of the California Environmental Quality Act (CEQA) for the Rehabilitation and Detention Facility (RDF) project. The RDF project aims to replace County Jails #3 and #4 (828 beds), currently located on the 6th and 7th floors at the Hall of Justice (HOJ) building at 850 Bryant Street, by constructing a new multi-story facility (640 beds) on an adjacent site. Consultants will prepare a variety of technical reports including aesthetics/visual, air quality, cultural resources, geology/soils, hazards and hazardous materials, land use and planning, noise, transportation and traffic, utilities and service systems and other analyses needed to support the environmental analysis.	May 1, 2014	November 1, 2016
44350 - 13/14	MAYOR	\$500,000.00	The Mayor's Office of Housing and Community Development (MOHCD) of the City and County of San Francisco is seeking proposals from qualified consultants to provide a range of environmental services related to the acquisition of land for the development of affordable housing. The funds to be used for potential acquisition are subject to regulation by 24 Code of Federal Regulations (CFR) Part 85. The services may include one or more of the following: Environmental Site Assessments (ESAs) Phase I, II and	July 1, 2014	June 30, 2017

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date
			IIIs; Soil, air and groundwater testing and reporting to evaluate human health risk related to chemical contamination in any or all media; and seismic studies.		

**TOTAL AMOUNT \$26,104,869**

**Posting for April 21, 2014**  
**Proposed Personal Services Contract - Regular**  
**Modification to Increase/Decrease Contract Amount/Duration**

					PSC Modification Estimated	
PSC No	Dept Description	Modified Amount	Cumulative Amount	Description of Work	Start Date	End Date
4025-09/10	AIRPORT COMMISSION	\$5,300,000.00	\$8,800,000.00	Airport consulting services for: air traffic forecasting; finance, market and economic analyses; maximization of federal assistance programs; negotiation of lease and use agreements; utilization of passenger facility charges (PFCs); assessment of Airport parking, air cargo, and airline passenger rates and charges; bond feasibility reports; Airport economic impact studies; assessment of advanced technologies to improve safety and landing capacity; and development of new airline routes. Analysis of options for hotel development on Airport property, and financial and capital planning.	9/1/2014	8/31/2019

**Total Modified Amount: \$5,300,000.00**

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR Dept. Code: AIR

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

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

Type of Service: Software Support for Closed-Circuit Television (CCTV) Integration Project

Funding Source: General Airport Revenue Bonds PSC Duration: 52 weeks
PSC Amount: \$200,000 PSC Est. Start Date: 04/21/2014 PSC Est. End Date: 04/20/2015

1. Description of Work

A. Scope of Work:

This request is to complete the remaining portions of the Airport's Closed-Circuit Television (CCTV) Security System Enhancements project which began in 2011. The project will integrate the existing security video management system (VMS) with a new event management system (EMS). The Contractor will implement and integrate these new software systems within the Airport's existing network structure. Integrator must be familiar with the Airport's existing software and hardware systems supporting aviation security requirements and be able to provide technical services after implementation and acceptance of new system if needed.

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

System integrator and technical guidance is necessary to ensure the successful design, install, and integration of the video management, event management system, and internet protocol (IP) cameras. System integrator must anticipate any software integration problems and maintain contract schedule.

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 work has been previously provided under PSC #4063-10/11; however the prior approval expired before the project was completed. This request is to complete the project.

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

2. Union Notification: On 02/24/2014, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21, Electrical Workers, Local 6,

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40541 - 13/14

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 04/21/2014

Civil Service Commission Action:



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

A. Specify required skills and/or expertise:  
 Expertise and skills in designing, programming, and integrating Airport security systems at worldwide international airports. Current expertise, skills, and knowledge of Transportation Security Administration requirements.

B. Which, if any, civil service class(es) normally perform(s) this work?  
 7318,7329,

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:

There are currently no civil service classes that have the technical expertise in design, programming, and integration of specialized Airport security systems.

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

No, because Civil Service classes already exist and will be trained and involved with the maintenance after implementation/acceptance.

**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 03/20/2014 BY:

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

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

**Receipt of Union Notification(s)**

◆ **Local 21**

◆ **Local 6**

## Cynthia Avakian

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**From:** dhr-psccordinator@sfgov.org  
**Sent:** Monday, February 24, 2014 1:02 PM  
**To:** Cynthia Avakian; L21PSCReview@ifpte21.org; khughes@ibew6.org; Cynthia Avakian; Richard Isen; DHR-PSCCoordinator  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 40541 - 13/14

RECEIPT for Union Notification for PSC 40541 - 13/14 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 40541 - 13/14 for \$200,000 for Initial Request services for the period 04/21/2014 -- 04/20/2015. 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/1492> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

**Additional Attachment(s) of Explanation**

◇ **Section 1. Description of Work**

**1C. 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.**

PSC # 4063-10/11

4063-10/11



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

February 16, 2011

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4063-10/11 THROUGH 4075-10/11.**

At its meeting of February 7, 2011 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

- (1) Postpone PSC #4068-10/11 to the meeting of March 7, 2011.
- (2) PSC #4071-10/11 withdrawn at the request of the Public Utilities Commission.
- (3) Adopt the report; Approve request for all remaining contracts. Notify the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ  
Executive Officer

### Attachment

- c: Sheila Arcelona, Office of the District Attorney
- Cynthia Avakian, Airport Commission
- Parveen Boparai, Municipal Transportation Agency
- Micki Callahan, Human Resources Director
- Gordon Choy, Department of Public Works
- Naomi Kelly, Office of Contract Administration
- Marie de Vera, Department of Human Resources
- Kendall Gary, Department of Technology
- Jacquie Hale, Department of Public Health
- Shamica Jackson, Public Utilities Commission
- Florence Kyaun, Public Utilities Commission
- Ben Rosenfield, Controller
- Marie Ryan, Department of Human Resources
- Commission File
- Chron

POSTING FOR  
2/7/2011

PROPOSED PERSONAL SERVICES CONTRACTS

Regular, Continuing, Annual

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Start Date	End Date
4063-10/11	27	Airport Commission	Regular	\$6,000,000	Airport Contract CT8970 CCTV Security System Enhancements is a Transportation Security Administration (TSA) Other Transactions Agreement (OTA) grant that will provide technical and management support for the integration of a video management system, an event management system, the addition of new IP based cameras and the integration of existing Air Train, perimeter and boarding area cameras. Integrator will implement and integrate these new software systems within the Airport's existing network structure. Integrator must be familiar with the Airport's existing software and hardware systems supporting aviation security requirements and be able to provide technical services after implementation and acceptance of new system if needed.	1/1/2011	12/31/2013
4064-10/11	81	Public Health	Regular	\$2,000,000	In response to SB1953, which required acute care hospitals to meet explicit seismic safety standards in order to remain functional after a major earthquake, San Francisco General Hospital is being rebuilt and is due to open in 2015. The new facility will have 9 floors, add 32 beds, and move 27 hospital departments and personnel, with many new operating systems. In order to fully prepare for this historic move, SFGH needs consultants to help devise a comprehensive transition and occupancy plan, including details on implementation of compliance with regulatory requirements and review of administrative and clinical and operational systems, a move-in schedule and budget, and recommendations on the details of staffing patterns and training needed, as well as IT functions.	4/1/2011	12/31/2019
4065-10/11	81	Public Health	Regular	\$11,272,800	Contractor will provide intermittent, as needed temporary, on-call professional radiology technologists with on-call availability, 7 days per week. Registry personnel will be available on 24 hour notice to back up civil service employees during scheduled and unscheduled staff absences.	1/1/2011	6/30/2016
4066-10/11	75	Dept. of Technology	Regular	\$4,158,472	Contractor will provide services to monitor and administer Avaya telephone switches and telecom networks used by all City departments. These 24x7 services include: (1) Network fault management support; (2) Product management performance analysis; (3) PBX traffic and system analysis; (4) Network administration, engineering and consultant support; (5) Network routing software design and administration support; (6) Network translation implementation, and (7) System management.	2/7/2011	6/30/2014
4067-10/11	04	District Attorney	Regular	\$700,793	This contract will fund the launch and implementation of the Re-entry Center, a transitional housing and re-entry program for ex-offenders returning from state and local custody. The program will be based upon Delancy Street's proven program model to provide ex-offenders with rehabilitative services in a supportive housing setting. Delancy Street will provide the facility for the program. Contract funds, which come from a federal grant earmarked for this program, will be used to pay for start up costs and for staffing to run the Re-entry Center's programs.	1/1/2011	3/31/2013
4068-10/11	35	Municipal Transportation Agency	Regular	\$3,833,760	The San Francisco Municipal Transportation Agency (SFMTA) requires the services of a contractor to perform all the duties pertaining to the SFMTA's red light camera enforcement system. Duties include but are not limited to the following: maintain the system (hardware and software); issue and process citations for red light violations; provide court evidence packages; provide expert witness testimony pertaining to the system; train SF Police Department employees on the system's functions; provide regular reports on the system to the SFMTA; and provide a secure internet site for violators to obtain information on their violation.	2/7/2011	2/6/2016

PERSONAL SERVICES CONTRACT SUMMARY

DATE: November 17, 2010

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

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

TYPE OF SERVICE: Technical and Management Support for Closed-Circuit Television (CCTV) Security System Enhancements Design and Integration Project

FUNDING SOURCE: Transportation Security Administration (TSA) Grant, Capital, and Operating Funds

PSC AMOUNT: \$6,000,000

PSC DURATION: 1/1/2011 to 12/31/2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Airport Contract CT8970 CCTV Security System Enhancements is a Transportation Security Administration (TSA) Other Transactions Agreement (OTA) grant that will provide technical and management support for the integration of a video management system, an event management system, the addition of new IP based cameras and the integration of existing Air Train, perimeter and boarding area cameras. Integrator will implement and integrate these new software systems within the Airport's existing network structure. Integrator must be familiar with the Airport's existing software and hardware systems supporting aviation security requirements and be able to provide technical services after implementation and acceptance of new system if needed.

B. Explain why this service is necessary and the consequences of denial: System integrator and technical guidance is necessary to ensure the successful design, install, and integration of the video management, event management system, and IP cameras. System integrator must anticipate any software integration problems and maintain contract schedule. The TSA Other Transactions Agreement (OTA) grant has specific time guidelines for completion in order to receive federal funding.

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

Technical services for the development of an RFP for this project have been previously provided through a contract, most recently under PSC #4095-03/04.

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

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

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Rows include IBEW Local 6, IFPTE Local 21, MEA, and SEIU 1021, all signed by Cynthia P. Anderson on November 17, 2010.



**City and County of San Francisco**

**Department of Human Resources**

RFP sent to:

IBEW Local 6	on	November 17, 2010
_____ Union Name		_____ Date
IFPTE Local 21	on	November 17, 2010
_____ Union Name		_____ Date
MEA	on	November 17, 2010
_____ Union Name		_____ Date
SEIU 1021	on	November 17, 2010
_____ Union Name		_____ Date

*Cynthia P. Chute*  
\_\_\_\_\_  
Signature

*Cynthia P. Chute*  
\_\_\_\_\_  
Signature

*Cynthia P. Chute*  
\_\_\_\_\_  
Signature

*Cynthia P. Chute*  
\_\_\_\_\_  
Signature

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC # 4063-10/11  
STAFF ANALYSIS/RECOMMENDATION:

*Approved 2/7/11*

CIVIL SERVICE COMMISSION ACTION:

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

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

Expertise and skills in designing, programming, and integrating Airport security systems at worldwide international airports. Current expertise, skills, and knowledge of TSA security requirements.

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

The following class may be involved with the maintenance of the system once developed; however, these classes do not have the expertise in design and installation of these complex security systems: Class 1041 IS Engineer Assistant, 1042 IS Engineer Journey, 1043 IS Engineer Senior, and 1044 IS Engineer Principal, 7345 Electrician, 7388 Fiber Splicer, 7287 Electronic Technician Manager, 7318 Electronic Technician, and 7329 Electronic Technician Supervisor.

**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:**

There are currently no civil service classes that have the technical expertise in design, programming, and integration of specialized Airport security systems.

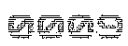
**B. Would it be practical to adopt a new civil service class to perform this work? Explain.**

No, because Civil Service classes already exist and will be trained and involved with the maintenance after implementation/acceptance.

**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"/>





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

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

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

- Describe the training and indicate approximate number of hours.

Provide on-site formal hands-on training at the following minimum levels: beginner/novice, intermediate, and advanced training including all systems and sensors integrated:

Airport Operations and Security (AVSEC) staff, including both operational and situational awareness training. Advanced training shall be provided by the manufacturer of their respective systems and subsystems. The DBI or system integrator (SI) shall supply basic training on ALL newly integrated systems including all systems and sensors integrated.

Airport Operations and Security Department (OPS) staff and Airport Communications Center (COM) personnel, including both operational and situational awareness training. Advanced training shall be provided by the manufacturer of their respective systems and subsystems.

Airport Facilities staff (including emergency repairs; provided by manufacturer and integrator) on all systems including hardware, repair and operational training.

Training plans and instructors shall be presented for approval in advance to AVSEC.

Approximately 1040 hours of training will be provided.

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

The following classifications will be trained: 0923, 0933, 1052, 7287, 7318, 7329, 9203, 9212, and 9220 for a total of approximately 20 people.

**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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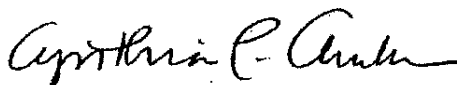
**E. Has a board or commission determined that contracting is the most effective way to provide this service? Attached is Airport Commission Resolution #10-0249.**

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

**F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? A design-build RFP has been recently issued and it is unknown at this time the results of that process.**

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



Signature of Departmental Personal Services Contract Coordinator

**Cynthia Avakian**

Print or Type Name

**(650) 821-2014**

Telephone Number

Airport Commission, Contracts Administration Unit

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

Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CONTROLLER – CON Dept. Code: CON

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

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: Independent Audit and Actuarial Services

Funding Source: Annual Appropriation Budget PSC Duration: 8 years 8 weeks  
PSC Amount: \$17,000,000 PSC Est. Start Date: 04/01/2015 PSC Est. End Date: 05/31/2023

**1. Description of Work**

A. Scope of Work:

Perform annual financial audit services and report on the financial statements for the City's Comprehensive Annual Financial Report (CAFR), the City's Single Audit, and departments/funds; perform other required compliance audits of grants, projects, and funds of other City departments; perform actuarial studies of the City's General Liability and Workers Compensation reserves; and perform additional audit procedures. See additional attachment for a list of departments/funds.

