



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: June 16, 2014
To: The Honorable Civil Service Commission
Through: Micki Callahan
Human Resources Director *[Signature]*
From: Danny Yeung, CPC
Cynthia Hamada/Parveen Boparai, MTA
Lavena Holmes, PRT
Jacquie Hale, DPH
Shamica Jackson/Stacey Lo, PUC
Greg Kato, TTX
David Curto, HSA

Subject: Personal Services Contracts Approval Request

This report contain nineteen (19) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on October 25, 2013.

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
\$67,871,902	\$8,361,728	\$854,553,783

Danny Yeung
City Planning Department
1650 Mission Street, Ste. 400
San Francisco, CA 94103
(415) 575-9042

Greg Kato
Treasurer & Tax Collector Office
1 Dr. Carlton B. Goodlett Pl., Rm. 140
San Francisco, CA 94102
(415) 554-6888

Parveen Boparai
Cynthia Hamada
Municipal Transportation Agency
1 South Van Ness, 6th Flr.
San Francisco, CA 94103
PB: (415) 701-5377
CH: (415) 701-5381

David Curto
Human Service Agency
170 Otis Street
San Francisco, CA 94103
(415) 557-5581

Lavena Holmes
San Francisco Port Commission
Pier 1 The Embarcadero
San Francisco, CA 94111
(415) 274-0305

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

Shamica Jackson
Stacey Lo
Public Utilities Commission
525 Golden Gate Ave., 8th Flr.
San Francisco, CA 94102
SJ: (415) 554-0727
SL: (415) 554-1860

Table of Contents
PSC Submissions

Regular PSCs	Department	Page
46791-13/14	City Planning	1
49377-13/14	Municipal Transportation Agency	5
46974-13/14	Municipal Transportation Agency	17
40525-13/14	Port	23
47083-13/14	Public Health	35
47911-13/14	Public Health	47
49509-13/14	Public Health	51
42163-13/14	Public Utilities Commission	55
42385-13/14	Public Utilities Commission	59
47609-13/14	Public Utilities Commission	63
48143-13/14	Public Utilities Commission	69
44299-13/14	Treasurer/Tax Collector	75

Modification PSCs

2003-08/09	Human Services	81
2005-08/09	Human Services	103
4047-13/14	Municipal Transportation Agency	125
4136-08/09	Municipal Transportation Agency	134
4055-10/11	Port	154
4133-08/09	Public Health	188
4098-02/03	Public Utilities Commission	200

POSTING FOR

June 16, 2014

PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR**Commission Hearing Date**

2014-06-16

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date
46791 - 13/14	CITY PLANNING	\$900,000.00	This feasibility study is meant to explore the importance of the location of the Bayshore Caltrain station in light of future growth assumptions and transportation and land use objectives in the surrounding area. A central element of this study is to consider the feasibility and impacts and/or benefits of relocating the Bayshore Caltrain station either to the north or to the south. The purpose of relocating and redesigning the station is to transform it into an intermodal hub – connecting Bus Rapid Transit ("BRT"), light rail ("LRT"), local bus service, and pedestrian/bicycle access – which will help to achieve a range of policy goals for the southeast neighborhoods of San Francisco, the city at-large, and region. The product of this study will be analyses and a conceptual station design useful for: making prudent decisions regarding the future location of the Bayshore Caltrain station that considers an exhaustive list of related items; determining appropriate next steps for implementing an intermodal Bayshore Caltrain station; and, serving as a basis for seeking support and funding from potential partners.	June 1, 2014	December 31, 2018
49377 - 13/14	MUNICIPAL TRANSPORTATION AGENCY	\$9,200,000.00	The contractor will lease, service and dispose of all tires used by the SFMTA Railway on all rubber-tire revenue vehicles. SFMTA's rubber-tire revenue fleet is comprised of buses & trolleys that transport the public: diesel, hybrid buses & electric trolleys. The contractor will be responsible for: manufacturing, procuring & transporting a sufficient supply of tires as required to guarantee continuity of service; processing Department of Transportation (DOT) forms; shipping & receiving, accounting & inventory control; mounting & dismounting tires on & from the rims, balancing tires, changing wheels/rims, maintaining proper tire pressure; recapping rear tires; providing emergency road-side service 24hr/7 days-a-week; conducting monthly maintenance checks on all tires; providing required tools & equipment not furnished by SFMTA; & performing in-depth tracking of the tires through all stages, including the federally-regulated disposal of thousands of tires. In addition, the contractor is responsible for following all federally- mandated regulations & guidelines & maintaining all required licenses.	September 1, 2014	August 31, 2017
46974 - 13/14	MUNICIPAL TRANSPORTATION AGENCY	\$300,000.00	The consultant will provide technical services for the implementation of the San Francisco Online Invoicing System (SOLIS). SOLIS is a proprietary online invoicing system which integrates with FAMIS, the City and County of San Francisco's mainframe accounting system. The consultant will customize SOLIS for the San Francisco Municipal Transportation Agency (SFMTA); implement business process improvements and software system modifications; maintain support of the customized SFMTA SOLIS software system. The consultant shall provide technical support to SFMTA staff using SOLIS in the processing of all invoices and supporting materials, for a period of no less than 3 months from date of implementation. SOLIS will provide a user-friendly system and interface for both internal and external users.	July 21, 2014	August 1, 2017
40525 - 13/14	PORT	\$600,000.00	Assist Port Staff with the issuance of new bonded debt including developing presentation for meeting with rating agencies and underwriters. Assist in bond sizing and structuring, establishing policies for syndication and any other items needed to help ensure that the Port obtains its financing at the lowest practical interest cost. Assist in the formulations of financing plans, including the presentations of alternative financial programs and strategies.	July 1, 2014	June 30, 2017
47083 - 13/14	PUBLIC HEALTH	\$3,780,000.00	For San Francisco General Hospital and Medical Center (SFGHMC) and Laguna Honda Hospital (LHH), provide off-site storage and retrieval services through a	July 1, 2014	October 31, 2019

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date
			combination of scheduled and stat deliveries, year-round, twenty-four hours a day, seven days-a-week including holidays. This PSC is requested for five years or more as the Department expects the need for these services to continue and funding to be available. The services are critical to maintaining appropriately secure and accurate medical records and maintaining the documentation needed for treatment, evaluation, billing, and legal purposes.		
47911 - 13/14	PUBLIC HEALTH	\$18,651,130.00	Contractor(s) will provide four new crisis triage response teams to respond psychiatric emergency for children and youths age 17 and younger, and address and divert psychiatric crises before they will have major impact on communities and residents, and/or before they require emergency intervention or hospitalization. The services include crisis assessments, interventions, case management, medication support, clinical support, therapy. Two of the teams will focus on providing support to schools and youth centers, and the other two teams will focus on responding to community violence, trauma episodes, including homicides, critical shootings, stabbings, and suicides. The State is funding specifically for those services to reduce psychiatric emergency hospital stays among youths.	July 1, 2014	June 30, 2018
49509 - 13/14	PUBLIC HEALTH	\$3,981,376.00	Vendor will provide efficient hardware and dictation software system that reliably records, maintains and stores voice files of dictation of San Francisco General Hospital Medical Center (SFGHMC) and Laguna Honda Hospital (LHH) medical staff. System will support quick turnaround time for vendor and SFGHMC and LHH Transcriptionists and/or Transcription Vendors under contract with the CITY on a 24/7 temporal basis. This PSC is requested for five years or more as the Department expects the need for these services to continue and funding to be available. The services are critical to providing quality patient care and providing the documentation needed for treatment, evaluation, billing, and legal purposes.	July 1, 2014	December 31, 2019
42163 - 13/14	PUBLIC UTILITIES COMMISSION	\$9,500,000.00	The scope of work is to assist and support Program Controls staff in program and project scheduling, Critical Path Method (CPM) scheduling, forecasting, change control, systems integration, cost controls, cost estimating, and other program/project controls related services.	October 1, 2014	September 30, 2015
42385 - 13/14	PUBLIC UTILITIES COMMISSION	\$150,000.00	The San Francisco Public Utilities Commission (SFPUC) is seeking eligible firms or non-profit organizations to provide unique teaching environments and opportunities for disadvantaged workers to develop skills in watershed and vegetation management and to assist with the grounds maintenance of the diverse watersheds owned and operated by the SFPUC. This field maintenance would include, but not be limited to, vegetation management (including plant identification, cultivation, and planting), the removal and eradication of non-desirable species, and water conservation techniques.	June 30, 2014	June 30, 2017
47609 - 13/14	PUBLIC UTILITIES COMMISSION	\$2,000,000.00	Design/build a new marine structure along south Ocean Beach, starting at Sloat Boulevard and extending south along the Great Highway to the Oceanside Wastewater Treatment Plant in San Francisco. The purpose of this structure is to control and manage the retreat of the ocean bluffs in this area while protecting the Lake Merced Tunnel.	September 1, 2014	December 31, 2018
48143 - 13/14	PUBLIC UTILITIES COMMISSION	\$4,000,000.00	San Francisco Public Utilities Commission Intends to award up to two (2) agreements at \$2 million each to perform specialized process engineering services on an as-needed basis. The specialized work includes in the area of wastewater process modeling, energy modeling, carbon footprint modeling, hydraulic modeling, process optimization/start-up, dye studies, computational fluid dynamic modeling, process design criteria development, quality control of pilot study and process design, resource recovery and energy management.	November 1, 2014	November 1, 2018
44299 - 13/14	TREASURER/TAX COLLECTOR	\$1,000,000.00	The Treasurer-Tax Collector is requesting proposals to provide investment advisory services to the City. Proposers should provide technical & strategic advice that will supplement the Investment staff's duties to manage the Pooled Fund. This is not a solicitation for the management of any of the City's funds. Specifically, the advice shall pertain to the areas of:	July 1, 2014	June 30, 2018

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date
			<ul style="list-style-type: none"> • portfolio optimization techniques, • regulatory changes, • global and macroeconomic events, • benchmarking / performance measurement, • cash flow forecasting, and • compliance. <p data-bbox="565 432 1198 506">In addition, the selected Contractor must be able to provide daily and monthly accounting and compliance reports, which include analyses of projected Income from maturities and callable securities for a prolonged time period.</p>		

TOTAL AMOUNT \$54,062,506

**Posting for June 16, 2014
Proposed Personal Services Contract**

Modification to Increase/Decrease Contract Amount/Duration

PSC No	Dept Description	Type of Approval	Modified Amount	Cumulative Amount	Description of Work	Modified Date	Cumulative Date
2003-08/09	HUMAN SERVICES	CONTINUED	\$0.00	\$160,000,000.00	Multiple contractors provide childcare services to low-income and CalWORKs families through partnerships with other state licensed providers in various identified target neighborhoods.	07/01/2014 - Continued	01/05/2009 - Continued
2005-08/09	HUMAN SERVICES	CONTINUED	\$0.00	\$38,500,000.00	Provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support and follow-up to CalWorks and PAES (Personal Assisted Employment Services) and other low-income individuals seeking employment.	07/01/2014 - Continued	07/01/2009 - Continued
4047-13/14	MUNICIPAL TRANSPORTATION AGENCY	REGULAR	\$200,000.00	\$400,000.00	The consultant will provide strategic communications advice, and develop and produce an umbrella campaign that conveys a comprehensive story about the San Francisco Municipal Transportation Agency (SFMTA), its services and the value it provides to San Francisco's transportation systems. The consultant will produce a comprehensive marketing campaign that includes dynamic and creative digital, print and video ads within a short timeframe.	5/20/2014 - 06/30/2016	11/18/2013 - 06/30/2016
4136-08/09	MUNICIPAL TRANSPORTATION AGENCY	REGULAR	\$4,500,000.00	\$9,500,000.00	The SFMTA's Advanced Train Control System ("ATCS") is a proprietary system that was supplied to the SF Municipal Transportation Agency (SFMTA) by Thales Transport & Security, Inc. ("Contractor" or "Thales") on August 10, 1992. The SFMTA seeks to secure the reliability of the ATCS for its design life by obtaining maintenance support services, including remote support, notification & provision of Software Updates & Software Upgrades, bi-annual support visits, emergency on-site support, ATCS asset evaluations and training, from the ATCS vendor. Please see the Board Resolution #09-071 for the duration of 5 years or more explanation. Resolution provides the option to extend the contract for an additional five years.	05/09/2014 - 05/04/2019	05/04/2009 - 05/04/2019

4055-10/11	PORT		REGULAR	\$1,409,396.00	\$2,609,396.00	Complete Schematic Design & Cost estimates for a first phase of Crane Cove Park, which includes, adaptive reuse of National Register Historic resources, new & improved shoreline beach area, site wide historic interpretation & park amenities including, lawns, plazas, furnishings & pathways. Complete detail design drawings & bid documents for project construction & complete Construction Administration during project construction. Project Overview: The City of San Francisco's 2008 Prop. A & 2012 Prop. B, Parks General Obligation Bond provides approximately \$39.5 million for Blue Greenway open space improvement projects along the SF waterfront. Crane Cove Park is 1 of 9 designated parks funded.	12/31/2014 - 12/31/2017	02/01/2011 - 12/31/2017
4133-08/09	PUBLIC HEALTH		REGULAR	\$700,000.00	\$1,300,000.00	Provide an on-site, comprehensive dental service program for the residents of Laguna Honda Hospital (LHH). The dental services shall meet or exceed the standards of the State of California Medi-Cal Denti-Cal Program. The services will include, at a minimum: routine treatment and examinations, radiographs, cleanings and fillings, relinings and repairs of dentures, fabrication of new full and partial dentures, extractions and bedside care to patients unable to come to the LHH Dental Clinic.	07/01/2014 - 06/30/2019	07/01/2009 - 06/30/2019
4098-02/03	PUBLIC UTILITIES COMMISSION		REGULAR	\$7,000,000.00	\$31,000,000.00	Provide design, environmental and permitting services needed prior to construction of the Calaveras Dam Replacement Project (CDRP) to develop a comprehensive compliance plan for the occurrence of naturally occurring asbestos (NOA) at the project site, address the future restoration of steelhead in Alameda Creek into the project, provide designs to mitigate impacts associated with the CDRP, provide supplemental dam safety engineering analyses requested by the California Division of Safety of Dams (DSOD), and ongoing permitting support; and to provide engineering support during construction, start-up, and commissioning of the project.	09/12/2016 - 09/11/2019	09/12/2003 - 09/11/2019

Total Modified Amount:

\$13,809,396.00

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CITY PLANNING -- CPC Dept. Code: CPC

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

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

Type of Service: Bayshore Station Location Study

Funding Source: Federal, State, and General Fund PSC Duration: 4 years 30 weeks
PSC Amount: \$900,000 PSC Est. Start Date: 06/01/2014 PSC Est. End Date: 12/31/2018

1. Description of Work

A. Scope of Work:

This feasibility study is meant to explore the importance of the location of the Bayshore Caltrain station in light of future growth assumptions and transportation and land use objectives in the surrounding area. A central element of this study is to consider the feasibility and impacts and/or benefits of relocating the Bayshore Caltrain station either to the north or to the south. The purpose of relocating and redesigning the station is to transform it into an intermodal hub - connecting Bus Rapid Transit ("BRT"), light rail ("LRT"), local bus service, and pedestrian/bicycle access - which will help to achieve a range of policy goals for the southeast neighborhoods of San Francisco, the city at-large, and region. The product of this study will be analyses and a conceptual station design useful for: making prudent decisions regarding the future location of the Bayshore Caltrain station that considers an exhaustive list of related items; determining appropriate next steps for implementing an intermodal Bayshore Caltrain station; and, serving as a basis for seeking support and funding from potential partners.

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

The service is the necessary first step in a long process to explore potential locations of the Bayshore Caltrain station, with analyses and a conceptual station design. Contracted services are necessary because the City does not have the expertise or staffing to perform the specialized services in-house. Services include railroad planning, engineering, and operations experience of a Class I railroad and facilities; high-speed rail; railroad station design; railroad station placement; and engineering. These services are routinely provided in the same way for other similar projects. Denial would result in a significant delay in the implementation of the project.

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

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

2. Union Notification: On 04/08/2014, 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, Architect & Engineers,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46791 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/16/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Expertise and experience in the following areas: rail engineering, transportation engineering, civil engineering, railroad station design and engineering, urban planners, public information, and financial/economics related to such major projects.

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

5293,5299,5291,5298,5278,5277,5320,1312,1823,1824,5201,5203,5211,5207,5241,5362,5364,5366,5288.

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

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Services are required for this one-time project only. The Planning Department, Office of Community Investment and Infrastructure, and other City departments lacks the staff expertise and staff resources to fully perform the range of highly specialized services.

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

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

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

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 04/10/2014 BY:

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

Address: 1650 Mission St, Suite 400 San Francisco, CA 94103

Receipt of Union Notification(s)
◆ Local 21

Yeung, Danny (CPC)

From: dhr-psccordinator@sfgov.org on behalf of Danny.Yeung@sfgov.org
Sent: Tuesday, April 08, 2014 2:06 PM
To: Yeung, Danny (CPC); L21PSCReview@ifpte21.org; Yeung, Danny (CPC); Isen, Richard (TIS); DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 46791 - 13/14

RECEIPT for Union Notification for PSC 46791 - 13/14 more than \$100k

The CITY PLANNING -- CPC has submitted a request for a Personal Services Contract (PSC) 46791 - 13/14 for \$900,000 for Initial Request services for the period 06/01/2014 – 12/31/2018. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/1814> 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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA Dept. Code: MTA

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

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

Type of Service: Tire Lease and Associated Services - Muni Rubber Tire Revenue Fleet

Funding Source: Operating Budget PSC Duration: 3 years
PSC Amount: \$9,200,000 PSC Est. Start Date: 09/01/2014 PSC Est. End Date: 08/31/2017

1. Description of Work

A. Scope of Work:

The contractor will lease, service and dispose of all tires used by the SFMTA Railway on all rubber-tire revenue vehicles. SFMTA's rubber-tire revenue fleet is comprised of buses & trolleys that transport the public: diesel, hybrid buses & electric trolleys. The contractor will be responsible for: manufacturing, procuring & transporting a sufficient supply of tires as required to guarantee continuity of service; processing Department of Transportation (DOT) forms; shipping & receiving, accounting & inventory control; mounting & dismounting tires on & from the rims, balancing tires, changing wheels/rims, maintaining proper tire pressure; recapping rear tires; providing emergency road-side service 24hr/7 days-a-week; conducting monthly maintenance checks on all tires; providing required tools & equipment not furnished by SFMTA; & performing in-depth tracking of the tires through all stages, including the federally-regulated disposal of thousands of tires. In addition, the contractor is responsible for following all federally- mandated regulations & guidelines & maintaining all required licenses.

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

SFMTA's revenue fleet requires between six to ten tires per vehicle, not including spares. SFMTA is not able to provide a large-scale tire program with specialized equipment in-house. It is common practice for transit agencies to lease tires rather than purchase them and to contract out all support services. This program also includes 24-hour/7 days-a-week emergency towing of large-scale vehicles. Denial of this contract would severely impact, if not ground, SFMTA's rubber-tire revenue fleet.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC. This service has been provided via the PSC #4122-08/09.

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

2. Union Notification: On 04/17/2014, the Department notified the following employee organizations of this PSC/RFP request: Transport Workers Union, L 200, TWU - Automotive Service Worker, Professional & Tech Engrs, Local 21, Automotive Me

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49377 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/16/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

To conduct a successful in-house tire prog., skills & expertise are required in the following areas: manufacturing, purchasing, installation, mounting/dismounting of tires, Dept. of Transportation (DOT) & Dept. of Environment (DOE) regulations, tire tracking expertise, including Original Equipment Manufacturer initiated product recalls & all related tracking & assistance, providing emergency road-side service on a 24hr/7-days-a-week basis, knowledge of hazardous material acquisition & licensing requirement, etc.

B. Which, if any, civil service class(es) normally perform(s) this work?
7410,7412,7381,7382,

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

Contractor will provide air tools and all tire components required to mount, dismount, support and maintain large scale rubber tires and all other necessary materials and equipment, including customized, lift-gate-equipped, emergency road-side service response/tow trucks.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Civil service classes perform some of these services, but not at the level of capacity for large-scale multi-passenger vehicles. Civil service classifications do not manufacture large-scale tires and provide services at that capacity.

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

Civil Service classifications already exist. Due to the impracticality of bringing a large-scale tire program in-house, it is standard practice in the industry to lease tires and to outsource all related activities to the tire supplier.

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 04/17/2014 BY:

Name: Cynthia Hamada Phone: 415.701.5381 Email: cynthia.hamada@sfmta.com

Address: 1 South Van Ness Avenue, 6th Floor San Francisco, CA 94103

Receipt of Union Notification(s)

- ◆ Local 21
- ◆ Local 200
- ◆ Local 1414
- ◆ Local 250-A

Hamada, Cynthia

From: Hamada, Cynthia
Sent: Thursday, April 17, 2014 2:21 PM
To: DHR-PSCCoordinator, DHR; 'L21PSCReview@ifpte21.org'; 'speedy4864@mac.com'; 'local200TWU@sbcglobal.net'; Ewilliams@twusf.org
Cc: Popp, Neal; Leung, Galen; Patel, Ashish; Olivier, Pamela; Curran, Tom; Boparai, Parveen
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 49377 - 13/14
Attachments: PSC \$9.2M Tire Leasing & Associated Services.pdf

DHR-PSC Coordinator: For your review and processing. Please note that TWU Local 250-A (7410) wasn't notified from the online database even though it is identified as a Union that needs notification.

Unions: For your information.

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

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

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of cynthia.hamada@sfmta.com
Sent: Thursday, April 17, 2014 2:12 PM
To: Hamada, Cynthia; local200twu@sbcglobal.net; L21PSCReview@ifpte21.org; speedy4864@aol.com; Hamada, Cynthia; Isen, Richard; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 49377 - 13/14

RECEIPT for Union Notification for PSC 49377 - 13/14 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY – MTA has submitted a request for a Personal Services Contract (PSC) 49377 - 13/14 for \$9,200,000 for Initial Request services for the period 09/01/2014 – 08/31/2017. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/1898> 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 # 4122-08/09



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

4122-08/09
\$9M
04/17 3/16/09

DONALD A. CASPER
PRESIDENT

March 20, 2009

MORGAN R. GORRANO
VICE PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION ACTION

JOY Y. BOATWRIGHT
COMMISSIONER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBER 4122-08/09.

MARY Y. JUNG
COMMISSIONER

At its meeting of March 16, 2009 the Civil Service Commission had for its consideration the above matter.

E. DENNIS NORMANDY
COMMISSIONER

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

ANITA SANCHEZ
EXECUTIVE OFFICER

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

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c: Parveen Boparai, Municipal Transportation Agency
- Naomi Kelly, Office of Contract Administration
- Mary Ng, Department of Human Resources
- Brigette Rockett, Department of Human Resources
- Ben Rosenfield, Controller
- Commission File
- Chron

OMIT POSTING
 POSTING FOR
 March 16, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
4122-08/09	35	San Francisco Municipal Transportation Agency	Regular	\$ 9,000,000.00	Will provide leasing, servicing and disposal of all tires used by the San Francisco Municipal Railway (Muni) on all rubber-tire revenue vehicles. Muni's rubber-tire revenue fleet comprises 842 buses and trolleys.	15-Mar-14

4122-08/09

4122 08/09
3-16-09

City and County of San Francisco Department of Human Resources
PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 9, 2009

DEPARTMENT NAME: San Francisco Municipal Transportation Agency DEPARTMENT NUMBER # 35

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

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

TYPE OF SERVICE: Tire Lease and Associated Service - Muni Rubber Tire Revenue Fleet

FUNDING SOURCE: Operating Budget

PSC AMOUNT: \$9,000,000.00 PSC DURATION: March 16, 2009 - March 15, 2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The project scope includes the leasing, servicing and disposal of all tires used by the San Francisco Municipal Railway (Muni) on all rubber-tire revenue vehicles. Muni's rubber-tire revenue fleet comprises 842 buses and trolleys that transport the public: diesel, hybrid buses and electric trolleys. Contractor would be responsible for procuring and transporting a sufficient supply of tires as required to guarantee continuity of service at all times; handling all Department of Transportation (DOT) forms, shipping and receiving, accounting and inventory control; mounting and dismounting tires on and from the rims, balancing mounted tires, changing wheels or rims to and from coaches; keeping all mounted tires inflated to their proper pressures, recapping rear tires, providing emergency road-side service on a 24-hour/7 days-a-week basis, conducting monthly maintenance checks on all tires, providing all necessary related tools and equipment not furnished by Muni, and performing in-depth tracking of the tires through all stages: leasing/procuring, installation, maintenance, service and federally regulated disposal. In addition, Contractor is responsible for following all federally mandated regulations and guidelines and maintaining all required licenses.

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

Muni's revenue fleet consists of 842 rubber-tire vehicles. Each vehicle requires between six to ten tires, not including spares. In order to procure, transport, mount, dismount, maintain, service, track and dispose of the thousands of tires necessary to keep Muni's rubber-tire fleet operating, Muni would have to expend millions of dollars to purchase tires and specialized equipment and hire an extensive staff with a broad range of skills and expertise. Outsourcing all aspects of a tire program, including leasing versus purchasing tires, tracking and maintenance support, and provision of 24-hour/7-days-a-week emergency roadside service via customized vehicles, is by far the most efficient, cost-effective approach. Due to the prohibitive costs and extensive workforce needed to manage an in-house tire program, it is common practice for transit agencies to lease tires rather than purchase them and to contract out all support services. This practice establishes a fixed price per mile for the tires used rather than one that varies depending on road and vehicle condition. No civil service classification exists that could provide this service. Denial of this contract would severely impact, if not ground, Muni's rubber-tire revenue fleet.

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):

As is standard practice within the industry, Muni's Tire Program has been outsourced to the tire supplier. Tires have been leased and support services have been contracted out to the tire supplier. If this contract is denied, Muni would be one of the few, if not the only, major transit property in the country to bring this service in-house. Muni lacks the funding and resources to implement and manage an in-house tire program and to be required to do so would severely impact, if not devastate, operation of the rubber-tire revenue fleet.

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

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

IFPTE Local 21 Sarween Boparai 3-9-09
Union Name Signature of person mailing / faxing form Date

RFP sent to _____ on _____
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE
PSC# 4122-08/09-11.09
STAFF ANALYSIS/RECOMMENDATION: SFMTA approved
CIVIL SERVICE COMMISSION ACTION: 3-9-09 PSC FORM 1 (9/96)
PB

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise:**
To conduct a successful in-house tire program, skills and expertise are required in the following areas: purchasing, installation, mounting and dismounting of tires, Department of Transportation (DOT) and Department of the Environment (DOE) regulations, tire tracking expertise, including Original Equipment Manufacturer initiated product recalls and all related tracking and assistance, providing emergency road-side service on a 24-hour/7-days-a-week basis, knowledge of hazardous material acquisition and licensing requirements, etc.
- B. Which, if any, civil service class normally performs this work?**
There is no existing Civil Service Classification that performs this work. All tire procurement, support, maintenance and repair is outsourced to the tire supplier.
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:**
SFMTA provides facilities and limited equipment, such as tire balancers, air hoses, and floor jacks. Vendor provides air tools and all tire components required to mount, dismount, support and maintain rubber tires and all other necessary materials and equipment, including customized, lift-gate-equipped, emergency road-side service response trucks.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable:**
There is no existing civil service class that performs this work.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.**
It would not be practical, cost-effective or efficient to adopt a new civil service class to perform this work. Muni would have to expend millions of dollars in order to support an in-house tire program, including the initial capital outlay required to purchase tires on the scale required. Due to the impracticality and associated costs of bringing a tire program in-house, it is standard practice in the industry to lease, rather than purchase, tires and to outsource all related activities to the tire supplier.

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

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	()	(X)
B. Will the contractor train City and County employees?	()	(X)
C. Are there legal mandates requiring the use of contractual services?	()	(X)
D. Are there federal or state grant requirements regarding the use of contractual services?	()	(X)
E. Has a board or commission determined that contracting is the most effective way to provide this service? <i>The Board of Supervisors approved at its meeting of December 9, 2008. Resolution No. 511-08</i>	(X)	()
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	()	(X)

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

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

701-5377
Telephone Number

Municipal Transportation Agency, Human Resources

1 So. Van Ness Avenue, 7th Floor, San Francisco, CA 94103
Address

FILE NO. 081361

Amended
In Committee
12/3/08

RESOLUTION NO.

511-08

1 [Raising the contract's not-to-exceed amount, between the CCSF and Firestone-Bridgestone for
2 rental bus tires, to an amount not the exceed \$11,010,000]

3
4 Resolution approving the Fourth Amendment to the Agreement between the City and
5 County of San Francisco (City) and Firestone-Bridgestone (Contractor) for rental of bus
6 tires, increasing the contract's not-to-exceed amount to more than \$10 million, pursuant to
7 San Francisco Charter Section 9.118(b).

8 WHEREAS, the City entered into an Agreement with Contractor, dated October 22, 2001,
9 for the rental of bus tires, and the Agreement has been amended by:

10 First Amendment, September 13, 2006,
11 Second Amendment, September 21, 2007, and,
12 Third Amendment, September 22, 2008.