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

The City is required to have annual financial and compliance audits and auditing services performed by independent public accounting firms in compliance with City Charter Sections 2.115 and 9.117, and federal Single Audit contract and grant provisions. Denial would prevent the City from complying with local and federal mandates.

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 through contracts with independent public accounting firms. PSC#4054-98/99 We don't have electronic files. PSC#4160-98/99 We don't have electronic files. PSC#4054-03/04 CSC approval on 12/15/2003 for 9,000,000. Attached PSC#4075-08/09 CSC approval on 01/05/2009 for 9,000,000, and admin mod 1 on 3/27/13 for total of 13,499,999. Attached

D. Will the contract(s) be renewed? Yes. If the Controller's Office is satisfied up to 7 years

2. **Union Notification:** On 02/24/2014, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21, Prof & Tech Eng, Local 21, Management & Superv Local 21,

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45651 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/21/2014

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

A. Specify required skills and/or expertise:  
 Certified Public Accountants that has successfully provided Independent Audit Services to at least three (3) cities and/or counties, at least two (2) of which are located in California within the last five (5) years of the date of this Request for Proposals (RFP). Lead staff proposed to be assigned to the City's project(s) must individually have had a similar lead role on the two (2) California engagements in California. See Attachment for more details.

B. Which, if any, civil service class(es) normally perform(s) this work?  
 1686,1684,

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:  
 Per federal and local regulations, the work must be performed by independent Certified Public Accountants.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
 No. The work requires the services of independent Certified Public Accountants.

**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?  
 City Charter Sections 2.115 and 9.117  YES  NO
- D. Are there federal or state grant requirements regarding the use of  
 contractual services? City Charter Sections 2.115 and 9.117  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? Current contractor can reapply.  YES  NO

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
 ON 03/31/2014 BY:

Name: Mary Hom Phone: 415-554-7536 Email: mary.hom@sfgov.org

Address: City Hall Room 306 San Francisco, CA

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)  
**To:** [Hom, Mary; L21PSCReview@ifpte21.org](mailto:Hom, Mary; L21PSCReview@ifpte21.org); [Hom, Mary; Isen, Richard; DHR-PSCCoordinator, DHR](mailto:Hom, Mary; Isen, Richard; DHR-PSCCoordinator, DHR)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45651 - 13/14  
**Date:** Monday, February 24, 2014 4:38:31 PM

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RECEIPT for Union Notification for PSC 45651 - 13/14 more than \$100k

The CONTROLLER -- CON has submitted a request for a Personal Services Contract (PSC) 45651 - 13/14 for \$17,000,000 for Initial Request services for the period 04/01/2015 -- 05/31/2023. 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/1500> For union notification, please see the

TO: field of the email to verify receipt. If you do not see all the unions you

intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended



## MEMORANDUM

**TO:** DHR

**FROM:** Mary Hom

**DATE:** 2/24/14

**SUBJECT:** 45651 - 13/14 5 years plus explanation memo

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The Controller's Office requests that the contract cover eight years, including options to renew. The reason for our request is that with new external auditors there is a significant learning curve for their understanding and documenting CCSF, which a longer contract period permits them to recoup the costs of.

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**Additional Attachment(s) of Explanation**

◇ **Section 1. Description of Work**

**1A. Scope of Work**

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

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

◇ **Section 5. Additional Information**

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

- **City Charter Sections 2.115 and 9.117**

**5D. Are there federal or state grant requirements regarding the use of contractual services?**

- **City Charter Sections 2.115 and 9.117**

**5F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?**



## **Additional Attachment(s) of Explanation**

### **1A: Concise description of proposed work**

Departments/Funds include: General City, Employees' Retirement System, San Francisco Redevelopment Agency and Financing Authority, Health Service System, San Francisco International Airport, Port of San Francisco, Public Utilities Commission, Municipal Transportation Agency, San Francisco General Hospital, Laguna Honda Hospital, Local Transportation Fund, Transportation Development Act Projects, Office of Criminal Justice Planning Grants, Department of Insurance Grants, and Department of Justice Grants.

### **3A: Specify required skills and/or expertise:**

Selected firm(s) must be Certified Public Accountants that has successfully provided Independent Audit Services to at least three (3) cities and/or counties, at least two (2) of which are located in California within the last five (5) years of the date of this RFP. The lead staff proposed to be assigned to the City's project(s) must individually have had a similar lead role on the two (2) California engagements in California. Firms must have experience in evaluating internal controls and accounting policies and procedures, including controls and procedures relating to the administration of federal, state and local grant programs. They must have experience designing audit plans and coordinating the performance of audit procedures, and perform compliance and financial statement audits.

### **ADDITIONAL INFORMATION ON SECTION 5:**

#### **5C. Legal Mandates - SAN FRANCISCO CITY CHARTER SECTIONS**

##### SEC. 2.115. FINANCIAL AUDIT.

The Board of Supervisors shall select a firm or firms of independent accountants to audit and report upon the annual financial statements of the City and County.

##### SEC. 9.117. ESTABLISHMENT OF AUDIT COMMITTEE OF THE BOARD OF SUPERVISORS.

On or before the operative date of this Charter and until this requirement is changed by the Board of Supervisors, the Board of Supervisors shall establish through its rules an Audit Committee.

The Audit Committee shall:

1. Maintain a direct and separate line of communication between the Board of Supervisors and the City and County's independent auditor;
  2. Meet with the independent auditor to review the audited annual financial statement and the auditor's report on such matters as the quality and depth of management and compliance;
  3. Recommend appropriate action to be taken by the Board of Supervisors to implement recommendations contained in the audit report;
  4. Follow up, as necessary, to ensure that approved recommendations are promptly implemented;
- and
5. Perform other duties as assigned by the Board of Supervisors.

## **FEDERAL GOVERNMENT SINGLE AUDIT ACT OF 1984 (amended in 1996 and 2013)**

The federal government Single Audit Act of 1984 (as amended in 1996 and 2013) established requirements for audits of states, local governments, and Indian tribal governments that administer Federal financial assistance programs. Under the guidelines set by the Executive Office of the President and the Office of Management and Budget, any non-federal entity that expends Federal awards must be audited. The guidelines for audits of fiscal year ended 6/30/2015 are:

Financial Audit Non-Federal entities that expend \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year.

Single Audit Non-Federal entities that expend \$500,000 or more in a year in Federal awards shall have a single audit conducted in that year.

Exemption When Federal awards expended are less than \$500,000. Non-Federal entities that expend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements for that year, except as noted, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office (GAO).

## **FEDERAL GOVERNMENT SINGLE AUDIT ACT OF 1984 (amended in 1996 and 2013)**

The federal government Single Audit Act of 1984 (as amended in 1996 and 2013) established requirements for audits of states, local governments, and Indian tribal governments that administer Federal financial assistance programs. Under the guidelines set by the Executive Office of the President and the Office of Management and Budget, any non-federal entity that expends Federal awards must be audited. The guidelines for audits of fiscal year ended 6/30/2016 and after are:

Single Audit Non-Federal entities that expend \$750,000 or more in a year in Federal awards shall have a single audit conducted for that year unless a program specific audit is elected by the entity.

Exemption Non-Federal entities that expend less than \$750,000 a year in Federal awards are exempt from Federal audit requirements for that year, except as noted, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office (GAO).

### **5D. Federal Requirements**

See 5C. Any non-Federal entity that expends Federal awards must be audited by a public accountant firm or a Federal or local government audit organization, which meets the general standards specified in generally accepted government auditing standards (GAGAS). Internal auditors are excluded.

## From the San Francisco Charter:

Violation of this section shall constitute official misconduct.

### **SEC. 2.115. FINANCIAL AUDIT.**

The Board of Supervisors shall select a firm or firms of independent accountants to **audit** and report upon the annual financial statements of the City and County.

## From the United States Government Accountability Office (GAO) Government Accounting Standards (the "Yellow Book")

### Organizational Independence

**3.12** The ability of audit organizations in government entities to perform work and report the results objectively can be affected by placement within government, and the structure of the government entity being audited. Whether reporting to third parties externally or to top management within the audited entity internally, audit organizations must be free from organizational impairments to independence with respect to the entities they audit. Impairments to organizational independence result when the audit function is organizationally located within the reporting line of the areas under audit or when the auditor is assigned or takes on responsibilities that affect operations of the area under audit.

#### Organizational Independence for External Audit Organizations

**3.13** External audit organizations can be presumed to be free from organizational impairments to independence when the audit function is organizationally placed outside the reporting line of the entity under audit and the auditor is not responsible for entity operations. Audit organizations in government entities can meet the requirement for organizational independence in a number of ways and may be presumed to be free from organizational impairments to independence from the audited entity if the audit organization is

**a.** at a level of government other than the one to which the audited entity is assigned (federal, state, or local); for example, federal auditors auditing a state government program; or

**b.** in a different branch of government within the same level of government as the audited entity; for example, legislative auditors auditing an executive branch program.

**3.14** Audit organizations in government entities may also be presumed to be free from organizational impairments if the head of the audit organization meets any of the following criteria:

**a.** directly elected by voters of the jurisdiction being audited;

**b.** elected or appointed by a legislative body, subject to removal by a legislative body, and reports the results of audits to and is accountable to a legislative body;

**c.** appointed by someone other than a legislative body, so long as the appointment is confirmed by a legislative body and removal from the position is subject to oversight or approval by a legislative body,<sup>25</sup> and reports the results of audits to and is accountable to a legislative body; or

**d.** appointed by, accountable to, reports to, and can only be removed by a statutorily created governing body, the majority of whose members are independently elected or appointed and come from outside the organization being audited.

**3.15** In addition to the presumptive criteria in paragraphs 3.13 and 3.14, GAGAS recognize that there may be other organizational structures under which audit organizations in government entities could be considered to be free from organizational impairments and thereby be considered organizationally independent for reporting externally. These structures provide safeguards to prevent the audited entity from interfering with the audit organization's ability to perform the work and report the results impartially. For an external audit organization to be considered free from organizational impairments under a structure different from the ones listed in paragraphs 3.13 and 3.14, the audit organization should have all of the following safeguards. In such situations, the audit organization should document how each of the following safeguards were satisfied and provide the documentation to those performing quality control monitoring and to the external peer reviewers to determine whether all the necessary safeguards have been met.

**a.** statutory protections that prevent the audited entity from abolishing the audit organization;

**b.** statutory protections that require that if the head of the audit organization is removed from office, the head of the agency report this fact and the reasons for the removal to the legislative body;

**c.** statutory protections that prevent the audited entity from interfering with the initiation, scope, timing, and completion of any audit;

**d.** statutory protections that prevent the audited entity from interfering with audit reporting, including the findings and conclusions or the manner, means, or timing of the audit organization's reports;

**e.** statutory protections that require the audit organization to report to a legislative body or other independent governing body on a recurring basis;

**f.** statutory protections that give the audit organization sole authority over the selection, retention, advancement, and dismissal of its staff; and

**g.** statutory access to records and documents related to the agency, program, or function being audited and access to government officials or other individuals as needed to conduct the audit.<sup>26</sup>

#### **5F. Current Professional Services Contract**

The intent of this request is to allow the Controller's Office to bid out these services through an open, publicly advertised, and competitive process. Therefore, current contractors will also be eligible to bid on these services.

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**Additional Attachment(s) of Explanation**

◇ **Section 1. Description of Work**

**1C. 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.**

PSC # 4054-03/04

PSC # 4075-08/09





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Civil Service Commission >> Commission Information >> Meeting Information

## Civil Service Commission

### December 15, 2003 Regular



SAN FRANCISCO

#### MINUTES

Regular Meeting

December 15, 2003

2:00 p.m.

Room 400, City Hall

1 Dr. Carlton B. Goodlett Place

#### CALL TO ORDER

2:07 p.m.

#### ROLL CALL

Commissioner Alicia D. Becerril Present  
Commissioner Donald A. Casper Present  
Commissioner Morgan R. Gorrano Present  
Commissioner Thomas T. Ng Present  
Commissioner Linda Richardson Present

Commissioner Morgan R. Gorrano presided.

#### PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

#### APPROVAL OF MINUTES

Regular Meeting of December 1, 2003

Action: Approve. (Vote of 5 to 0)

**ANNOUNCEMENTS**

Paul Zarefsky, Deputy City Attorney and legal counsel to the Civil Service Commission announced that Proposition E approved by the voters in November 2003 became effective on December 5, 2003 with the certification by the Secretary of State of the November 2003 election results. Proposition E amended various sections in the Charter related to conflict of interest. Relevant to a public meeting, Mr. Zarefsky quoted the new section C-9.111 DISCLOSURE OF PERSONAL,

PROFESSIONAL AND BUSINESS RELATIONSHIPS, specifically, "...Section C 9.111 (a) Disclosure. A City officer or employee shall disclose on the public record any personal, professional or business relationship with any individual who is the subject of or has an ownership or financial interest in the subject of a governmental decision being made by the officer or employee where as a result of the relationship, or financial interest in the subject of a governmental decision being made by the officer or employee where as a result of the relationship, the ability of the officer or employee to act for the benefit of the public could reasonably be questioned. For the purposes of this section, the minutes of a public meeting at which the governmental decision is being made, or if the governmental decision is not being made in a public meeting, a memorandum kept on file at the offices of the City officer or employee's department, board, commission or agency shall constitute the public record..."

0792-03-8	Review of request for approval of proposed personal services contracts. (Item No. 5)
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PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4047-03/04	Office of Contract Administration	\$8,000,000	Will provide as needed information technology consulting services including project management; software development and programming; system design and integration and training.	Regular	12/31/06

**December 1, 2003:** Postpone to the meeting of December 15, 2003 at the request of the Office of Contract Administration.

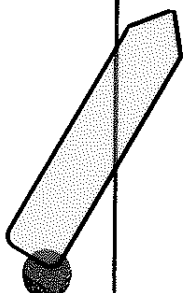
**Speakers:** Deborah Vincent-James, Executive Officer COIT

**Action:** Adopt the Human Resources Director's report; Notify the offices of the Purchaser and the Controller. (Vote 5 to 0)

0826-03-8 Review of request for approval of proposed personal services contracts. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4049-03/04	Public Utilities Commission (Water)	\$350,000	Will provide independent peer review of major engineering project deliverables produced by the SFPUC's Conceptual Engineering (CER).	Regular	07/31/06
4050-03/04	Public Utilities Commission (Water)	\$500,000	Will provide financial advisory services related to the issuance of revenue bonds and other financial instruments.	Regular	10/30/06
4051-03/04	Public Utilities Commission (Water)	\$2,500,000	Will provide specialized geotechnical services on an as-needed basis. Will prepare geotechnical performance criteria; design plans, specifications and	Regular	10/31/06

			cost estimates; perform investigations; write studies and reports; and provide field visits.		
4052-03/04	Airport Commission	\$100,000	Will represent the Airport in Washington, DC for many federal issues raised by increased security mandates including access to Federal dollars, immigration policies that affect International Traffic levels, and staffing of Federal agencies at the Airport.	Regular	06/30/04
4053-03/04	District Attorney	\$90,000	Will provide case management and services to women and transgender individuals who have experienced sexual exploitation and violence.	Regular	06/30/04
4054-03/04	Controller	\$9,000,000	Will perform annual financial audit services and report on the financial statements for the City's Comprehensive Annual Financial Report (CAFR), the departments/funds.	Regular	06/30/09



	<b>Speakers:</b>	Wendy Iwata, Public Utilities Commission spoke on PSC #4051-03/04.  Monique Zmuda, Controller's Office spoke on PSC #4054-03/04.
	<b>Action:</b>	(1) Adopt the Human Resources Director's report on PSC 4049-03/04 through 4053-03/04. Notify the offices of the Purchaser and the Controller (Vote of 5 to 0)  (2) Adopt the Human Resources Director's report on PSC #4054-03/04. Notify the offices of the Purchaser and the Controller (Vote of 3 to 2; Commissioners Becerril and Richardson dissent.)

0794-03-5 **Request to extend Volume I - Civil Service Commission Rule 113 - Certification of Eligibles, Article II, Section 113.2.2 - Expansion of Certification Rules. (Item No. 7)**

December 1, 2003: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through June 30, 2004, upon agreement with the affected employee organizations.

**Speakers:** None.

**Action:** Adopt the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through June 30, 2004. (Vote of 5 to 0)

0795-03-5 **Request to extend Volume IV- Civil Service Commission Rule 413 - Certification of Eligibles, Article II, Section 413.2.2 - Expansion of Certification Rules. (Item No. 8)**

December 1,  
2003:

**Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Director**

**of Transportation to extend Rule 413, Section 413.2.2 for an additional six months, through June 30, 2004, upon agreement with the affected employee organizations.**

**Speakers:** None.

**Action:** Adopt the recommendation of the Director of Transportation to extend Rule 413, Section 413.2.2 for an additional six months, through June 30, 2004. (Vote of 5 to 0)

**0534-03-7 Determination of future employability: Larry Prosper, retired, permanent civil service Institutional Police Sergeant (Job Code 8205) Department of Public Health. (Item No. 9)**

**December 1, 2003:** Postpone to the meeting of December 15, 2003 at the request of Larry Prosper.

**Speakers:** None.

**Action:** Postpone to the meeting of January 5, 2004 at the request of the Department of Public Health. (Vote of 5 to 0)

**0830-03-2 Request to amend and correct recently adopted eligible lists for Classes 1932 Assistant Storekeeper and 1934 Storekeeper. (Item No. 10)**

**Speakers:** Karen Taylor, Department of Human Resources

**Action:** Approve staff report; Grant request to amend and correct the recently adopted eligible list for Class 1932 Assistant Storekeeper and 1934 Storekeeper by adding one eligible to the 1934 eligible list and correcting the score of another eligible to reflect veterans preference points entitlement for both the 1932 Assistant Storekeeper and 1934 Storekeeper eligible lists. (Vote 5 to 0)

**0827-03-8 Review of request for approval of proposed personal services contracts. (Item No. 11)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4077-02/03	Mayor's Office	Increase Amount \$81,771	Will serve as the lead agent in the California State Legislature	Regular	06/30/04

		New Amount \$278,021	working with the Mayor's Office of Legislative Affairs in determining legislative and budget priorities for the City & County of San Francisco.		
4078-02/03	Mayor's Office	Increase Amount \$130,500  New Amount \$442,500	Will serve as Federal Legislative representative.	Regular	06/30/04

Speakers:	Ani Baghdassarian, Mayor's Office
Action:	Adopt the Human Resources Director's report; Notify the offices of the Purchaser and the Controller. (Vote of 5 to 0)

**0796-03-5** Draft proposed amendments to Civil Service Commission Rules applicable to the Uniformed Ranks of the San Francisco Police Department - Volume II - Rule 203 - Equal Employment Opportunity Policy; Rule 209 - Position Classification and Related Rules; Rule 210 - Police Examination Qualifications and Applicants; Rule 211 - Examinations; Rule 212 - Eligible Lists - Police Department; Rule 213 - Certification of Eligibles - Police Department. (Item No. 12)

**December 1, Discussion continued to the 2003:**

**meeting of December 15, 2003.**

**Speakers: Kate Favetti, Executive Officer disclosed that her cousin through marriage, Michael Favetti is active in the Police Officers Association.**

**Assistant Chief Heather Fong, San Francisco Police Department**

Denise Cannonier-Craig, Department of Human Resources

Chris Cunnie, President Police Officers Association

Julie Gonzalez, San Francisco Police Department  
Decentralized Examination Unit

Vincent Harrington, Counsel for Police Officers Association

**Action:** Discussion continued to a special meeting on Tuesday, January 20, 2004 at 1:00 p.m. in Room 408, City Hall, 1 Dr. Carlton B. Goodlett Place. (Vote of 5 to 0)

0159-03-7 **Determination of future employability: Dismissal of permanent civil service appointment of Edna Rosete, Registered Nurse (Job Code 2320) Department of Public Health. (Item No. 13)**

November 3, 2003: Postpone to the meeting of December 15, 2003 at the request of SEIU Local 790.

**Speakers:** None.

**Action:** Postpone to the meeting of January 20, 2004 at the request of Edna Rosete. (Vote of 5 to 0)



**0154-03-7 Determination of future employability: Dismissal of permanent civil service appointment of Carmen Wan, Registered Nurse (Job Code 2320) Department of Public Health. (Item No. 14)**

November 3, 2003: Postpone to the meeting of December 15, 2003 at the request of SEIU Local 790.

**Speakers:** None.

**Action:** Postpone to the meeting of January 20, 2004 at the request of Carmen Wan. (Vote of 5 to 0)

**0858-02-7 Request for hearing on future employment restrictions by Kenneth Johnson, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 15)**

February 3, 2003: Postpone to the meeting of March 3, 2003 at the request of Kenneth Johnson.

March 17, 2003: Postpone to the meeting of April 7, 2003 at the request of TWU Local 250-A. The Commission stipulated that this would be the last continuance granted.

April 7, 2003: Off calendar.

November 3, 2003: Postpone to the meeting of November 17, 2003 at the request of Kenneth Johnson.

November 17, 2003: Postpone to the meeting of December 15, 2003 in order to give Mr. Johnson an opportunity to inquire about service or disability retirement at the Retirement System.

**Speakers:** Mike Casey, Municipal Transportation Agency

Kenneth Johnson, Appellant

**Action:** Cancel any current examination and eligibility status; No future employment in any position requiring driving, including Cable Cars; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of six (6) months continuous employment outside the City and County service. (Vote of 5 to 0)

**REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

Ricardo Del Barrio spoke regarding regaining sixteen years of seniority following vocational rehabilitation as a result of an assault.

**ADJOURNMENT**

4:50 p.m.

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4075-08/09



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

DONALD A. CASPER  
PRESIDENT

MORGAN R. GORRONG  
VICE PRESIDENT

MARY Y. JUNG  
COMMISSIONER

E. DENNIS NORMANDY  
COMMISSIONER

ANITA SANCHEZ  
EXECUTIVE OFFICER

January 7, 2009

### NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4074-08/09 THROUGH 4080-08/09; 4082-08/09 THROUGH 4085-08/08; 2013-04/05; 4059-06/07; 4128-06/07 AND 4026-07/08.

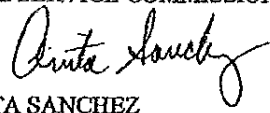
At its meeting of January 5, 2009 the Civil Service Commission had for its consideration the above matter.

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

- It was the decision of the Commission to:
- (1) Adopt the Human Resources Director's report on PSC #s 4076-08/09 and 4083-08/09 as amended. Notify the offices of the Controller and the Purchaser.
  - (2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

  
ANITA SANCHEZ  
Executive Officer

#### Attachment

- c: Parveen Boparai, Municipal Transportation Agency  
Micki Callahan, Human Resources Director  
Gordon Choy, Department of Public Works  
Jacquie Hale, Department of Public Health  
Mikhael Hart, Planning Department  
Lavena Holmes-Williams, Port  
Shamica Jackson, Public Utilities Commission  
Jennifer Johnston, Department of Human Resources  
Naomi Kelly, Office of Contract Administration  
Florence Kyaun, Public Utilities Commission  
Julian Low, Mayor's Office of Business & Economic Development  
Joan Lubamersky, General Services Agency/County Clerk  
Allison Magee, Juvenile Probation  
Esther Reyes, Office of the Controller  
Brigitte Rockett, Department of Human Resources  
Ben Rosenfield, Controller  
Tajel Shah, Treasurer/Tax Collector  
Commission File  
Chron

POSTING FOR  
January 05, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Dept/Id	Dept/Name	Approval Type	Contract Amount	Description of work	Duration
4074-08/09	8	Treasurer/Tax Collector	Regular	\$360,000.00	Will provide installation of a Treasury workstation system in the Investment, Banking, and Treasury Accounting sections, include license & maintenance.	01-Mar-14
4075-08/09	9	Controller	Regular	\$9,000,000.00	Will perform annual financial audit services and report on the financial statements for the City's Comprehensive Annual Financial Report (CAFR), the City's Single Audit, and departments funds.	30-Jun-14
4076-08/09	12	Juvenile Probation	Regular	\$150,000.00	Will be responsible for resolving grievances submitted by detained youth at JPD detention facilities.	31-Jan-12
4077-08/09	35	S.F. Municipal Transportation Agency	Regular	\$99,000.00	Will perform professional services to organize, promote, and conduct bicycle safety education classes in San Francisco for adults and children in accordance with League of American Bicyclist National Bike Ed curriculum.	31-Jan-11
4078-08/09	35	S.F. Municipal Transportation Agency	Regular	\$484,700.00	Will provide removal and replacement of the drive axles from 130 standard trolley coaches and 30 articulated coaches.	30-Jun-09
4079-08/09	35	S.F. Municipal Transportation Agency	Regular	\$99,000.00	Will provide services to coordinate and promote the City's Bike to Work Day program for the next two years.	31-Jan-11
4080-08/09	39	Port of San Francisco	Regular	\$400,000.00	Will provide construction support and perform other tasks as required to complete the Mission Bay Shoreline Protection for Bayfront Park Project.	31-Dec-10
4082-08/09	40	San Francisco Public Utilities Commission	Regular	\$132,000.00	Will provide installation of proprietary software and integrate it with the data historian program and the GIS systems already in use by the SFPUC.	31-Jan-10
4083-08/09	70	General Services Agency/County Clerk	Regular	\$208,000.00	Will provide services on project management, installation, testing, custom card design, verification training, equipment maintenance, preventive maintenance and repair for a turnkey proprietary Municipal ID system.	14-Jan-10
4084-08/09	90	Public Works	Regular	\$3,000,000.00	Will perform as needed specialized civil engineering tasks that include roadway, curb ramp, and sewer site improvement design, compliance with land surveying services, and pier and marina renovation.	01-May-14
4085-08/09	90	Public Works	Regular	\$3,000,000.00	Will perform as needed specialized geotechnical engineering tasks that include conducting geotechnical field explorations, investigations, and laboratory testing; supplemental testing such as seismic borehole logging, and seismic refraction profiling.	01-May-14

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: 12/05/08

DEPARTMENT NAME: Controller

DEPARTMENT NUMBER 09

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

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

TYPE OF SERVICE: Independent Audit and Actuarial Services

FUNDING SOURCE: Annual Appropriation Budget

PSC AMOUNT: \$9,000,000 PSC DURATION: May 1, 2009 - June 30, 2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Perform annual financial audit services and report on the financial statements for the City's Comprehensive Annual Financial Report (CAFR), the City's Single Audit, and departments/funds; perform other required compliance audits of grants, projects, and funds of other City departments; perform actuarial studies of the City's General Liability and Workers Compensation reserves; and perform additional audit procedures. See Additional Information on page 3 for list of departments/funds.

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

The City is required to have annual financial and compliance audits and auditing services performed by independent public accounting firms in compliance with City Charter Sections 2.115 and 9.117, and federal Single Audit contract and grant provisions. Denial would prevent the City from complying with local and federal mandates.

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 through contracts with independent public accounting firms. PSC#4054-98/99 for \$2,000,000 approved for PSC duration through 6/30/01 on 11/02/98. PSC#4160-98/99 for \$7,000,000 approved for PSC duration through 6/30/04 on 05/17/99. PSC#4054-03/04 for \$9,000,000 approved for PSC duration through 6/30/09 on 12/15/03.

D. Will the contract(s) be renewed: Yes. If the Controller's Office is satisfied with the selected Contractor's services, it may renew the contract for an additional two (2) years for a full contract term of seven (7) years. The Controller's Office will request Civil Service Commission approval as appropriate.

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

IFPTE Local 21, MEA

Union Names

Signature of person mailing/faxing form

12/8/08

Date

SEIU Local 1021

Union Name

Signature of person mailing/faxing form

12/8/08

Date

RFP to be posted online

http://www.sfgov.org/site/controller\_index.asp?id=15521

Union Names

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:

Selected firm(s) must be Certified Public Accountants that has successfully provided Independent Audit Services to at least three (3) cities and/or counties, at least two (2) of which are located in California within the last five (5) years of the date of this RFP. The lead staff proposed to be assigned to the City's project(s) must individually have had a similar lead role on the two (2) California engagements in California. Firms must have experience in evaluating internal controls and accounting policies and procedures, including controls and procedures relating to the administration of federal, state and local grant programs. They must have experience designing audit plans and coordinating the performance of audit procedures, and perform compliance and financial statement audits.

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

Per federal and local regulations, the work must be performed by independent Certified Public Accountants.

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

No.

WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Per federal and local regulations, the work must be performed by independent Certified Public Accountants.