13 WHEREAS, the amended Agreement's not-to-exceed amount is \$9.9 million, and the
14 performance period is through December 31, 2008; and,

15 WHEREAS, the City and the Contractor estimate that the Agreement's not-to-exceed
16 amount will be reached in the near future; and,

17 WHEREAS, San Francisco Charter Section 9.118(b) requires Board approval by
18 Resolution for Agreements to exceed \$10 million; and,

19 WHEREAS, the proposed Fourth Amendment is on file with the Clerk of the Board of
20 Supervisors in File No. 081361, which is hereby declared to be a part of this resolution as if set
21 forth fully herein; now, therefore be it

22 RESOLVED, that the Board of Supervisors approves the Fourth Amendment to the
23 Agreement, increasing the not-to-exceed amount to ~~\$11.26 million~~ \$11,010,000 and extending the
24 performance period through February 28, 2009.
25



City and County of San Francisco

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

Tails
Resolution

File Number: 081361

Date Passed:

Resolution approving the Fourth Amendment to the Agreement between the City and County of San Francisco (City) and Firestone-Bridgestone (Contractor) for rental of bus tires, increasing the contract's not-to-exceed amount to more than \$10 million, pursuant to San Francisco Charter Section 9.118(b).

December 9, 2008 Board of Supervisors — ADOPTED

Ayes: 11 - Alioto-Pier, Campos, Chu, Daly, Dufty, Elsbernd, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval

File No. 081361

I hereby certify that the foregoing Resolution was ADOPTED on December 9, 2008 by the Board of Supervisors of the City and County of San Francisco.

Angela Calvillo
Clerk of the Board

12/16/08

Date Approved

Mayor Gavin Newsom

Blank Page

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA Dept. Code: MTA

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

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

Type of Service: Implementation of the San Francisco Online Invoicing System (SOLIS)

Funding Source: Operating Budget PSC Duration: 3 years 1 week
PSC Amount: \$300,000 PSC Est. Start Date: 07/21/2014 PSC Est. End Date: 08/01/2017

1. Description of Work

A. Scope of Work:

The consultant will provide technical services for the implementation of the San Francisco Online Invoicing System (SOLIS). SOLIS is a proprietary online invoicing system which integrates with FAMIS, the City and County of San Francisco's mainframe accounting system. The consultant will customize SOLIS for the San Francisco Municipal Transportation Agency (SFMTA); implement business process improvements and software system modifications; maintain support of the customized SFMTA SOLIS software system. The consultant shall provide technical support to SFMTA staff using SOLIS in the processing of all invoices and supporting materials, for a period of no less than 3 months from date of implementation. SOLIS will provide a user-friendly system and interface for both internal and external users.

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

Implementation of SOLIS at SFMTA will centralize, streamline and automate business processes to improve efficiency. SOLIS will provide on-demand accessibility and transparency of information to improve understanding and accountability. It will attain a paperless environment which will eliminate excess paper files, reduce the possibility for duplicate or lost invoices, and reduce the Agency's carbon footprint. If denied it would hinder SFMTA's ability to transparently inform and enforce timely payments to contractors and subsequent payments as specified in the Administrative Code.

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 never been used by SFMTA.

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

2. Union Notification: On 04/21/2014, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46974 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/16/2014

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise:
 Consultant must have at least five years of experience with Online Invoicing System solutions design and implementation; system administrator and end user training; and be familiar with the City's invoicing procedures and FAMIS. The lead staff assigned to the project must individually have had a lead role implementing two (2) comparable projects within the past six years.

- B. Which, if any, civil service class(es) normally perform(s) this work?
 1053,1043,

- 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:
 Implementation experience with this proprietary software is not currently available within the city's classifications.

- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
 No. Classifications already exist. The consultant will be working with proprietary invoicing software.

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 Attached Documentation.	<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 04/21/2014 BY:

Name: Cynthia Hamada Phone: 415.701.5381 Email: cynthia.hamada@sfmta.com

Address: 1 South Van Ness Avenue, 6th Floor San Francisco, CA 94103

Receipt of Union Notification(s)
◆ Local 21

Hamada, Cynthia

From: Hamada, Cynthia
Sent: Monday, April 21, 2014 3:41 PM
To: DHR-PSCCoordinator, DHR; 'L21PSCReview@ifpte21.org'
Cc: Peza, Carlos; Hoppers; Patel, Ashish; Boparai, Parveen
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 46974 - 13/14
Attachments: PSC \$300K SF Online Invoicing System (SOLIS).pdf

DHR-PSC Coordinator: For your review and processing.

IFPTE, Local 21: For your information.

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

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

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of cynthia.hamada@sfmta.com
Sent: Monday, April 21, 2014 3:35 PM
To: Hamada, Cynthia; L21PSCReview@ifpte21.org; Hamada, Cynthia; Isen, Richard; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 46974 - 13/14

RECEIPT for Union Notification for PSC 46974 - 13/14 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 46974 - 13/14 for \$300,000 for Initial Request services for the period 07/21/2014 – 08/01/2017. 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/1937> 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 5. Additional Information**

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

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

5.B. Additional Information:

Will the contractor train City and County employees?

The consultant will train system administrators, SFMTA IT Help Desk staff and users in the processing of all invoices and supporting document using SOLIS.

- 2 system administrators (Civil Service Class 1042 IS Engineer-Journey) will be trained on maintaining the online system. An estimated 12 hours of training will be required. Training will consist of test systems and hands on training on the production systems.
- 2 Help Desk Staff (Civil Service Class 1093 IT Operations Support Administrator III) will be trained on providing first level support to SOLIS users which may encounter issues. An estimated 4 hours of Help Desk training will be required. Training will consist of a system overview and basic troubleshooting.
- 15 accounts payable staff at SFMTA will be trained on using SOLIS:
 - 1630 Account Clerk, 2 staff;
 - 1632 Sr. Account Clerk, 1 staff;
 - 1634 Principal Account Clerk, 4 staff;
 - 1652 Accountant II, 1 staff;
 - 1654 Accountant III; 5 staff;
 - 1822 Administrative Analyst, 1 staff;
 - 1824 Principal Administrative Analyst; 1 staff.

An estimated 12 hours of user training will be required. Training will consist of system overview and processing, review and approval of invoices using the online system.

The consultant will develop the following materials to support the training of SFMTA full-time staff.

1. Application and System Documentation
2. Unit & End User Testing Scripts.
3. User Manuals
4. Training Documentation

Additionally, the consultant shall support the SFMTA's staff using SOLIS in the processing of all invoices and supporting materials, for a period of no less than 3 months from date of implementation

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PORT -- PRT Dept. Code: PRT

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

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Financial Advisory Services

Funding Source: Operating Budget PSC Duration: 3 years
PSC Amount: \$600,000 PSC Est. Start Date: 07/01/2014 PSC Est. End Date: 06/30/2017

1. Description of Work

A. Scope of Work:

Assist Port Staff with the issuance of new bonded debt including developing presentation for meeting with rating agencies and underwriters. Assist in bond sizing and structuring, establishing policies for syndication and any other items needed to help ensure that the Port obtains its financing at the lowest practical interest cost. Assist in the formulations of financing plans, including the presentations of alternative financial programs and strategies.

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

The services provided are necessary to assist the Port in issuing new bonded debt. Without these services, the issuance of debt may be significantly delayed and will be more costly (in terms of interest cost). This, in turn, will negatively impact the funding needed to implement the Port's capital program which is targeted for the repair of the Port's aging facilities.

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

Similar service was proved through PCS 4188-07/08 to provide financial advisory services. Additionally PSC #3101-0304 was executed to assist in the 2004 refunding initiative.

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

2. Union Notification: On 04/21/2014, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40525 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/16/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

This work requires extensive experience in and an expert understanding of municipal bond financing and issuance, bond structuring and pricing. Knowledge of the current capital market conditions is also required, as is the ability to make cogent and thorough presentation to rating agencies and underwriters. No civil service class normally performs this work, as it includes specialized skills in municipal financial advisory services stated above.

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 expertise requires is very specialized, and does not currently exist within the City. All City Departments contract out financial advisory services for debt issuances. The expertise of municipal bond finance, bond structuring, and knowledge of current capital market conditions obtained by personnel who are engaged in debt issuance on a day-today basis. Contact with underwriters, municipal bond trading desks at investment firms, investors, and other capital market participation is not covered within City classes.

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

No, given the specialized nature of the work, and infrequent need for these services it would not be practical existing classes trained to perform this work.

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 05/28/2014 BY:

Name: Lavena Holmes Phone: 415-274-0305 Email: lavena.holmes@sfpport.com

Address: Pier 1 San Francisco, CA 94111

Receipt of Union Notification(s)
◆ All Unions

From: dhr-psccordinator@sfgov.org on behalf of javena.holmes@sport.com
To: [Holmes, Lavena \(PRT\)](mailto:Holmes.Lavena@prt.org); rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com;
mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfmsa@gmail.com;
david.canham@seiu1021.org; joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org;
L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com;
camaguey@sfmea.com; ecdemvoter@aol.com; tiva.thlang@seiu1021.org; [Holmes, Lavena \(PRT\)](mailto:Holmes.Lavena@prt.org); [Isen, Richard \(TIS\)](mailto:Isen.Richard@tis.org); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator@DHR.HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 40525 - 13/14
Date: Monday, April 21, 2014 12:27:37 PM

RECEIPT for Union Notification for PSC 40525 - 13/14 more than \$100k

The PORT -- PRT has submitted a request for a Personal Services Contract (PSC) 40525 - 13/14 for \$600,000 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/1930> 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 # 3101-03/04

PSC # 4188-07/08

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 17, 2004

DEPARTMENT NAME: PORT OF SAN FRANCISCO DEPARTMENT NUMBER 39

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

[] CONTINUING [] ANNUAL

TYPE OF REQUEST:

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

TYPE OF SERVICE: Financial Advisory Services

FUNDING SOURCE Operating Budget

PSC AMOUNT: \$ 24,000.00 PSC DURATION: March 1, 2004 through December 31, 2004

RECEIVED BY DEPARTMENT OF HUMAN RESOURCES 04 MAR 10 PM 12:01

1. DESCRIPTION OF WORK:

A. Concise description of proposed work: Provide assistance to Port managers in the formulation of financial plans, including presentation of alternative financial programs and strategies; analysis and refunding of the outstanding Port 1994 Revenue Bonds and drafting of transaction documents including, but not limited to, the preliminary official statement, official statement, indenture, pledge and loan agreements; participate in credit and insurer presentations; negotiate terms of insurance and bond pricing; and assist in bond closing.

B. Explain why this service is necessary and the consequences of denial: In order to take advantage of the current lower interest rate, the Port is planning to refund \$23,175,000 of the 1994 Bonds which will be outstanding on the July 1, 2004 first call date. The service is necessary in order to reduce the Port's current debt service.

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

This service was previously provided as part of a financial advisory service contract in 1993. The PSC number was #133-93/94.

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

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

IFPTE, Local 21 Union Name Signature of person mailing/faxing form Date 3/8/04

MEA Union Name Signature of person mailing/faxing form Date

RFP sent to: Local 21 Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3101-03/04 STAFF ANALYSIS/RECOMMENDATION:

Approved for

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: Experience in municipal revenue bond issuance and bond refunding; ability to provide sound advice regarding bond pricing and bond closing; and skill in making cogent and thorough oral presentations to rating agencies.
- B. Which, if any, civil service class normally performs this work: Some employees in Class 1824 Principal Administrative Analyst may have experience in this area, but it is not generally required for the positions. Some employees in Class 5186 Financial Manager may also be qualified to provide this service, although it is not a minimum qualification.
- 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: Service is needed urgently and will be used on a temporary basis to expedite the refunding of the outstanding bond. Existing staff is engaged in other work and will not be able to accomplish the task on time.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain?
No. classes already exist and the need for this service is rare.

5. ADDITIONAL INFORMATION (IF "yes", attach explanation

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

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



 Signature of Departmental Personal Services Coordinator

Kathy Mallegni

 Print or Type Name

415.274-0421

 Telephone Number

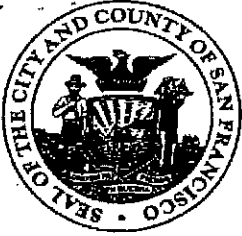
Pier 1

 San Francisco, CA 94111

 Address

c: Chudi Chuba

4188-07/08



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
 MAYOR

08 JUL 15 PM 2:40
 PERSONNEL OFFICE

DONALD A. CASPER
 PRESIDENT

July 11, 2008

NOTICE OF CIVIL SERVICE COMMISSION ACTION

MORGAN R. GORRONO
 VICE PRESIDENT

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4182-07/08 THROUGH 4193-07/08.

MARY Y. JUNG
 COMMISSIONER

At its meeting of July 7, 2008 the Civil Service Commission had for its consideration the above matter.

YU-YEE WU SHERIDAN
 COMMISSIONER

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 #4185-07/08. Notify the offices of the Controller and the Purchaser.
- (1a) Three votes are needed for Commission action; therefore, PSC #4185-07/08 is continued to the meeting of July 21, 2008.
- (2) Postpone PSC #4186-07/08 to the meeting of July 21, 2008.
- (3) Postpone PSC #4187-07/08 to the meeting of August 4, 2008 at the request of the Municipal Transportation Agency.
- (4) Postpone PSC #4189-07/08 to the meeting of August 4, 2008 at the request of the Public Utilities Commission.
- (5) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

ANITA SANCHEZ
 EXECUTIVE OFFICER

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

CIVIL SERVICE COMMISSION

Anita Sanchez
 ANITA SANCHEZ
 Executive Officer

Attachment

c: Parveen Boparai, Municipal Transportation Agency
 Rachel Buerkle, Department of the Environment
 Micki Callahan, Human Resources Director
 Connie Chang, Public Utilities Commission
 Rion Dugan, Department of Telecommunications and Information Services
 Nancy Gonchar, Arts Commission
 Jacquie Hale, Department of Public Health
 Lavena Holmes-Williams, Port
 Chris Iglesias, Human Rights Commission
 Shamica Jackson, Public Utilities Commission
 Jennifer Johnston, Department of Human Resources
 Artina Lim, Department of Children, Youth & Their Families
 Jonathan Nelly, Department of Human Resources
 Mary Ng, Department of Human Resources
 Commission File
 Chron

POSTING FOR
July 7, 2008

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Dept/No	Dept/Name	Approval Type	Contract Amount	Description of work	Duration
4182-07/08	22	Environment	Regular	\$5,000,000.00	Will provide designing, developing, facilitating, and implementing outreach and social marketing programs and creative multilingual campaigns in various areas including waste reduction, reuse, recycling, toxics reduction, and energy efficiency.	30-Jun-13
4186-07/08	23	Department of Children, Youth & Their Families	Regular	\$455,000.00	Will provide 100 licensed family childcare workers in SF to open Medical Spending Accounts (MSA's) select and enroll in health coverage plans, and to manage health care subsidies of up to \$155-\$190 per month per provider depending on eligibility and age.	30-Jun-10
4184-07/08	28	Arts Commission	Regular	\$115,000.00	Will provide design, fabricate, deliver and install decorative light fixture on sidewalk at intersection of Broadway and Columbus Street in North Beach.	30-Jun-09
4186-07/08	34	Human Rights Commission	Regular	\$65,000.00	Will provide strategic planning consulting services to facilitate an examination of the Human Rights Commission's (HRC) vision, mission, values and charges within today's civil rights climate.	30-Jun-09
4186-07/08	35	San Francisco Municipal Transportation Agency	Regular	\$192,536.00	Will conduct an executive search to identify, evaluate and recommend candidates for three (3) Sr. level management positions in classification 9183.	01-Jul-09
4187-07/08	35	San Francisco Municipal Transportation Agency	Regular	\$7,700,000.00	Will provide for the design and construction of a canopy system over 8 working tracks in SFMTA's Geneva Yard.	30-Jun-11
4188-07/08	39	Port of San Francisco	Regular	\$300,000.00	Will provide Port staff with the issuance of new bonded debt including developing presentations for meetings with rating agencies and underwriters.	01-Jan-14
4189-07/08	40	San Francisco Public Utilities Commission	Regular	\$50,000,000.00	Will provide advanced planning support and design of a biosolids (sludge) facility which includes digester, thickening, dewatering and gas handling systems.	31-Dec-16
4190-07/08	40	San Francisco Public Utilities Commission	Regular	\$5,000,000.00	Will provide professional services to prepare Unit Price Books, technical specifications, training to staff and contractors for a PUC-customized job order contracting (JOC) system.	31-Jul-13
4191-07/08	33	Human Resources	Regular	\$600,000.00	Will provide full integrated marketing and advertising services to assist the Department of Human Resources (DHR) and the San Francisco Police Department (SFPD) in their recruitment efforts for police officers.	01-Sep-10
4192-07/08	75	Department of Telecommunications and Information Services	Regular	\$250,000.00	Will provide scanning and electronic imaging services to convert a City department's paper based documents, photographs and microfilm/microfiche into digital images and to create an index of all imaged documents.	30-Jun-10
4193-07/08	82	Department of Public Health	Regular	\$900,000.00	Will provide proposed changes to existing Institutional Master Plans (IMP) submitted by private acute care hospitals in San Francisco.	30-Jun-17

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: June 10, 2008

DEPARTMENT NAME: PORT OF SAN FRANCISCO- DEPARTMENT NUMBER 39

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

TYPE OF REQUEST:

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

TYPE OF SERVICE : Financial Advisory Services

FUNDING SOURCE Operating Budget

PSC AMOUNT: \$ 300,000

PSC DURATION: 11/1/08 - 1/1/14

1. DESCRIPTION OF WORK:

A. Concise description of proposed work:

Assist Port staff with the issuance of new bonded debt including developing presentations for meetings with rating agencies and underwriters. Assist in bond sizing and structuring, establishing policies for syndication and any other items needed to help ensure that the Port obtains its financing at the lowest practical interest cost. Assist in the formulation of financing plans, including the presentations of alternative financial programs and strategies.

B. Explain why this service is necessary and the consequences of denial: The services provided are necessary to assist the Port is issuing new bonded debt. Without these services, the issuance of debt may be significantly delayed and will be more costly (in terms of interest cost). This, in turn, will negatively impact the funding needed to implement the Port's capital program which is targeted for the repair of the Port's aging facilities.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): Similar service was provided through PSC 3101-03/04 to assist in the 2004 refunding of its bonds. Additionally, PSC #4098-97/98 provided financial advisory services.

D. Will the contract(s) be renewed: Not anticipated.

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

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Row 1: IFPTE Local 21, [Signature], 6/10/08.

RFP sent to: Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4188-07/08 approved 7/7/08

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. **Specify required skills and/or expertise:** This work requires extensive experience in and an expert understanding of municipal bond financing and issuance, bond structuring and pricing. Knowledge of the current capital market conditions is also required, as is the ability to make cogent and thorough presentations to rating agencies and underwriters.
- B. **Which, if any, civil service class normally performs this work?** Staff performing related functions are in a variety of civil service classifications including: 1823 Senior Administrative Analyst, 1824 Principal Administrative Analyst, 1825 Principal Administrative Analyst II, and 9377 Feasibility Analyst, Port. None of these classifications, however, require expertise in bond structuring and pricing, or knowledge of current capital market conditions.
- C. **Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:**
Yes, the work requires that use of various bond pricing models, access to financial market information services and municipal bond trading desks at investment banks that the City does not currently subscribe and/or have access to. Subscription fees to all services is relatively high, not cost effective for the City given the infrequent need for financial advisory services.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. **Explain why civil service classes are not applicable:** The civil services classes listed in item, 3B above, perform related functions. However, the expertise required is very specialized, and does not currently exist within the City. As a result, all City Departments contract out for financial advisory services needed for debt issuances. The expertise of municipal bond financing, bond structuring, and knowledge of knowledge of current capital market conditions is only obtained by personnel who are engaged in debt issuance on a day-to-day basis. This day-to-day contact with underwriters, municipal bond trading desks at investment firms, investors, and other capital market participants is not covered within the duties of any existing civil service classifications.
- B. **Would it be practical to adopt a new civil service class to perform this work? Explain?** No, given the specialized nature of the work, and infrequent need for these services it would not be practical to have individuals from on the existing classes listed in item 3B trained to perform this work. In addition, the work requires access to various specialized bond pricing and structuring models, investment firm municipal bond trading desks, and financial market information services; the cost of which would be impractical given the workload. Furthermore, contracting out these services will reduce the City's risk exposure if mistakes are made by less experienced and knowledgeable staff.

5. ADDITIONAL INFORMATION (IF "yes", attach explanation

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

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

Lavenna Holmes-Williams

Signature of Departmental Personal Services Coordinator

Lavenna Holmes-Williams

415.274-0421

Print or Type Name

Telephone Number

Pier 1

San Francisco, CA 94111

Address

Cc: Lawrence Brown

Norma Nelson

PORT of San Francisco

Human Resources * Pier 1, San Francisco, Ca 94111 * Tel 415-274-0422 * Fax 415-274-0583 * TTY 415-274-0587



MEMORANDUM

DATE: April 4, 2012

TO: Maria Ryan, Personal Services Contract Coordinator
Department of Human Resources

FROM: Lavena Holmes, Human Resources Manager
Port of San Francisco (Dept #39) *Lavena*

RE: Request for Administrative Approval of PSC Modification

PSC No: 4188 - 07/08 Approval Date: July 7, 2008

Description of Service(s): Will provide Port staff with the issuance of new bonded debt including developing presentations for meetings with rating agencies and underwriters.

Original Approved Amount:	<u>\$300,000.00</u>	Original Approved Duration:	<u>11/08/2008 - 01/01/2014</u>
Modification Amount:	<u>\$150,000.00</u>	Modification of Duration:	<u>11/08/2008 - 03/01/2014</u>
Total Amount as Modified:	<u>\$450,000.00</u>	Total Duration as Modified:	<u>11/08/2008 - 03/01/2014</u>

Reason for the modification:

The Port of San Francisco needs to increase the amount of its Financial Advisory Services contract with Public Financial Management, Inc. (PFM) due to unexpected financial support needed to develop debt strategies and financial plans caused by America's Cup, higher costs for the Port's Cruise Terminal, and deferred maintenance funding requirements.

In addition to increase the contract amount, Port Finance would also like to extend the term of the contract by two (2) months from 01/01/2014 currently to 03/01/2014 due to contract was approved by the City's OCA and was put into effect March of 2009.

Attachment: Copy of PSC Summary #4188-07/08
Copy of CSC approval, 07/07/2008

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved Not Approved

Approval Date: 4 / 11 / 12

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

*Received 4/6/12
mk*

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: Medical Records Storage and Retrieval

Funding Source: General Fund PSC Duration: 5 years 17 weeks
PSC Amount: \$3,780,000 PSC Est. Start Date: 07/01/2014 PSC Est. End Date: 10/31/2019

1. Description of Work

A. Scope of Work:

For San Francisco General Hospital and Medical Center (SFGHMC) and Laguna Honda Hospital (LHH), provide off-site storage and retrieval services through a combination of scheduled and stat deliveries, year-round, twenty-four hours a day, seven days-a-week including holidays. This PSC is requested for five years or more as the Department expects the need for these services to continue and funding to be available. The services are critical to maintaining appropriately secure and accurate medical records and maintaining the documentation needed for treatment, evaluation, billing, and legal purposes.

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

SFGHMC and LHH do not have the on-site storage capacity needed for their large volume of medical records. They also do not have access to reliable records storage facilities that are strategically located within the immediate area to assure emergency provision of records in the event of catastrophic or public emergency, such as an earthquake. Denial would put SFGHMC and LHH in noncompliance with the State of Joint Commission on the Accreditation of Health Organizations (JCAHO), jeopardizing accreditation and operations of the Department's medical care facilities.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC. This is a new PSC. Similar PSC 4152-09/10 (attached)

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

2. Union Notification: On 03/22/2014, the Department notified the following employee organizations of this PSC/RFP request: SEIU Local 1021,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47083 - 13/14

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 06/16/2014

Civil Service Commission Action:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Understanding of the needs of SFGHMC and LHH for continual records storage and retrieval management services, methodologies and protocols pertaining to storage tracking, retrieval, and current status of records. Must also have the ability to deliver required records in less than an hour, and in the event of public emergency and/or disaster. 24-hour, 365-day year access to services is a requirement.

B. Which, if any, civil service class(es) normally perform(s) this work?
2110,2736,

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

Yes, vendor must possess a facility for physical storage of medical records that is safe from natural catastrophes and man-made disasters. The Department does not have such facilities.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

The nature of the services requires both facilities and operations for the storage services as described above, so utilization of civil service classes alone would not be sufficient.

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

No, the classifications that might be used to perform such services already exist.

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

YES NO

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 05/21/2014 BY:

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

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

Receipt of Union Notification(s)
◆ Local 1021

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
To: jacquie.hale@sfdph.org; david.canham@seiu1021.org; joe.tanner@seiu1021.net; tiya.thlang@seiu1021.org; Larry.Bradshaw@seiu1021.org; richard.isen@sfgov.org; dhr-psccordinator@sfgov.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 47083 - 13/14
Date: Saturday, March 22, 2014 11:26:00 AM

RECEIPT for Union Notification for PSC 47083 - 13/14 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 47083 - 13/14 for \$3,780,000 for Initial Request services for the period 07/01/2014 – 10/31/2019. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/1734> For union notification, please see the

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

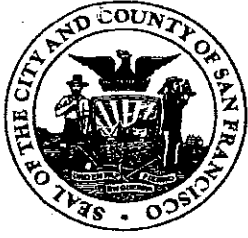
intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. 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 # 4152-09/10



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

4152-09/10

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

June 24, 2010

NOTICE OF CIVIL SERVICE COMMISSION ACTION

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

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

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

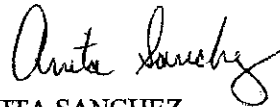
It was the decision of the Commission to:

- (1) Adopt the report; Approve request for 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: Older Adult Behavioral Health Integrated and Full Service Outpatient Services

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

PSC AMOUNT: \$18,595,931/total 5 years PSC DURATION: 7/1/2010 - 6/30/2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor/s 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.

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

Without these services, 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 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

Jacque Hale

Signature of person mailing/faxing form

April 30, 2010

Date

RFP sent to SEIU Local 1021; , on

IFPTE Local 21

Union Name

July 30, 2009

Date

Mahlet Girma

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4152-09/10

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION: approved 6/21/10

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The contractors must have appropriately trained, licensed and certified staff and facilities which comply with applicable State laws and regulations, chiefly, 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); IFPTE 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 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"/>
--------------------------	-------------------------------------

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

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

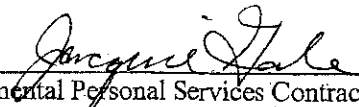
E. Has a board or commission determined that contracting is the most effective way to provide this service?

<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?

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

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


Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale

554-2609

Print or Type Name

Telephone Number

101 Grove St. Rm. 307, San Francisco, CA 94102

Address

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

“5000. This part shall be known and may be 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 hospitals and nursing homes are permitted by conditional use permit.”

“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.”

“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.”

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

Blank Page

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH – DPH Dept. Code: DPH

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

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Mental Health Triage Response Mobile Teams for Children, Youth and Families

Funding Source: State Grant PSC Duration: 4 years
PSC Amount: \$18,651,130 PSC Est. Start Date: 07/01/2014 PSC Est. End Date: 06/30/2018

1. Description of Work

A. Scope of Work:

Contractor(s) will provide four new crisis triage response teams to respond psychiatric emergency for children and youths age 17 and younger, and address and divert psychiatric crises before they will have major impact on communities and residents, and/or before they require emergency intervention or hospitalization. The services include crisis assessments, interventions, case management, medication support, clinical support, therapy. Two of the teams will focus on providing support to schools and youth centers, and the other two teams will focus on responding to community violence, trauma episodes, including homicides, critical shootings, stabbings, and suicides. The State is funding specifically for those services to reduce psychiatric emergency hospital stays among youths.

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

New State funding will enable DPH to provide mental health triage stabilization services to youths 0-17 and their families who are experiencing a mental health emergency, so they may remain in-county, and will allow DPH to place crisis teams within youth venues (eg, schools, youth centers). Failing to provide these services endangers children, youth and their families, exposing them to increased levels of addiction, anxiety, depression, post-traumatic stress disorder, violence, trauma, post-trauma, and other symptoms. Not providing the services may also lead the City to lawsuits and disallowance of funds by the State for failing to expend funds within State legislative guidelines.

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

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

2. Union Notification: On 03/22/2014, the Department notified the following employee organizations of this PSC/RFP request: SEIU, Local 1021 (Staff Nurse & Per Diem Nurse), SEIU Local 1021, SEIU 1021 Miscellaneous, Professional & Tech Engi

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47911 - 13/14

Civil Service Commission Action:

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 06/16/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

The contractors must have trained, licensed staff certified by the state as applicable to provide mental health services as described in Section 1A.

B. Which, if any, civil service class(es) normally perform(s) this work?
2230,2305,2574,2320,2551,2574,2589,2908,2913,2915,2930,2935,2591,2593,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
Yes, contractors will maintain community facilities that are licensed and otherwise compliant with external funding requirements for provision of contracted services.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

By partnering with community-based behavioral health contractors, DPH is able to provide the highest available level of culturally competent mental health and substance abuse treatment services, with linkages and accessibility that would otherwise be unavailable, while fulfilling State funding requirements that programs be small, flexible, and community-based, which has been found to be the most effective treatment model.

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)

YES NO

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 05/21/2014 BY:

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

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

Receipt of Union Notification(s)
◆ Local 21

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
To: jacquie.hale@sfdph.org; tiva.thlang@seiu1021.org; david.canham@seiu1021.org; joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; L21PSCReview@ifpte21.org; jduritz@uapd.com; richard.isen@sfgov.org; dhr-psccordinator@sfgov.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 47911 - 13/14
Date: Saturday, March 22, 2014 1:50:00 PM

RECEIPT for Union Notification for PSC 47911 - 13/14 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 47911 - 13/14 for \$18,651,130 for Initial Request services for the period 07/01/2014 – 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/1738> 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

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: Medical Dictation, As-needed Transcription Svcs. at SFGH, LHH

Funding Source: General Fund PSC Duration: 5 years 26 weeks
PSC Amount: \$3,981,376 PSC Est. Start Date: 07/01/2014 PSC Est. End Date: 12/31/2019

1. Description of Work

A. Scope of Work:

Vendor will provide efficient hardware and dictation software system that reliably records, maintains and stores voice files of dictation of San Francisco General Hospital Medical Center (SFGHMC) and Laguna Honda Hospital (LHH) medical staff. System will support quick turnaround time for vendor and SFGHMC and LHH Transcriptionists and/or Transcription Vendors under contract with the CITY on a 24/7 temporal basis. This PSC is requested for five years or more as the Department expects the need for these services to continue and funding to be available. The services are critical to providing quality patient care and providing the documentation needed for treatment, evaluation, billing, and legal purposes.

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

Use of technology for these services is a long-established industry standard fully integrated into modern health care operations as is needed at SFGHMC and LHH. Denial would compromise both hospitals' abilities to provide quality patient care and might result in adverse outcomes.

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

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

2. Union Notification: On 03/22/2014, the Department notified the following employee organizations of this PSC/RFP request: SEIU Local 1021,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49509 - 13/14

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 06/16/2014

Civil Service Commission Action:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:
Vendor must have an efficient hardware and dictation software system to provide services as described.

B. Which, if any, civil service class(es) normally perform(s) this work?
1440,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
Yes, vendor will provide efficient hardware and dictation software system capable of providing the services described above.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Use of technology for these services is a long-established industry standard fully integrated into modern health care operations as is needed at SFGHMC and LHH. The Department does not anticipate sufficient funding or operations to provide the number of FTEs necessary to approximate this technology.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No, there are existing classifications that perform transcription services, as noted above.

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

YES NO

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 05/21/2014 BY:

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

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

Receipt of Union Notification(s)
◆ Local 1021

From: dhr-psccordinator@sfgov.org on behalf of jacque.hale@sfdph.org
To: jacque.hale@sfdph.org; david.canham@seiu1021.org; joe.tanner@seiu1021.net; tiya.thlang@seiu1021.org; Larry.Bradshaw@seiu1021.org; richard.isen@sfgov.org; dhr-psccordinator@sfgov.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 49509 - 13/14
Date: Saturday, March 22, 2014 10:30:00 AM

RECEIPT for Union Notification for PSC 49509 - 13/14 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 49509 - 13/14 for \$3,981,376 for Initial Request services for the period 07/01/2014 - 12/31/2019. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/1733> 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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

Type of Request: [x] Initial [] Modification of an existing PSC (PSC # _____)

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

Type of Service: Program Scheduling and Cost Control Staff Augmentation Services (CS-369)

Funding Source: SSIP and HSIP Programs PSC Duration: 52 weeks
PSC Amount: \$9,500,000 PSC Est. Start Date: 10/01/2014 PSC Est. End Date: 09/30/2015

1. Description of Work

A. Scope of Work:

The scope of work is to assist and support Program Controls staff in program and project scheduling, Critical Path Method (CPM) scheduling, forecasting, change control, systems integration, cost controls, cost estimating, and other program/project controls related services.

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

The development, maintenance, monitoring, controlling and reporting of project /program level schedules and budgets are the responsibility of Program Controls Group (PCG) of the Project Management Bureau (PMB). Manpower with expertise in scheduling and cost estimating is required to augment SFPUC staff. Failure to meet these objectives would impact the ability of SFPUC to successfully complete Hetchy System Improvement Program (HSIP) and the Sewer System Improvement Program (SSIP) and other critical capital improvement projects on time and within budget.

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 for the HSIP and the SSIP.

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

2. Union Notification: On 04/18/2014, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21, Prof & Tech Eng, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42163 - 13/14

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 06/16/2014

Civil Service Commission Action:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

1) skill and expertise in CPM Scheduling, 2) experience in implementing Earned Value Method for progress reporting, 3) proficient in utilizing P6, 4) expertise in cost engineering and estimating, and 5) experience with change management/control.

B. Which, if any, civil service class(es) normally perform(s) this work?
5207,5241,5602,

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

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

The civil service classes listed above are applicable; however, consultants are needed to meet peak workload level. Hiring a consultant to augment City staff in the Program Controls Group (PCG) during peak will allow us to avoid layoffs after completion of the SSIP & HSIP.

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

No, it would not be practical to adopt a new civil service class to perform this work since this expertise is only needed thru the completion of these programs.

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

YES NO

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 05/02/2014 BY:

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

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

Receipt of Union Notification(s)
◆ Local 21

From: dhr-psccordinator@sfgov.org on behalf of SJackson@swater.org
To: Jackson, Shamica; L21PSCReview@ifpte21.org; Tang, Grace; Isen, Richard; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 42163 - 13/14
Date: Friday, April 18, 2014 11:31:26 AM

RECEIPT for Union Notification for PSC 42163 - 13/14 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 42163 - 13/14 for \$9,500,000 for Initial Request services for the period 10/01/2014 – 09/30/2015. 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/1907> 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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

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

Type of Service: Watershed Maintenance Project (CS-361)

Funding Source: Natural Resources PSC Duration: 3 years 1 day
PSC Amount: \$150,000 PSC Est. Start Date: 06/30/2014 PSC Est. End Date: 06/30/2017

1. Description of Work

A. Scope of Work:

The San Francisco Public Utilities Commission (SFPUC) is seeking eligible firms or non-profit organizations to provide unique teaching environments and opportunities for disadvantaged workers to develop skills in watershed and vegetation management and to assist with the grounds maintenance of the diverse watersheds owned and operated by the SFPUC. This field maintenance would include, but not be limited to, vegetation management (including plant identification, cultivation, and planting), the removal and eradication of non-desirable species, and water conservation techniques.

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

This service is necessary to meet the goals of the Peninsula Watershed Management Plans. The deferred maintenance is used to prevent the spread of these plants into non infected areas and reduce fuel load. Furthermore, this service is aligned with the SFPUC Community Benefits Policy to provide workforce development opportunities for local disadvantaged residents.

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.

Work has been performed in past by San Francisco Conservation Corps, Earth Steward's alongside Summer Watershed Workers, and Laborers. It was not provided through a PSC.

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

2. Union Notification: On 03/19/2014, the Department notified the following employee organizations of this PSC/RFP request: SEIU Local 1021, SEIU 1021 Miscellaneous, Laborers, Local 261,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42385 - 13/14

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 06/16/2014

Civil Service Commission Action:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Expertise in good work practices including safety, ability to follow instruction, good physical health, ability to work under adverse conditions.

Expertise in watershed maintenance as well as the administration of employment readiness programs, vocational training, academic instruction, educational models, and/or life skills instruction to local disadvantaged workers

B. Which, if any, civil service class(es) normally perform(s) this work?
7514,3524,3434,7542,

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

Yes, all materials and supplies, tools including transportation, port-a-potties, proper work clothing and footwear, personal protective equipment (PPE) etcetera will be provided by the contractor.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Although some civil service classes can perform this work, they are not applicable because this work is seasonal. It is only during peak times when extra laborers are needed. The civil service classes that can perform this work also do not provide the educational and training services to disadvantaged workers.

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

No, civil service classes that can perform this work already exist; however this work is only seasonal and also employs disadvantaged workers.

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 03/19/2014 BY:

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

Address: 525 Golden Gate Ave. San Francisco, CA

Receipt of Union Notification(s)

◆ Local 1021

◆ Local 261

From: dhr-psccordinator@sfgov.org on behalf of SJackson@sfgwater.org
To: [Jackson, Shamica](mailto:Jackson,Shamica); tiva.thlang@seiu1021.org; david.canham@seiu1021.org; joe.tanner@seiu1021.net;
Larry.Bradshaw@seiu1021.org; LiUNA.local261@gmail.com; [Tang, Grace](#); [Isen, Richard](#); [DHR-PSCCoordinator](#),
[DHR](#)
Subject: Receipt of Notice for new PCS over \$100K PSC # 42385 - 13/14
Date: Wednesday, March 19, 2014 12:15:45 PM

RECEIPT for Union Notification for PSC 42385 - 13/14 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 42385 - 13/14 for \$150,000 for Initial Request services for the period 06/30/2014 – 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/1681> 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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

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

Type of Service: Ocean Beach Master Plan Implementation (DB-125)

Funding Source: Wastewater Operating Funds PSC Duration: 4 years 17 weeks
PSC Amount: \$2,000,000 PSC Est. Start Date: 09/01/2014 PSC Est. End Date: 12/31/2018

1. Description of Work

A. Scope of Work:

Design/build a new marine structure along south Ocean Beach, starting at Sloat Boulevard and extending south along the Great Highway to the Oceanside Wastewater Treatment Plant in San Francisco. The purpose of this structure is to control and manage the retreat of the ocean bluffs in this area while protecting the Lake Merced Tunnel.

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

The bluffs(section) along Ocean Beach south of Sloat Blvd. have been steadily eroding. The recently completed Ocean Beach Master Plan contains several recommended alternatives to ensure a managed retreat of the bluffs, while protecting critical wastewater infrastructure. If this service is denied, numerous San Francisco Public Utilities Commission (SFPUC) infrastructures are at risk of being damaged.

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 type of service has rarely been provided in the past. The original O'Shaughnessy wall along Ocean Beach north of Lincoln Blvd. was installed in the 1920s, presumably designed by City staff. City staff does not have the expertise which includes marine construction and coastal engineering.

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

2. Union Notification: On 04/18/2014, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47609 - 13/14

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 06/16/2014

Civil Service Commission Action:

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise:
Coastal engineering, design and construction of marine structures, geotechnical engineering, littoral transport, wind-induced sand transport, underground tunnel structures, construction of sea wall structures, construction of secant pile walls.
- 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:
Yes. Contractor will design & build the selected alternative marine structure.

4. Why Classified Civil Service Cannot Perform

- A. Explain why civil service classes are not applicable:
The type of work in coastal engineering structures is not normally performed by City staff.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. This type of work is seldom used by the City.

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 04/18/2014 BY:

Name: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfwater.org
 Address: 525 Golden Gate, 8th Floor San Francisco, CA

Receipt of Union Notification(s)
◆ All Unions

Lo, Stacey

From: Lo, Stacey
Sent: Wednesday, May 07, 2014 11:57 AM
To: 'rmitchell@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'; 'speedy4864@aol.com'; 'camaguey@sfmea.com'; 'ecdenvoter@aol.com'; 'tiya.thlang@seiu1021.org'; Isen, Richard; DHR-PSCCoordinator, DHR
Cc: DHR-PSCCoordinator, DHR; Lewis, Brent; Jackson, Shamica
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 47609 - 13/14 - Revised End Duration

Hello All,

Please note that the end duration for the subject PSC has been changed to 12/31/2018.

Thanks,

Stacey Lo
San Francisco Public Utilities Commission Contract Administration Bureau
525 Golden Gate Avenue, 8th Floor
San Francisco, CA 94102
(415) 554-1860
SLo@sfgwater.org

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

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of SJackson@sfgwater.org
Sent: Friday, April 18, 2014 5:00 PM
To: Jackson, Shamica (PUC); rmitchell@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; speedy4864@aol.com; camaguey@sfmea.com; ecdenvoter@aol.com; tiya.thlang@seiu1021.org; Jackson, Shamica (PUC); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47609 - 13/14

RECEIPT for Union Notification for PSC 47609 - 13/14 more than \$100k

The PUBLIC UTILITIES COMMISSION – PUC has submitted a request for a Personal Services Contract (PSC) 47609 - 13/14 for \$2,000,000 for Initial Request services for the period 09/01/2014 – 12/31/2019. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/1924> 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

Blank Page

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

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

Type of Service: As-Needed Wastewater Process Engineering Services (CS-395)

Funding Source: Wastewater Project Funds PSC Duration: 4 years 1 day
PSC Amount: \$4,000,000 PSC Est. Start Date: 11/01/2014 PSC Est. End Date: 11/01/2018

1. Description of Work

A. Scope of Work:

San Francisco Public Utilities Commission intends to award up to two (2) agreements at \$2 million each to perform specialized process engineering services on an as-needed basis. The specialized work includes in the area of wastewater process modeling, energy modeling, carbon footprint modeling, hydraulic modeling, process optimization/start-up, dye studies, computational fluid dynamic modeling, process design criteria development, quality control of pilot study and process design, resource recovery and energy management.

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

The existing process components for various processes at Wastewater Treatment Plants have reached its useful life. These processes are planned to be upgraded or replaced by Sewer System Improvement Program. Failure to select right process components can compromise City's ability to treat wastewater and increase the risk of health and regulatory non-compliance. In addition the failure to select correct technology can constrain achieving compliance with the upcoming regulations.

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 specific services have not been provided in the past.

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

2. Union Notification: On 04/21/2014, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21, Prof & Tech Eng, Local 21, Architect & Engineers, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48143 - 13/14

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 06/16/2014

Civil Service Commission Action:



3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Specialized and technical skills related to wastewater process engineering areas such as BioWin process modeling, Computational Fluid Dynamics modeling, treatment plant InfoWorks hydraulic modeling, oxygen system optimization, treatment process analysis, and resource recovery and energy management.

B. Which, if any, civil service class(es) normally perform(s) this work?
5211,5241,5207,

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:

Engineers in current Sanitary Classification perform some of the more routine process engineering work. These as-needed services will be utilized for specialized process engineering that is normally not performed by engineers in the current civil service classifications.

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

The SFPUC is currently utilizing Sanitary Engineers for routine process work. The new treatment plant upgrades require as-needed specialized skills. These skills are not long term needs warranting hiring of additional personnel.

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 attached.	<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 04/22/2014 BY:

Name: Stacey Lo Phone: 415-554-1860 Email: SLo@sfgwater.org

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

Receipt of Union Notification(s)
◆ Local 21

Lo, Stacey

From: dhr-psccordinator@sfgov.org on behalf of SLo@swater.org
Sent: Monday, April 21, 2014 10:32 AM
To: Lo, Stacey; L21PSCReview@ifpte21.org; Lo, Stacey; Isen, Richard; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 48143 - 13/14

RECEIPT for Union Notification for PSC 48143 - 13/14 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 48143 - 13/14 for \$4,000,000 for Initial Request services for the period 11/01/2014 – 11/01/2018. 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/1926> 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 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.**

1. Process modeling, pitfalls to avoid, calibration, verification of process models
2. Process troubleshooting with emphasis on the activated sludge process
3. Microscopic analysis and control of activated sludge bulking
4. BNR Nitrogen Removal, fundamentals and principles of nutrient removal

Approximately 200 hours of training will be provided to ten (10) Sanitary Engineers and ten (10) wastewater treatment plant Stationary Engineers.

Blank Page

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Investment Advisory

Funding Source: General Fund PSC Duration: 4 years
PSC Amount: \$1,000,000 PSC Est. Start Date: 07/01/2014 PSC Est. End Date: 06/30/2018

1. Description of Work

A. Scope of Work:

The Treasurer-Tax Collector is requesting proposals to provide investment advisory services to the City. Proposers should provide technical & strategic advice that will supplement the Investment staff's duties to manage the Pooled Fund. This is not a solicitation for the management of any of the City's funds. Specifically, the advice shall pertain to the areas of:

- * portfolio optimization techniques,
- * regulatory changes,
- * global and macroeconomic events,
- * benchmarking / performance measurement,
- * cash flow forecasting, and
- * compliance.

In addition, the selected Contractor must be able to provide daily and monthly accounting and compliance reports, which include analyses of projected income from maturities and callable securities for a prolonged time period.

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

The Treasurer's Pooled Fund has grown significantly in recent years while investment management has become more difficult in a low interest rate environment with increased risks and regulation. An investment advisor would assist the Treasurer in executing his Charter and statutory duties. This service has been provided previously.

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.
Provided under contract by a vendor selected from a Controller Request for Qualification (RFQ) list for Financial Advisors.

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

2. **Union Notification:** On 02/28/2014, the Department notified the following employee organizations of this PSC/RFP request: Municipal Executive Association, Management & Superv Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44299 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/16/2014

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise:
In the business of developing, marketing, & distributing investment advisory services for at least 5 years. Demonstrated experience as an independent investment advisor for public agencies for the past 5 years. Registered with the Securities & Exchange Commission (SEC) or the State of California. Not a broker/dealer. Must have either an advisory, discretionary or non-discretionary relationship to accounts totaling at least \$10 billion of fixed income securities.
- B. Which, if any, civil service class(es) normally perform(s) this work?
1824,
- 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:
Investment advice is garnered from an advisor with similar risk and requirements in the market as the City. No individual or set of individuals within the City could serve such a role.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. Investment advice is garnered from an advisor with similar risk and requirements in the market as the City. No individual or set of individuals within the City could serve such a role.

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 05/30/2014 BY:

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

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

Receipt of Union Notification(s)

◆ MEA

◆ Local 21

Dang, Leorah (HRD)

From: dhr-psccordinator@sfgov.org
Sent: Friday, February 28, 2014 8:34 AM
To: Kato, Greg; camaguey@sfmea.com; staff@sfmea.com; L21PSCReview@ifpte21.org; Kato, Greg; Isen, Richard; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 44299 - 13/14

RECEIPT for Union Notification for PSC 44299 - 13/14 more than \$100k

The TREASURER/TAX COLLECTOR -- TTX has submitted a request for a Personal Services Contract (PSC) 44299 - 13/14 for \$1,000,000 for Initial Request services for the period 07/01/2014 – 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/1558> 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

Modification

Personal Services Contracts

Blank Page

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES Dept. Code: DSS

Type of Request: Initial Modification of an existing PSC (PSC # 2003-08/09)

Type of Approval: Expedited Continued (Omit Posting)

Type of Service: Provide childcare services for children of low-income families and as well as those receiving

Funding Source: State, Federal, County

PSC Original Approved Amount: \$160,000,000

PSC Original Approved Duration: 01/05/09 - Continued w

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 07/01/14- Continued w

PSC Mod#2 Amount: _____

PSC Mod#2 Duration: _____

PSC Cumulative Amount Proposed: \$160,000,000

PSC Cumulative Duration Proposed: 10 years 25 weeks

1. Description of Work

A. Scope of Work:

Multiple contractors provide childcare services to low-income and CalWORKs families through partnerships with other state licensed providers in various identified target neighborhoods.

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

These contracts are among several capacity building initiatives supporting CalWORKs implementation to reduce disruptions of work or job training for CalWORKs families receiving childcare subsidies. Denial will set back the successful implementation of CalWORKs welfare reform, the provision of necessary childcare services and the ability of CalWORKs parents to fulfill the work and training requirements accompanying welfare reform.

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.

Prior PSC 2003-08/09 & 2025-04/05

D. Will the contract(s) be renewed? Contingent upon available funding, contractor performance an

2. Union Notification: On 05/23/14, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2003-08/09

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/16/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Contractors must have demonstrated ability to form partnerships with other state licensed childcare centers and providers and schools in various identified target neighborhoods.

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:
Yes. Childcare services will be provided in existing licensed center-based and/or family childcare facilities.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Contractors are delivering specialized services through State licensed center-based and/or family childcare facilities.

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

No. It would not be practical to create a class because of the necessary state community care licensing and parental choice in selecting childcare providers.

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?
Welfare and institute codes a local policy mandates
- D. Are there federal or state grant requirements regarding the use of
contractual services? State Licensing of Childcare Centers/AP Providers
- 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? Multiple Vendors

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 05/23/14 BY:

Name: David Curto Phone: 415-557-5581 Email: david.curto@sfgov.org

Address: 1650 Mission Suite 300 San Francisco, CA

Receipt of Union Notification(s)
◆ All Unions

Dang, Leorah (HRD)

From: dhr-psccordinator@sfgov.org on behalf of david.curto@sfgov.org
Sent: Friday, May 23, 2014 3:05 PM
To: Curto, David (DSS); smcgarry@nccrc.org; rmitchell@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; speedy4864@aol.com; camaguey@sfmea.com; ecdemvoter@aol.com; tiya.thlang@seiu1021.org; Broussard, Alicia (DSS); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)
Subject: Receipt of Modification Request to PSC # 2003-08/09 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The HUMAN SERVICES -- DSS has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period July 1, 2014 -- June 30, 2019. For all 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/2106>

Email sent to the following addresses: Please check the record to see if you selected a union where a corresponding email in the TO: field isn't present.

Either you selected none or there is no email entered in the system by that particular union

City and County of San Francisco



Edwin M. Lee, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

MEMORANDUM

Date: May 21, 2014

To: Civil Service Commission

From: David Curto, PSC Coordinator
Human Services Agency (Dept. 45)

Re: Annual Report of Continuing PSCs

Per the policy established by the Commission, please accept this report of our annual activity under Continuing PSC approval #2003-08/09 for Fiscal Year 13-14. This Continuing PSC contains contracts related to CalWORKS Families and the provision of Child Care Services.

These contracts are provided under the authority of 10531 Chapter 3.1 sections 10531-10535 of the California Welfare and Institutions code and policies adopted by the State Department of Social Services and the Human Services Commission of San Francisco.

As always we will be happy to provide any additional information or answer any questions the Commission may have.

Thank you

Note:

To view the California Welfare & Institutions code and policies please go to <http://leginfo.legislature.ca.gov>
(document too large to attach)

Contractor	Program Description	PSC #	Budget Name	Term Start	Term End	Annual Budget Amount
ASIAN WOMEN'S SHELTER	Child Care 13-14	2003-08/09	Shelter	7/1/2013	6/30/2014	\$62,118
BAYVIEW HUNTERS POINT FOUNDATION	Child Care 13-14	2003-08/09	Child care	7/1/2013	6/30/2014	\$62,118
CHILDREN'S COUNCIL OF SAN FRANCISCO	C-WAGES Fiscal Intermediary	2003-08/09	C-WAGES Center Wages	7/1/2013	6/30/2014	\$6,777,637
CHILDREN'S COUNCIL OF SAN FRANCISCO	C-WAGES Fiscal Intermediary	2003-08/09	C-WAGES FCC Wages	7/1/2013	6/30/2014	\$1,917,382
CHILDREN'S COUNCIL OF SAN FRANCISCO	C-WAGES Fiscal Intermediary	2003-08/09	C-WAGES Nutrition Admin Support	7/1/2013	6/30/2014	\$75,000
CHILDREN'S COUNCIL OF SAN FRANCISCO	C-WAGES Fiscal Intermediary	2003-08/09	C-WAGES Nutrition State Backfill	7/1/2013	6/30/2014	\$6,197
CHILDREN'S COUNCIL OF SAN FRANCISCO	C-WAGES Fiscal Intermediary	2003-08/09	C-WAGES Fiscal Agent	7/1/2013	6/30/2014	\$424,410
CHILDREN'S COUNCIL OF SAN FRANCISCO	C-WAGES Fiscal Intermediary	2003-08/09	CPAC	7/1/2013	6/30/2014	\$83,888
CHILDREN'S COUNCIL OF SAN FRANCISCO	C-WAGES Fiscal Intermediary	2003-08/09	C-WAGES CPAC Center Wages	7/1/2013	6/30/2014	\$585,606
CHILDREN'S COUNCIL OF SAN FRANCISCO	Family Child Care Quality Network	2003-08/09	Family Child Care Quality Network	7/1/2013	6/30/2014	\$802,972
CHILDREN'S COUNCIL OF SAN FRANCISCO	Family Child Care Quality Network	2003-08/09	Family Child Care Association of SF	7/1/2013	6/30/2014	\$73,087
CHILDREN'S COUNCIL OF SAN FRANCISCO	Resource & Referral	2003-08/09	Resource and Referral	7/1/2013	6/30/2014	\$506,760
CHILDREN'S COUNCIL OF SAN FRANCISCO	San Francisco Child Care Connection (SF3C)	2003-08/09	San Francisco Child Care Connection (SF3C)	7/1/2013	6/30/2014	\$462,987
CHILDREN'S COUNCIL OF SAN FRANCISCO	SFCCPA Field Building and Peer Support	2003-08/09	SFCCPA Field Building and Peer Support	7/1/2013	6/30/2014	\$146,569
CHILDREN'S COUNCIL OF SAN FRANCISCO	Subsidies	2003-08/09	Trustline	7/1/2013	6/30/2014	\$36,994
CHILDREN'S COUNCIL OF SAN FRANCISCO	Subsidies	2003-08/09	CDE CAPP DHS	7/1/2013	6/30/2014	\$272,006
CHILDREN'S COUNCIL OF SAN FRANCISCO	Subsidies	2003-08/09	Homeless Access Subsidies-HFDH & Compass	7/1/2013	6/30/2014	\$422,158
CHILDREN'S COUNCIL OF SAN FRANCISCO	Subsidies	2003-08/09	Compass	7/1/2013	6/30/2014	\$4,175,000
CHILDREN'S COUNCIL OF SAN FRANCISCO	Subsidies	2003-08/09	SFCCSS	7/1/2013	6/30/2014	\$990,850
CHILDREN'S COUNCIL OF SAN FRANCISCO	Subsidies	2003-08/09	Stage 2 Backfill	7/1/2013	6/30/2014	\$7,922,335
CHILDREN'S COUNCIL OF SAN FRANCISCO	Subsidies	2003-08/09	Stage 1	7/1/2013	6/30/2014	\$7,198,861
CHILDREN'S COUNCIL OF SAN FRANCISCO	Subsidies	2003-08/09	Stage 2	7/1/2013	6/30/2014	\$5,264,779
CHILDREN'S COUNCIL OF SAN FRANCISCO	Subsidies	2003-08/09	City Child Care	7/1/2013	6/30/2014	\$1,290,721
CHILDREN'S COUNCIL OF SAN FRANCISCO	Subsidies	2003-08/09	Homeless Access	7/1/2013	6/30/2014	\$895,854
CHILDREN'S COUNCIL OF SAN FRANCISCO	Subsidies	2003-08/09	FCS Fed	7/1/2013	6/30/2014	\$1,183,330
CHILDREN'S COUNCIL OF SAN FRANCISCO	Subsidies	2003-08/09	FCS Non-Fed	7/1/2013	6/30/2014	\$3,333
CHILDREN'S COUNCIL OF SAN FRANCISCO	Subsidies	2003-08/09	Mental Health	7/1/2013	6/30/2014	\$30,000
CHILDREN'S COUNCIL OF SAN FRANCISCO	Subsidies	2003-08/09	WIA	7/1/2013	6/30/2014	\$70,000
CHILDREN'S COUNCIL OF SAN FRANCISCO	Subsidies	2003-08/09	Children's Collabrium	7/1/2013	6/30/2014	\$182,247
CHILDREN'S COUNCIL OF SAN FRANCISCO	Subsidies	2003-08/09	Subsidies Technology	7/1/2013	6/30/2014	\$1,001
CHILDREN'S COUNCIL OF SAN FRANCISCO	Subsidies	2003-08/09	Drop-in Room Program Supplies	7/1/2013	6/30/2014	\$165,648
COMPASS FAMILY SERVICES	ACCESS Childcare Case Management	2003-08/09	STANDARD	7/1/2013	6/30/2014	\$585,627
FAMILY SUPPORT SVCS OF THE BAY AREA	Child Care	2003-08/09	Emergency Back Up & Mildly Ill	7/1/2013	6/30/2014	\$63,050
GLUM MOON WOMEN'S RESIDENCE	Child Care 13-14	2003-08/09	Shelter	7/1/2013	6/30/2014	28,000
INTERNATIONAL CHILD RESOURCE INSTITUTE (ICRI)	Capacity Building for SF City College	2003-08/09	ICRI Budget	5/15/2014	6/30/2015	\$340,262
LOW INCOME INVESTMENT FUND	Childcare Facilities Fund	2003-08/09	Child Care Capital Fund	7/1/2013	6/30/2014	\$336,513
LOW INCOME INVESTMENT FUND	Childcare Facilities Fund	2003-08/09	DHS-CalWORKS	7/1/2013	6/30/2014	\$476,429
LOW INCOME INVESTMENT FUND	Childcare Facilities Fund	2003-08/09	DHS-GF Southeast	7/1/2013	6/30/2014	\$1,000,000
LOW INCOME INVESTMENT FUND	Childcare Facilities Fund	2003-08/09	Preschool for All	7/1/2013	6/30/2014	\$309,000
MISSION ECONOMIC DEVELOPMENT AGENCY	Childcare	2003-08/09	First 5 SF	7/1/2013	6/30/2014	\$25,000
MISSION ECONOMIC DEVELOPMENT AGENCY	Childcare	2003-08/09	Child Care	7/1/2013	12/31/2013	\$25,750
MISSION ECONOMIC DEVELOPMENT AGENCY	Technical Assistance to Licensed Family Child Care Providers	2003-08/09	TA to Child Care Providers	1/1/2014	6/30/2014	\$75,955
SAN FRANCISCO COMMUNITY COLLEGE DISTRICT	ECE Professional Development	2003-08/09	ECE Professional Development	7/1/2013	6/30/2014	\$120,062
SAN FRANCISCO STATE UNIVERSITY	ECE Professional Development	2003-08/09	Basic Skills	7/1/2013	6/30/2014	\$597,498
SAN FRANCISCO STATE UNIVERSITY	ECE Professional Development	2003-08/09	SF SEED	7/1/2013	6/30/2014	\$262,820
SAN FRANCISCO STATE UNIVERSITY	ECE Professional Development	2003-08/09	BA Completion	7/1/2013	6/30/2014	\$46,338,814
				Total		

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 # 2003-08/09

PSC # 2025-04/05



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

2003-08/09
Initial

February 5, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2000-08/09 THROUGH 2009-08/09; 4086-08/09 THROUGH 4095-08/09; 3090-07/08; 4148-07/08 AND 4192-07/08.