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

No. The work requires the services of independent Certified Public Accountants.

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

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

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

*Esther Reyes*

Signature of Departmental Personal Services Contract Coordinator

Esther Reyes

415-554-7819

Print or Type Name

Telephone Number

1 Dr. Carlton B. Goodlett Pl  
City Hall, Room 388  
San Francisco, CA 94102

Address

**ADDITIONAL INFORMATION ON 1A, Concise description of proposed work:** Departments/Funds include: General City, Employees' Retirement System, San Francisco Redevelopment Agency and Financing Authority, Health Service System, San Francisco International Airport, Port of San Francisco, Public Utilities Commission, Municipal Transportation Agency, San Francisco General Hospital, Laguna Honda Hospital, Local Transportation Fund, Transportation Development Act Projects, Office of Criminal Justice Planning Grants, Department of Insurance Grants, and Department of Justice Grants.

**ADDITIONAL INFORMATION ON SECTION 5:**

**5C. Legal Mandates**

**SAN FRANCISCO CITY CHARTER SECTIONS**

**SEC. 2.115. FINANCIAL AUDIT.**

The Board of Supervisors shall select a firm or firms of independent accountants to audit and report upon the annual financial statements of the City and County.

**SEC. 9.117. ESTABLISHMENT OF AUDIT COMMITTEE OF THE BOARD OF SUPERVISORS.**

On or before the operative date of this Charter and until this requirement is changed by the Board of Supervisors, the Board of Supervisors shall establish through its rules an Audit Committee.

The Audit Committee shall:

1. Maintain a direct and separate line of communication between the Board of Supervisors and the City and County's independent auditor;
2. Meet with the independent auditor to review the audited annual financial statement and the auditor's report on such matters as the quality and depth of management and compliance;
3. Recommend appropriate action to be taken by the Board of Supervisors to implement recommendations contained in the audit report;
4. Follow up, as necessary, to ensure that approved recommendations are promptly implemented; and
5. Perform other duties as assigned by the Board of Supervisors.

**FEDERAL GOVERNMENT SINGLE AUDIT ACT OF 1984 (amended in 1996)**

The federal government Single Audit Act of 1984 (as amended in 1996) established requirements for audits of states, local governments, and Indian tribal governments that administer Federal financial assistance programs. Under the guidelines set by the Executive Office of the President and the Office of Management and Budget, any non-federal entity that expends Federal awards must be audited. The guidelines are:

<u>Financial Audit</u>	Non-Federal entities that expend \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year.
<u>Single Audit</u>	Non-Federal entities that expend \$500,000 or more in a year in Federal awards shall have a single audit conducted in that year.
<u>Exemption</u>	When Federal awards expended are less than \$500,000. Non-Federal entities that expend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements for that year, except as noted, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office (GAO).

**5D. Federal Requirements**

See 5C. Any non-Federal entity that expends Federal awards must be audited by a public accountant firm or a Federal or local government audit organization, which meets the general standards specified in generally accepted government auditing standards (GAGAS). Internal auditors are excluded.

**5F. Current Professional Services Contract**

The intent of this request is to allow the Controller's Office to bid out these services through an open, publicly advertised, and competitive process. Therefore, current contractors will also be eligible to bid on these services.



MEMORANDUM

TO: Leorah Dang, PSC Analyst
FROM: Steve W. Lee, Admin Analyst
Lily Conover, Contracts Manager - Department PSC Coordinator
DATE: 3/22/13
SUBJECT: Request for Administrative Approval of PSC Modification (less than 50%)

[Handwritten signature]

PSC No: 4075-08/09

Approval Date: 1/5/2009

Description of Service(s):

Independent Audit and Actuarial Services - Perform annual financial audit services and report on the financial statements for the City's Comprehensive Annual Financial Report (CAFR), the City's Single Audit, and departments/funds; perform other required compliance audits of grants, projects, and funds of other City departments; perform actuarial studies of the City's General Liability and Workers Compensation reserves; and perform additional audit procedures.

Table with 4 columns: Amount, Dollar sign, Amount, Duration. Rows include Original Approved Amount, Modification #1 Amount, Total PSC Amount, Original Approved Duration, Modification #1 Duration, and Total PSC Duration.

Reason for the modification:

This request is to increase the contract dollar amount and contract term for Independent Audit and Actuarial Services

Attachment: Copy of approved PSC Summary

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: [X] Approved

Approval Date: 3/27/2013

By: Micki Callahan, Human Resources Director

[Handwritten initials]



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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CONTROLLER -- CON Dept. Code: CON

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

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

Type of Service: Oracle Identity and Access Management Deployment

Funding Source: Controller's Office and DT PSC Duration: 2 years 1 day
PSC Amount: \$1,200,000 PSC Est. Start Date: 05/01/2014 PSC Est. End Date: 05/01/2016

1. Description of Work

A. Scope of Work:

The City and County of San Francisco (City) seeks a vendor to provide installation, configuration and implementation services for the Oracle Identity Management (IM) solution. IM will provide public internet access from outside of the City's firewall to eMerge PeopleSoft. It includes account management, provisioning from PeopleSoft, identity validation, self-service password resets, delegated administration to departments, single sign-on, an anti-fraud engine, a Lightweight Directory Access Protocol (LDAP) standards-compliant directory to host identities of non-active City employees, and audit tools.

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

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.
This service has not been provided in the past.

D. Will the contract(s) be renewed? No. This is for highly-specialized installation,etc

2. Union Notification: On 02/24/2014, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21, Management & Superv Local 21,

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

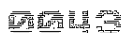
PSC# 47569 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/21/2014



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

A. Specify required skills and/or expertise:  
 Providing Oracle Identity Management installation, configuration and implementation services, and employee training/knowledge transfer requires expert functional and technical knowledge of the Oracle Identity Management suite of products, Oracle Linux system administration, functional and design specification writing, and extensive prior experience with teaching users how to use the product.

B. Which, if any, civil service class(es) normally perform(s) this work?  
 1070,1061,1062,1063,1064,1051,1052,1053,1054,1042,1043,1044,1041,

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

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

A. Explain why civil service classes are not applicable:  
 This is a short-term, highly specialized service requiring expertise with the Oracle Identity Management solution.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
 No, the work is short-term and highly specialized in nature

**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 additional attachment.	<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 04/01/2014 BY:

Name: Mary Hom Phone: 415-554-7536 Email: mary.hom@sfgov.org  
 Address: City Hall Room 306 San Francisco, CA

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

**From:** [dhrrpscordinator@sfgov.org](mailto:dhrrpscordinator@sfgov.org)  
**To:** [Hom, Mary; L21PSCReview@ifpte21.org](mailto:Hom, Mary; L21PSCReview@ifpte21.org); [Hom, Mary; Isen, Richard; DHR-PSCCoordinator, DHR](mailto:Hom, Mary; Isen, Richard; DHR-PSCCoordinator, DHR)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 47569 - 13/14  
**Date:** Monday, February 24, 2014 4:12:00 PM

---

RECEIPT for Union Notification for PSC 47569 - 13/14 more than \$100k

The CONTROLLER -- CON has submitted a request for a Personal Services Contract (PSC) 47569 - 13/14 for \$1,200,000 for Initial Request services for the period 05/01/2014 – 05/01/2016. 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/dhrrupal/node/1493> For union notification, please see the

TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

**Additional Attachment(s) of Explanation**

◇ **Section 1. Description of Work**

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

◇ **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.**

Section 1B:

This service is necessary to provide public internet access to the existing PeopleSoft environment from outside of the City's firewall to support self-service initiatives, including securely hosted paperless pay stubs, online Open Enrollment for health services, and online training. The Department of Technology (DT) selected Oracle Identity Management as the best solution to provide public internet access by extending the citywide Active Directory in a secure way. It will be available for secure authentication of all Citywide and department applications, in addition to eMerge PeopleSoft. Denial of highly specialized consulting services will prevent the City from providing secure public internet access in a timely manner, and prevent implementing self-service initiatives that will provide significant efficiencies to the City. Use of the existing citywide Active Directory outside of the firewall without Identity Management would open the City to identify theft and fraud, such as what happened to Target recently. Denial would also cause the City to need to continue contracting with third party vendor TALX/Equifax to host online paystub information in a less secure manner.

PSC#47569-13/14

Section 5B:

B. Will the contractor train City and County employees?

- Describe the training and indicate approximate number of hours.

**There will be two 8-hour days of onsite training. Additionally, 4 days of Identity Management related training for each of approximately 10 staff will be purchased separately from Oracle University. There will also be a knowledge transfer component, as City employees will be working side-by-side with the contractors.**

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

**Department of Technology and Controller's Office IT staff will receive training to configure and maintain the Identity Management solution. The number of staff to be trained is approximately 10, with the potential for more.**



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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH Dept. Code: DPH

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

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

Type of Service: Assistance to Clients with Federal and Other Income Assistance Programs

Funding Source: Work Order PSC Duration: 4 years 13 weeks
PSC Amount: \$6,504,869 PSC Est. Start Date: 04/01/2014 PSC Est. End Date: 06/30/2018

1. Description of Work

A. Scope of Work:

Represent eligible clients who are uninsured, underinsured, or at risk of losing insurance to pursue or maintain Supplemental Security Income/Supplemental Disability Income/Cash Assistance for Immigrants(SSI/SSDI/CAPI) income and corresponding Medi-Cal/Medicare coverage, thus providing them with improved access to healthcare and the financial means to stabilize their living situation. Legal assistance to client in moving disabled residents on to SSI and SSDI benefits by providing specialized SSI consultative and advocacy services and Human Immunodeficiency Virus (HIV) Health Services benefits counseling.

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

Clients eligible for SSI and other income assistance programs are more likely to become engaged in ongoing and preventive treatment, are more likely to have access to housing, and tend to better meet their nutritional needs. Denial of those services will result in an increase in disease, poor nutrition, homelessness, and crime.

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 were previously included under PSC 4151-09/10.

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

2. Union Notification: On 01/18/2014, the Department notified the following employee organizations of this PSC/RFP request: SEIU 1021 Miscellaneous,

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48070 - 13/14

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 04/21/2014

Civil Service Commission Action:

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

A. Specify required skills and/or expertise:  
 Demonstrated legal expertise in Social Security Administration disability criteria, evidentiary rules and application process; demonstrated experience in providing legal representation for clients through the legal appeal and hearing stages.

B. Which, if any, civil service class(es) normally perform(s) this work?  
 2903,2905,2907,

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:

There are no current civil service classes established to provide these services, which are provided only to clients with behavioral and other illnesses (not to employees or departments).

B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
 No, as the services are as-needed and intermittent, depending on individual clients' needs.

**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? Contractor: Positive Resource Center	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
 ON 04/03/2014 BY:

Name: Jacque Hale Phone: (415) 554-2609 Email: jacque.hale@sfdph.org

Address: 101 Grove Street, Room 307 San Francisco, CA 94102

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

**Dang, Leorah (HRD)**

---

**From:** dhr-psccordinator@sfgov.org  
**Sent:** Saturday, January 18, 2014 3:16 PM  
**To:** Hale, Jacquie; david.canham@seiu1021.org; joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; Hale, Jacquie; Isen, Richard; DHR-PSCCoordinator, DHR  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 48070 - 13/14

RECEIPT for Union Notification for PSC 48070 - 13/14 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 48070 - 13/14 for \$6,504,869 for Initial Request services for the period 04/01/2014 – 06/30/2018. 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/1259> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

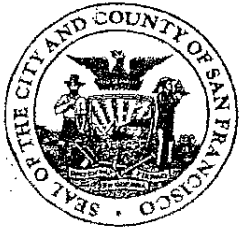
**Additional Attachment(s) of Explanation**

◇ **Section 1. Description of Work**

**1C. 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.**

PSC # 4151-09/10

4151-09/10



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

E. DENNIS NORMANDY  
PRESIDENT

June 24, 2010

DONALD A. CASPER  
VICE PRESIDENT

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

MORGAN R. GORRONO  
COMMISSIONER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED  
PERSONAL SERVICES CONTRACT NUMBER 4148-09/10  
THROUGH 4162-09/10.

MARY Y. JUNG  
COMMISSIONER

At its meeting of June 21, 2010 the Civil Service Commission had for its consideration the above matter.

ANITA SANCHEZ  
EXECUTIVE OFFICER

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.

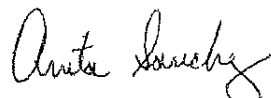
It was the decision of the Commission to:

- (1) Adopt the report; Approve request for approval of PSC #s 4150-09/10 through 4153-09/10; 4156-09/10; 4160-09/10; and 4161-09/10 on the condition that the Department of Public Health make every reasonable effort to create requisitions for those 2819 Assistant Health Educators laid off in 2009 and other Local 21 represented positions that are subject to reduction or layoff; and that the Department of Public Health report every six (6) months to the Civil Service Commission on its progress in meeting this condition. Notify the Office of the Controller and the Office of Contract Administration.
- (2) Adopt the report; Approve request for approval of PSC #4155-09/10 on the condition that 1) the Department of Public Health will meet with IFPTE Local 21 to discuss and evaluate whether and to what extent work to be performed in this PSC is work which could be performed by Real Property Managers; 2) If at the conclusion of these discussions, it turns out that work in this PSC is not work which could be performed by Real Property Managers, then the matter is closed; 3) If at the conclusion of these discussions, it turns out that work in this PSC is work which could be performed by Real Property Managers, then the Department of Public Health and Local 21 will endeavor to utilize CCSF Real Property Managers to perform this work, and make appropriate modifications to the contract(s) in the PSC accordingly. Notify the Office of the Controller and the Office of Contract Administration.
- (3) Adopt the report; Approve request for approval of PSC #4158-09/10 for a duration of two years, to June 30, 2012. Notify the Office of the Controller and the Office of Contract Administration.
- (4) Adopt the report; Approve request for approval of all remaining contracts. Notify the Office of the Controller and the Office of Contract Administration.

CSC Notice of Action  
June 24, 2010  
Page 2

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

CIVIL SERVICE COMMISSION

  
ANITA SANCHEZ  
Executive Officer

Attachment

c: Micki Callahan, Human Resources Director  
Jacquie Hale, Department of Public Health  
Naomi Kelly, Office of Contract Administration  
Ben Rosenfield, Controller  
Commission File  
Chron



POSTING FOR  
6/7/2010

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4151-09/10	81	Public Health	Regular	\$150,074,786	Contract will provide: mental health outpatient; substance abuse outpatient services; and intensive case management/full-service partnership level-of-care to transitional age youth, adults and older adults. The contract will provide flexible, integrated and seamless services based on the level and type of needs of the client, and responding as clients change over time.	6/30/2015
4152-09/10	81	Public Health	Regular	\$18,595,931	Contractors will provide integrated full-service behavioral health outpatient services (Mental Health and Substance Abuse Services) for older-adult clients living in the catchment areas 2, 4 and 5 (Western Addition/area bounded by Geary-Gough-Market-Stanyan/Marina/Presidio, North of Market/Tenderloin/South of Market and Richmond and Sunset Districts.)	6/30/2015
4153-09/10	81	Public Health	Regular	\$112,083,205	Contractor will provide services to adult clients living in a residential setting who otherwise would be at risk of hospitalization or other institutional placement if they were not in a residential treatment program. The contractor will provide crisis residential programs, transitional residential treatment programs, Institute for Mental Disease (IMD) alternative programs, and an Urgent Care Center consisting of a crisis stabilization/urgent care clinic with an attached short-term crisis residential program. Institute for Mental Disease alternative programs target adults returning from long-term care settings back to the community or who are at risk for institutional placement due to the severity of their psychiatric disorder.	6/30/2015
4154-09/10	81	Public Health	Regular	\$111,292,513	Contractor will provide substance abuse residential programs. The program will include a 24/7 comprehensive assessment, case management, counseling, skill building and support services to individuals with substance abuse disorders. The program includes Pomeroy House Perinatal Treatment, Residential Family, Women's Harm Reduction Overnight/Partial Day, Women's HIV, MH, Harm Reduction Transitional Residential, Ryan White Pt A, HIV Residential, Adult Residential & Overnight/Partial Day, Women's Residential Social Detoxification, Bed Social Detox, Homeless Specialty, HIV Women's Residential Social Detoxification, Residential Medical Detoxification, MHSA Dual Diagnosis Residential Treatment, Redwood Center Residential Treatment for High-Utilizers of Multiple Systems, HIV Residential Medical Detoxification and Proposition 36 Residential Treatment.	6/30/2015

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 27, 2010 rev. May 17, 2010

DEPARTMENT NAME: Public Health DEPARTMENT NUMBER 81, 82

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

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

TYPE OF SERVICE: Behavioral Health Integrated and Full Service Outpatient Services

FUNDING SOURCE: State Realignment, Medi-Cal, General Funds, Grants, Work Orders

PSC AMOUNT: \$150,074,786/total 5 years PSC DURATION: 7/1/2010 - 6/30/2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contract will provide: mental health outpatient; substance abuse outpatient services; and intensive case management/full-service partnership level-of-care to transitional age youth, adults and older adults. The contract will provide flexible, integrated and seamless services based on the level and type of needs of the client, and responding as clients change over time.

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

Without these services, transitional age youth, adults and older adults will be exposed to increased levels of addiction, anxiety, depression, post-traumatic stress disorder, violence, trauma, post-trauma, and other symptoms. There will also be a generalized sense of increased collective helplessness throughout the community, when related to the untreated mental illness, leading to communities to feel besieged and victimized. Not providing the services may result in increased lawsuits and related costs, as well as disallowance of State and Federal funding for failing to expend funds within regulatory guidelines.

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):

2013-04/05 and 2012-08/09

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

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

SEIU Local 1021; IFPTE Local 21; UAPD (Unit 8-CC) Union Name, Jacquie Hale Signature of person mailing/faxing form, April 30, 2010 Date

RFP sent to SEIU Local 1021; IFPTE Local 21, on July 30, 2009 Date, Mahlet Girma Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2013-04/05- 4151-09/10

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION: June 21, 2010

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*Contractors must have appropriately trained, licensed and certified staff and facilities which comply with applicable State laws and regulations, specifically, California Welfare and Institutions Code Sect. 5000.*

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

*If these services were to be performed by Civil Service classes, they might be provided by a combination of any or all the following: UAPD (Unit 8-CC): 2230 Physician Specialist, 2232 Senior Physician Specialist, (Psychiatrist); IFFTE Local 21: 2589/2591/2593 Health Program Coordinators I, II, and III, 2822 Senior Medical Social Worker; SEIU Local 1021: 2110 Medical Records Clerk, 2305 Psychiatric Technician, 2320 Registered Nurse, 2328 Nurse Practitioner, 2552 Director of Activities, Therapy and Volunteer Services (Recreational Therapist), 2574 Psychologist, 2585/86/87/88 Health worker I, II, III, IV, 2910 Social Worker, 2930 Psychiatric Social Worker, 2706 Housekeeper/Food Service Cleaner, 2908 Hospital Eligibility Worker, 2913 Program Specialist, 2915 Program Supervisor, 2920 Medical Social Worker, 2930 Psychiatric Social Worker, 2935 Senior Marriage, Family and Child Counselor.*

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

*Yes, contractors will maintain appropriate community facilities that are licensed and otherwise compliant with external funding and regulatory requirements for provision of contracted services.*

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

*Community-based behavioral health contractors provide cultural expertise and linkages otherwise unavailable through Civil Service classifications. Civil Service staff work in partnership with contractors, which are non-profit organizations, and through these collaborations the City is able to offer higher quality, more accessible mental health and substance abuse treatment services to its residents. The mental health and substance abuse treatment services System Of Care is best performed by community-based service providers which have the required expertise, often specific to the target population they serve, and who have the trust of and credibility in the community, as well as linkages and resources unavailable to the City at a comparable level, and they are able to operate the small, flexible, community-based programs required by State law and found to be most effective in treating our residents who are mentally ill.*

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

*No. Current existing classifications perform this work. However, demand exceeds the capacity at City facilities to provide these services, so that City uses contractors to meet as many of the clients' needs as possible.*

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

<input checked="" type="checkbox"/>	<input 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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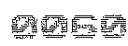
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

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

  
\_\_\_\_\_  
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



Attachment to Department of Public Health  
Request for Approval of Personal Services Contracts:

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. (Continued)

The mental health and substance abuse treatment services System of Care is best performed by community-based service providers which have the required expertise, often specific to the target population they serve, and who have the trust of and credibility in the community, as well as linkages and resources unavailable to the City at a comparable level, and they are able to operate the small, flexible, community-based programs required by State law and found to be most effective in treatment residents who are mentally ill.

5. ADDITIONAL INFORMATION

D. (Continued)

**5000. This part shall be known and cited as the Lanterman-Petris-Short Act.**

**5120.** It is the policy of this state as declared and established in this act and in the Lanterman-Petris-Short Act that the care and treatment of mental patients be provided in the local community. In order to achieve uniform statewide implementation of the policies of this act, it is necessary to establish the statewide policy that, notwithstanding any other provision of law, no city or county shall discriminate in the enactment, enforcement, or administration of any zoning laws, ordinances, or rules and regulations between the use of property for the treatment of general hospital or nursing home patients and the use of property for the psychiatric care and treatment of patients, both inpatient and outpatient.

Health facilities for inpatient and outpatient psychiatric care and treatment shall be permitted in any area zoned for hospitals or nursing homes, or in which hospital and nursing homes are permitted by conditional use permit.

**5652.5** (a) Each county shall utilize available private and private non-profit mental health resources and facilities in the county prior to developing new county-operated resources or facilities when these private and private non-profit resources or facilities are of at least equal quality and cost as county-operated resources and facilities and shall utilize available county resources and facilities of at least equal quality and cost prior to new and private nonprofit resources and facilities. All the available local public or private and private nonprofit facilities shall be utilized before state hospitals are used. (b) Nothing in this section shall prevent a county from restricting its systems of care in the manner it believes will provide the best overall care.

**5653.** In developing the County Short-Doyle plan, optimum use shall be made of appropriate and local public and private organizations, community professional personnel, and state agencies. Optimum use shall also be made of federal, state, county and private funds which may be available for mental health planning. In order that maximum utilization be made of federal and other funds made available to the

Department of Rehabilitation, the Department of Rehabilitation may serve as a contractual provider under the provisions of a county plan of vocational rehabilitation services for the mentally disordered.

<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=wic&group=05001-06000&file=5650-5667>

Attachment to Department of Public Health  
Request for Approval of Personal Services Contracts :

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“5000. This part shall be known and may be cited as the Lanterman-Petris-Short Act.

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“5652.5. (a) Each county shall utilize available private and private nonprofit mental health resources and facilities in the county prior to developing new county-operated resources or facilities when these private and private nonprofit mental health resources or facilities are of at least equal quality and cost as county-operated resources and facilities and shall utilize available county resources and facilities of at least equal quality and cost prior to new private and private nonprofit resources and facilities. All the available local public or private and private nonprofit facilities shall be utilized before state hospitals are used. (b) Nothing in this section shall prevent a county from restructuring its systems of care in the manner it believes will provide the best overall care.”

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“5653. In developing the county Short-Doyle plan, optimum use shall be made of appropriate local public and private organizations, community professional personnel, and state agencies. Optimum use shall also be made of federal, state, county, and private funds which may be available for mental health planning. In order that maximum utilization be made of federal and other funds made available to the Department of Rehabilitation, the Department of Rehabilitation may serve as a contractual provider under the provisions of a county Short-Doyle plan of vocational rehabilitation services for the mentally disordered.”

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<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=wic&group=05001-06000&file=5650-5667>

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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

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

Type of Service: Environmental consulting & planning services for the Rehabilitation & Detention Facility Proj

Funding Source: Project Funds PSC Duration: 2 years 26 weeks
PSC Amount: \$700,000 PSC Est. Start Date: 05/01/2014 PSC Est. End Date: 11/01/2016

1. Description of Work

A. Scope of Work:

Consultants will perform a full range of highly specialized environmental services in conformance with the provisions of the California Environmental Quality Act (CEQA) for the Rehabilitation and Detention Facility (RDF) project. The RDF project aims to replace County Jails #3 and #4 (828 beds), currently located on the 6th and 7th floors at the Hall of Justice (HOJ) building at 850 Bryant Street, by constructing a new multi-story facility (640 beds) on an adjacent site. Consultants will prepare a variety of technical reports including aesthetics/visual, air quality, cultural resources, geology/soils, hazards and hazardous materials, land use and planning, noise, transportation and traffic, utilities and service systems and other analyses needed to support the environmental analysis.

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

These technical specialized services and expertise are necessary because the City does not currently possess them, and the services are required to complete the CEQA requirement for the RDF project. Denial of this request will delay the environmental clearance and delivery of this major infrastructure project, which will jeopardize the City's eligibility for up to \$80M of State financing.

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.

Specialized Environmental Review Services for major infrastructure projects are routinely provided by consultants who possess unique qualifications. The most recent personal services contracts for similar work was approved for PSC# 4093-06/07 on February 5, 2007 for the SF General Hospital Rebuild Program, & PSC# 4011-13/14 on August 5, 2013 for the Better Market Street Project.

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

2. Union Notification: On 02/06/2014, 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# 42815 - 13/14

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 04/21/2014

Civil Service Commission Action:



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

A. Specify required skills and/or expertise:

The project requires specialized CEQA consultants with expertise in complex, major projects to analyze the environmental impact of the RDF project. In particular, the consultants need CEQA expertise to provide aesthetics/visual, air quality, cultural resources, geology/soils, hazards and hazardous materials, land use and planning, noise, transportation and traffic, utilities and service systems and other analyses needed to support the environmental analysis.

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

5288,5289,5290,5277,5278,5291,5293,5298,5299,5620,5642,5644,

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

Yes. The Consultant will provide facilities, equipment, and computer software for analyses needed for the work.

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

A. Explain why civil service classes are not applicable:

The broad and specialized scope of the necessary environmental services exceeds the City's current capabilities of staff and equipment. The work of consultants will also augment the work of the City Planners through the CEQA process. The City's planners who are experienced with the work will review and substantiate that the environmental analysis and processes by the consultants, are in conformance with CEQA Guideline requirements.

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

Please see attached.

**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 02/06/2014 BY:

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

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

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

**Carlos, Carina**

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**From:** dhr-psccordinator@sfgov.org  
**Sent:** Thursday, February 06, 2014 11:46 AM  
**To:** Kim, Sung; jebrenner@ifpte21.org; L21PSCReview@ifpte21.org; Carlos, Carina; richard.isen@sfgov.org; DHR-PSCCoordinator, DHR  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 42815 - 13/14

RECEIPT for Union Notification for PSC 42815 - 13/14 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 42815 - 13/14 for \$700,000 for Initial Request services for the period 05/01/2014 – 11/01/2016. 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/1360> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

67a

**Additional Attachment(s) of Explanation**

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

**3B. Which, if any, civil service class normally performs this work?**

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

**4B. Would it be practical to adopt a new civil service class to perform this work? Explain.**

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

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

None. The Department of City Planning, San Francisco Municipal Transportation Agency, San Francisco Public Utilities Commission, and San Francisco Port Department have planners (CS classes 5288 Transit Planner II, 5289 Transit Planner III, 5290 Transit Planner IV, 5277 Planner I, 5278 Planner II, 5291 Planner III, 5293 Planner IV, 5298 Planner III-Environmental Review, 5299 Planner IV-Environmental Review, 5620 Regulatory Specialist, 5642 Senior Environmental Specialist, 5644 Principal Environmental Specialist) who, by process, become the editors of the CEQA document, and review the work of the consultants for conformance with CEQA, environmental, and other City requirements. The consultants augment the work of the City's planners, who do not have specialized expertise required for many of the technical studies.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

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

*No. The work is highly specialized and project specific. Projects of this type and size requiring this particular work are intermittent so the adoption of a new civil service class to perform this work would be impractical. In addition, the utilization of consultants to prepare the environmental document is consistent with City Planning Department's policy and procedures. (See attached Environmental Review Process Summary.)*

**Additional Attachment(s) of Explanation**

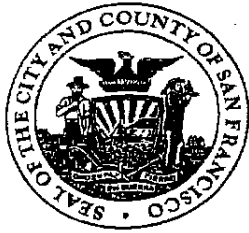
◇ **Section 1. Description of Work**

**1C. 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.**

PSC # 4093-06/07

PSC # 4011-13/14

4093-06/07



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

February 7, 2007

GAVIN NEWSOM  
MAYOR

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4092-06/07 THROUGH 4097-06/06 AND 4012-05/06.**

THOMAS T. NG  
PRESIDENT

At its meeting of **February 5, 2007** the Civil Service Commission had for its consideration the above matter.