At its meeting of February 2, 2009 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

- (1) Postpone PSC #2000-08/09 through 2009-08/09 to the meeting of March 2, 2009 at the request of SEIU Local 1021.
- (2) Adopt the Human Resources Director's report on PSC #4087-08/09 on the condition that over the next six (6) months IFPTE Local 21 and the Department of the Environment actively collaborate with each other to identify civil service classifications and personnel which could perform all or part of the work and that a report of its joint collaborative findings be submitted to the Commission at the end of the six month period. Notify the offices of the Controller and the Purchaser.
- (3) Withdraw PSC #3090-07/08 at the request of the Public Utilities Commission.
- (4) 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:
- Rachel Buerkle, Department of the Environment
 - Jesusa Bushong, San Francisco Fire Department
 - Micki Callahan, Human Resources Director
 - Gordon Choy, Department of Public Works
 - David Curto, Human Services Agency
 - Rion Dugan, Department of Technology
 - Nancy Gonchar, Arts Commission
 - Sharnica Jackson, Public Utilities Commission
 - Jennifer Johnston, Department of Human Resources
 - Florence Kyaun, Public Utilities Commission
 - William Lee, Emergency Communications Department
 - Julian Low, Mayor's Office of Business & Economic Development
 - Mary Ng, Department of Human Resources
 - Brigitte Rockett, Department of Human Resources
 - Commission File
 - Chron

POSTING FOR
February 02, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
2000-08/09	45	Human Services Agency	Continuing	\$ 7,500,000.00	Will provide orientations, induction training, home studies, and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	30-Jun-14
2001-08/09	45	Human Services Agency	Continuing	\$ 65,000,000.00	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	30-Jun-14
2002-08/09	45	Human Services Agency	Continuing	\$ 26,500,000.00	Will provide services to Community-based family resource centers that operate to serve all parents for specific parenting skills, parenting guides, crisis counseling and intervention.	30-Jun-14
2003-08/09	45	Human Services Agency	Continuing	\$ 160,000,000.00	Will provide childcare services to low-income and CalWorks families through partnerships with other state licensed providers in various identified target neighborhoods.	30-Jun-14
2004-08/09	45	Human Services Agency	Continuing	\$ 230,000,000.00	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	30-Jun-14
2005-08/09	45	Human Services Agency	Continuing	\$ 38,500,000.00	Will provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support and follow-up to CalWorks and PAES(Personal Assisted Employment Services) and other low-income individuals.	30-Jun-14
2006-08/09	45	Human Services Agency	Continuing	\$ 25,415,000.00	Will provide support services to the Agency include but not are limited to the following: legal process service, courier service, fiscal intermediary (employer agent/payroll services for welfare to work clients), credit checks, and equipment maintenance.	30-Jun-14
2007-08/09	45	Human Services Agency	Continuing	\$ 327,750,000.00	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 16,000 homecare workers. Provides the contract mode IHSS as mandated.	30-Jun-14
2008-08/09	45	Human Services Agency	Continuing	\$ 75,750,000.00	Will provide homeless individuals and families with emergency shelter services and meals. Services may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities, and voluntary case management.	30-Jun-14
2008-08/09	45	Human Services Agency	Continuing	\$ 14,950,000.00	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	30-Jun-14
4086-08/09	22	Department of the Environment	Regular	\$ 80,000.00	Will provide Charter bus transportation for the School Education Program's environmental field trips for grades K-12 students.	31-Dec-13
4087-08/09	22	Department of the Environment	Regular	\$ 264,000.00	Will provide consulting to develop long-term strategy for Clean Air Program, advise on latest technology, and support and outline funding options for Clean Air projects.	30-Jun-13



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

2003-08/09
Initial

March 5, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2000-08/09 THROUGH 2009-08/09.

At its meeting of March 2, 2009 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

- (1) Postpone PSC #2002-08/09; 2003-08/09 and 2005-08/09 to the meeting of March 16, 2009 at the request of SEIU Local 1021. The Commission stipulated this will be the last continuance granted.
- (2) Adopt the Human Resources Director's report on PSC #2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09 on the condition that: 1) IFPTE Local 21 and the Human Services Agency meet to discuss their concerns regarding funding options for the transition of work performed by Class 2819 and 2822 Health Educators and Assistant Health Educators back to the City, in conjunction with the Department of Public Health; 2) a written report on the progress submitted to the Civil Service Commission no later than six (6) months (September 7, 2009) and 3) Human Services Agency continue to meet and discuss in good faith with IFPTE Local 21 other classifications, the work of which could possibly be transitioned back to the City. Notify the offices of the Controller and the Purchaser.
- (3) Adopt the Human Resources Director's report on PSC #2006-08/09. 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

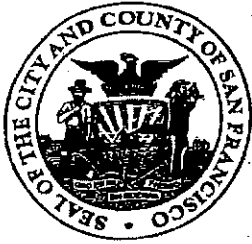
Attachment

- cc: Micki Callahan, Human Resources Director
- David Curto, Human Services Agency
- Jennifer Johnston, Department of Human Resources
- Naomi Kelly, Office of Contract Administration
- Brigitte Rockett, Department of Human Resources
- Ben Rosenfield, Controller
- Alexis Torres, IFPTE Local 21, 1182 Market Street, Ste. 425, SF, CA 94102
- Margot Reed, SEIU Local 1021, 350 Rhode Island St., Ste. 100 South Bldg, SF, CA 94103
- Commission File
- Chron

POSTING FOR
February 02, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Dept/Plan	Approval Type	Contract Amount	Description of work	Duration
2000-08/09	Human Services Agency	Continuing	\$ 7,500,000.00	Will provide orientation, induction training, home studies, and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	30-Jun-14
2001-08/09	Human Services Agency	Continuing	\$ 85,000,000.00	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	30-Jun-14
2002-08/09	Human Services Agency	Continuing	\$ 28,500,000.00	Will provide services to Community-based family resource centers that operate to serve all parents for specific parenting skills, parenting guides, crisis counseling and intervention.	30-Jun-14
2003-08/09	Human Services Agency	Continuing	\$ 180,000,000.00	Will provide childcare services to low-income and CalWorks families through partnerships with other state licensed providers in various identified target neighborhoods.	30-Jun-14
2004-08/09	Human Services Agency	Continuing	\$ 230,000,000.00	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	30-Jun-14
2005-08/09	Human Services Agency	Continuing	\$ 38,500,000.00	Will provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support and follow-up to CalWorks and PAESP personal Assisted Employment Services and other low-income individuals.	30-Jun-14
2006-08/09	Human Services Agency	Continuing	\$ 25,418,000.00	Will provide support services to the Agency include but not be limited to the following: legal process services, courier services, fiscal intermediary (employer agent/payroll services for welfare to work clients), credit checks, and equipment maintenance.	30-Jun-14
2007-08/09	Human Services Agency	Continuing	\$ 927,750,000.00	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 15,000 homecare workers. Provides the contract mode HBS as mandated.	30-Jun-14
2008-08/09	Human Services Agency	Continuing	\$ 75,750,000.00	Will provide homeless individuals and families with emergency shelter services and meals. Services may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities, and voluntary case management.	30-Jun-14
2009-08/09	Human Services Agency	Continuing	\$ 14,950,000.00	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	30-Jun-14
4086-08/09	Department of the Environment	Regular	\$ 90,000.00	Will provide Charter bus transportation for the School Education Program's environmental field trips for grades K-12 students.	31-Dec-13
4087-08/09	Department of the Environment	Regular	\$ 284,000.00	Will provide consulting to develop long-term strategy for Clean Air Program, advise on latest technology, and support and outline funding options for Clean Air projects.	30-Jun-13



CIVIL SERVICE COMMISSION) CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

2003-08/09
Initial

March 20, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2002-08/09; 2003-08/09 AND 2005-08/09.

At its meeting of March 16, 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:

Adopt the Human Resources Director's report for "Continuing" approval on the following conditions: 1) Should the Human Services Agency propose to change contractors and award contracts to outside parties other than those identified in connection with this Commission's approval of these three personal services contracts, it will notify all affected bargaining units prior to the change in contractors; 2) Should the Human Services Agency propose to amend or modify any contract awarded under these three personal services contracts, it shall notify all affected bargaining units prior to the modification or amendment being affectuated; 3) At the time the Human Services Agency publishes Requests for Proposals for any contract to be awarded under the scope of any of these three personal services contracts, it shall send a hard copy of the Request for Proposals to the affected bargaining units; and 4) If any affected bargaining unit, as a result of any such notification wishes to discuss the change, amendment, modification or award with the Human Services Agency, the Human Services Agency shall meet and discuss in good faith with the affected bargaining units. 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: Micki Callahan, Human Resources Director
- David Curto, Human Services Agency
- Jennifer Johnston, Department of Human Resources
- Naomi Kelly, Office of Contract Administration
- Margot Reed, SEIU Local 1021, 350 Rhode Island St., Ste. 100 South Bldg. SF, CA 94103
- Brigitte Rockett, Department of Human Resources
- Ben Rosenfield, Controller
- Alexis Torres, IFPTE Local 21, 1182 Market Street, Ste. 425, SF, CA 94102
- Commission File
- Chron

POSTING FOR
February 02, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Dept/No	Dept/Name	Approval Type	Contract Amount	Description of work	Duration
2000-08/09	45	Human Services Agency	Continuing	\$ 7,500,000.00	Will provide orientation, induction training, home studies, and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	30-Jun-14
2001-08/09	45	Human Services Agency	Continuing	\$ 65,000,000.00	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	30-Jun-14
2002-08/09	45	Human Services Agency	Continuing	\$ 28,500,000.00	Will provide services to Community-based family resource centers that operate to serve all parents for specific parenting skills, parenting guides, crisis counseling and intervention.	30-Jun-14
2003-08/09	45	Human Services Agency	Continuing	\$ 180,000,000.00	Will provide childcare services to low-income and CalWorks families through partnerships with other state licensed providers in various identified target neighborhoods.	30-Jun-14
2004-08/09	45	Human Services Agency	Continuing	\$ 230,900,000.00	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	30-Jun-14
2005-08/09	45	Human Services Agency	Continuing	\$ 38,500,000.00	Will provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job relation support and follow-up to CalWorks and PAESP/Personal Assisted Employment Services) and other low-income individuals.	30-Jun-14
2006-08/09	45	Human Services Agency	Continuing	\$ 25,415,000.00	Will provide support services to the Agency include but not are limited to the following: legal process services, courier services, fiscal intermediary (employer agent/payroll services for welfare to work clients), credit checks, and equipment maintenance.	30-Jun-14
2007-08/09	45	Human Services Agency	Continuing	\$ 327,750,000.00	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 16,000 homeless workers. Provides the contract mode (HSS as-memorandum).	30-Jun-14
2008-08/09	45	Human Services Agency	Continuing	\$ 76,750,000.00	Will provide homeless individuals and families with emergency shelter services and meals. Services may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities, and voluntary case management.	30-Jun-14
2009-08/09	45	Human Services Agency	Continuing	\$ 14,950,000.00	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	30-Jun-14
4088-08/09	22	Department of the Environment	Regular	\$ 90,000.00	Will provide Charter bus transportation for the School Education Program's environmental field trips for grades K-12 students.	31-Dec-13
4087-08/09	22	Department of the Environment	Regular	\$ 284,000.00	Will provide consulting to develop long-term strategy for Clean Air Program, advise on latest technology, and support and outline funding options for Clean Air projects.	30-Jun-13

2003-08/09
Initial

PERSONAL SERVICES CONTRACT SUMMARY

DATE: JANUARY 5, 2009

DEPARTMENT NAME HUMAN SERVICES DEPARTMENT NUMBER 45

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING)

CONTINUING ANNUAL

TYPE OF REQUEST:
RENEWAL

TYPE OF SERVICE: Provide childcare services for children of low-income families and as well as those receiving CalWORKs childcare subsidies.

FUNDING SOURCE: State, Federal, County

PSC AMOUNT: \$ 32,000,000 est annual/\$160,000,000 term PSC DURATION: 7/1/09 thru 6/30/14

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Multiple contractors provide childcare services to low-income and CalWORKs families through partnerships with other state licensed providers in various identified target neighborhoods.

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

These contracts are among several capacity building initiatives supporting CalWORKs implementation to reduce disruptions of work or job training for CalWORKs families receiving childcare subsidies. Denial will set back the successful implementation of CalWORKs welfare reform, the provision of necessary childcare services and the ability of CalWORKs parents to fulfill the work and training requirements accompanying welfare reform.

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

Previous 2025-04/05

D. Will the contract(s) be renewed: **Contingent upon available funding, contractor performance and competitive procurement process.**

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

Union Name

Signature of person mailing / faxing form

Date

RFP sent to _____, on _____

Union Name

Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# _____

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractors must have demonstrated ability to form partnerships with other state licensed childcare centers and providers and schools in various identified target neighborhoods.

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

None.

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

Yes. Childcare services will be provided in existing licensed center-based and/or family childcare facilities.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Contractors are delivering specialized services through State licensed center-based and/or family childcare facilities.

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

No. It would not be practical to create a class because of the necessary state community care licensing and parental choice in selecting childcare providers.

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

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

Yes

No

B. Will the contractor train City and County employees?

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

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

Also State and local policies/resolutions including funding restrictions for childcare community care licensing requirements.

D. Are there federal or state grant requirements regarding the use of contractual services? **State Licensing of Childcare Centers/AP Providers**

X

E. Has a board or commission determined that contracting is the most effective way to provide this service? **Human Services Commission First five Commission and the Board of Supervisors**

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

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

David M. Curto 12-9-08
Signature of Departmental Personal Services Contract Coordinator
David Curto, Director of Contracts, Human Services Agency (415) 557-5581
1650 Mission Street Suite 300 San Francisco Ca. 94103

***** -COMM. JOURNAL- ***** DATE DEC-10-2008 ***** TIME 10:39 *****

MODE = MEMORY TRANSMISSION

START=DEC-10 10:35

END=DEC-10 10:39

FILE NO.=560

STN NO.	COMM.	STATION NAME/EMAIL ADDRESS/TELEPHONE NO.	PAGES	DURATION
001	OK	894316241	023/023	00:03:54

-D H S, O.C.M

***** UF-8000 ***** -415 557 5679 - ***** - 415 557 5679- *****

City and County of San Francisco



Gavin Newsom, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

FAX

To: LOCAL 1021 From: LARRY CHATMON
 Fax: (415) 431-6241 Fax: (415) 557-5679
 Phone: Phone: (415) 557-5330
 Pages: 23 Date: 12-10-08
 Re: PSC Summaries

Urgent For Review Please Comment Please Reply

COMMENTS:

Attached are eleven (11) PSC Summaries that are to be scheduled for the January 5, 2009 Civil Service Commission for your review.

Larry Chatmon
557-5330

***** -COMM. JOURNAL- ***** DATE DEC-10-2008 ***** TIME 10:46 *****

MODE = MEMORY TRANSMISSION

START=DEC-10 10:41

END=DEC-10 10:46

FILE NO.=561

STN NO.	COMM.	STATION NAME/EMAIL ADDRESS/TELEPHONE NO.	PAGES	DURATION
001	OK	898642166	023/023	00:04:23

-D H S, O.C.M

***** UF-8000 ***** -415 557 5679 - ***** - 415 557 5679- *****

City and County of San Francisco



Gavin Newsom, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

FAX

To: LOCAL 21 From: LARRY CHATMON
 Fax: (415) 864-2166 Fax: (415) 557-5679
 Phone: Phone: (415) 557-5330
 Pages: Dates: 12-10-08
 Re: PSC Summaries

Urgent For Review Please Comment Please Reply

COMMENTS:

Attached are eleven (11) PSC Summaries that are to be scheduled for the January 5, 2009 Civil Service Commission for your review.

Larry Chatmon
557-5330



2025-04/05

CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

June 9, 2005

GAVIN NEWSOM
MAYOR

NOTICE OF CIVIL SERVICE COMMISSION ACTION

LINDA RICHARDSON
PRESIDENT

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2011-04/05 THROUGH 2026-04/05 AND 4096-04/05 THROUGH 4110-04/05 AND 4107-97/98.

THOMAS T. NG
VICE PRESIDENT

At its meeting of June 6, 2005 the Civil Service Commission had for its consideration the above matter.

ALICIA D. BECERRIL
COMMISSIONER

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 the 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. GORRANO
COMMISSIONER

CIVIL SERVICE COMMISSION

KATE FAVETTI
EXECUTIVE OFFICER

KATE FAVETTI
Executive Officer

Attachment

- c: Shalonda Baldwin, Mayor's Office of Public Finance & Business Affairs
- Herberth Campos, Department of Human Resources
- Gordon Choy, Department of Public Works
- David Curto, Department of Human Services
- Philip Ginsburg, Human Resources Director
- Elizabeth Jacobi, Department of Human Resources
- Galen Leung, Department of Public Health
- John Marquez, Airport Commission
- Lee Okumoto, Public Utilities Commission
- Shawn Wallace, San Francisco Police Department
- Commission File
- Commissioners Binder
- Chron

POSTING FOR

May 16, 2005

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC#	Department	Amount	Description of Work	Type of Approval	Duration
2020-04/05	Human Services	\$2,625,000	Will provide homeless individuals with drop-in services and respite from the streets.	Continuing	6/30/2009
2021-04/05	Human Services	\$3,500,000	Will provide services that are designed as Community based family resource centers that operate to serve all parents for specific parenting skills, counseling and referral to other services.	Continuing	6/30/2009
2022-04/05	Human Services	\$6,300,000	Will continue to provide existing services with multiple community agencies to provide outreach, counseling, employment services, vocational training, work readiness, and referral and placement services.	Continuing	6/30/2009
2023-04/05	Human Services	\$15,300,000	Will provide homeless individuals and families with emergency shelter and light meals.	Continuing	6/30/2009
2024-04/05	Human Services	\$22,000,000	Will provide case management and support services to homeless individuals and families living in shelters, single resident occupancy hotels, or transitional housing.	Continuing	6/30/2009
2025-04/05	Human Services	\$45,500,000	Will provide childcare services to low-income and CalWORKS families through partnerships with other licensed providers in various identified target neighborhoods.	Continuing	6/30/2009

0000



2005-04/05

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 19, 2005

DEPARTMENT NAME HUMAN SERVICES

DEPARTMENT NUMBER 45

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

[X] CONTINUING [] ANNUAL

TYPE OF REQUEST:

INITIAL REQUEST x MODIFICATION (PSC#2005-03-04 Qualified Approval)

TYPE OF SERVICE: Provide childcare services for children of low-income families and as well as those receiving CalWORKs childcare subsidies.

FUNDING SOURCE: CalWORKs 70% State, 20% Federal, 10% County

PSC AMOUNT: \$ 45,500,000 (annual estimated amount)

PSC DURATION : 7/1/04 - ongoing

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Multiple contractors will provide childcare services to low-income and CalWORKs families through partnerships with other licensed providers in various identified target neighborhoods.

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

These contracts are among several capacity building initiatives supporting CalWORKs implementation to reduce disruptions of work or job training for CalWORKs families receiving childcare subsidies. Denial will set back the successful implementation of CalWORKs welfare reform, the provision of necessary childcare services and the ability of CalWORKs parents to fulfill the work and training requirements accompanying welfare reform.

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

Previous PSC# 204-94/95, 2018-98/99, 4059-99/00, 4350-00/01.

D. Will the contract(s) be renewed: Contingent upon available funding, renewal is highly likely.

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

Local 790, 535, 21

Union Name

Signature of person mailing / faxing form

Date

RFP sent to Local 790, 535, 21, on

Union Name

Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractors must have demonstrated ability to form partnerships with other licensed providers and schools in various identified target neighborhoods. Contractors must have experience with CalWORKs families and responding to their needs for childcare services. Contractors must have experience in working with a diverse ethnic clientele.

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

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
Yes. Childcare services will be provided in existing licensed center-based and/or family childcare facilities.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Contractors are delivering specialized services through licensed center-based and/or family childcare facilities.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. It would not be practical to create a class because of the necessary organizational expertise and required capacity.

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

- | | <u>Yes</u> | <u>No</u> |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?
- Describe training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there policy mandates requiring the use of contractual services?
Also State and local policies/resolutions including funding restrictions for childcare. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? State Licensing of Childcare Centers/AP Providers | <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? Human Services Commission Board of Supervisors | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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

Signature of Departmental Personal Services Contract Coordinator
David Curto, Director of Contracts, Human Services Agency (415) 557-5581
1650 Mission Street Suite 300 San Francisco Ca. 94103

Blank Page

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES Dept. Code: DSS

Type of Request: Initial Modification of an existing PSC (PSC # 2005-08/09)

Type of Approval: Expedited Continued (Omit Posting)

Type of Service: Employment and Support Services for CalWORKs, PAES and other low-income participants

Funding Source: County (61%), State (34%), Feder

PSC Original Approved Amount: \$38,500,000

PSC Original Approved Duration: 07/01/09 - Continued in

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 07/01/14 - Continued in

PSC Mod#2 Amount: _____

PSC Mod#2 Duration: _____

PSC Cumulative Amount Proposed: \$38,500,000

PSC Cumulative Duration Proposed: 10 years 1 day

1. **Description of Work**

A. Scope of Work:

Provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support and follow-up to CalWORKs and PAES (Personal Assisted Employment Services) and other low-income individuals seeking employment.

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

This service is necessary in order to provide CalWORKs and PAES participants entry employment and workforce development opportunities. Consequences of denial would increase welfare dependency and reduce self-sufficiency

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 PSC 2005-08/09 & 2022-04/05

D. Will the contract(s) be renewed? Yes, based upon funding, performance and procurement

2. **Union Notification:** On 05/23/14, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2005-08/09

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/16/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Requires skills and expertise in job readiness, training, placement and retention specifically designed to target this population

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

9704,9705,9706,

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

The contractors will provide training facilities, on-the-job training sites and job training equipment and materials

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Civil service employees refer the clients to the contractors for specialized and comprehensive employment training services, job readiness, training, placement and retention services to low-income individuals seeking economic self-sufficiency.

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

No. The civil service classes that exist perform aspects of this service, but also need the ability to refer the clients to the contractors for job readiness, training, retention and placement in order to provide the cultural competency necessary for the successful placement and retention

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
Board of Supervisor Ordinance 185-95
(Dept. cannot locate ordinance) *ml*
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? YES NO

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 05/23/14 BY:

Name: David Curto Phone: 415-557-5581 Email: david.curto@sfgov.org

Address: 1650 Mission Street Suite 300 San Francisco, CA

Receipt of Union Notification(s)
◆ All Unions

Dang, Leorah (HRD)

From: dhr-psccordinator@sfgov.org on behalf of david.curto@sfgov.org
Sent: Friday, May 23, 2014 3:04 PM
To: Curto, David (DSS); smcgarry@nccrc.org; rmitchell@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; speedy4864@aol.com; camaguey@sfmea.com; ecdemvoter@aol.com; tiya.thlang@seiu1021.org; Broussard, Alicia (DSS); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)
Subject: Receipt of Modification Request to PSC # 2005-08/09 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The HUMAN SERVICES -- DSS has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period July 1, 2014 – June 30, 2019. For all Modification requests, there is a 7-Day notice to the union(s) prior to DHR Review.

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/2108>

Email sent to the following addresses: Please check the record to see if you selected a union where a corresponding email in the TO: field isn't present.

Either you selected none or there is no email entered in the system by that particular union

City and County of San Francisco



Edwin M. Lee, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

MEMORANDUM

Date: May 21, 2014

To: Civil Service Commission

From: David Curto, PSC Coordinator
Human Services Agency (Dept. 45)

Re: Annual Report of Continuing PSCs

Per the policy established by the Commission, please accept this report of our annual activity under Continuing PSC approval #2005-08/09 for Fiscal Year 13-14. This Continuing PSC contains contracts related to Workforce Development activities for Single Adults, Families and Youth.

These contracts are provided under the authority of 11325.9 Article 3.2 sections 11320-11329.5 of the California Welfare and Institutions code and policies adopted by the State Department of Social Services and the Human Services Commission of San Francisco.

As always we will be happy to provide any additional information or answer any questions the Commission may have.

Thank you

Note:

To view the California Welfare & Institutions code and policies please go to <http://leginfo.legislature.ca.gov> (document too large to attach)

Contractor	Program Description	PSC #	Budget Name	Term Start	Term End	Annual Budget Amount
ACUMEN FISCAL AGENT LLC	Fiscal Intermediary Services	2005-08/09	MISC	7/1/2013	6/30/2014	\$625,000
ARRIBA JUNTOS - IAL	Clean Streets Transitional Employment Services	2005-08/09	Clean Streets	4/1/2014	6/30/2014	\$39,510
ARRIBA JUNTOS - IAL	D-11 Transitional Employment Services	2005-08/09	D-11 Transitional Employment			
ARRIBA JUNTOS - IAL	HomeWORC 13-16	2005-08/09	HomeWORC	7/1/2013	6/30/2014	\$170,608
ARRIBA JUNTOS - IAL	HUD HEC	2005-08/09	HUD-HEC	7/1/2013	6/30/2014	\$104,423
ARRIBA JUNTOS - IAL	Transitional Employment Services	2005-08/09	CJP	10/1/2013	9/30/2014	\$173,285
ARRIBA JUNTOS - IAL	Transitional Employment Services	2005-08/09	IPD	7/1/2013	6/30/2014	\$1,014,641
ARRIBA JUNTOS - IAL	VESL-VIP-Rapid Response 13-16	2005-08/09	VESL-VIP	7/1/2013	6/30/2014	\$84,016
ARRIBA JUNTOS - IAL	Youth Employment Services	2005-08/09	STANDARD	7/1/2013	6/30/2014	\$2,493,989
ARRIBA JUNTOS - IAL	Client Advocacy, Legal Barriers to Employment Program 13-16	2005-08/09	STANDARD	7/1/2013	6/30/2014	\$213,830
BAY AREA LEGAL AID	HUD HEC	2005-08/09	HUD-HEC	10/1/2013	9/30/2014	\$386,015
CATHOLIC CHARITIES CYO	HUD HEC	2005-08/09	HUD-HEC	10/1/2013	9/30/2014	\$29,394
CENTER ON JUVENILE AND CRIMINAL JUSTICE	HUD HEC	2005-08/09	HUD	10/1/2013	9/30/2014	\$130,540
CENTRAL CITY HOSPITALITY HOUSE	HUD HEC	2005-08/09	HUD	10/1/2013	9/30/2014	\$70,108
CHILDCARE EDUCATION INSTITUTE	Workforce Registry	2005-08/09	MISC	7/1/2013	6/30/2014	\$170,440
COMMUNITY HOUSING PARTNERSHIP	HUD HEC	2005-08/09	HUD	10/1/2013	9/30/2014	\$115,164
COMMUNITY HOUSING PARTNERSHIP	SHEC HUD and GF Portion (2)	2005-08/09	HUD	7/1/2013	6/30/2014	\$124,052
COMMUNITY HOUSING PARTNERSHIP	SHEC HUD and GF Portion (2)	2005-08/09	GF	7/1/2013	6/30/2014	\$150,524
DOCUMENT FULFILLMENT SERVICES	CalWIN Mailing-IT	2005-08/09	MISC	7/1/2013	6/30/2014	\$324,000
DRESS FOR SUCCESS	DRESS FOR SUCCESS	2005-08/09	MISC	7/1/2013	6/30/2014	\$25,000
ELIZABETH LOYOLA SWASON MA	Academic svcs to Cal-learn/CalWORKS 13-15	2005-08/09	Hourly	7/1/2013	6/30/2014	\$46,800
EPISCOPAL COMMUNITY SVCS OF S F INC	HUD HEC	2005-08/09	HUD	10/1/2013	9/30/2014	\$154,277
EPISCOPAL COMMUNITY SVCS OF S F INC	Rose-Canon Kip SKILLS Center 13-14	2005-08/09	Rose-Canon Kip SKILLS Center	7/1/2013	6/30/2014	\$77,246
FISCAL EXPERTS	Time study buddy	2005-08/09	MISC	7/1/2013	6/30/2014	\$90,000
GARY THAYER	Resume Writing Assistance 13-16	2005-08/09	MISC	7/1/2013	6/30/2014	\$24,000
GOODWILL INDUST OF S F SAN MATEO & MARIN	HUD HEC	2005-08/09	HUD	10/1/2013	9/30/2014	\$49,800
INTELEGY	CalWORKS/Medi-Cal Call Center Consulting	2005-08/09	MISC	7/1/2013	6/30/2014	\$220,000
JAPANESE COMMUNITY YOUTH COUNCIL	Student Work Experience Program	2005-08/09	SWEP	5/1/2013	6/30/2014	\$820,543
LARKIN STREET YOUTH CENTER	Youth Employment	2005-08/09	STANDARD	7/1/2013	6/30/2014	\$272,330
MISSION ECONOMIC DEVELOPMENT AGENCY	Tax Assistance	2005-08/09	STANDARD	11/1/2013	10/31/2014	\$153,762
MISSION HIRING HALL	HUD HEC	2005-08/09	HUD	10/1/2013	9/30/2014	\$73,939
RICHMOND AREA MULTI-SERVICES (RAMS)	PAES Pre-Vocational Services	2005-08/09	PAES Pre-Vocational Services	7/1/2013	6/30/2014	\$728,231
SAN FRANCISCO CLEAN CITY COALITION	Employment Training 13-16	2005-08/09	Employment Training	7/1/2013	6/30/2014	\$222,501
SAN FRANCISCO COMMUNITY COLLEGE DISTRICT	Work Study Program-CalWORKS	2005-08/09	STANDARD	7/1/2013	6/30/2014	\$733,305
STATE OF CALIFORNIA / DEPT OF REHABILITATION	Vocational Rehabilitation Services 13-16	2005-08/09	MISC	7/1/2013	6/30/2014	\$91,332
SWORDS TO PLOWSHARES	HUD HEC	2005-08/09	HUD	10/1/2013	9/30/2014	\$81,173
THE ARC SAN FRANCISCO	Janitorial and Recycling Services	2005-08/09	STANDARD	7/1/2013	6/30/2014	\$97,392
THE SAN FRANCISCO LGBT COMMUNITY CENTER	Transgender Employment	2005-08/09	Transgender Employment	7/1/2013	6/30/2014	\$236,200
TOOLWORKS INC	HUD HEC	2005-08/09	HUD	10/1/2013	9/30/2014	\$44,609
YOUNG COMMUNITY DEVELOPERS	Clean Streets Transitional Employment Services	2005-08/09	Clean Streets	4/1/2014	6/30/2014	\$39,999
YOUNG COMMUNITY DEVELOPERS	Transitional Employment Services	2005-08/09	CJP	7/1/2013	6/30/2014	\$1,037,972
YOUNG COMMUNITY DEVELOPERS	Transitional Employment Services	2005-08/09	IPO	7/1/2013	6/30/2014	\$90,906
					Total	\$11,205,856

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 # 2005-08/09

PSC # 2022-04/05



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

2005-08/09
Initial

February 5, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2000-08/09 THROUGH 2009-08/09; 4086-08/09 THROUGH 4095-08/09; 3090-07/08; 4148-07/08 AND 4192-07/08.