ALICIA D. BECERRIL  
VICE PRESIDENT

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

DONALD A. CASPER  
COMMISSIONER

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.

MORGAN R. GORRONO  
COMMISSIONER

KATE FAVETTI  
EXECUTIVE OFFICER

CIVIL SERVICE COMMISSION

KATE FAVETTI  
Executive Officer

### Attachment

- c: Parveen Boparai, Municipal Transportation Agency
- Connie Chang, Public Utilities Commission
- Gordon Choy, Department of Public Works
- Ed Harrington, Controller
- Jennifer Johnston, Department of Human Resources
- Naomi Kelly, Office of Contract Administration
- William Lee, Department of Emergency Management
- Galen Leung, San Francisco International Airport
- Jonathan Nelly, Department of Human Resources
- Mary Jane Winslow, City Attorney's Office
- Ted Yamasaki, Acting Human Resources Director
- Commission File
- Chron

RECEIVED  
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CIVIL SERVICE COMMISSION

POSTING FOR  
February 5, 2007

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval		Contract Amount	Description of work	Duration
			Type				
4092-06/07	03	City Attorney's Office	Regular		\$750,000.00	Will contract with five qualified firms to provide subpoena preparation, process serving, and document retrieval services. These services involve access and acquisition of confidential documents at the City offices, etc.	01-Mar-09
4093-06/07	90	Public Works	Regular		\$600,000.00	Will perform a full range of environmental review services in conformance with provisions of the California Environmental Quality Act. This project requires consultants that may provide consultation for the duration of the project.	29-Feb-12
4094-06/07	40	Public Utilities Commission	Regular		\$240,000.00	Will provide technical advisory and review services for the New Irvington Tunnel Project in specified fields related to the design and construction of tunnels and associated structures/facilities.	14-Jan-09
4095-06/07	40	Public Utilities Commission	Regular		\$111,000.00	Will provide technical advisory and review services for Harry Tracy Water Treatment Plant (HTWTP) Long Term Improvements Project in specified fields related to the planning and conceptual design of water treatment, etc.	14-Feb-09
4096-06/07	77	Department of Emergency Management/Division of Emergency Services	Regular		\$750,000.00	Will complete a comprehensive risk and capabilities assessment based upon current emergency management standards, state and federal guidelines regarding emergency and disaster preparedness.	15-Feb-08
4097-06/07	27	Airport Commission	Regular		\$525,000.00	Will convert the Airport's only current chiller that uses an ozone-depleting refrigerant to a non-ozone-depleting refrigerant and possible as-needed repair work associated with the conversion.	31-Dec-07



PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 21, 2006

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: Environmental Review Services for the San Francisco General Hospital Rebuild Program

FUNDING SOURCE: Departmental Work Orders

PSC AMOUNT: \$600,000 PSC DURATION: 3/1/2007 through 2/29/2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Consultants will perform a full range of environmental review services in conformance with provisions of the California Environmental Quality Act (CEQA), CEQA guidelines, and Chapter 31 of the San Francisco Administrative Code pertaining to the preparation and processing of an environmental evaluation for the San Francisco General Hospital (SFGH) Rebuild Program.

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

The existing general acute care hospital building does not comply with current California seismic safety requirements established under the 1994 amendment to the Alfred E. Alquist Hospital Seismic Safety Act of 1983 (Senate Bill 1953). It is required that all general acute care patients be relocated from the existing, non-conforming hospital before January 1, 2013. SFGH/the City is obligated to meet this mandate, which establishes the basis for the SFGH Rebuild Program. The environmental review work is a mandatory requirement for a rebuild of this nature.

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):

Environmental Review Services are normally provided by consultants that are awarded a professional services contract selected through the RFP or RFQ process. The department currently has as-needed consultants that were approved by PSC #4024-06/07 but these contracts are of limited use when they must expire with 3 to 5 years of award by ordinance; this project requires consultants that may provide consultation for the duration of the project if the project experiences delays.

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 12/27/2006
Union Name Signature of person mailing/faxing form Date
RFP sent to Local 21 Union Name, on To be sent 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 qualified consultants with expertise in the preparation of environmental impact reports (EIR) and mitigated negative declarations for complex public works projects and encompassing multiple complex environmental issues, and to provide transportation, parking, noise, historic resource/cultural preservation, archaeological, shadow, and wind analysis, and public outreach services.*

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

*None. The Department of City Planning has City Planners who, by process, become the author(s) of the EIR, and review the EIR and the work of the consultants for conformance with CEQA, environmental, and City requirements. The consultants augment the work of the City Planners through this EIR process. For objectivity, third party consultants normally do the preparation of the EIR.*

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

*Yes. Consultant will provide facilities, equipment, and computer software for noise, shadow, wind and other analysis.*

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

*The work of consultants will augment the work of the City Planners through this EIR process. The City's planners who are experienced with environmental review work, do not develop the EIR, but rather, substantiate that the processes and the development of the EIR is in conformance with regulatory requirements. Consultants augment the work of the City's planners and prepare the EIR. This is consistent with Department of City Planning's policies and procedures.*

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

*No. This work is project specific. Local projects of this type and size requiring this particular work are infrequent and will not be prudent use of taxpayers' money to adopt a civil service class to perform this work on a continuous basis. Further, the utilization of consultants to prepare the EIR is consistent with the City Planning Department's policy and procedures.*

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? *Unknown, a RFQ will select the consultant.*

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

(415) 554-6230

Print or Type Name

Telephone Number

875 Stevenson Street, Room 420

San Francisco, CA 94103

Address



4011-13/14

# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

August 8, 2013

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4009-13/14 THROUGH 4011-13/14; 4081-09/10; 4009-11/12; 4092-10/11; 4200-06/07; 4005-11/12 AND 4095-08/09.**


At its meeting of August 5, 2013 the Civil Service Commission had for its consideration the above matter.

The Commission:

- 1) Approved PSC #4010-13/14 with the condition that section 4A is amended and submitted to the Department of Human Resources and the Civil Service Commission.
- 2) Adopted the report; Approved the request for all contracts. Notified the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

  
JENNIFER JOHNSTON  
Executive Officer

Attachment

Cc: Cynthia Avakian, San Francisco International Airport  
Parveen Boparai, Municipal Transportation Agency  
Micki Callahan, Department of Human Resources  
Stacey Camillo, Department of Public Works  
Shamica Jackson, Public Utilities Commission  
Rebekah Krell, San Francisco Arts Commission  
Bree Mawhorter, San Francisco Sheriff's Department  
Mabel Ng, San Francisco Ethics Commission  
Commission File  
Chron

**POSTING FO**

08/05/2013

**PROPOSED PERSONAL SERVICES CONTRACTS - Regular**

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4009-13/14	06	Sheriff	Regular	\$56,875	Implementation of Compass software, including 8 hours of consulting services to customize software to meet the needs of the San Francisco Sheriff's Department (SFS); installation and testing of Compass software, 14.5 hours spent training staff to use the risk/needs assessment module, and post installation software support.	1/1/2013 - 1/1/2014
4010-13/14	28	Art Commission	Regular	\$3,090,000	Contracts for multiple artists to design, fabricate, transport and/or consult during installation of artworks in a variety of media for the following multi-year Capital Improvement Projects which will be initiated in FY13/14: SFO Terminal 3, O'Sear Park/Transbay Streetscape, Fire Stations 5 and 35, Moscone Convention Center-South, Pheasant Loop Plaza, Art on Market Street Kiosk, Poster Series, miscellaneous Recreation and Park Department projects, Public Utilities Commission South East Community Facility, and various other projects as they arise. The PSC amount is an estimate based on known project budgets and an average amount generated yearly by Art Enrichment Funds associated with Capital Improvement Projects.	7/1/2013 - 6/30/2014
4011-13/14	90	Public Works	Regular	\$2,000,000	Consultants will perform a full range of highly specialized environmental services in conformance with the provisions of the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) for the Better Market Street (BMS) Project, a project to improve pedestrian, transit, bicycle, and vehicular mode circulation, and activate the street by adding street life zones between Ocalvia Blvd and the Embarcadero (and possibly Mission Street between S. Van Ness Avenue to the Embarcadero). It is expected that a joint Environmental Impact Report (EIR)/Environmental Impact Statement (EIS) will be required. Consultants will conduct aesthetics/visual, air quality, biological resources, cultural resources, geology/soils, hazards and hazardous materials, land use and planning, noise, transportation and traffic, utilities and service systems and other analyses needed to support that analysis.	9/1/2013 - 8/31/2019

**Total Amount - Regular: \$5,056,875**

08/05/13

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 06/05/13

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: Environmental consulting & planning services for the Better Market Street Project

FUNDING SOURCE: Project funds

PSC AMOUNT: \$2,000,000 PSC DURATION: 9/1/2013 - 12/31/2019

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Consultants will perform a full range of highly specialized environmental services in conformance with the provisions of the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) for the Better Market Street (BMS) Project, a project to improve pedestrian, transit, bicycle, and vehicular mode circulation, and activate the street by adding street life zones between Octavia Blvd and the Embarcadero (and possibly Mission Street between S. Van Ness Avenue to the Embarcadero). It is expected that a joint Environmental Impact Report (EIR)/Environmental Impact Statement (EIS) will be required. Consultants will conduct aesthetics/visual, air quality, biological resources, cultural resources, geology/soils, hazards and hazardous materials, land use and planning, noise, transportation and traffic, utilities and service systems and other analyses needed to support that analysis.

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

These specialized services and expertise are necessary because the City does not currently possess all of them. In addition, the work services are needed to provide the mandatory CEQA/NEPA services for the BMS Project. Denial of this request will hamper DPW's effort to comply with City direction and will delay the delivery of this major infrastructure project.

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):

Specialized Environmental Review Services for major infrastructure projects are routinely provided by consultants who possess unique qualifications. The most recent personal services contract for similar work was approved via PSC# 4093-06/07 on 2/05/2007, for the SF General Hospital Rebuild Program.

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, C Garlos Signature of person mailing/faxing form, 6/05/13 Date

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

RFP sent to Union Name, on Date, Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The project requires specialized CEQA/NEPA consultants with expertise in complex, major projects to analyze the environmental impact of the BMS Project. In particular, the consultants need CEQA/NEPA (where NEPA is administered by the US Department of Transportation) expertise to provide aesthetics/visual, air quality, biological resources, cultural resources, geology/soils, hazards and hazardous materials, land use and planning, noise, transportation and traffic, utilities and service systems and other analyses needed to support the joint CEQA/NEPA analysis.

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

None. The Department of City Planning and San Francisco Municipal Transportation Agency has planners (CS classes 5288 Transit Planner II, 5289 Transit Planner III, 5290 Transit Planner IV, 5291 Planner III, 5293 Planner IV, 5298 Planner III-Environmental Review, 5299 Planner IV-Environmental Review, 5620 Regulatory Specialist, 5642 Senior Environmental Specialist, 5644 Principal Environmental Specialist) who, by process, become the editors of the CEQA document, and review the work of the consultants for conformance with CEQA, environmental, and other City requirements. However, the City's Planners do not generally review NEPA documents. This is done by Caltrans on behalf of the US Department of Transportation. The consultants augment the work of the City's planners, who do not have specialized expertise required for many of the technical studies.

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

Yes. The Consultant will provide facilities, equipment, and computer software for analyses needed for the work.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The broad and specialized scope of the necessary environmental services exceeds the City's current capabilities of staff and equipment. The work of consultants will also augment the work of the City Planners through the CEQA/NEPA process. The City's planners who are experienced with the work will review and substantiate that the environmental analysis and processes by the consultants, are in conformance with CEQA/NEPA Guideline requirements.

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

No, the work is highly specialized and project specific. Projects of this type and size requiring this particular work are infrequent so the adoption of a new civil service class to perform this work would be impractical. In addition, the utilization of consultants to prepare the environmental document is consistent with City Planning Department's policy and procedures (See attached Environmental Review Process Summary.)

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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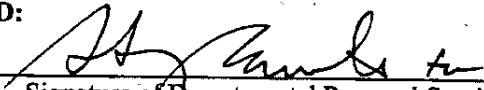
E. Has a board or commission determined that contracting is the most effective way to provide this service?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? **UNKNOWN**

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

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

  
Signature of Departmental Personal Services Contract Coordinator

Gordon Choy

(415) 554-6230

Print or Type Name

Telephone Number

1155 Market Street, 4th Floor

San Francisco, CA 94103

Address

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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MAYOR -- MYR Dept. Code: MYR

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

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: Environmental Review Services

Funding Source: HOME,CDBG,ESG and HOPWA PSC Duration: 3 years  
PSC Amount: \$500,000 PSC Est. Start Date: 07/01/2014 PSC Est. End Date: 06/30/2017

1. Description of Work

A. Scope of Work:

The Mayor's Office of Housing and Community Development (MOHCD) of the City and County of San Francisco is seeking proposals from qualified consultants to provide a range of environmental services related to the acquisition of land for the development of affordable housing. The funds to be used for potential acquisition are subject to regulation by 24 Code of Federal Regulations (CFR) Part 85. The services may include one or more of the following: Environmental Site Assessments (ESAs) Phase I, II and III; Soil, air and groundwater testing and reporting to evaluate human health risk related to chemical contamination in any or all media; and seismic studies.

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

The City does not have the in-house technical capacity to conduct the studies and prepare the reports necessary for the approval of funding by Housing Urban Development (HUD) for the acquisition of land for development as affordable housing.

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.

MOH has previously not provided this service and it was incumbent upon developers to provide the documentation. However, MOHCD has now assumed the responsibility for the conduct of these studies.

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

2. **Union Notification:** On 02/26/2014, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

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FOR DEPARTMENT OF HUMAN RESOURCES USE

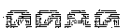
PSC# 44350 - 13/14

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 04/21/2014

Civil Service Commission Action:





3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:  
Often a multi-disciplinary approach is taken in compiling all the components of an Environmental Site Assessment, since skills in chemistry, atmospheric physics, geology, microbiology and even botany are frequently required. Many of the preparers are environmental scientists who have been trained to integrate these diverse disciplines. The process includes conducting an All Appropriate Inquiry (AAI) by an Environmental Professional as defined by 40 Code of Federal Regulation.

B. Which, if any, civil service class(es) normally perform(s) this work?  
none,

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

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:  
The City's Civil Service classifications do not cover the required extensive and detailed level of expertise needed in federal environmental laws and regulations. Especially, as they relate to the release of toxic and hazardous chemicals and the transfer of interests in real property.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
No, the City's would need to hire in excess of ten individuals to draft the required level of documentation for compliance. This would far exceed the amount of funds HUD allows for allocation to Environmental Review Activities.