At its meeting of February 2, 2009 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

- (1) Postpone PSC #2000-08/09 through 2009-08/09 to the meeting of March 2, 2009 at the request of SEIU Local 1021.
- (2) Adopt the Human Resources Director's report on PSC #4087-08/09 on the condition that over the next six (6) months IFPTE Local 21 and the Department of the Environment actively collaborate with each other to identify civil service classifications and personnel which could perform all or part of the work and that a report of its joint collaborative findings be submitted to the Commission at the end of the six month period. Notify the offices of the Controller and the Purchaser.
- (3) Withdraw PSC #3090-07/08 at the request of the Public Utilities Commission.
- (4) 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:
- Rachel Buerkle, Department of the Environment
 - Jesusa Bushong, San Francisco Fire Department
 - Micki Callahan, Human Resources Director
 - Gordon Choy, Department of Public Works
 - David Curto, Human Services Agency
 - Rion Dugan, Department of Technology
 - Nancy Gonchar, Arts Commission
 - Shamica Jackson, Public Utilities Commission
 - Jennifer Johnston, Department of Human Resources
 - Florence Kyaun, Public Utilities Commission
 - William Lee, Emergency Communications Department
 - Julian Low, Mayor's Office of Business & Economic Development
 - Mary Ng, Department of Human Resources
 - Brigitte Rockett, Department of Human Resources
 - Commission File
 - Chron

POSTING FOR
February 02, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
2000-08/09	45	Human Services Agency	Continuing	\$ 7,500,000.00	Will provide orientations, induction training, home studies, and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	30-Jun-14
2001-08/09	45	Human Services Agency	Continuing	\$ 65,000,000.00	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	30-Jun-14
2002-08/09	45	Human Services Agency	Continuing	\$ 26,500,000.00	Will provide services to Community-based family resource centers that operate to serve all parents for specific parenting skills, parenting guides, crisis counseling and intervention.	30-Jun-14
2003-08/09	45	Human Services Agency	Continuing	\$ 160,000,000.00	Will provide childcare services to low-income and CalWorks families through partnerships with other state licensed providers in various identified target neighborhoods.	30-Jun-14
2004-08/09	45	Human Services Agency	Continuing	\$ 230,000,000.00	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	30-Jun-14
2005-08/09	45	Human Services Agency	Continuing	\$ 38,500,000.00	Will provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support and follow-up to CalWorks and PAES(Personal Assisted Employment Services) and other low-income individuals.	30-Jun-14
2006-08/09	45	Human Services Agency	Continuing	\$ 25,415,000.00	Will provide support services to the Agency include but not are limited to the following: legal process service, courier service, fiscal intermediary (employer agent/payroll services for welfare to work clients), credit checks, and equipment maintenance.	30-Jun-14
2007-08/09	45	Human Services Agency	Continuing	\$ 327,750,000.00	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 18,000 homecare workers. Provides the contract mode IHSS as mandated.	30-Jun-14
2008-08/09	45	Human Services Agency	Continuing	\$ 75,750,000.00	Will provide homeless individuals and families with emergency shelter services and meals. Services may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities, and voluntary case management.	30-Jun-14
2009-08/09	45	Human Services Agency	Continuing	\$ 14,950,000.00	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	30-Jun-14
4086-08/09	22	Department of the Environment	Regular	\$ 90,000.00	Will provide Charter bus transportation for the School Education Program's environmental field trips for grades K-12 students.	31-Dec-13
4087-08/09	22	Department of the Environment	Regular	\$ 264,000.00	Will provide consulting to develop long-term strategy for Clean Air Program, advise on latest technology, and support and outline funding options for Clean Air projects.	30-Jun-13



2005-08/09
Initial

PERSONAL SERVICES CONTRACT SUMMARY

DATE: JANUARY 5, 2009

DEPARTMENT NAME HUMAN SERVICES DEPARTMENT NUMBER 45

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

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

TYPE OF SERVICE: Employment & Support Services for CalWORKs and PAES clients, and other low-income eligible program participants.

FUNDING SOURCE: Federal (5%), State (34%), City (61%)

PSC AMOUNT: \$6,700,000 est. annual/\$38,500,000 term PSC DURATION : 7/1/09-6/30/14

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Continue services with community agencies to provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support and follow-up to CalWORKs and PAES (Personal Assisted Employment Services) and other low-income individuals seeking employment.

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

To provide CalWORKs and PAES participants entry employment and workforce development opportunities. Denial of services will reduce self-sufficiency and increase welfare dependency.

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

Previous PSC #2022 04/05

D. Will the contract(s) be renewed: **Yes, contingent upon available funding and contractor performance and competitive procurement process.**

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

Local 1021
Union Name _____ Signature of person mailing / faxing form _____ Date _____

Local 21
Union Name _____ Signature of person mailing / faxing form _____ Date _____

RFP sent to 1021, 21, on March 2008, August 2008
Union Name _____ Date _____ Signature _____

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# _____
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Requires skills and expertise in job readiness, training, placement and retention programs specifically designed and targeting for this population.

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

Classifications such as 9704 Employment & Training Specialist III, 9705 Employment & Training Specialist IV and 9706 Employment & Training Specialist V can perform case management or assessments but do not have the skills and expertise to perform the placement and retentions services.

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

Yes, the contractors will provide training facilities, on-the-job training sites, job training equipment and materials.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service employees refer the clients to the contractors for specialized and comprehensive employment training services, job readiness, training, placement and retention services to low-income individuals seeking economic self-sufficiency.

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

No. The civil service classes that exist perform aspects of this service, but also need the ability to refer the clients to the contractors for job readiness, training, retention and placement in order to provide the cultural competency necessary for the successful placement and retention.

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

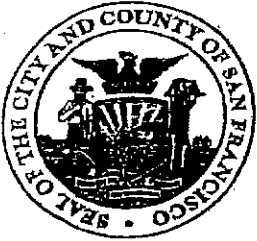
- | | Yes | No |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?
- Describe training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there Policy 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?
Human Services Commission, Workforce Investment Board, Board of Supervisors | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| F. Will the proposed work be completed by a contractor(s) that have a current personal services contract with your department? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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

 12-9-08

Signature of Departmental Personal Services Contract Coordinator
David Curto, Director of Contracts, Human Services Agency
1650 Mission Street Suite #300 San Francisco 94103

(415) 557-5581



CIVIL SERVICE COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

March 5, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2000-08/09 THROUGH 2009-08/09.

At its meeting of March 2, 2009 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

- (1) Postpone PSC #2002-08/09; 2003-08/09 and 2005-08/09 to the meeting of March 16, 2009 at the request of SEIU Local 1021. The Commission stipulated this will be the last continuance granted.
- (2) Adopt the Human Resources Director's report on PSC #2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09 on the condition that: 1) IFPTE Local 21 and the Human Services Agency meet to discuss their concerns regarding funding options for the transition of work performed by Class 2819 and 2822 Health Educators and Assistant Health Educators back to the City, in conjunction with the Department of Public Health; 2) a written report on the progress submitted to the Civil Service Commission no later than six (6) months (September 7, 2009) and 3) Human Services Agency continue to meet and discuss in good faith with IFPTE Local 21 other classifications, the work of which could possibly be transitioned back to the City. Notify the offices of the Controller and the Purchaser.
- (3) Adopt the Human Resources Director's report on PSC #2006-08/09. 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

- cc: Micki Callahan, Human Resources Director
- David Curto, Human Services Agency
- Jennifer Johnston, Department of Human Resources
- Naomi Kelly, Office of Contract Administration
- Brigitte Rockett, Department of Human Resources
- Ben Rosenfield, Controller
- Alexis Torres, IFPTE Local 21, 1182 Market Street, Ste. 425, SF, CA 94102
- Margot Reed, SEIU Local 1021, 350 Rhode Island St., Ste. 100 South Bldg. SF, CA 94103
- Commission File
- Chron

POSTING FOR
February 02, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Dept/No.	Dept/Name	Approval Type	Contract Amount	Description of work	Duration
2000-08/09	46	Human Services Agency	Continuing	\$ 7,500,000.00	Will provide orientations, induction training, home studies, and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	30-Jun-14
2001-08/09	45	Human Services Agency	Continuing	\$ 65,000,000.00	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	30-Jun-14
2002-08/09	45	Human Services Agency	Continuing	\$ 25,500,000.00	Will provide services to Community-based family resource centers that operate to serve all parents for specific parenting skills, parenting guides, crisis counseling and intervention.	30-Jun-14
2003-08/09	46	Human Services Agency	Continuing	\$ 180,000,000.00	Will provide childcare services to low-income and CalWorks families through partnerships with other state licensed providers in various identified target neighborhoods.	30-Jun-14
2004-08/09	45	Human Services Agency	Continuing	\$ 230,000,000.00	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	30-Jun-14
2005-08/09	45	Human Services Agency	Continuing	\$ 38,500,000.00	Will provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support and follow-up to CalWorks and PAES (Personal Assisted Employment Services) and other low-income individuals.	30-Jun-14
2006-08/09	45	Human Services Agency	Continuing	\$ 25,416,000.00	Will provide support services to the Agency include but not be limited to the following: legal process services, courier services, fiscal intermediary (employer agent payroll services for welfare to work clients), credit checks, and equipment maintenance.	30-Jun-14
2007-08/09	45	Human Services Agency	Continuing	\$ 927,750,000.00	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 16,000 homeless workers. Provides the contract mode HBS as mandated.	30-Jun-14
2008-08/09	45	Human Services Agency	Continuing	\$ 75,750,000.00	Will provide homeless individuals and families with emergency shelter services and meals. Services may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities, and voluntary case management.	30-Jun-14
2009-08/09	45	Human Services Agency	Continuing	\$ 14,500,000.00	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	30-Jun-14
4086-08/09	22	Department of the Environment	Regular	\$ 80,000.00	Will provide Charter bus transportation for the School Education Program's environmental field trips for grades K-12 students.	31-Dec-13
4087-08/09	22	Department of the Environment	Regular	\$ 284,000.00	Will provide consulting to develop long-term strategy for Clean Air Program, advise on latest technology, and support and outline funding options for Clean Air projects.	30-Jun-13



CIVIL SERVICE COMMISSION) CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

2009-08/09
Initial

March 20, 2009

DONALD A. CASPER
PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION ACTION

MORGAN R. GORRONO
VICE PRESIDENT

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2002-08/09; 2003-08/09 AND 2005-08/09.

JOY Y. BOATWRIGHT
COMMISSIONER

At its meeting of March 16, 2009 the Civil Service Commission had for its consideration the above matter.

MARY Y. JUNG
COMMISSIONER

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.

E. DENNIS NORMANDY
COMMISSIONER

It was the decision of the Commission to:
Adopt the Human Resources Director's report for "Continuing" approval on the following conditions: 1) Should the Human Services Agency propose to change contractors and award contracts to outside parties other than those identified in connection with this Commission's approval of these three personal services contracts, it will notify all affected bargaining units prior to the change in contractors; 2) Should the Human Services Agency propose to amend or modify any contract awarded under these three personal services contracts, it shall notify all affected bargaining units prior to the modification or amendment being affectuated; 3) At the time the Human Services Agency publishes Requests for Proposals for any contract to be awarded under the scope of any of these three personal services contracts, it shall send a hard copy of the Request for Proposals to the affected bargaining units; and 4) If any affected bargaining unit, as a result of any such notification wishes to discuss the change, amendment, modification or award with the Human Services Agency, the Human Services Agency shall meet and discuss in good faith with the affected bargaining units. Notify the offices of the Controller and the Purchaser.

ANITA SANCHEZ
EXECUTIVE OFFICER

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
- David Curto, Human Services Agency
- Jennifer Johnston, Department of Human Resources
- Naomi Kelly, Office of Contract Administration
- Margot Reed, SEIU Local 1021, 350 Rhode Island St., Ste. 100 South Bldg. SF, CA 94103
- Brigitte Rockett, Department of Human Resources
- Ben Rosenfield, Controller
- Alexis Torres, IFPTE Local 21, 1182 Market Street, Ste. 425, SF, CA 94102
- Commission File
- Chron

POSTING FOR
February 02, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Dept/No	Dept Name	Approval Type	Contract Amount	Description of work	Duration
2000-08/09	45	Human Services Agency	Continuing	\$ 7,500,000.00	Will provide orientation, induction training, home studies, and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	30-Jun-14
2001-08/09	45	Human Services Agency	Continuing	\$ 65,000,000.00	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	30-Jun-14
2002-08/09	45	Human Services Agency	Continuing	\$ 26,500,000.00	Will provide services to Community-based family resource centers that operate to serve all parents for specific parenting skills, parenting guides, crisis counseling and intervention.	30-Jun-14
2003-08/09	45	Human Services Agency	Continuing	\$ 180,000,000.00	Will provide childcare services to low-income and CalWorks families through partnerships with other state licensed providers in various identified target neighborhoods.	30-Jun-14
2004-08/09	45	Human Services Agency	Continuing	\$ 230,000,000.00	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	30-Jun-14
2005-08/09	45	Human Services Agency	Continuing	\$ 38,500,000.00	Will provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job relation support and follow-up to CalWorks and PAES (Personal Assisted Employment Services) and other low-income individuals.	30-Jun-14
2006-08/09	45	Human Services Agency	Continuing	\$ 28,415,000.00	Will provide support services to the Agency include but not are limited to the following: legal process service, courier service, fiscal intermediary (employer agency/payroll services for welfare to work clients), credit checks, and equipment maintenance.	30-Jun-14
2007-08/09	45	Human Services Agency	Continuing	\$ 327,760,000.00	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 18,000 homecare workers. Provides the contract mode (HSS as mandated).	30-Jun-14
2008-08/09	45	Human Services Agency	Continuing	\$ 75,760,000.00	Will provide homeless individuals and families with emergency shelter services and meals. Services may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities, and voluntary case management.	30-Jun-14
2009-08/09	45	Human Services Agency	Continuing	\$ 14,850,000.00	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	30-Jun-14
4088-08/09	22	Department of the Environment	Regular	\$ 80,000.00	Will provide Charter bus transportation for the School Education Program's environmental field trips for grades K-12 students.	31-Dec-13
4087-08/09	22	Department of the Environment	Regular	\$ 284,000.00	Will provide consulting to develop long-term strategy for Clean Air Program, advise on latest technology, and support and outline funding options for Clean Air projects.	30-Jun-13

***** -COMM. JOURNAL- ***** DATE DEC-10-2008 ***** TIME 10:39 *****

MODE = MEMORY TRANSMISSION

START=DEC-10 10:35

END=DEC-10 10:39

FILE NO.=560

STN NO.	COMM.	STATION NAME/EMAIL ADDRESS/TELEPHONE NO.	PAGES	DURATION
001	OK	894316241	023/023	00:03:54

-D H S, O.C.M

***** UF-8000 ***** -415 557 5679 - ***** - 415 557 5679- *****

City and County of San Francisco

Human Services Agency



Gavin Newsom, Mayor

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

FAX

To: LOCAL 1021 From: LARRY CHATMON
 Fax: (415) 431-6241 Fax: (415) 557-5879
 Phone: Phone: (415) 557-5330
 Pages: 23 Date: 12-10-08
 Re: PSC Summaries

Urgent For Review Please Comment Please Reply

COMMENTS:

Attached are eleven (11) PSC Summaries that are to be scheduled for the January 5, 2009 Civil Service Commission for your review.

Larry Chatmon
557-5330

MODE = MEMORY TRANSMISSION

START=DEC-10 10:41

END=DEC-10 10:46

FILE NO.=561

STN NO.	COMM.	STATION NAME/EMAIL ADDRESS/TELEPHONE NO.	PAGES	DURATION
001	OK	98642166	023/023	00:04:23

-D H S, O.C.M

***** UF-8000 ***** -415 557 5679 - ***** - 415 557 5679- *****

City and County of San Francisco

Human Services Agency

Department of Human Services
Department of Aging and Adult Services



Gavin Newsom, Mayor

Trent Rhorer, Executive Director

FAX

To: LOCAL 21 From: LARRY CHATMON
 Fax: (415) 864-2166 Fax: (415) 557-5679
 Phone: Phone: (415) 557-5330
 Pages: Date: 12-10-08
 Re: PSC Summaries

Urgent For Review Please Comment Please Reply

COMMENTS:

Attached are eleven (11) PSC Summaries that are to be scheduled for the January 5, 2009 Civil Service Commission for your review.

Larry Chatmon
557-5330



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

2022-04/05

June 9, 2005

GAVIN NEWSOM
MAYOR

NOTICE OF CIVIL SERVICE COMMISSION ACTION

LINDA RICHARDSON
PRESIDENT

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 2011-04/05
THROUGH 2026-04/05 AND 4096-04/05 THROUGH 4110-04/05
AND 4107-97/98.

THOMAS T. NG
VICE PRESIDENT

At its meeting of June 6, 2005 the Civil Service Commission had for its consideration the above matter.

ALICIA D. BECERRIL
COMMISSIONER

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 the 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. GORRONS
COMMISSIONER

CIVIL SERVICE COMMISSION

KATE FAVETTI
EXECUTIVE OFFICER

KATE FAVETTI
Executive Officer

Attachment

- c: Shalonda Baldwin, Mayor's Office of Public Finance & Business Affairs
- Herberth Campos, Department of Human Resources
- Gordon Choy, Department of Public Works
- David Curto, Department of Human Services ✓
- Philip Ginsburg, Human Resources Director
- Elizabeth Jacobi, Department of Human Resources
- Galen Leung, Department of Public Health
- John Marquez, Airport Commission
- Lee Okumoto, Public Utilities Commission
- Shawn Wallace, San Francisco Police Department
- Commission File
- Commissioners Binder
- Chron

POSTING FOR

May 16, 2005

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC#	Department	Amount	Description of Work	Type of Approval	Duration
2020-04/05	Human Services	\$2,625,000	Will provide homeless individuals with drop-in services and respite from the streets.	Continuing	6/30/2009
2021-04/05	Human Services	\$3,500,000	Will provide services that are designed as Community based family resource centers that operate to serve all parents for specific parenting skills, counseling and referral to other services.	Continuing	6/30/2009
2022-04/05	Human Services	\$6,300,000	Will continue to provide existing services with multiple community agencies to provide outreach, counseling, employment services, vocational training, work readiness, and referral and placement services.	Continuing	6/30/2009
2023-04/05	Human Services	\$15,300,000	Will provide homeless individuals and families with emergency shelter and light meals.	Continuing	6/30/2009
2024-04/05	Human Services	\$22,000,000	Will provide case management and support services to homeless individuals and families living in shelters, single resident occupancy hotels, or transitional housing.	Continuing	6/30/2009
2025-04/05	Human Services	\$45,500,000	Will provide childcare services to low-income and CalWORKS families through partnerships with other licensed providers in various identified target neighborhoods.	Continuing	6/30/2009



5110

PERSONAL SERVICES CONTRACT SUMMARY

2022-04/05

DATE: May 19, 2005

DEPARTMENT NAME HUMAN SERVICES DEPARTMENT NUMBER 45

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

[X] CONTINUING [] ANNUAL

TYPE OF REQUEST:

INITIAL REQUEST x MODIFICATION (PSC#2001-30-04 Qualified Approval)

TYPE OF SERVICE: Employment & Support Services for CalWORKs and PAES clients, and other low-income eligible program participants.

FUNDING SOURCE: Federal (5%), State (34%), City (61%)

PSC AMOUNT: \$ 6,300,000 (annual estimated amount) PSC DURATION: 7/1/04 - ongoing

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Continue existing services with multiple community agencies to provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support, and follow-up to CalWORKs and PAES (Personal Assisted Employment Services) and other low-income individuals seeking employment.

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

To provide CalWORKs and PAES participants entry opportunities for low income individuals, receiving aid payments, into the workforce. These services will increase self-sufficiency and thus reduce welfare dependency more quickly.

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

Previous Civil Service Commission approvals include 4086-99/00, 4134-99/00 and 4000-01/02.

D. Will the contract(s) be renewed: Contingent upon available funding, renewal is highly desirable.

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

Local 790, 535, 21 Union Name Signature of person mailing / faxing form Date

RFP sent to N/A 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:

Expertise in the areas of job development, training, placement, and readiness programs. Expertise in evaluating proposed programs. Experience working with governmental agencies to provide models to train clients. Multiple long-term contracts with community based employment training programs are needed.

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

No one classification performs the required services. Classifications like 9704 Employment & Training Specialist III, 9705 Employment & Training Specialist IV, 9706 Employment & Training Specialist V do some case management or assessments but do not have the expertise to perform the training, placement and retentions services.

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

Yes. Contractor will provide, through multiple subcontracts, classrooms, on-the-job training sites, job training equipment and materials.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service employees do perform portions of this work and then refer the clients to contractors delivering in community and neighborhood-convenient, specialized and comprehensive employment training services, work readiness, job training, placement and job retention services to low income individuals seeking economic self-sufficiency.

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

No. CSC classes exist that perform some aspects of this service but are not able to provide direct service to the community. Community-based organizations will serve a population with the same linguistic, cultural and ethnic backgrounds, thereby enhancing overall efficiency and effectiveness to promote programmatic objectives.

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

Yes	No
-----	----

- | | | |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?
- Describe training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there Policy 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 type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? Human Services Commission, Workforce Investment Board | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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

Signature of Departmental Personal Services Contract Coordinator
 David Curto, Director of Contracts, Human Services Agency
 1650 Mission Street Suite #300 San Francisco 94103

(415) 557-5581

Blank Page

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY Dept. Code: MTA

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4047-13/14)

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

Type of Service: Strategic Communications

Funding Source: Operating Funds

PSC Original Approved Amount: \$200,000

PSC Original Approved Duration: 11/18/13 - 11/30/15 (2 years 1 we

PSC Mod#1 Amount: \$200,000

PSC Mod#1 Duration: 05/20/14-06/30/16 (30 weeks 2 days)

PSC Mod#2 Amount:

PSC Mod#2 Duration:

PSC Cumulative Amount Proposed: \$400,000

PSC Cumulative Duration Proposed: 2 years 32 weeks

1. Description of Work

A. Scope of Work:

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

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

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

C. 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 4047-13/14

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

2. Union Notification: On 05/08/14, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4047-13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/16/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

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

* Strategic Communications message development, stakeholder analysis and statistical research analysis

* Marketing Creative campaign development including storyboards, production and message testing

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

5320,1823,

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

No.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

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

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

No. Civil Service classes already exist.

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

YES NO

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

B. Will the contractor train City and County employee?

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

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

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

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? D & A Communications

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

ON 05/08/14 BY:

Name: Cynthia Hamada

Phone: 415.701.5381

Email: cynthia.hamada@sfmta.com

Address: 1 S. Van Ness Avenue, 6th Floor

San Francisco, CA 94013

Receipt of Union Notification(s)
◆ Local 21

Hamada, Cynthia

From: dhr-psccordinator@sfgov.org
Sent: Thursday, May 08, 2014 3:18 PM
To: Hamada, Cynthia; L21PSCReview@ifpte21.org; Hamada, Cynthia; DHR-PSCCoordinator, DHR; Isen, Richard
Subject: Receipt of a REGULAR Modification Request to PSC # 4047-13/14 - MODIFICATIONS
Categories: Green Category

PSC RECEIPT of Modification notification sent to Unions and DHR

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a modification request for a Personal Services Contract (PSC) for \$200,000 for services for the period May 20, 2014 – June 30, 2016. 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/>

Email sent to the following addresses: L21PSCReview@ifpte21.org

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 # 4047-13/14

4047-13/14
Initial



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent via Electronic Mail

November 22, 2013

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS NUMBERS 4025-13/14; 4043-13/14 THROUGH 4052-13/14 AND 4078-09/10.

At its meeting of November 18, 2013 the Civil Service Commission had for its consideration the above matter.

PSC #4025-13/14 was postponed to the meeting of December 2, 2013 at the request of the Public Utilities Commission. The Department of the Environment withdrew its request for approval of PSC #4043-13/14.