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

YES    NO

- A. Will the contractor directly supervise City and County employee?
- B. Will the contractor train City and County employee?
- C. Are there legal mandates requiring the use of contractual services?
- D. Are there federal or state grant requirements regarding the use of contractual services? Procurement Standards
- E. Has a board or commission determined that contracting is the most effective way to provide this service?
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
ON 04/03/2014 BY:

Name: Karen Henderson    Phone: 701-5557    Email: karen.henderson@sfgov.org

Address: 1 South Van Ness Avenue, 5th floor    San Francisco, CA

**Receipt of Union Notification(s)**  
**◆ All Unions**

## Henderson, Karen

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**From:** dhr-psccordinator@sfgov.org  
**Sent:** Wednesday, February 26, 2014 3:30 PM  
**To:** Henderson, Karen; ritchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; david.canham@seiu1021.org; joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; jvannucchi@sbcglobal.net; camaguey@sfmea.com; ecdemvoter@aol.com; tiya.thlang@seiu1021.org; Henderson, Karen; Isen, Richard; DHR-PSCCoordinator, DHR  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 44350 - 13/14

RECEIPT for Union Notification for PSC 44350 - 13/14 more than \$100k

The MAYOR -- MYR has submitted a request for a Personal Services Contract (PSC) 44350 - 13/14 for \$500,000 for Initial Request services for the period 07/01/2014 – 06/30/2017. 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/1517> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

**Additional Attachment(s) of Explanation**

◇ **Section 1. Description of Work**

**1A. Scope of Work**

- **24 CFR Part 85**

[Code of Federal Regulations]  
[Title 24, Volume 1]  
[Revised as of January 1, 2007]  
From the U.S. Government Printing Office via GPO Access  
[CITE: 24CFR85.36]

## TITLE 24--HOUSING AND URBAN DEVELOPMENT

### PART 85 ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE

#### Subpart C Post-Award Requirements

##### Sec. 85.36 Procurement.

(a) States. When procuring property and services under a grant, a State will follow the same policies and procedures it uses for procurements from its non-Federal funds. The State will ensure that every purchase order or other contract includes any clauses required by Federal statutes and executive orders and their implementing regulations. Other grantees and subgrantees will follow paragraphs (b) through (i) in this section.

(b) Procurement standards. (1) Grantees and subgrantees will use their own procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this section.

(2) Grantees and subgrantees will maintain a contract administration system which ensures that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

(3) Grantees and subgrantees will maintain a written code of standards of conduct governing the performance of their employees engaged in the award and administration of contracts. No employee, officer or agent of the grantee or subgrantee shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- (i) The employee, officer or agent,
- (ii) Any member of his immediate family,
- (iii) His or her partner, or
- (iv) An organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award. The grantee's or subgrantee's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements. Grantee and subgrantees may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. To the extent permitted by State or local law or regulations, such standards or conduct will provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the grantee's and subgrantee's officers, employees, or agents, or by contractors or their agents. The awarding agency may in regulation provide additional prohibitions relative to real, apparent, or potential conflicts of interest.

(4) Grantee and subgrantee procedures will provide for a review of proposed procurements to avoid purchase of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

(5) To foster greater economy and efficiency, grantees and subgrantees are encouraged to enter into State and local intergovernmental agreements for procurement or use of common goods and services.

(6) Grantees and subgrantees are encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

(7) Grantees and subgrantees are encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

(8) Grantees and subgrantees will make awards only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

(9) Grantees and subgrantees will maintain records sufficient to detail the significant history of a procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(10) Grantees and subgrantees will use time and material type contracts only--

(i) After a determination that no other contract is suitable, and

(ii) If the contract includes a ceiling price that the contractor exceeds at its own risk.

(11) Grantees and subgrantees alone will be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to source evaluation, protests, disputes, and claims. These standards do not relieve the grantee or subgrantee of any contractual responsibilities under its contracts. Federal agencies will not substitute their judgment for that of the grantee or subgrantee unless the matter is primarily a Federal concern. Violations of law will be referred to the local, State, or Federal authority having proper jurisdiction.

(12) Grantees and subgrantees will have protest procedures to handle and resolve disputes relating to their procurements and shall in all instances disclose information regarding the protest to the awarding agency. A protestor must exhaust all administrative remedies with the grantee and subgrantee before pursuing a protest with the Federal agency. Reviews of protests by the Federal agency will be limited to:

(i) Violations of Federal law or regulations and the standards of this section (violations of State or local law will be under the jurisdiction of State or local authorities) and

(ii) Violations of the grantee's or subgrantee's protest procedures for failure to review a complaint or protest. Protests received by the Federal agency other than those specified above will be referred to the

grantee or subgrantee.

(c) Competition. (1) All procurement transactions will be conducted in a manner providing full and open competition consistent with the standards of Sec. 85.36. Some of the situations considered to be restrictive of competition include but are not limited to:

- (i) Placing unreasonable requirements on firms in order for them to qualify to do business,
- (ii) Requiring unnecessary experience and excessive bonding,
- (iii) Noncompetitive pricing practices between firms or between affiliated companies,
- (iv) Noncompetitive awards to consultants that are on retainer contracts,
- (v) Organizational conflicts of interest,
- (vi) Specifying only a brand name product instead of allowing an equal product to be offered and describing the performance of other relevant requirements of the procurement, and
- (vii) Any arbitrary action in the procurement process.

(2) Grantees and subgrantees will conduct procurements in a manner that prohibits the use of statutorily or administratively imposed in-State or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts State licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criteria provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

(3) Grantees will have written selection procedures for procurement transactions. These procedures will ensure that all solicitations:

(i) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured, and when necessary, shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a brand name or equal description may be used as a means to define the performance or other salient requirements of a procurement. The specific features of the named brand which must be met by offerors shall be clearly stated; and

(ii) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

(4) Grantees and subgrantees will ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, grantees and subgrantees will not preclude potential bidders from qualifying during the solicitation period.

(d) Methods of procurement to be followed. (1) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the simplified acquisition threshold fixed at 41 U.S.C. 403(11) (currently set at

\$100,000). If small purchase procedures are used, price or rate quotations shall be obtained from an adequate number of qualified sources.

(2) Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in Sec. 85.36(d)(2)(i) apply.

(i) In order for sealed bidding to be feasible, the following conditions should be present:

(A) A complete, adequate, and realistic specification or purchase description is available;

(B) Two or more responsible bidders are willing and able to compete effectively and for the business; and

(C) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(ii) If sealed bids are used, the following requirements apply:

(A) The invitation for bids will be publicly advertised and bids shall be solicited from an adequate number of known suppliers, providing them sufficient time prior to the date set for opening the bids;

(B) The invitation for bids, which will include any specifications and pertinent attachments, shall define the items or services in order for the bidder to properly respond;

(C) All bids will be publicly opened at the time and place prescribed in the invitation for bids;

(D) A firm fixed-price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(E) Any or all bids may be rejected if there is a sound documented reason.

(3) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

(i) Requests for proposals will be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals shall be honored to the maximum extent practical;

(ii) Proposals will be solicited from an adequate number of qualified sources;

(iii) Grantees and subgrantees will have a method for conducting technical evaluations of the proposals received and for selecting awardees;

(iv) Awards will be made to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

(v) Grantees and subgrantees may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where



price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

(4) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate.

(i) Procurement by noncompetitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids or competitive proposals and one of the following circumstances applies:

(A) The item is available only from a single source;

(B) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

(C) The awarding agency authorizes noncompetitive proposals; or

(D) After solicitation of a number of sources, competition is determined inadequate.

(ii) Cost analysis, i.e., verifying the proposed cost data, the projections of the data, and the evaluation of the specific elements of costs and profits, is required.

(iii) Grantees and subgrantees may be required to submit the proposed procurement to the awarding agency for pre-award review in accordance with paragraph (g) of this section.

(e) Contracting with small and minority firms, women's business enterprise and labor surplus area firms. (1) The grantee and subgrantee will take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible.

(2) Affirmative steps shall include:

(i) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

(ii) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

(iii) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;

(iv) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;

(v) Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce; and

(vi) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (e)(2) (i) through (v) of this section.

(f) Contract cost and price. (1) Grantees and subgrantees must perform a cost or price analysis in connection with every procurement action including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, grantees must make independent estimates before receiving bids or proposals. A cost analysis must be performed when the offeror is required to submit the elements of his estimated cost, e.g., under professional, consulting, and architectural engineering services contracts. A cost analysis will be necessary when adequate price competition is lacking, and for sole source procurements, including contract modifications or change orders, unless price reasonableness can be established on

the basis of a catalog or market price of a commercial product sold in substantial quantities to the general public or based on prices set by law or regulation. A price analysis will be used in all other instances to determine the reasonableness of the proposed contract price.

(2) Grantees and subgrantees will negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration will be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

(3) Costs or prices based on estimated costs for contracts under grants will be allowable only to the extent that costs incurred or cost estimates included in negotiated prices are consistent with Federal cost principles (see Sec. 85.22). Grantees may reference their own cost principles that comply with the applicable Federal cost principles.

(4) The cost plus a percentage of cost and percentage of construction cost methods of contracting shall not be used.

(g) Awarding agency review. (1) Grantees and subgrantees must make available, upon request of the awarding agency, technical specifications on proposed procurements where the awarding agency believes such review is needed to ensure that the item and/or service specified is the one being proposed for purchase. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the grantee or subgrantee desires to have the review accomplished after a solicitation has been developed, the awarding agency may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

(2) Grantees and subgrantees must on request make available for awarding agency pre-award review procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc. when:

(i) A grantee's or subgrantee's procurement procedures or operation fails to comply with the procurement standards in this section; or

(ii) The procurement is expected to exceed the simplified acquisition threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation; or

(iii) The procurement, which is expected to exceed the simplified acquisition threshold, specifies a "brand name" product; or

(iv) The proposed award is more than the simplified acquisition threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or

(v) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the simplified acquisition threshold.

(3) A grantee or subgrantee will be exempt from the pre-award review in paragraph (g)(2) of this section if the awarding agency determines that its procurement systems comply with the standards of this section.

(i) A grantee or subgrantee may request that its procurement system be reviewed by the awarding agency to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews shall occur where there is a continuous high-dollar funding, and third-party contracts are awarded on a regular basis.

(ii) A grantee or subgrantee may self-certify its procurement system. Such self-certification shall not limit the awarding agency's right to survey the system. Under a self-certification procedure, awarding agencies may wish to rely on written assurances from the grantee or subgrantee that it is complying with these standards. A grantee or subgrantee will cite specific procedures, regulations, standards, etc., as being in compliance with these requirements and have its system available for review.

(h) Bonding requirements. For construction or facility improvement contracts or subcontracts exceeding the simplified acquisition threshold, the awarding agency may accept the bonding policy and requirements of the grantee or subgrantee provided the awarding agency has made a determination that the awarding agency's interest is adequately protected. If such a determination has not been made, the minimum requirements shall be as follows:

(1) A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of his bid, execute such contractual documents as may be required within the time specified.

(2) A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

(3) A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

(i) Contract provisions. A grantee's and subgrantee's contracts must contain provisions in paragraph (i) of this section. Federal agencies are permitted to require changes, remedies, changed conditions, access and records retention, suspension of work, and other clauses approved by the Office of Federal Procurement Policy.

(1) Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate. (Contracts more than the simplified acquisition threshold)

(2) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)

(3) Compliance with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60). (All construction contracts awarded in excess of \$10,000 by grantees and their contractors or subgrantees)

(4) Compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR part 3). (All contracts and subgrants for construction or repair)

(5) Compliance with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR part 5). (Construction contracts in excess of \$2000 awarded by grantees and subgrantees when required by Federal grant program legislation)

(6) Compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR part 5). (Construction contracts awarded by grantees and subgrantees in excess of \$2000, and in excess of \$2500 for other contracts which involve the employment of mechanics or laborers)

(7) Notice of awarding agency requirements and regulations pertaining to reporting.

(8) Notice of awarding agency requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract.

(9) Awarding agency requirements and regulations pertaining to copyrights and rights in data.

(10) Access by the grantee, the subgrantee, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.

(11) Retention of all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed.

(12) Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). (Contracts, subcontracts, and subgrants of amounts in excess of \$100,000).

(13) Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871). [53 FR 8068, 8087, Mar. 11, 1988, as amended at 60 FR 19639, 19642, Apr. 19, 1995]

## TITLE 24--HOUSING AND URBAN DEVELOPMENT

### PART 85 ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE

#### Subpart C Post-Award Requirements

##### Sec. 85.42 Retention and access requirements for records.

(a) Applicability. (1) This section applies to all financial and programmatic records, supporting documents, statistical records, and other records of grantees or subgrantees which are:

(i) Required to be maintained by the terms of this part, program regulations or the grant agreement, or

(ii) Otherwise reasonably considered as pertinent to program regulations or the grant agreement.

(2) This section does not apply to records maintained by contractors or subcontractors. For a requirement to place a provision concerning records in certain kinds of contracts, see Sec. 85.36(i)(10).

(b) Length of retention period. (1) Except as otherwise provided, records must be retained for three years from the starting date specified in paragraph (c) of this section.

(2) If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the 3-year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular 3-year period, whichever is later.

(3) To avoid duplicate recordkeeping, awarding agencies may make special arrangements with grantees and subgrantees to retain any records which are continuously needed for joint use. The awarding agency will request transfer of records to its custody when it determines that the records possess long-term retention value. When the records are transferred to or maintained by the Federal agency, the 3-year retention requirement is not applicable to the grantee or subgrantee.

(c) Starting date of retention period--(1) General. When grant support is continued or renewed at annual or other intervals, the retention period for the records of each funding period starts on the day the grantee or subgrantee submits to the awarding agency its single or last expenditure report for that period. However, if grant support is continued or renewed quarterly, the retention period for each year's records starts on the day the grantee submits its expenditure report for the last quarter of the Federal fiscal year. In all other cases, the retention period starts on the day the grantee submits its final expenditure report. If an expenditure report has been waived, the retention period starts on the day the report would have been due.

(2) Real property and equipment records. The retention period for real property and equipment records starts from the date of the disposition or replacement or transfer at the direction of the awarding agency.