As for the remainder of the requests for approval of personal services contracts, the Commission took the following actions:

- 1) Approved PSC #4049-13/14, but for a period of five years only, and with the following conditions: that the Municipal Transportation Agency report back to the Commission before the contract is signed; and that the Municipal Transportation Agency provide a follow-up status report in two years. (Vote of 5 to 0)
- 2) Adopted the report. Approved the request for all remaining proposed personal services contracts (PSC #4043-13/14, PSC numbers 4045-13/14 through 4048-13/14, PSC numbers 4050-13/14 through 4052-13/14, and PSC #4078-09/10). (Vote of 5 to 0)

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

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

CIVIL SERVICE COMMISSION

JENNIFER JOHNSTON
Executive Officer

Cc: Parveen Boparai, Municipal Transportation Agency
Rachel Buerkle, Department of Environment
Micki Callahan, Department of Human Resources
Kendall Gary, Department of Technology
Shamica Jackson, Public Utilities Commission
Joan Lubamersky, General Services Agency
Allison Magee, Office of the Assessor-Recorder
Sean McFadden, Recreation & Park Department
Ben Rosenfield, Controller's Office
Jaci Fong, Office of Contract Administration
Commission File
Chron

POSTING FO
11/18/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4025-13/14	40	Public Utilities Commission	Regular	\$5,000,000	The proposed work includes inspection and observation of testing of equipment, machinery and products to be furnished for Water and Wastewater Treatment Plants, water distribution and wastewater collection projects. Services include inspection, surveillance, sampling and testing of structural steel, fabricated steel pipe, mechanical and electrical equipment and large-diameter valves conducted at various procurement facilities, both national and international.	12/1/2013 - 12/1/2018
4043-13/14	02	Assessor	Regular	\$3,000,000	The Office of the Assessor Recorder (ASR) seeks a comprehensive commercial off the shelf recorder system that is a fully integrated, turnkey software solution. The system must be able to capture and streamline the recording business process that enables the Recorder Division to record an average of 260,000 documents per year. Functions will include document intake, examination, payment, scan and digitization, indexing, publication, and management of documents for the public, title companies, and government agencies on a walk-in, mail-in, and electronic basis. Services will include software solution licenses, hardware and peripherals procurement, system design, configuration, testing, installation, and implementation, along with data migration and conversion, change management assistance and staff training, and system documentation, maintenance, support, and troubleshooting.	4/1/2014 - 3/31/2019
4044-13/14	22	Environment	Regular	\$35,000,000	Provide implementation support for major elements of an on-going energy efficiency partnership program with PG&E and for other grant funded projects. Provide the Department of the Environment with as-needed professional support for energy efficiency, renewables, and climate change activities, to include engineering, technical analysis, research, testing, certification, and policy development.	7/1/2014 - 6/30/2020
4045-13/14	40	Public Utilities Commission	Regular	\$175,000	SFPUC's three (3) new local water treatment facilities were installed under construction contracts ending last quarter of fiscal year 2012-2013. Due to number of changes of plant configuration during construction the controls for these facilities require modifications to meet the California Department of Public Health (CalDPH) treatment and reporting requirements. The work will consist of modifying, upgrading, and reconfiguration of control, instrumentation, and reporting elements of Programmable Logic Controllers (PLC) programs and Human Machine Interfaces (HMI) displays.	12/1/2013 - 0/31/2015
4046-13/14	42	Recreation & Park Commission	Regular	\$1,200,000	Provide full Architectural and Engineering services for the Balboa Pool Renovation. This includes all services necessary for schematic design phase, design development, participation in presentations to members of the public, Parks and Recreation Open Space Committee, and Recreation and Parks Department Commission. In addition, complete construction documents for permitting, all services required for the construction administration phase and project closeout. Architectural and Engineering firm shall also provide cost estimating services during the course of the project.	10/31/2013 - 0/20/2018
4047-13/14	68	Municipal Transportation Agency	Regular	\$200,000	The consultant will provide strategic communications advice, and develop and produce an umbrella campaign that conveys a comprehensive story about the San Francisco Municipal Transportation Agency (SFMTA), its services and the value it provides to San Francisco's transportation systems. The consultant will produce a comprehensive marketing campaign that includes dynamic and creative digital, print and video ads within a short timeframe.	11/18/2013 - 1/30/2015

4047-13/14
Initial

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 23, 2013

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

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

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

TYPE OF SERVICE: Strategic Communications

FUNDING SOURCE: Operating Funds

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

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

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

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

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

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

This type of service has not been provided in the past.

D. Will the contract(s) be renewed:

No

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

<u>IFPTE, Local 21</u> Union Name	<u><i>[Signature]</i></u> Signature of person mailing / faxing form	<u>9/23/13</u> Date
_____ Union Name	_____ Signature of person mailing / faxing form	_____ Date

RFP sent to _____, on _____
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE SFMTA approved

PSC# _____ 9-23-13

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

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

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

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

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

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

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

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

No. Civil Service classes already exist.

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

Yes No

- | | | |
|---|-----|-------|
| A. Will the contractor directly supervise City and County employees? | () | (x) |
| B. Will the contractor train City and County employees?
- Describe training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained. | () | (x) |
| C. Are there legal mandates requiring the use of contractual services? | () | (x) |
| D. Are there federal or state grant requirements regarding the use of contractual services? | () | (x) |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | () | (x) |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | () | (x) |

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

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

415.701.5377
Telephone Number

One South Van Ness Avenue, 6th Floor

San Francisco, CA 94103
Address

Blank Page

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY Dept. Code: MTA

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4136-08/09)

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

Type of Service: Procurement of ATCS Maintenance Support Services

Funding Source: Operating Budget

PSC Original Approved Amount: \$5,000,000 PSC Original Approved Duration: 05/04/09 - 05/04/14 (5 years 1 day)

PSC Mod#1 Amount: \$4,500,000 PSC Mod#1 Duration: 05/09/14-05/04/19 (5 years 1 day)

PSC Mod#2 Amount: PSC Mod#2 Duration:

PSC Cumulative Amount Proposed: \$9,500,000 PSC Cumulative Duration Proposed: 10 years 2 days

1. Description of Work

A. Scope of Work:

The SFMTA's Advanced Train Control System ("ATCS") is a proprietary system that was supplied to the SF Municipal Transportation Agency (SFMTA) by Thales Transport & Security, Inc. ("Contractor" or "Thales") on August 10, 1992. The SFMTA seeks to secure the reliability of the ATCS for its design life by obtaining maintenance support services, including remote support, notification & provision of Software Updates & Software Upgrades, bi-annual support visits, emergency on-site support, ATCS asset evaluations and training, from the ATCS vendor.

Please see the Board Resolution #09-071 for the duration of 5 years or more explanation. Resolution provides the option to extend the contract for an additional five years.

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

The ATCS is a specialized system critical to the functioning and control of the City's public transit system and will require software maintenance support to realize its performance for its design life. Without vendor-provided maintenance support services and upgrades, the system would ultimately go out of service.

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.

Prior PSC & PSC 4029-06/07 (See Attached)

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

2. Union Notification: On 05/09/14, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; Electrical Workers, Local 6;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4136-08/09

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 06/16/2014

Civil Service Commission Action:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Knowledge of specific trade-secret technology, software code and hardware circuits, which are proprietary to the supplier. General expertise of supplier's technical specialists includes electrical engineering, systems engineering, computer programming, safety validation and verification in a rail environment, relevant regulatory requirements, complex performance simulation, test and commissioning experience.

B. Which, if any, civil service class(es) normally perform(s) this work?
1043,1053,1044,7318,7329,7287, (Please see attachment) m

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:

Due to the proprietary nature of the ATCS system, City personnel do not have access to the proprietary software source code or design of specialized electronics circuits. Replacement software applications, installation, specialized training and support must be contracted through the provider of the application and there are no applicable civil service classes who can perform this work

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No, adopting new civil service classes to perform this work would not be practical because of the proprietary nature of the ATCS system.

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

YES NO

- A. Will the contractor directly supervise City and County employee?
- B. Will the contractor train City and County employee?
Please see attachment.
- C. Are there legal mandates requiring the use of contractual services?
- D. Are there federal or state grant requirements regarding the use of contractual services?
- E. Has a board or commission determined that contracting is the most effective way to provide this service? Resolution #09-071
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Thales Transport and Security, Inc.

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 05/09/14 BY:

Name: Cynthia Hamada Phone: 415.701.5381 Email: cynthia.hamada@sfmta.com

Address: 1 South Van Ness Avenue, 3rd Floor San Francisco, CA 94103

Receipt of Union Notification(s)

◆ Local 21

◆ Local 6

Hamada, Cynthia

From: dhr-psccordinator@sfgov.org
Sent: Friday, May 09, 2014 4:53 PM
To: Hamada, Cynthia; L21PSCReview@ifpte21.org; khughes@ibew6.org; Hamada, Cynthia; DHR-PSCCoordinator, DHR; Isen, Richard
Subject: Receipt of a REGULAR Modification Request to PSC # 4136-08/09 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a modification request for a Personal Services Contract (PSC) for \$4,500,000 for services for the period May 9, 2014 – May 4, 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/>

Email sent to the following addresses: khughes@ibew6.org L21PSCReview@ifpte21.org

Additional Attachment(s) of Explanation

◇ **Proposed PSC explanation requesting 5 years or more in duration**

◆ **Resolution No.: 09-071**

◇ **Section 5. Additional Information**

5E. Has a board or commission determined that contracting is the most effective way to provide this service?

◆ **Resolution No.: 09-071**

SAN FRANCISCO
MUNICIPAL TRANSPORTATION AGENCY
BOARD OF DIRECTORS

RESOLUTION No. 09-071

WHEREAS, The existing Advanced Train Control System ("ATCS") is a proprietary system supplied to the SFMTA by Thales Transport & Security, Inc.; and

WHEREAS, The SFMTA seeks to secure the reliability of the ATCS for its design life by obtaining from Contractor maintenance support services, including remote support, notification and provision of Software Updates and Software Upgrades, bi-annual support visits, emergency on-site support, ATCS asset evaluations and training; and,

WHEREAS, The ATCS is a specialized system critical to the functioning and control of the City's public transit system and will require software maintenance support to realize its performance for its design life; and,

WHEREAS, Due to the proprietary nature of the ATCS, no vendor other than Contractor can supply the necessary maintenance services to the SFMTA, and this Agreement is necessarily therefore a sole source contract; and,

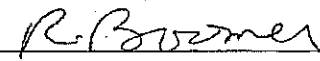
WHEREAS, Contractor desires to supply the SFMTA, and the SFMTA desires to purchase, maintenance services for the ATCS including remote support, emergency on-site support, bi-annual support visits, ATCS asset evaluations, training, and notification and provision of Software Updates and Upgrades for the ATCS; and,

WHEREAS, Pricing for both Included Support Services and Additional Support Services will be as stated in Appendix A to the Contract, the "Calculation of Charges for Included and Additional Maintenance Services" for the five year Term of the Agreement and subject to an annual 3% increase, exclusive of Taxes; and,

WHEREAS, Contract No. SFMTA 2008/09-23 is contingent upon approval by the Civil Service Commission; now, therefore, be it

RESOLVED, That the SFMTA Board of Directors authorizes the Executive Director/CEO to execute Contract No. SFMTA 2008/09-23, Advanced Train Control System Maintenance Support Services Agreement, with Thales Transport & Security, Inc., for an amount not to exceed \$5,000,000 and an initial term of five years with an option to extend the Contract for an additional five years.

I certify that the foregoing resolution was adopted by the San Francisco Municipal Transportation Agency Board of Directors at its meeting of APR 30 2009.


Secretary to the Board of Directors
San Francisco Municipal Transportation Agency

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.**

◇ Section 3. Description of Required Skills/Expertise

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

◇ 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.**

1. DESCRIPTION OF WORK

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):

To bridge the gap between close-out of the ATCS procurement contract and execution of a long-term maintenance services contract, the maintenance service was provided on a temporary basis by Thales for fiscal year 08-09 with a purchase order for preventive-maintenance training and technical support through PSC #4029-06/07 and approved by the CSC on September 5, 2006. Due to the proprietary nature of the ATCS system, replacement software application, installation, specialized training and technical support must be contracted through the provider of the application.

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

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

Classifications such as IS Engineer Sr. (1043), Business Analyst Sr. (1053), and IS Engineer Principal (1044), Electronics Maintenance Technician (7318) and Assistant Supervising Electronics Maintenance Technician (7329), Supervising Electronics Maintenance Technician (7287) can maintain and support applications for which the source code or hardware is not proprietary.

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

B. Will the contractor train City and County employees?

- Describe training and indicate approximate number of hours.

The contract states that the Contractor shall provide four 5-day standard training session to SFMTA personnel on specific ATCS maintenance and/or operations topics, to be delivered by a Contractor Training Specialist. The SFMTA will inform Contractor of the specific topics to be covered in the training sessions at least six (6) weeks prior to a scheduled training session.

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

The SFMTA will decide each year which staff will be best served by the re-training. For Operations training on Central Control software upgrades, the contractor would be training Central Control Dispatchers class 9160, Transit Manager I, class 9140. For wayside software, vehicle software, or hardware upgrades, the contractor would be training Electronics Maintenance Technicians, class 7318 and Assistant Supervising Electronic Maintenance Technician, class 7329.

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 # 4136-08/09

PSC # 4029-06/07



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

4/30-08/09
Initial

May 7, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2013-08/09; 4135-08/09 THROUGH 4140-08/09; 4055-06/07 AND 4099-07/08.

At its meeting of May 4, 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 #4138-08/09 on the condition that the Municipal Transportation Agency meet with TWU Local 200 regarding their concerns and that the Municipal Transportation Agency apprise TWU Local 200 of all training activity that is to take place once the contract is signed. Notify the offices of the Controller and the Purchaser.
- (2) Adopt the Human Resources Director's report on PSC #4140-08/09 on the condition that the Department of Emergency Management shall meet with IFPTE Local 21 to discuss the maximum use of IFPTE Local 21 represented classifications under applicable Department of Homeland Security requirements and guidelines. Notify the offices of the Controller and the Purchaser.
- (3) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c: Parveen Boparai, Municipal Transportation Agency
- Micki Callahan, Human Resources Director
- Rob Dudgeon, Emergency Management
- Jacquie Hale, Department of Public Health
- Shamica Jackson, Public Utilities Commission
- Jill Jay, Human Rights Commission
- Jennifer Johnston, Department of Human Resources
- Florence Kyaun, Public Utilities Commission
- Sheila Maxwell, Department of Technology
- Reggie McCray, President, TWU Local 200, 1508 Fillmore Street, S.F., CA 94115
- Mary Ng, Department of Human Resources
- Brigitte Rockett, Department of Human Resources
- Commission File
- Chron

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

POSTING FOR
May 04, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

FSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
2013-08/09	81	Department of Public Health	Continuing	\$70,000,000.00	Will provide psychiatric care to adults and/or older adults in 24-hour licensed Skilled Nursing Facilities and/or locked adult facilities and/or Mental Health Rehabilitation Centers (MHRCs).	30-Jun-14
4135-08/09	35	San Francisco Municipal Transportation Agency	Regular	\$30,000,000.00	Will provide a Master Agreement under which the SFMTA can issue purchase orders to the supplier for specific proprietary equipment and service for the Advance Train Control System (ATCS).	20-Apr-17
4136-08/09	35	San Francisco Municipal Transportation Agency	Regular	\$10,000,000.00	Will provide the reliability of the ATCS for its design life by obtaining maintenance support service, including remote support, notification and provision of Software Updates and Software Upgrades.	04-May-18
4137-08/09	35	San Francisco Municipal Transportation Agency	Regular	\$200,000.00	San Francisco County Transportation Authority will provide services for a travel behavior survey, travel demand forecasting, financial feasibility assessment of design concepts, and related work for EN TRIPS.	30-Sep-11
4138-08/09	35	San Francisco Municipal Transportation Agency	Regular	\$250,000.00	Will provide labor, materials, consumables and supervision to install event recorders in the SFMTA's rubber tire revenue vehicles.	31-Dec-09
4139-08/09	40	San Francisco Public Utilities Commission	Regular	\$350,000.00	Will provide design, fabrication, testing and delivery services to procure a specialty, one-of-a-kind 72 inch diameter steel or ductile iron pipeline slip joint for the SFPUC's Seismic Upgrade of Bay Div. Pipelines No. 3 & 4 at the Hayward Fault Project.	01-Dec-09
4140-08/09	77	Emergency Management	Regular	\$1,500,000.00	Will provide subject matter expertise in the area of strategic communications and community outreach in an effort to build resiliency in neighborhoods through our Community Hub program.	31-Mar-12



4136-08/09
Initial

Gavin Newsom | Mayor
Tom Nolan | Chairman
Rev. Dr. James McCray Jr. | Vice-Chairman
Cameron Beach | Director
Shirley Brewer Black | Director
Malcolm Heinicke | Director
Jerry Lee | Director
Bruce Oka | Director
Nathaniel P. Ford Sr. | Executive Director/CEO

Via e-mail

April 29, 2009

Ms. Anita Sanchez, Executive Officer
Civil Service Commission
25 Van Ness, Rm. 720
San Francisco, CA 94102-6033

Re: Personal Services Contract # 4136-08/09
Procurement of ATCS Maintenance Support Services

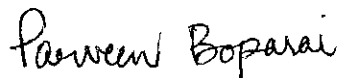
Dear Ms. Sanchez:

The San Francisco Municipal Transportation Agency (SFMTA) is requesting to reduce the above PSC amount from \$10,000,000.00 to \$5,000,000.00 and simultaneously reduce the PSC duration from 10 years to 5 years i.e. from May 4, 2009 to May 4, 2014, scheduled for consideration before the Civil Service Commission on May 4, 2009.

In addition, a clerical correction is requested on 5E of the PSC Summary form i.e. SFMTA Board will consider at its meeting of April 30, 2009.

Your assistance in amending the scheduled PSC on the ratification agenda is greatly appreciated. Should you have any questions, I can be reached at 701-5377.

Sincerely,



Parveen Boparai, Sr. Personnel Analyst
PSC Coordinator
SFMTA, Human Resources

C: Mary Ng, Client Services, DHR
Trinh Nguyen, SFMTA, Planning & Development
Ging Louie, IFPTE, L - 21
Kevin Hughes, IBEW, Local 6
PSC File

Reduced to 31
4136-08/09
5-4-09

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 9, 2009

DEPARTMENT NAME: San Francisco Municipal Transportation Agency DEPARTMENT NUMBER # 35

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

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

TYPE OF SERVICE: PROCUREMENT OF ATCS MAINTENANCE SUPPORT SERVICES

FUNDING SOURCE: Operating Budget

PSC AMOUNT: \$10,000,000.00 PSC DURATION: May 4, 2009 - May 4, 2019

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The SFMTA's Advanced Train Control System ("ATCS") is a proprietary system that was supplied to the SFMTA by Thales Transport & Security, Inc. ("Contractor" or "Thales") on August 10, 1992. The SFMTA seeks to secure the reliability of the ATCS for its design life by obtaining maintenance support services, including remote support, notification and provision of Software Updates and Software Upgrades, bi-annual support visits, emergency on-site support, ATCS asset evaluations and training, from the ATCS vendor.

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

The ATCS is a specialized system critical to the functioning and control of the City's public transit system and will require software maintenance support to realize its performance for its design life. Without vendor-provided maintenance support services and upgrades, the system would ultimately go out of service.

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):

To bridge the gap between close-out of the ATCS procurement contract and execution of a long-term maintenance services contract, the maintenance service was provided on a temporary basis by Thales for fiscal year 08-09 with a purchase order for preventive-maintenance training and technical support through PSC #4029-06/07 and approved by the CSC on September 5, 2006. Due to the proprietary nature of the ATCS system, replacement software application, installation, specialized training and technical support must be contracted through the provider of the application.

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

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

<u>IFPTE - Local 21</u> Union Name	<u>Paween Boparai</u> Signature of person mailing / faxing form	<u>4-9-09</u> Date
<u>IBEW - Local 6</u> Union Name	<u>Paween Boparai</u> Signature of person mailing / faxing form	<u>4-9-09</u> Date

RFP sent to _____, on _____ Date _____ Signature _____

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# _____ SFMTA approved

STAFF ANALYSIS/RECOMMENDATION: 4-9-09
PB

CIVIL SERVICE COMMISSION ACTION: PSC FORM 1 (9/96)

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Knowledge of specific trade-secret technology, software code and hardware circuits, which are proprietary to the supplier. General expertise of supplier's technical specialists includes electrical engineering, systems engineering, computer programming, safety validation and verification in a rail environment, relevant regulatory requirements, complex performance simulation, test and commissioning experience.

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

Classifications such as IS Engineer Sr. (1043), Business Analyst Sr. (1053), and IS Engineer Principal (1044), Electronics Maintenance Technician (7318) and Assistant Supervising Electronics Maintenance Technician (7329), Supervising Electronics Maintenance Technician (7287) can maintain and support applications for which the source code or hardware is not proprietary.

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:

Due to the proprietary nature of the ATCS system, City personnel do not have access to the proprietary software source code or design of specialized electronics circuits. Replacement software applications, installation, specialized training and support must be contracted through the provider of the application and there are no applicable civil service classes who can perform this work.

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

No, adopting new civil service classes to perform this work would not be practical because of the proprietary nature of the ATCS system.

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

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

Yes () No (X)

B. Will the contractor train City and County employees?

(X) ()

- Describe training and indicate approximate number of hours.

The contract states that the Contractor shall provide four 5-day standard training session to SFMTA personnel on specific ATCS maintenance and/or operations topics, to be delivered by a Contractor Training Specialist. The SFMTA will inform Contractor of the specific topics to be covered in the training sessions at least six (6) weeks prior to a scheduled training session.

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

The SFMTA will decide each year which staff will be best served by the re-training. For Operations training on Central Control software upgrades, the contractor would be training Central Control Dispatchers class 9160, Transit Manager I, class 9140. For wayside software, vehicle software, or hardware upgrades, the contractor would be training Electronics Maintenance Technicians, class 7318 and Assistant Supervising Electronic Maintenance Technician, class 7329.

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

() (X)

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

() (X)

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

(X) ()

SFMTA Board will consider at its meeting of April 21, 2009.

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

(X) ()

Thales Transport & Security, Inc.

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

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai

701-5377

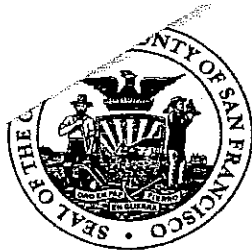
Print or Type Name

Telephone Number

San Francisco Municipal Transportation Agency, Human Resources

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

Address



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

September 7, 2006

NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4027-06/07
THROUGH 4033-06/07.**

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRANO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

At its meeting of September 5, 2006 the Civil Service Commission had for its consideration the above matter.

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

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

CIVIL SERVICE COMMISSION

KATE FAVETTI
Executive Officer

Attachment

- c: Parveen Boparai, Municipal Transportation Agency
 Connie Chang, Public Utilities Commission
 Gordon Choy, Department of Public Works
 Philip Ginsburg, Human Resources Director
 Ed Harrington, Controller
 Elizabeth Jacobi, Department of Human Resources
 Naomi Kelly, Office of Contract Administration
 Donna Marion, San Francisco Public Library
 Jonathan Nelly, Department of Human Resources
 Commission File
 Chron

POSTING FOR
September 5, 2006

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.		DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
4027-06/07	40	Public Utilities Commission	Regular	\$9,500,000.00	Will provide specialized engineering and construction support services in the design, rehabilitation, and construction of the San Joaquin Pipeline System for both San Joaquin Pipeline and Rehabilitation of Existing San Joaquin Pipelines projects.	01-Dec-15	
4028-06/07	41	Public Library	Regular	\$750,000.00	Will develop a program to interpret and coordinate data, design form format, and issue notices and forms for the Library in multiple languages.	30-Jun-12	
4029-06/07	35	Municipal Transportation Agency	Regular	\$5,000,000.00	Will provide professional services, technical support, replace and upgrade equipment to maintain the Advanced Train Control System (ATCS) for MTA's subway rail vehicles.	31-Aug-16	
4030-06/07	35	Municipal Transportation Agency	Regular	\$13,500,000.00	Will provide separate professional parking garage management services at various garages throughout San Francisco, which include but are not limited to: providing parking personnel for cashiering, security, janitorial services and valet parking.	31-Aug-09	
4031-06/07	35	Municipal Transportation Agency	Regular	\$175,905.00	Will provide parts, labor, and software system to install 110 Automatic Passenger Counter devices on to select MTA Revenue Vehicles.	31-Dec-06	
4032-06/07	35	Municipal Transportation Agency	Regular	\$100,000.00	Will provide federally mandated urine analysis for safety-sensitive employees with the Municipal Transportation Agency (MTA).	31-Oct-09	
4033-06/07	90	Public Works	Regular	\$1,000,000.00	Will perform highly specialized geotechnical engineering tasks that include geotechnical investigations, reports, presentations, field inspection, and consultation for the San Francisco General Hospital (SFGH) Rebuild Program.	30-Sep-16	

13
14
15
16

4029-06/07
9/7/06

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 11, 2006

DEPARTMENT NAME: Municipal Transportation Agency DEPARTMENT NUMBER 35

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

() CONTINUING () ANNUAL

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

TYPE OF SERVICE: Professional Services, Technical Support, and Equipment for ATCS

FUNDING SOURCE: Federal, State, and Local Funds

PSC AMOUNT: \$5,000,000.00 PSC DURATION: 9/01/06-8/31/16

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor shall provide professional services, technical support, replace and upgrade equipment to maintain the Advanced Train Control System (ATCS) for MTA's subway rail vehicles. The ATCS is a proprietary technology of Alcatel Transport Automation (U.S.).

The MTA has negotiated with Alcatel for a framework master agreement to set the general terms and conditions of service and equipment procurements necessary to support the operation and maintenance of the ATCS.

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

The ATCS controls train speed, braking, train- routing, and headways (the time between trains). The ATCS also transmits train arrival information to platform level information systems. Most replacement parts and all ATCS software upgrades must be purchased from Alcatel Transport Automation (U.S.), there is no other supplier. Our MTA subway cannot operate without the ATCS.

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):

All services were previously provided by Alcatel under the original contract for procurement of the system. The original Contract No. MR-1034R with Alcatel to procure and install the ATCS is currently in the close-out phase. Similar services were approved by CSC: PSC # 033R-94/95, approved 5/18/95; PSC # 4076-97/98, approved 1/6/98.

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): N/A

Union Name Signature of person mailing / faxing form Date

Union Name Signature of person mailing / faxing form Date

RFP sent to Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#

MTA Approved
8/16/06
JB

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Specific technical knowledge of the proprietary features and design of the Advanced Train Control System.

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

None.

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

Replacement of hardware only.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There are no civil service classes with the specific trade-secret knowledge of the proprietary technologies supplied by Alcatel in the ATCS.

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

No. The technical expertise required is trade secret information proprietary to Alcatel.

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

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	()	(x)
B. Will the contractor train City and County employees?	()	(x)
C. Are there legal mandates requiring the use of contractual services?	()	(x)
D. Are there federal or state grant requirements regarding the use of contractual services?	()	(x)
E. Has a board or commission determined that contracting is the most effective way to provide this service? MTA Board will consider contracting at its meeting of August 15, 2006.	(X)	()
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	()	(x)

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

Parveen Boparai, Sr. Personnel Analyst

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

(415) 554-4160
Telephone Number

Municipal Transportation Agency

401 Van Ness Ave., Room 320 San Francisco, CA 94103
Address

MUNICIPAL TRANSPORTATION AGENCY
BOARD OF DIRECTORS
CITY AND COUNTY OF SAN FRANCISCO
RESOLUTION No. 06-104

WHEREAS, The MTA wishes to obtain software, hardware, and related services for ongoing support of the MTA's existing Advanced Train Control System ("ATCS"); and,

WHEREAS, The ATCS is a proprietary system supplied to the MTA by Alcatel Transport Automation (U.S.) Inc. and Alcatel Canada, Inc. ("the Contractor") under Contract No. MR-1034R; and,

WHEREAS, MTA seeks to procure additional software, hardware, and related services from the Contractor, under general terms and conditions set forth in a framework master agreement and under any supplemental purchase orders agreed between the parties from time to time in respect to a specific work package, hardware supply or service to be performed by the Contractor; and,

WHEREAS, Contract No. 1221, Advanced Train Control System Software, Hardware and Associated Services, is a framework master agreement for the provision of incremental works in respect of the operation and maintenance of the ATCS and shall not be applicable to procurement of extensions of the ATCS to new rail lines or to new systems as a whole, or to any other design and/or development activities; and,

WHEREAS, Each purchase order against Contract No. 1221 will document sole-source approval from the MTA Executive Director/CEO before negotiation with the Contractor; and,

WHEREAS, A funding plan will be developed specific to each purchase order; and,

WHEREAS, MTA's Contract Compliance Office will review each purchase order to determine whether there are any subcontracting opportunities therein; and,

WHEREAS, Contract No. 1221 is contingent upon approval by the Civil Service Commission; now, therefore, be it

RESOLVED, That the MTA Board of Directors approves the framework master agreement and authorizes the Executive Director/CEO to execute Contract No. 1221, Advanced Train Control System Software, Hardware and Associated Services, with Alcatel Transport Automation (U.S.) for an amount not to exceed \$5,000,000 and an initial term of two years with options to extend annually for an additional eight years.

I certify that the foregoing resolution was adopted by the Municipal Transportation Agency Board of Directors at its meeting of August 15, 2006.


Secretary, Municipal Transportation Agency Board

Blank Page

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PORT Dept. Code: PRT

Type of Request: Initial Modification of an existing PSC (PSC # 4055 10/11)

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Historic & Envtl Maritime Site Condition Assessment & Design Services for Crane Cove Park

Funding Source: General Obligation Bond
PSC Original Approved Amount: \$1,200,000 PSC Original Approved Duration: 02/01/11 - 12/31/14 (3 years 47 w
PSC Mod#1 Amount: \$1,409,396 PSC Mod#1 Duration: 12/31/14-12/31/17 (3 years 1 day)
PSC Mod#2 Amount: _____ PSC Mod#2 Duration: _____
PSC Cumulative Amount Proposed: \$2,609,396 PSC Cumulative Duration Proposed: 6 years 47 weeks

1. Description of Work

A. Scope of Work:

Complete Schematic Design & Cost estimates for a first phase of Crane Cove Park, which includes, adaptive reuse of National Register Historic resources, new & improved shoreline beach area, site wide historic interpretation & park amenities including, lawns, plazas, furnishings & pathways. Complete detail design drawings & bid documents for project construction & complete Construction Administration during project construction. Project Overview: The City of San Francisco's 2008 Prop. A & 2012 Prop. B, Parks General Obligation Bond provides approximately \$39.5 million for Blue Greenway open space improvement projects along the SF waterfront. Crane Cove Park is 1 of 9 designated parks funded. See attached document(s).

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

San Francisco voters approved a 2008 & 2012 General Obligation Bond that included \$33.5 million and in 2012 \$35 million for waterfront parks. This project represents one of thirteen (13) waterfront parks mandated by the voters. In consultation with Department of Public Works (DPW), & Local 21 IFPTE, it was determined that because of the complexity of the required multi-disciplinary team and expected schedule of the Bond Projects, that completing this project with the consultant team was the most efficient manner to deliver the project.

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.

Civil Service Commission approved PSC 4055 - 10/11 in November 2010 prior to 2012 Parks Bond increase. This service was provided in the past by both Department of Public Works and consultant resources. All other Port parks designs except Mission Bay Shoreline Protection (PSC 4080-08/09) and Pier 43.5 Baytrail Link (PSC 4003-09/10) services are being performed by the Department of Public Works. See attached 'Supplemental.'

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

2. Union Notification: On 05/15/14, the Department notified the following employee organizations of this PSC/RFP request: Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4055 10/11

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/16/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

An integrated team of experts with the ability to conduct site assessments for this highly complex site & develop design that meets the intent of the parks bond. The project must be lead by a Landscape Architect with Leadership in Energy Efficient Design certification in park design & supported by a Historic Preservation Architect with same certification. Other essential skills and expertise include: site contamination, structural, coastal, civil, electrical, & geotechnical engineers, as well as a cost estimator.

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

5268,5218,5241,5298,5291,

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:

Although there are civil service classes that can perform some of the work, the complexity of this project is best suited for consultants who routinely perform this type of work to take the lead in establishing the foundation for the project. In consulting with Department of Public Works, they have advised that they currently do not have the capacity and all of the expertise required for timely completion of this project. DPW will perform peer review of the construction design for constructability and maintainability.

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

Neither a Cost Estimator, nor a Coastal Engr classes currently exist in the civil service system and the Port cannot justify a full-time person for its work. However, it is the Port's intent to provide opportunities for existing staff to acquire the experience in performing this type of specialized service.

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?
40 hrs total. Please see attached 'Supplemental' document
- C. Are there legal mandates requiring the use of contractual services?
- D. Are there federal or state grant requirements regarding the use of contractual services?
- E. Has a board or commission determined that contracting is the most effective way to provide this service?
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? AECOM (CSC previously approved PSC 4055 - 10/11)

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 05/15/14 BY:

Name: Lavena Holmes Phone: 415-274-0305 Email: lavena.holmes@sfport.com

Address: Pier 1, The Embarcadero San Francisco, CA 94111

Receipt of Union Notification(s)
◆ Local 21

Dang, Leorah (HRD)

From: dhr-psccordinator@sfgov.org on behalf of lavena.holmes@sfport.com
Sent: Thursday, May 15, 2014 11:09 AM
To: Holmes, Lavena (PRT); L21PSCReview@ifpte21.org; Braganza, Lorceli (PRT); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)
Subject: Receipt of Modification Request to PSC # 4055 10/11 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PORT – PRT has submitted a modification request for a Personal Services Contract (PSC) for \$1,409,396 for services for the period December 31, 2014 – December 31, 2017. For all 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/1760>

Email sent to the following addresses: L21PSCReview@ifpte21.org

Additional Attachment(s) of Explanation

◇ Section 1. Description of Work

1A. Scope of Work

- ◆ Crane Cove Park Design Services
Scope of Services & Project Summary**
- ◆ SF's 2008 Prop. A: 19th and Illinois Street**
- ◆ SF's 2012 Prop. B: Pier 70 between Mariposa and 19th Street**

Crane Cove Park Design Services Scope of Services and Project Summary

Project Overview

The City of San Francisco's 2008 Proposition A and 2012 Proposition B, Parks General Obligation Bond provides approximately \$39.5 million for Blue Greenway open space improvement projects along the San Francisco waterfront. Crane Cove park is one of nine such designated parks funded as a part of the Blue Greenway that connects open spaces along the San Francisco Bay Trail and the San Francisco Bay Water Trail, from Mission Creek to the County line.

The City's 2006 Blue-Greenway Task Force identified a series of open space improvements to benefit the City's southern neighborhoods and continue public waterfront access southward. The Crane Cove site proposes a new major waterfront park adjacent to the Pier 70 shipyard; along Illinois Street, in the Dogpatch/Potrero neighborhoods. Crane Cove Park would be integrated with restoration of incredible maritime historic structures, as envisioned in the Port's overall Pier 70 Master Plan.

The Site

This site brings complexity that requires expertise beyond that is which existing city staff are capable of providing, yet the project does not provide sufficient work to justify adding multiple staff will not be needed on a full-time basis during the project and not needed beyond the project.

The complexities include the existence of a historic ship building slipway, including two cranes, two historic buildings that have been designated as historic structures of which its structural integrity has to be carefully examined given the intended use of the site as a public park. This risk associated with this site condition required ultimate due diligence on the part of the Port to assure that the park is properly designed. For the most part, the site sits over water and was previously used as ship repair facility.

The Project Approach/General Scope of Services

On September 16, 2010, Port staff met with representatives of Local 21, DPW to discuss the requirements of this project and come to an agreement as to the approach. The agreed approach is as follows:

The Port intends to manage this project in three (3) phases as follows:

PHASE	SCHEDULE FOR COMPLETION
1. Schematic Plan, Cost Estimate and Environmental Review	July, 2014
2. Detailed Design Development, Final Cost Estimate and Construction Bidding	March, 2015
3. Construction Administration	December, 2016

Project Schedules

Crane Cove Park

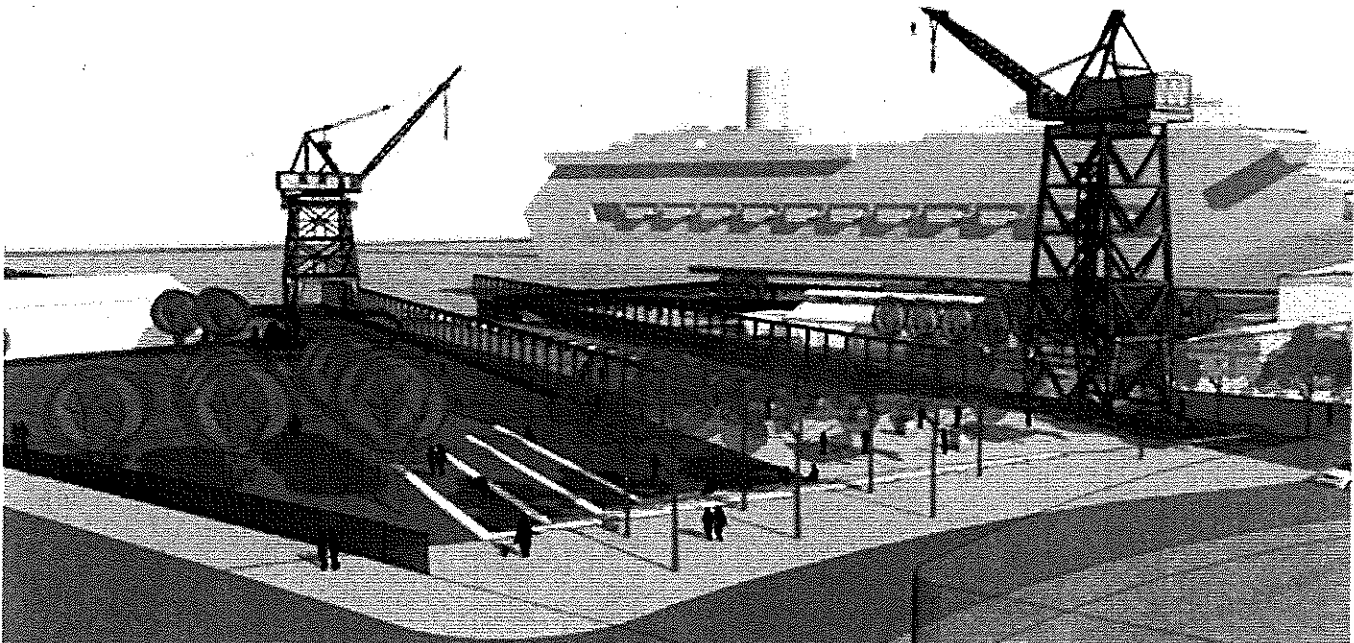
Project Location: Nineteenth and Illinois Street

Project Manager: David Beaupre, david.beaupre@sport.org; (415) 274-0539

Crane Cove Park is an approximately 9 acre Blue Greenway waterfront park located in the Central Waterfront generally between 19th and Mariposa Streets east of Illinois Street. Initial park concepts include shoreline cleanup and stabilization, restoration of historic cranes, historic interpretation, bay access, and a facility for human powered boats. The total cost for the entire project is expected to be \$45 million dollars, which is greater than the current available funding. As a result, the project will be phased as funding is secured. Available funding for the 1st phase of the project is \$21,324,148 million, including (a) 10,024,148 in 2008 Clean and Safe Neighborhood Park G.O. Bonds, (b) \$8,000,000 from 2012 Clean and Safe Neighborhood Parks G.O. Bonds, and (c) \$3,300,000 in other Port funds.

This Blue Greenway Project benefits from significant planning conducted through the development of the Port's Pier 70 Preferred Master Plan and the Blue Greenway Planning and Design Guidelines community planning process.

A draft Park Master plan was reviewed with the Port Commission and Port's Waterfront Design Review Board in December of 2012 and January, June, September, and December of 2013. The Port has created a web site to allow the public to review work products and track the project status at www.sport.com/cranecovepark.



Budget	GO Bond	Total Funds
Original Budget	\$10,024,148	\$11,124,148
Current Approved Budget	\$10,024,148	\$21,324,148
Actual Expenditures To Date	\$488,088	\$488,088

Schedule	Original	Current Forecast or Actual
Planning	September 2011	September 2011
Design	March 2013	March 2014
Construction	February 2014	April 2015
Completion	February 2015	October 2016

Project Status Summaries

Crane Cove Park

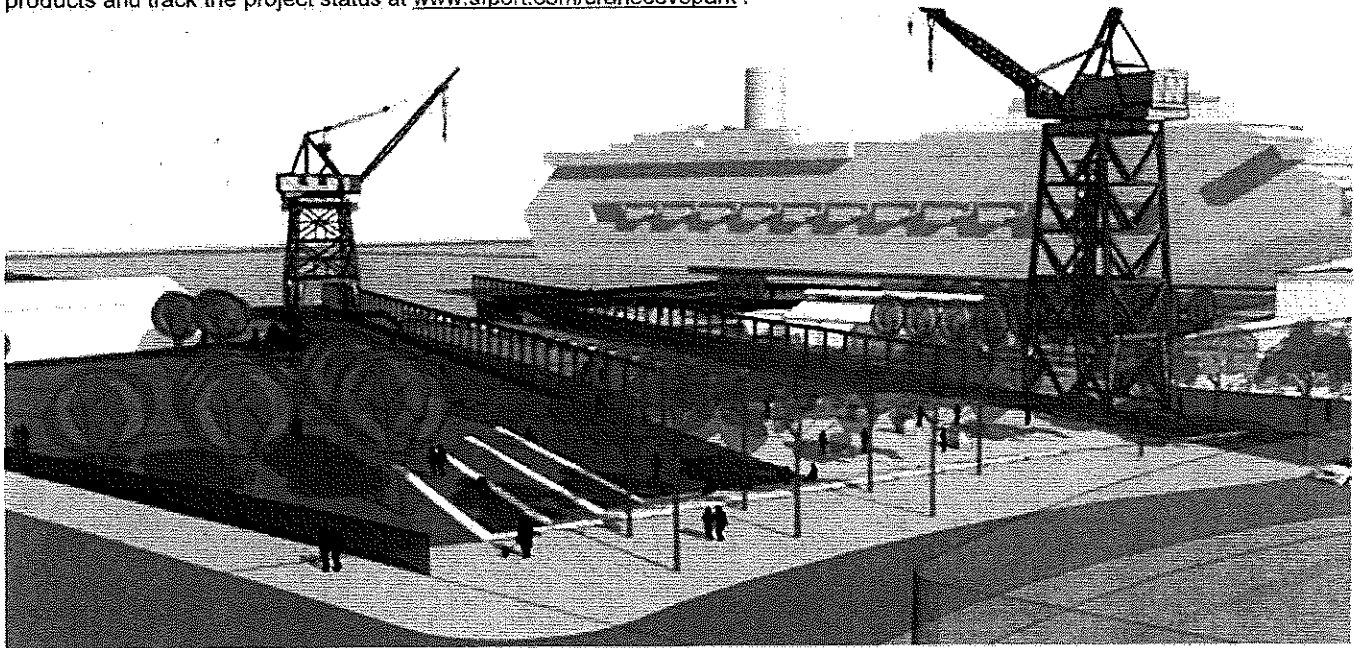
Project Location: Pier 70 between Mariposa and 19th Streets

Project Manager: David Beaupre, david.beaupre@sfpport.com; (415) 274-0539

Crane Cove Park is an approximately 9 acre Blue Greenway waterfront park located in the Central Waterfront generally between 19th and Mariposa Streets east of Illinois Street. Initial park concepts include shoreline cleanup and stabilization, restoration of historic cranes, historic interpretation, bay access, and a facility for human powered boats. The total cost for the entire project is expected to be \$45 million dollars, which is greater than the current available funding. As a result, the project will be phased as funding is secured. Available funding for the 1st phase of the project is \$21,324,148 million, including (a) 10,024,148 in 2008 Clean and Safe Neighborhood Park G.O. Bonds, (b) \$8,000,000 from 2012 Clean and Safe Neighborhood Parks G.O. Bonds, and (c) \$3,300,000 in other Port funds.

This Blue Greenway Project benefits from significant planning conducted through the development of the Port's Pier 70 Preferred Master Plan and the Blue Greenway Planning and Design Guidelines community planning process.

A draft Park Master plan was reviewed with the Port Commission and Port's Waterfront Design Review Board in December of 2012 and January, June, September, and December of 2013. The Port has created a web site to allow the public to review work products and track the project status at www.sfpport.com/cranecovepark.



Budget	2012 GO Bond Funds	Other Funds	Total Funds
Original Budget	\$8,000,000	\$12,984,000	\$20,984,000
Current Budget	\$8,000,000	\$13,324,148	\$21,324,148
Actual Expenditures To Date	\$0	\$485,572	\$485,572

Schedule	Planning	Design	Construction	Completion
Original	September 2011	October 2013	April 2015	October 2016
Current Forecast or Actual	September 2011	March 2014	April 2015	October 2016

PSC #4055 10/11 – MODIFICATION (Supplemental Information)

Type of Service: Historic & Environmental Maritime Site Condition Assessment and Design Services for Crane Cove Park

1. DESCRIPTION OF WORK

- 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):

Civil Service Commission approved PSC 4055 – 10/11 in November 2010 prior to 2012 Parks Bond increase. This service was provided in the past by both Department of Public Works and consultant resources. All other Port parks designs except Mission Bay Shoreline Protection (PSC 4080-08/09) and Pier 43.5 Baytrail Link (PSC 4003-09/10) services are being performed by the Department of Public Works. California Environmental Quality Act (CEQA) related services for these projects are provided by the Planning Department to provide review of consultant prepared environmental documents and projects as the projects are completed by consultants.

5. ADDITIONAL INFORMATION

- B. Will the contractor train City and County employee? **Yes**

Forty (40) hours total, of informal training and knowledge transfer from Coastal Engineers and Historic Preservation Consultants.

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 # 4055-10/11

PSC # 4003-09/10

PSC # 4080-08/09



CIVIL SERVICE COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

4055-10/11
Initial

December 10, 2010

E. DENNIS NORMANDY
PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION ACTION

DONALD A. CASPER
VICE PRESIDENT

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4053-10/11
THROUGH 4058-10/11; 4101-07/08.**

MORGAN R. GORRONO
COMMISSIONER

At its meeting of December 6, 2010 the Civil Service Commission had for its consideration the above matter.

LISA SEITZ GRUWELL
COMMISSIONER

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.*

MARY Y. JUNG
COMMISSIONER

It was the decision of the Commission to adopt the report; approve request for all remaining proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

ANITA SANCHEZ
EXECUTIVE OFFICER

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
Marie de Vera, Department of Human Resources
Kendall Gary, Department of Technology
Lavena Holmes-Williams, Port
Shamica Jackson, Public Utilities Commission
Florence Kyaun, Public Utilities Commission
Julian Low, Mayor's Office
Tajel Shah, Treasurer/Tax Collector
Peg Stevenson, Office of the Controller
Shawn Wallace, San Francisco Police Department
Commission File
Chron

POSTING FOR

12/6/2010

PROPOSED PERSONAL SERVICES CONTRACTS

Regular, Continuing, Annual

PSC No.	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Start Date - End Date
4053-10/11	09	Controller	Regular	\$10,000,000	Provide lease purchase financing and/or refinancing of essential capital equipment to be used by City departments for governmental purposes.	3/1/2011 - 2/28/2013
4054-10/11	38	Police	Regular	\$347,200	Contractor will provide maintenance, as well as, design, engineering and consulting services on the Level II Message Switching Computer System (installed at the San Francisco Police Department) as required/requested by the Police Department.	9/21/2010 - 3/9/2013.
4055-10/11	39	Port Commission	Regular	\$1,200,000	This work will be completed in four (4) phases to allow the greatest participation of city employees on this project. This project has complex variables such as historic structures in a marine environment with site contaminants. An integrated consultant team will prepare a site condition assessment that will facilitate work with city staff and the community stakeholders in developing a conceptual design plan with preliminary cost estimates and ultimately a detailed design for converting this seven (7) acre parcel within Pier 70 as a public park.	2/1/2011 - 12/31/2014
4056-10/11	08	Treasurer/Tax Collector	Regular	\$200,000	Conduct audits of utility users tax and access line tax of service providers' records; provide legislative and technological updates and analysis; train City's audit staff to continue to audit and enforcement of UUT and ALT tax requirements; and provide tax revenue enhancement and detection services.	1/4/2011 - 12/31/2011
4057-10/11	40	Public Utilities Commission	Regular	\$350,000	The purpose of this contract is to provide professional services to SFPUC for purging, collection and monitoring of groundwater samples from wells and other support to the Groundwater Monitoring Program. Such services will include collection and transport to the testing lab of groundwater extracted from existing monitoring wells and production wells on a semi-annual basis to assist in the annual characterization of groundwater conditions and support of local and regional groundwater resource management throughout the SFPUC's water system including the Westside Basin in San Francisco and San Mateo Counties.	2/1/2011 - 12/31/2014

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

4055-10/11 Initial

DATE: November 9, 2010

DEPARTMENT NAME: Port of San Francisco DEPARTMENT NUMBER 39

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

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

TYPE OF SERVICE: Historic & Environmental Maritime Site Condition Assessment and Design Services for Crane Cove Park

FUNDING SOURCE: General Obligation Bond (Clean and Safe Neighborhood Parks)

PSC AMOUNT: \$1,200,000.00 PSC DURATION: 02/01/2011 - 12/31/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

This work will be completed in four (4) phases to allow the greatest participation of city employees on this project. This project has complex variables such as historic structures in a marine environment with site contaminants. An integrated consultant team will prepare a site condition assessment that will facilitate work with city staff and the community stakeholders in developing a conceptual design plan with preliminary cost estimates and ultimately a detailed design for converting this seven (7) acre parcel within Pier 70 as a public park.

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

San Francisco voters approved a 2008 General Obligation Bond that included \$33.5 million for waterfront parks. This project represents one of five (5) waterfront parks mandated by the voters. In accordance with the voter mandate, these projects must be completed by 2014. After consultation with DPW, the Recreation and Park Department and Local 21 IFPTE, it was determined that a phased approach that incorporates flexibility for city staff to work with consultants to move the project along is the best option since these agencies do not currently have staff capacity or expertise for this project but may in future phases.

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

This service has been provided in the past by a combination of Department of Public Works and consultant resources. Heron's Head Park design services are being performed by the Department of Public Works; CEQA related services for these projects are being provided by the Planning Department to provide review of consultant prepared environmental documents and projects such as the Mission Bay Shoreline Protection (PSC 4080-08/09) and Pier 43.5 Baytrail Link (PSC 4003-09/10) projects are being completed by consultants.

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):

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Includes rows for IFPTE, Local 21 and RFP sent to IFPTE, L21.

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4055 - 10/11

STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

An integrated team of experts with the ability to conduct site assessments for this highly complex site and develop a design that meets the intent of the parks bond. The project must be lead by a Landscape Architect with LEED certification in park design and supported by a Historic Preservation Architect with LEED certification. Other essential skills and expertise include: site contamination, structural, coastal, civil, electrical, and geotechnical engineers, as well as a cost estimator.

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

- Class 5268 Architect
- Class 5218 Structural Engineer
- Class 5241 Engineer (Civil)
- Class 5241(g) Geotechnical Engineer
- Class 5298 Planner III Environmental Review
- Class 5291 Planner III (Preservation Planner)

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:

Although there are Civil Service classes that can perform some of the work, the complexity of this project is best suited for consultants who routinely perform this type of work to take the lead in establishing the foundation for the project. In consulting with DPW and R&P departments, neither department that would typically perform this work has the capacity and all of the expertise required for timely completion of this project. The awarded contract would include the option of city staff participation after the initial phase, specifically for DPW to complete the detailed design work.

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

A cost estimator classification does not currently exist in the civil service system and the Port cannot justify a full-time person for its work. However, it is the Port's intent to provide opportunities for existing staff to acquire the experience in performing this type of specialized service.

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

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

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

B. Will the contractor train City and County employees?

- Describe the training and indicate approximate number of hours.
Historic & Maritime training; Hours to be determined
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.
Landscape Architect, Architect, and Engineers

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

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

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

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

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

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

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

Lavenna Holmes-Williams

Signature of Departmental Personal Services Contract Coordinator

Lavenna Holmes-Williams

(415) 274-0305

Print or Type Name

Telephone Number

Pier 1 - The Embarcadero

San Francisco, CA 94111

Address

Port of San Francisco
Crane Cove Park Design Services
Scope of Services and Project Summary

Project Overview

The City of San Francisco's 2008 Proposition A, Clean and Safe Parks General Obligation Bond provides approximately \$22.5 million for Blue Greenway open space improvement projects along the San Francisco waterfront. Crane Cove park is one of five such designated parks funded as a part of the Blue Greenway that connects open spaces along the San Francisco Bay Trail and the San Francisco Bay Water Trail, from Mission Creek to the County line.

The City's 2006 Blue-Greenway Task Force identified a series of open space improvements to benefit the City's southern neighborhoods and continue public waterfront access southward. The Crane Cove site proposes a new major waterfront park adjacent to the Pier 70 shipyard; along Illinois Street, in the Dogpatch/Potrero neighborhoods. Crane Cove Park would be integrated with restoration of incredible maritime historic structures, as envisioned in the Port's overall Pier 70 Master Plan.

The Site

This site brings complexity that requires expertise beyond that which existing city staff are capable of providing, yet the project does not provide sufficient work to justify adding multiple staff will not be needed on a full-time basis during the project and not needed beyond the project.

The complexities include the existence of two cranes that have been designated as historic structures of which its structural integrity has to be carefully examined given the intended use of the site as a public park. This risk associated with this site condition required ultimate due diligence on the part of the Port to assure that the park is properly designed. For the most part, the site sits over water and was previously used as ship repair facility.

The Project Approach/General Scope of Services

On September 16, 2010, Port staff met with representatives of Local 21, DPW and Parks/Recreation Departments to discuss the requirements of this project and come to an agreement as to the approach. The agreed approach is as follows:

The Port intends to manage this project in four (4) phases as follows:

PHASE	SCHEDULE FOR COMPLETION
1. Site Assessment, Conceptual Design and Cost Estimates	October 2011
1.a Environmental Review/Regulatory Permitting	July 2012
2. Preliminary Design (Preferred Design and Cost Estimate	April 2012
3. Detailed Design Development, Final Cost Estimate and Construction Bidding	May 2012
4. Construction	September 2014

It is proposed that the consultant team selected for contract award would be awarded up to the entire scope of work that includes all four phases. Therefore, the only guaranteed contract work is Phase 1 – Site Assessment and Conceptual Design. Port and DPW staff will be included as part of the project team during the Phase 1 portion of this work.

A Notice to Proceed for subsequent phases would be subject to the Department of Public Works Landscape Architecture and Bureau of Engineering reviewing the Phase 1 work and providing a competitive proposal for subsequent phases of the project work. Should the Department of Public Works choose to perform all or part of the work and can do so within the required schedule for a reasonable fee with the GO Bond budget, the remaining work will be performed by city staff.

It is Port staff's intent that in the recommendation for contract award from a competitive selection process, the contract will generally stipulate the above conditions



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

4003-09/10
CIVIL SERVICE COMMISSION
09 JUL 11 PM 2:31
PERSONNEL OFFICE

July 10, 2009

MORGAN R. GORRONO
PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION ACTION

E. DENNIS NORMANDY
VICE PRESIDENT

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4000-09/10 THROUGH 4011-09/10; 4185-06/07; 4089-06/07; 4196-06/07 AND 4076-07/08.

JOY Y. BOATWRIGHT
COMMISSIONER

At its meeting of **July 6, 2009** the Civil Service Commission had for its consideration the above matter.

DONALD A. CASPER
COMMISSIONER

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.*

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

It was the decision of the Commission to:

- (1) Postpone PSC #4008-09/10 to the meeting of July 20, 2009 at the request of the Public Utilities Commission.
- (2) Postpone PSC #s 4009-09/10 to the meeting of July 20, 2009 to allow a representative from the Recreation and Parks Department to be present.
- (3) Postpone PSC #s 4010-09/10 to the meeting of July 20, 2009 at the request of the Recreation and Parks Department.
- (4) Adopt the Human Resources Director's report on PSC #4006-09/10 on the condition that the Department of Public Works and the IFPTE Local 21 report in six months on the progress of the project as it pertains to IFPTE Local 21 represented employees. Notify the offices of the Controller and the Purchaser.
- (5) Postpone PSC #4076-07/08 to the meeting of July 20, 2009 at the request of Children and Families Commission.
- (6) 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
Eugene Clendinen, District Attorney
Kahala Drain, Children and Families Commission
Oliver Hack, Mayor's Office of Housing
Lavena Holmes-Williams, Port
Shamica Jackson, Public Utilities Commission
Naomi Kelly, Office of Contract Administration
Florence Kyaun, Public Utilities Commission
Allison Magee, Juvenile Probation
Sheila Maxwell, Department of Technology
Sean McFadden, Recreation and Parks Department
Mary Ng, Department of Human Resources
Brigette Rockett, Department of Human Resources
Ben Rosenfield, Controller
Commission File
Chron

**POSTING FOR
July 06, 2009**

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSS No	Dept/IC	Dept/Name	Approval Type	Contract Amount	Description of work	Expiration
4000-08/10	25	Mayor's Office of Housing	Regular	\$180,000.00	Will provide processing title changes for below market rate condominium conversion low/moderate income homeowners according to precise instructions from the City and County of San Francisco.	30-Jun-11
4001-08/10	35	San Francisco Municipal Transportation Agency	Regular	\$350,000.00	Will provide on-site back strengthening, employee exercise, education and Wellness Program Services for Municipal Railway and Department of Parking and Traffic employees.	30-Jun-12
4002-08/10	12	Juvenile Probation	Regular	\$320,000.00	Will provide intensive training and coaching for Log Cabin Ranch and other JPD staff using the Missouri Model which was developed by the Contractor. The Missouri Model is the nationally recognized best practice in programming and operations.	30-Jun-12
4003-08/10	38	Port of San Francisco	Regular	\$600,000.00	Will provide final engineering design and construction observation for proposed 25-foot wide by 800-foot public promenade structure and seawall repair in the Fisherman's Wharf area between Piers 43 and 45.	30-Sep-12
4004-08/10	38	Port of San Francisco	Regular	\$3,000,000.00	Will issue a RFQ to establish a new pool of consulting teams, specializing in environmental services to provide timely and efficient consulting assistance in meeting environmental and regulatory requirements associated with Port capital project development	01-Oct-14
4005-08/10	90	Department of Public Works	Regular	\$90,000.00	Provide independent structural design peer review services for the SFPUC new administration building, which has an unique and unconventional structural system solution.	16-Jun-10
4006-08/10	90	Department of Public Works	Regular	\$7,000,000.00	Will provide monitoring of the materials and workmanship of all work that is critical to the integrity of a building structure to ensure compliance with the approved plans and specifications for the SF General Hospital (SFGH) Rebuild Project (SFGH-RP).	31-Dec-10
4007-08/10	90	Department of Public Works	Regular	\$300,000.00	Will award one contract for a three year period, up to \$100,000 per fiscal year based on the availability of funds. This contract is for the purpose of sidewalk and gutter cleaning in the Tenderloin District area.	30-Jun-12
4008-08/10	40	San Francisco Public Utilities Commission	Regular	\$300,000.00	Will provide technical services to SFPUC Biofuel Program, including program development for SF Greasycycle, research legal and regulatory compliance issues relating to biodiesel use and use of "rolling agreements".	31-Dec-12
4009-08/10	42	Recreation and Parks Department	Regular	\$90,000.00	Will provide full design services for skate elements of the Walter Street Skate Park. This includes all services necessary for schematic phase, design development, and participation in presentations to stakeholders.	01-Aug-11
4010-08/10	42	Recreation and Parks Department	Regular	\$400,000.00	Will provide complete outreach services for the 2008 Clean and Safe Neighborhood Parks Bond projects. This includes all services necessary to design and execute a comprehensive community outreach program for selected projects.	30-Jun-14
4011-08/10	4	District Attorney	Regular	\$80,000.00	Will provide services to woman and transgender individuals who have experienced sexual exploitation and violence and professional services coordinating monthly FOPP classes as a diversion model for men arrested for their first prostitution offense.	30-Jun-10

CCSF: DMR
PACPOSTING

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

COPY

DATE: May 19, 2009 Revised: 6/9/09

DEPARTMENT NAME: Port of San Francisco DEPARTMENT NUMBER 39

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

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

TYPE OF SERVICE: Marine Engineering Design Services for Pier 43 Bay Link Trail Project

FUNDING SOURCE: General Obligation Bond (Clean & Safe Neighborhood Parks)

PSC AMOUNT: \$ 600,000 PSC DURATION: 10/23/09 - 9/30/12

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Using an existing conceptual design, provide final engineering design and construction observation for a proposed 25-foot wide by 800-foot long public promenade structure and seawall repair in the Fisherman's Wharf area between Piers 43 and 45. The majority of the promenade is located over water and supported by substructure located in the water.