(3) Records for income transactions after grant or subgrant support. In some cases grantees must report income after the period of grant support. Where there is such a requirement, the retention period for the records pertaining to the earning of the income starts from the end of the grantee's fiscal year in which the income is earned.

(4) Indirect cost rate proposals, cost allocations plans, etc. This paragraph applies to the following types of documents, and their supporting records: Indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates).

(i) If submitted for negotiation. If the proposal, plan, or other computation is required to be submitted to the Federal Government (or to the grantee) to form the basis for negotiation of the rate, then the 3-year retention period for its supporting records starts from the date of such submission.

(ii) If not submitted for negotiation. If the proposal, plan, or other computation is not required to be submitted to the Federal Government (or to the grantee) for negotiation purposes, then the 3-year retention period for the proposal plan, or computation and its supporting records starts from end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.

(d) Substitution of microfilm. Copies made by microfilming, photocopying, or similar methods may be substituted for the original records.

(e) Access to records--(1) Records of grantees and subgrantees. The awarding agency and the Comptroller General of the United States, or any of their authorized representatives, shall have the right of access to any pertinent books, documents, papers, or other records of grantees and subgrantees which are pertinent to the grant, in order to make audits, examinations, excerpts, and transcripts.

(2) Expiration of right of access. The rights of access in this section must not be limited to the required retention period but shall last as long as the records are retained.

(f) Restrictions on public access. The Federal Freedom of Information Act (5 U.S.C. 552) does not apply to records Unless required by Federal, State, or local law, grantees and subgrantees are not required to permit public access to their records.

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# **Modification**

## **Personal Services Contracts**



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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION Dept. Code: AIR

Type of Request: [ ] Initial [X] Modification of an existing PSC (PSC # 4025 09/10)

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

Type of Service: Consulting services to analyze/develop bond, financial/capital, traffic projects

Funding Source: Airport Operating Funds
PSC Original Approved Amount: \$3,500,000 PSC Original Approved Duration: 09/01/09 - 08/31/14 (5 years)
PSC Mod#1 Amount: \$5,300,000 PSC Mod#1 Duration: 09/01/14-08/31/19 (5 years 1 day)
PSC Mod#2 Amount: PSC Mod#2 Duration:
PSC Cumulative Amount Proposed: \$8,800,000 PSC Cumulative Duration Proposed: 10 years 1 day

1. Description of Work

A. Scope of Work:

Airport consulting services for: air traffic forecasting; finance, market and economic analyses; maximization of federal assistance programs; negotiation of lease and use agreements; utilization of passenger facility charges (PFCs); assessment of Airport parking, air cargo, and airline passenger rates and charges; bond feasibility reports; Airport economic impact studies; assessment of advanced technologies to improve safety and landing capacity; and development of new airline routes. Analysis of options for hotel development on Airport property, and financial and capital planning.

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

PLEASE SEE ORIGINAL PSC

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.

Yes, Prior 4025-09/10.

Explanation for 5 year duration: SFO is planning on entering into one or more 5 year contracts under this Mod#1 approval.

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

2. Union Notification: On 03/14/14, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21;

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4025 09/10

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/21/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Expertise in aviation and airport development, experience in airline route development work in major U.S. airport markets, including airport industry and trends, access to data from airlines and other airports, especially with regards to rates and charges modeling, and national recognition for preparing third party bond feasibility reports.

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

1823,1824,9255,

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

No, the contractor will not provide access to facilities or equipment.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Existing civil service classifications will be working closely with the consultants; however, the work requires in-depth industry knowledge and access to specialized data related to airports, airport hotels, & airport retailers. The Airport does not have access to the data needed, & Airport staff does not possess the level of industry knowledge for the major projects envisioned under this scope. Also, as required by the Airport's 1991 Master Bond Resolution, bond feasibility reports are prepared by a 3rd party.

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

No, see the answer to the question above.

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, LeighFisher, Inc.  YES  NO

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

ON 03/14/14 BY:

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

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

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

## Cynthia Avakian

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**From:** dhr-psccordinator@sfgov.org  
**Sent:** Friday, March 14, 2014 2:51 PM  
**To:** Cynthia Avakian; L21PSCReview@ifpte21.org; Cynthia Avakian; DHR-PSCCoordinator; Richard Isen  
**Subject:** Receipt of a REGULAR Modification Request to PSC # 4025 09/10 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The AIRPORT COMMISSION -- AIR has submitted a modification request for a Personal Services Contract (PSC) for \$5,300,000 for services for the period September 1, 2014 – August 31, 2019. For Regular/Annual/Continual Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/1644>

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

**Additional Attachment(s) of Explanation**

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

**4A. Explain why civil service classes are not applicable**

- **Link to Airport's 1991 Master Bond Resolution**  
**<http://www.flysfo.com/about-sfo/investor-relations>**

## Investor Relations

For your convenience, SFO's most recent financial reports, official statements, rating agency reports, debt management policies and other fiscal information relating to SFO's debt portfolio are added frequently to this site. Please be sure to check this page often. SFO provides certain information relating to its outstanding bonds and notes to the Electronic Municipal Market Access (EMMA) system, operated by the Municipal Securities Rulemaking Board (MSRB) each year. SFO also provides notices of any "material events" to EMMA. See the sections titled "Continuing Disclosure" in the Official Statements below. Many of the documents posted are in PDF format. To obtain a free PDF reader, please visit the Adobe website.

### Airport Commission Financial Statements

[FY13 Audited Financial Statements \(PDF\)](#)

[FY12 Audited Financial Statements \(PDF\)](#)

[FY11 Audited Financial Statements \(PDF\)](#)

[FY10 Audited Financial Statements \(PDF\)](#)

[FY09 Audited Financial Statements \(PDF\)](#)

[FY08 Audited Financial Statements \(PDF\)](#)

[FY07 Audited Financial Statements \(PDF\)](#)

[FY06 Audited Financial Statements \(PDF\)](#)

[FY05 Audited Financial Statements \(PDF\)](#)

### City and County of San Francisco Comprehensive Annual Financial Report

### Airport Commission Annual Operating Budget

### Official Statements

### Rating Agency Reports

Series 2013A-E

Series 2009D Remarketing

Series 2012AB

Series 2011FGH

Series 2011CDE

Series 2011AB

Series 2010FG and Series 2009AB Remarketing

Series 2010BDC

Series 2009CDEF

Series 2009AB

Series 2008A

Series 2008B

Issue 34A-G

Issue 36AB / 37AB

Annual Disclosure Reports

Financial Policies

Amalgamated Bond Resolutions

Interest Rate Swap Confirmations

Rates and Charges

Air Traffic Reports

Information for San Francisco Airport Improvement Corporation "SFAIC" Investors

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**Additional Attachment(s) of Explanation**

◇ **Section 1. Description of Work**

**1C. 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.**

PSC # 4025-09/10



CIVIL SERVICE COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

4025-09/10  
Initial

MORGAN R. GORRONO  
PRESIDENT

E. DENNIS NORMANDY  
VICE PRESIDENT

JOY Y. BOATWRIGHT  
COMMISSIONER

DONALD A. CASPER  
COMMISSIONER

MARY Y. JUNG  
COMMISSIONER

ANITA SANCHEZ  
EXECUTIVE OFFICER

August 19, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4025-09/10 THROUGH 4029-09/10; 4055-05/06; 4004-07/08; 4041-08/09 AND 4019-08/09.

At its meeting of August 17, 2009 the Civil Service Commission had for its consideration the above matter.


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

It was the decision of the Commission to:

- (1) Adopt the Human Resources Director's report on PSC #4028-09/10 on the condition that the General Services Administration meet and/or share the information gathered from the car sharing services program with TWU Local 250A and Auto Machinists Local 1414 to evaluate the effectiveness of the program on a quarterly basis. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 2 to 1; Commissioner Gorrondo dissents.) Continue to the meeting of September 21, 2009. (Three (3) votes are needed for Commission action.)
- (2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

  
ANITA SANCHEZ  
Executive Officer

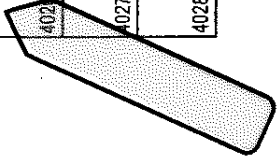
Attachment

c: Cynthia Avakian, Airport Commission  
Micki Callahan, Human Resources Director  
Vivian Day, Department of Building Inspection  
Jacquie Hale, Department of Public Health  
Jessica Huey, Department of Human Resources  
Shamica Jackson, Public Utilities Commission  
Naomi Kelly, Office of Contract Administration  
Florence Kyaun, Public Utilities Commission  
Joan Lubamersky, General Services Agency  
Sheila Maxwell, Department of Technology  
Briggette Rockett, Department of Human Resources  
Ben Rosenfield, Controller  
Commission File  
Chron

POSTING FOR  
August 17, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Dept/No	Dept/Name	Approval Type	Contract Amount	Description of work	Duration
4025-09/10	27	Airport Commission	Regular	\$3,500,000	Will provide consulting services to analyze and develop bond feasibility studies, financial and capital planning, air traffic forecasting, rates and charges modeling, and related airport projects.	31-Aug-14
4026-09/10	27	Airport Commission	Regular	\$1,500,000	Will provide consulting services for concession development; evaluation of Airport's aesthetic design; analysis of options for hotel development on Airport property retail master programming.	31-Aug-14
4027-09/10	19	Dept. of Building Inspection	Regular	\$181,620	Will install, configure, test, and train DBI staff on operating and maintaining a new proprietary Interactive Voice Response (IVR) system that will allow customers to schedule and cancel inspections along with obtaining inspection results.	31-Oct-14
4028-09/10	70	GSA - Fleet Management	Regular	\$500,000	Will provide car-sharing services to supplement City's vehicle fleet to make additional vehicles available during peak demands for City employees to use on official City business.	23-Aug-12



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PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 22, 2009

DEPARTMENT NAME: AIRPORT COMMISSION DEPARTMENT NUMBER: 27

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

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

TYPE OF SERVICE: Consulting services to analyze and develop bond feasibility studies, financial and capital planning, air traffic, rates and charges modeling, and related airport projects

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$3,500,000 TOTAL PSC DURATION: 9/1/09 - 8/31/14

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Airport consulting services for: air traffic forecasting; finance, market and economic analyses; maximization of federal assistance programs; negotiation of lease and use agreements; utilization of passenger facility charges (PFCs); assessment of parking, air cargo, and passenger rates and charges; bond feasibility reports; assessment of advanced technologies to improve safety and landing capacity; and development of new airline routes. Analysis of options for hotel development on Airport property, and financial and capital planning.

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

Third-party expertise is required for bond feasibility services, which involves the production of a Traffic and Earnings Report and an Airport consultant's certificate for potential bondholders. Expertise is needed for specific projects to improve the Airport, reduce rates and charges in some areas and recover full costs in other areas; provide access to aviation, demographic, cargo and trade data. Use of a third party assures prospective and current tenants that the methods used match airline industry standards. Denial may lead to higher interest rates on bonds due to lack of independent bond feasibility report; prevent the Airport from exploring alternatives to improve the level and quality of passenger and cargo services; and reduce the ability of the Airport to attract new airlines and/or developing new routes.

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

Similar services have been previously provided through contracts under PSC #4013-04/05 and PSC #4088-04/05.

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

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 Cynthia P. Avakian JUL 22 2009
Union Name Signature of person mailing/faxing form Date
RFP sent to: IFPTE, Local 21 on July 17, 2009
Union Name Date Signature

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4025 -09/10
STAFF ANALYSIS/RECOMMENDATION: approved 8/17/09
CIVIL SERVICE COMMISSION ACTION:

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

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

Expertise in aviation and airport development, experience in airline route development work in major U.S. airport markets, including airport industry and trends, access to data from airlines and other airports, especially with regards to rates and charges modeling, and national recognition for preparing third party bond feasibility reports.

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

No one classification normally performs this work. Portions of the work may be performed by 182x series Administrative Analysts and 9255 Airport Economic Planner; however, the Airport does not have access to data on commercial airport industry trends or feasibility models, airport hotels, and airport revenue-generating services.

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

No, the contractor will not provide access to facilities or equipment.

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

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

Existing civil service classifications (1823, 1824, and 9255) will be working closely with the consultants; however, the work requires in-depth industry knowledge and access to specialized data related to airports, airport hotels, and airport retailers. The Airport does not have access to the data needed, and Airport staff does not possess the level of industry knowledge for the major projects envisioned under this scope. Also, as required by the Airport's 1991 Master Bond Resolution, bond feasibility reports are prepared by a third party to ensure that the Airport meets prospective earnings test for issuing additional revenue bonds.

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

No. Please see answer to 4a above.

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

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

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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E. **Has a board or commission determined that contracting is the most effective way to provide this service? Attached is Airport Commission Resolution #09-0013.**

<input checked="" type="checkbox"/>	<input 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? A RFQ was issued July 17, 2009 and it is unknown at this time the outcome of that process.**

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

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(850) 821-2014

Print or Type Name

Telephone Number

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

Address

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 09 0013

**AUTHORIZATION TO ISSUE A REQUEST FOR QUALIFICATIONS TO  
ESTABLISH A POOL OF CONSULTANTS FOR AIRPORT MANAGEMENT  
CONSULTING SERVICES**

WHEREAS, the continued operation and management of the Airport will require the preparation of various studies, analyses, and reports and assistance in the planning, development, operation, and management of the Airport and its facilities; and

WHEREAS, such consulting services are anticipated to be needed in areas, including, but not limited, to the following:

- Bond feasibility reports
- Rates and charges
- Air traffic forecasting
- Revenues and expense forecasting
- Air cargo business issues
- Rental car industry issues
- Concession issues and programs
- Risk management and insurance issues
- Long-term financial planning
- Strategic planning
- Aviation market analyses
- Airline analyses
- Parking market demand studies
- Other as-needed analyses and surveys
- Environmental data collection and analysis
- Demand management strategies
- Strategies for Lease and Use Agreement negotiations with airlines
- Airport Improvement Program (AIP) grant and Passenger Facility Charges (PFC) matters

WHEREAS, in November 2003, pursuant to Resolution No. 03-0232, the Commission authorized staff to issue a Request for Qualifications (RFQ) to establish a pool of consultants to provide Airport Management Consulting services; and

WHEREAS, in March 2004, pursuant to Resolution No. 04-0051, the Commission authorized the establishment of the Airport Management Consultant pool for a period of five years; now, therefore, be it

RESOLVED, that this Commission hereby authorizes the Director to issue a Request for Qualifications to establish a pool of consultants for Airport management consulting services with a term of two years.

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

at its meeting of JAN 20 2009

  
Secretary