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

Design requires close coordination between several design fields and construction cost estimating to design a public promenade to be built over water. Structures built over water require specialized engineering design experience and knowledge of construction techniques in tidal zones. Denial may place at risk the Port's ability to fulfill the Bond mission.

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

In the past, specialized marine engineering design services have been provided by consultants. Examples of similar services approved by the Civil Service Commission include the Brannan St Wharf (PSC #4098-07/08); Downtown Ferry Terminal (PSC #4118-97/98); Hyde St Harbor (PSC #4107-96/97).

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

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

IFPTE, Local 21 Union Name Signature of person mailing/faxing form Date 6/10/09

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4003-09/10 approved 7/6/09 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

City and County of San Francisco

Department of Human Resources

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Marine, structural, coastal, electrical, and civil engineering, cost estimating, and architecture services and other expertise necessary to design and secure entitlements for a major waterfront public space.

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

- Class 5268 Architect
- Class 5218 Structural Engineer
- Class 5241 Civil Engineer.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The majority of the work requires expertise in the design of marine structures. The most qualified staff in the City that can perform this work are engineers based at the Port. Port engineering staff workloads are committed to maintenance projects and capital projects that can be included in their workload. Other City agencies generally do not employ engineers whose specialty is marine engineering and for such dilapidated structures as those held by the Port. Engineers who design marine structures must consider long-term performance of materials and structure details within the context of the marine environment, as well as factors such as infrastructure exposed to tidal and wave action, and marine construction techniques and methods.

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

No. The Port projects currently scheduled (other than routine maintenance) are capital projects that are of a short duration. As such, the fluctuation in need for this expertise is difficult to plan for on a full-time workload basis. This project is scheduled to be bid this fall in order to meet bond issuance schedules. Even if this project were of longer duration, there is not sufficient time to create one or more new civil service classes and complete the hiring process for the performance of these design services.

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

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

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

Lavina Holmes-Williams

Signature of Departmental Personal Services Contract Coordinator

Lavina Holmes-Williams

415-274-0421

Print or Type Name

Telephone Number

Pier 1 - The Embarcadero
San Francisco, CA 94111

Address

PORT of San Francisco

Human Resources * Pier 1, San Francisco, Ca 94111 * Tel 415-274-0422 * Fax 415-274-0583 * TTY 415-274-0587



MEMORANDUM

DATE: April 15, 2011
TO: Maria Ryan, Personal Services Contract Coordinator
 Department of Human Resources
FROM: Lavena Holmes-Williams, Human Resources Manager
 Port of San Francisco (Dept #39) *Lavena*
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4003 - 09/10 **Approval Date:** Initial Rqst Approval: July 6, 2009;
Mod #1 Rqst Apprvl: October 30, 2009

Description of Service(s): Will provide final engineering and construction observation for proposed 25 foot wide by 800 foot public promenade structure and seawall repair in the Fisherman's Wharf area between Piers 43 and 45.

Original Approved Amount:	600,000.00	Original Approved Duration:	10/23/2009 - 09/30/2012
Modification Amount #1:	202,000.00	Modification of Duration:	N/A
Modification Amount #2:	62,200.00	Modification of Duration:	N/A
Total Amount as Modified:	\$864,200.00	Total Duration as Modified:	10/23/2009 - 09/30/2012

Reason for the modification:
Additional sections of new wharf requested by BCDC, including additional demolition of existing pier. ADA Improvements between the Franciscan Restaurant and Pier 45. Street lighting along the Embarcadero.

Attachment: Copy of PSC 4003 - 09/10
 Copy of CSC approval (initial), 07/06/2009
 Copy of CSC approval (modification #1), 10/30/2009

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved Not Approved

Approval Date: 4/18/11

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



MEMORANDUM

DATE: October 23, 2009 (Amended: 10/28/09)

TO: Mary Ng, PSC Analyst
Department of Human Resources (Dept. 33)

FROM: Lavena Holmes-Williams, PSC Coordinator *Lavena*
Port of San Francisco, (Dept. 39)

RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4003 - 09/10 ✓ Approval Date: 7/6/09 ✓

Description of Service(s): Will provide final engineering and construction observation for proposed 25 foot wide by 800-foot public promenade structure and seawall repair in the Fisherman's Wharf area between Piers 43 and 45

Original Approved Amount: \$600,000 ✓ Original Approved Duration: 10/23/09 - 9/30/12 ✓
 Modification Amount: \$202,000 Modification of Duration: none
 Total Amount as Modified: \$802,000 Total Duration as Modified: none (10/23/09 - 9/30/12)

Reason for the modification:

To be consistent with the final amount provided in the awarded contract including a contingency amount of \$72,830.

Attachment: Copy of Approved PSC Summary

.....
FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: October 30, 2009

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

09 OCT 30 AM 11: 1

4080-08/09



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

LISA SEITZ GRUWELL
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES Regular Meeting June 20, 2011

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:07 p.m.

ROLL CALL

President E. Dennis Normandy	Not present (Notified absence)
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrano	Not present (Notified absence)
Commissioner Mary Y. Jung	Present
Commissioner Lisa Seitz Gruwell	Present

Vice President Donald A. Casper presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON TODAY'S AGENDA

Steve Zeltzer, retired City worker and a member of United Public Workers for Action expressed his objection of a personal services contract in the amount of \$100,000 approved by the Commission at the meeting of April 4, 2011, for the Municipal Transportation Agency to hire a public relations firm. He also stated that a labor representative should be on the Commission and that the meetings should be available on video.

APPROVAL OF MINUTES

Regular Meeting of June 6, 2011

Action: Adopt. (Vote of 3 to 0)

Civil Service Commission Meeting Minutes**Regular Meeting of June 20, 2011****HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)**

No report.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

The Executive Officer informed the Commission about AB 455 which is at its third reading on the Senate Floor and if approved by the full Senate, will be forwarded to the Governor for his signature. The proposed legislation will affect the process by which appointments are made to merit system boards and commissions. It provides that one half will be appointed by the governing body (in our case, the Board of Supervisors) and the other half, nominated by the recognized employee organization. Currently, Civil Service Commissioners are appointed by the Mayor to six-year terms.

The Commission directed the Executive Officer to communicate its concerns and coordinate with City agencies in conveying its opposition to AB 455.

**0154-11-8 Review of request for approval of proposed personal services contract.
(Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4115-10/11	Public Works	\$2,500,000	The Forensic Services Division (FSD) of the SF Police Department and the Office of Chief Medical Examiner (OCME) require specialized facilities that meet requirements of accreditation agencies for autopsy complexes and forensic science laboratories and that can ensure the chain-of-custody for evidence expectation of the courts of law. The original PSC #4065-07/08 was approved on 12/03/2007 for \$450,000, and modified on 10/20/2008 for \$950,000. In this regard, a consultant has been under contract and has thus far provided specialized architectural, engineering, and related professional services for programming the facilities and the development of essential design criteria. The services proposed within this PSC will enable the further development of both specialized facilities through the Schematic Design Phase and the work products of this effort will assist City staff in preparing for the Bond Measure scheduled for the November 2013 Ballot.	Regular	12/31/17

June 6, 2011: Postpone to the meeting of June 20, 2011 with the presence of a DPW representative.

Speakers: Jim Buker, Department of Public Works

Action: Adopt the report; Approve request for proposed personal service contract. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

Civil Service Commission Meeting Minutes

Regular Meeting of June 20, 2011

0166-11-8 Review of request for approval of proposed personal services contract.
(Item No. 8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4116-10/11	General Services Agency	\$300,000	Replacement of only the audio portion of a highly integrated audio/video/remote control system. San Francisco City Hall uses a complex audio-visual system to provide sound and video services to the City Hall hearing rooms, SFG-TV broadcast facilities, in-house TV systems and Civic events held throughout the building. The AV system was custom designed in 1997 and installation completed in 1998. Many of the components are obsolete and no longer supported by the manufacturer. At this time only the audio portion of a highly integrated system is to be replaced. All new equipment must be compatible with and fully operational with unchanged components.	Regular	12/31/11
4117-10/11	Municipal Transportation Agency	\$53,000,000	The SMTA in cooperation with the Risk Management Division of the Office of the City Administrator seeks broker(s) to establish an Owner Controlled Insurance Program (OCIP) for the Third Street Light Rail Transit Project, Phase 2 - Central Subway Project. The broker(s) will market and place insurance coverages for worker's compensations, general liability, excess liability and builder's risk. The broker(s) will administer the OCIP for 5 Central Subway Project construction contracts - Tunneling, Moscone Station, Union Square/Market Street Station, Chinatown Station, and Surface Station/ Systems with a total construction cost of \$700 million. In addition, the broker(s) will provide services for risk control, claims management, loss control and safety, and risk management information system. The approximate cost for premium and administrative services during the contract period of 8 years is \$53 million.	Regular	05/31/19
4118-10/11	Port Commission	\$596,000	Develop a Waterborne All-Hazard Response Plan for the San Francisco Bay Region. Identify gaps in response responsibilities, authorities, coordination structures, location and ownership of assets. This plan will address gaps by identifying pertinent waterborne and land-based assets; clarifying responsibilities, authorities and coordination structures by disaster type and geographic location. The completed work product will be classified as Security Sensitive.	Regular	03/31/12
4119-10/11	Port Commission	\$662,357	The scope of services under this PSC includes preparation and implementation of BORP plans for Port's critical and essential facilities. The consulting engineers will assess the Port's critical facilities and prepare BORP plans; including facility-specific post-earthquake inspection plans. The Port will seek assistance from the Structural Engineers Association of Northern California (SEAONC) BORP Subcommittee under the guidance of San Francisco Department of Building Inspection (DBI) to assist in review and acceptance of these written BORP inspection plans. The BORP Subcommittee is comprised of qualified volunteer engineers. This BORP Program requires consulting engineering to be available to provide post disaster inspection services.	Regular	03/31/16

Civil Service Commission Meeting Minutes

Regular Meeting of June 20, 2011

4120-10/11	Public Health	\$1,530,000	Provision of intermittent, as needed, temporary, on-call professional, licensed Physical, Occupational and Speech Therapists and Occupational Therapy Assistants, 7 days a week, 8:00 AM to 4:30 PM. Therapists will be available on a 24 hour basis to provide back-up coverage to Civil Service staff positions during scheduled and unscheduled staff absences.	Regular	06/30/16
4121-10/11	Public Health	\$890,000	As needed, temporary, supplemental transcription and credential verification registry personnel services for the Medical Staff Services Department of San Francisco General Hospital (SFGH). This service provides temporary staff during unanticipated peaks in demand and whenever full time staff is unavailable to attend standing meetings of eleven (11) SFGH medical committees. Temporary staff track medical staff attendance, prepare agenda and provide transcriptions of the meeting minutes. Temporary staff also verifies provider licenses, certificates and board certifications of physicians, dentists, nurse practitioners, nurse anesthetists and midwives on an as needed basis.	Regular	12/31/16
4122-10/11	Public Health	\$1,260,000	The contractor will provide expert consultation and project management implementation assistance to the Department for the eClinical Works Ambulatory Electronic Medical Record (EMR) in Primary Care and Specialty Clinics. The contractor is a Certified eClinical Works implementation specialist and will address specific areas of the implementation including system design, build and integration as well as project management functions to coordinate the efforts of multiple project work teams. This engagement will be limited to the time request to implement the system at Departmental clinical sites over a 42 month period subject to project funding.	Regular	12/31/14
4123-10/11	Elections	\$95,000	The consultant will provide the Redistricting Task Force with technical assistance in redrawing San Francisco's supervisorial districts. Services include, but are not limited to, data gathering, database construction, data analysis, mapping, public education on redistricting, and consulting during the Task Force's public meetings. To provide these services, the consultant must have professional knowledge of and experience in cartography, demography, statistical analysis, and federal and state redistricting law.	Regular	04/15/12
4124-10/11	Public Utilities Commission	\$96,000	Contractor shall implement the following: (1) transport San Mateo thorn mint seeds from California Dept of Fish and Game (CDFG) and US Fish and Wildlife Service (USFWS)-approved nursery; (2) plant seeds at sites designated by SFPUC Natural Resources; and (3) monitor and document the survivorship and reproductive fitness of the plants at each site. Contractor must have specialized experience working with individuals of this species; Contractor must carry a 2081(a) permit from CDFG authorizing the contractor to possess/handle San Mateo thorn mint individuals.	Regular	07/01/17
4125-10/11	Public Utilities Commission	\$2,300,000	The Upper Alameda Creek Filter Gallery Project (UACFG) project would design and construct a water collection facility beneath the streambed of Alameda Creek near its confluence with San Antonio Creek. The primary purpose of the UACFG project is to capture water from below Alameda Creek for diversion into the SFPUC regional water system.	Regular	06/01/16

Civil Service Commission Meeting Minutes

Regular Meeting of June 20, 2011

4126-10/11	Public Utilities Commission	\$3,500,000	A full range of Right of Way work is required. This includes Planning and Budgets, Pre-CEQA activities such as obtaining Permits to Enter, Right of Way Estimates, Appraisals, POST-CEQA Acquisitions, Relocation Services, clerical support services, project tracking, and as-needed work. Property Management and Lease Negotiations services shall be limited to non Sewer System Improvement Program projects.	Regular	08/31/16
4080-08/09	Port Commission	Increase Amount \$0 New Amount \$400,000	This work is Phase 3 of a three phase project which was authorized under PSC #4080-08/09 and awarded to Coast and Harbor Engineering, Inc. This work requires that the Engineer of Record (EOR) participate in the preconstruction meeting for the commencement of project construction and be available throughout construction to review and approve shop drawings, respond to contractor's request for interpretation (RFI) of plans and specifications, review change order requests, final walk-through for punch list, etc. This work is necessary to complete the construction phase of the project work involving shoreline protection work in preparation for the development of Mission Bay Park. Due to difficulties securing the project permit, an additional 18 months is required to finish the project.	Modification	06/30/12
4015-06/07	Public Utilities Commission	Increase Amount \$1,000,000 New Amount \$8,500,000	In order to manage mosquito populations associated with all of San Francisco's 23,000 catch-basins and to limit the spread of West Nile Virus and other mosquito-borne diseases, services includes monthly or bimonthly inspections depending on conditions, pesticide applications as needed using only pesticide products listed on the latest SF Reduced Risk Pesticide list, and tracking of all monitoring and treatment activities.	Modification	12/31/11
4059-08/09	Public Utilities Commission	Increase Amount \$3,000,000 New Amount \$6,000,000	Work consists of system-wide removal, replacement, testing and disposal of carbon and/or potassium permanganate odor control unite media throughout the City and County of San Francisco Public Utilities Commission Wastewater Enterprise.	Modification	12/01/14
4147-08/09	Public Health	Increase Amount \$325,400 New Amount \$650,800	DPH needs specialized review and further development of its protocols and tools for surveillance and investigation of urgent cases and outbreaks of disease, including data forms and the Integrated Case and Outbreak Management system. (ICOMS) This will include review of existing protocols and tools developed for both normal operations and for the Departments Infectious Disease Emergency Response Plan. (IDER) This requires a special technical writer and documentation specialist to create documentation to support disease control and immunization record keeping systems (ICOMS and ICMS). Consulting organizations will create functional descriptions, detailed specifications, and guides for configuring, administering, and troubleshooting record systems, will purchase, package and inventory Point of Dispensation (POD) equipment and supplies for all POD trailers, will create multilingual signs for use in POD sites, will develop traffic routes and cubic footage requirements for antibiotic distribution between the storage and POD sites, and regionally agreed upon mass prophylaxis training modules, a website, and internet screening process to provide anti biotic prophylaxis.	Modification	08/09/13

Civil Service Commission Meeting Minutes

Regular Meeting of June 20, 2011

0166-11-8 (continued)

Speakers: Rohan Lane, General Services Agency spoke on PSC #4116-10/11.
 Norma Nelson and Andres Acevedo, Port Commission spoke on PSC #4118-10/11 and 4119-10/11.
 Jacquie Hale, Department of Public Health spoke on PSC #4121-10/11.
 Pauson Yun and Jessica Appel (Shors) spoke on PSC #4124-10/11.
 Pauson Yun and Chris Geiger, Ph.D. spoke on PSC #4015-06/07.

Action: Adopt the report; Approve request for proposed personal service contracts. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

0167-11-8 Review of request for approval of proposed personal services contract. (Item No. 9)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4127-10/11	Airport Commission	\$5,500,000	Construction Management (CM) team with design-build experience and Air Traffic Control Tower (ATCT) experience to manage the design, construction and activation of a new Federal Aviation Administration (FAA) ATCT at SFO and a three story shared use building at its base. The CM will be required to provide dedicated electrical and special systems Resident Engineers with direct FAA ATCT experience. The CM team will also be required to have high-rise structural and blast protection engineering and construction experience. The CM must be fully familiar with the FAA standards and requirements, and will enforce and document compliance. The CM will oversee the integration of FAA ATCT equipment, and will manage the critical activation and commissioning of the new ATCT and cutover from the old tower with no interruption to operations.	Regular	06/30/16

Speakers: Cynthia Avakian and Tom Rodriguez, Airport Commission

Action: Adopt the report; Approve request for proposed personal services contract. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

Civil Service Commission Meeting Minutes**Regular Meeting of June 20, 2011****0169-11-8 Report by the Public Utilities Commission on the status of the conditional approval of PSC #4123-09/10. (Item No. 10)**

April 19, 2010: Approve request for PSC #4123-09/10 on the condition that
 1) With respect to the long term improvement project, construction at the Harry Tracy Water Treatment Plant, on-the-job training for identified City employees willing to transition to field work after confirming their interest through a shadow program, 2) The Public Utilities Commission will issue bi-annual reports regarding its use of consultants and City staff, and 3) With respect to the hiring of 6318 and 6319 Construction Inspectors, that the Public Utilities Commission will use its best efforts to hire such City personnel provided that it maintains its management prerogative to hire or not to hire based on projections of future work. Notify the offices of the Controller and the Office of Contract Administration.

Speakers: Carol Isen and Prentiss Jackson, Public Utilities Commission
 Larry Wong, IFPTE Local 21

Action: Accept the report. (Vote of 3 to 0)

0125-11-4 Appeal by Ellen Dolese, Marguerita Fa-Kaji, Roxane Hayes and Gregory Underwood of the examination process for the Position-Based Testing 8124 Investigator, Office of Citizen Complaints (PBT-8124-056244). (Item No. 11)

May 16, 2011: Postpone to the meeting of June 6, 2011 at the request of Ellen Dolese, Marguerita Fa-Kaji, Roxane Hayes and Gregory Underwood.

June 6, 2011:

- 1) The appeal as it relates to the examination announcement and the certification rule is denied.
- 2) The appeal as it relates to Rule 111A.35.2, based solely on claims that the inconsistency in examination administration, bias of raters and/or failure of the raters to apply uniform standards compromised either the validity or the reliability of the examination, is continued to the meeting of June 20, 2011.

Speakers: Reno L. Rapagnani, Attorney
 Micki Callahan, Human Resources Director

Action:

- (1) Continue to the meeting of August 1, 2011 at the request of Reno Rapagnani to allow appellants sufficient time to obtain expert analysis of the information contained in the Department of Human Resources staff report.
- (2) Directed Mr. Rapagnani to have all reports/rebuttals delivered to the Commission office by close of business on July 11, 2011.
- (3) This will be the last continuance granted. (Vote of 3 to 0)

Civil Service Commission Meeting Minutes**Regular Meeting of June 20, 2011****0342-10-4****Appeal by Tirtza Pearl on her background rejection for a 1446 Secretary II position with the San Francisco Police Department. (Item No. 12)**

June 6, 2011: Postpone to the meeting of June 20, 2011 at the request of Tirtza Pearl.

Speakers: Tirtza Pearl, Appellant
 Rosanna Horton, Ed.D., on behalf of appellant
 Barry Pearl, on behalf of appellant
 Alice Villagomez, San Francisco Police Department
 Sgt. Michael Zurcher, San Francisco Police Department

Action: Dismiss the appeal by Tirtza Pearl as moot. (Vote of 3 to 0)

0097-11-6**Appeal by Cecilia Jaroslowsky of the Human Resources Director's determination of failure to allege facts raising an inference of discrimination based on age. (Item No. 13)**

May 16, 2011: Postpone to the meeting of June 20, 2011 by agreement between the Department of Human Resources and Cecilia Jaroslowsky. Stipulate this will be the last continuance granted.

Speakers: Janie White, Department of Human Resources
 Cecilia Jaroslowsky, Appellant
 Linda Simon, Department of Human Resources
 Lois Scott, Past President, IFPTE Local 21
 Jim Miller, on behalf of Appellant
 Ken Solomon, on behalf of Appellant
 Steve Zeltzer, retired City worker

Action: Adopt the report. Sustain the decision of the Human Resources Director; Deny the appeal by Cecilia Jaroslowsky. (Vote of 1 to 2; Commissioners Casper and Jung dissent.) Continue to the meeting of July 18, 2011. (Three (3) votes are needed for Commission action.)

0143-11-11**Inspection Service Report on the assignment of supervisory duties not in the Class Specification for 7241 Senior Maintenance Controller. (Item No. 14)**

December 6, 2010: Commissioner Casper requested an Inspection Service on the assignment of supervisory duties that are not in the job description for classification 7241 Senior Maintenance Controller at the Municipal Transportation Agency.

May 16, 2011: Postpone to the meeting of June 20, 2011 at the request of IBEW Local 6.

Action: Off calendar at the request of Antonio Huggins and IBEW Local 6. (Vote of 3 to 0)

Civil Service Commission Meeting Minutes**Regular Meeting of June 20, 2011**

0139-11-7 **Determination of future employability: request for hearing on future employment restrictions by Qaiser Shaikh as a permanent exempt 1823 Senior Administrative Analyst and his permanent civil service appointment as a 1241 Personnel Analyst with the Public Utilities Commission. (Item No. 15)**

Speakers: Akbar Shaikh, Representing his son, the Appellant who is unable to be present.
Hope Broadus, Public Utilities Commission

Action: Continue to the meeting of July 18, 2011. Stipulated this will be the last continuance granted. (Vote of 3 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 16)

None.

ADJOURNMENT (Item No. 17)

6:09 p.m.

City and County of San Francisco

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 25, 2011

DEPARTMENT NAME: Port of San Francisco DEPARTMENT NUMBER 39

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

TYPE OF REQUEST:
 INITIAL REQUEST MODIFICATION (PSC# 4080 - 08/09)

TYPE OF SERVICE: Coastal and Civil Engineering Design Services - Project Phase 3: Construction Design Support

FUNDING SOURCE: 2008 Clean and Safe Neighborhood Parks Bond

ORIGINAL APPROVED AMOUNT: \$400,000.00 ORIG. APPROVED DURATION: April 1, 2009 - December 31, 2010
MODIFICATION AMOUNT: \$0.00 MODIFICATION OF DURATION: Eighteen (18) Months
TOTAL AMOUNT AS MODIFIED: \$400,000.00 TOTAL DURATION AS MODIFIED: April 1, 2009 - June 30, 2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

This work is phase 3 of a three phase project was authorized under PSC#4080-08/09 and awarded to Coast and Harbor Engineering, Inc. This work requires that the Engineer of Record (EOR) participate in the pre-construction meeting for the commencement of project construction and be available throughout construction to review and approval shop drawings, respond to contractor's request for interpretation (RFI) of plans and specifications, review change order requests, final walk-through for punch-list and etc.

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

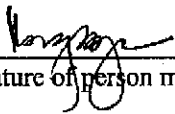
This work is necessary to complete the construction phase of the project work involving shoreline protection work in preparation for the development of Mission Bay Park. Coast and Harbor Engineering, Inc. serves as the EOR and therefore must be available to assure that the construction work is completed in accordance with their design plans and specifications. Due to difficulties securing the project permit, an additional 18 months is required to finish the 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):

Unfortunately, at the time that the PSC#4080-08/09 was authorized, the project schedule duration cited was overly optimistic. This PSC request represents only an extension of the duration, without additional scope or fees.

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

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

<u>IFPTE, Local 21</u>		<u>05/25/2011</u>
Union Name	Signature of person mailing/faxing form	Date
Union Name	Signature of person mailing/faxing form	Date
RFP sent to _____, on _____	_____	_____
Union Name	Date	Signature
RFP sent to _____, on _____	_____	_____
Union Name	Date	Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4080 - 08/09 ese 06/30/2011 Approved!

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

City and County of San Francisco

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Engineer of Record or ability to assume the duties of Engineer of Record to oversee project construction based upon plans and specifications already included in the project and under contract for construction.

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

This type of work may be performed by Class 5241 Engineer and Class 5211 Senior Engineer with Civil Engineering specialty and expertise in Coastal and Geotechnical Engineering. This work involves areas in the San Francisco Bay and on the Bay Shoreline, which makes it specialized for a marine environment.

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:

Port staff are the most qualified to perform this work and due to workloads cannot absorb this additional work.

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

Classifications already exist. However, the time schedule for completing the project does not permit hiring additional staff and the work was awarded under contract to Coast and Harbor Engineering, Inc.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

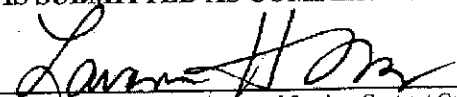
E. Has a board or commission determined that contracting is the most effective way to provide this service? January 5, 2009 CSC Meeting

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

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

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

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


Signature of Departmental Personal Services Contract Coordinator

Lavena Holmes-Williams

(415) 274-0305

Print or Type Name

Telephone Number

Pier 1 - The Embarcadero

San Francisco, CA 94111

Address

Blank Page

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH Dept. Code: DPH

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4133 08/09)

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

Type of Service: On-Site Comprehensive Dental Services for Residents of Laguna Honda Hospital

Funding Source: General Funds / State or Federal
PSC Original Approved Amount: \$600,000 PSC Original Approved Duration: 07/01/09 - 06/30/14 (5 years)
PSC Mod#1 Amount: \$700,000 PSC Mod#1 Duration: 07/01/14-06/30/19 (5 years 1 day)
PSC Mod#2 Amount: PSC Mod#2 Duration:
PSC Cumulative Amount Proposed: \$1,300,000 PSC Cumulative Duration Proposed: 10 years 1 day

1. Description of Work

A. Scope of Work:

Provide an on-site, comprehensive dental service program for the residents of Laguna Honda Hospital (LHH). The dental services shall meet or exceed the standards of the State of California Medi-Cal Denti-Cal Program. The services will include, at a minimum: routine treatment and examinations, radiographs, cleanings and fillings, relinings and repairs of dentures, fabrication of new full and partial dentures, extractions and bedside care to patients unable to come to the LHH Dental Clinic.

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

The LHH Medical Executive Committee has determined that the availability and provision of on-site dental services are essential to the health of LHH's residents. Although some patients are referred outside the Community Health Network, most LHH residents are frail and a referral to an outside provider is not the best course of treatment. In addition, in order to minimize the risk of falls and other injuries most LHH patients are provided proximate (bedside) dental care.

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. Initial PSC 4133-08/09

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

2. Union Notification: On 03/10/14, the Department notified the following employee organizations of this PSC/RFP request: SEIU Local 1021; Physicians and Dentists - 8CC;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4133 08/09

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 06/16/2014

Civil Service Commission Action:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:
See attached initial PSC 1

B. Which, if any, civil service class(es) normally perform(s) this work?
2202,2204,2210,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
See attached initial PSC1

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:
See attached initial PSC1

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
See attached initial PSC1

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? Yes. University of the Pacific School of Dentistry	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 03/10/14 BY:

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

Address: 101 Grove St. Rm. 307 San Francisco, CA

Receipt of Union Notification(s)

◆ **Local 1021**

◆ **Local UAPD**

Longhitano, Robert (DPH)

From: dhr-psccordinator@sfgov.org
Sent: Monday, March 10, 2014 2:21 PM
To: jacquie.hale@sfdph.org; david.canham@seiu1021.org; joe.tanner@seiu1021.net;
tiya.thlang@seiu1021.org; Larry.Bradshaw@seiu1021.org; jduritz@uapd.com;
robert.longhitano@sfdph.org; dhr-psccordinator@sfgov.org; richard.isen@sfgov.org
Subject: Receipt of a REGULAR Modification Request to PSC # 4133-08/09 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$700,000 for services for the period July 1, 2014 - June 30, 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/1541>

Email sent to the following addresses: jduritz@uapd.com Larry.Bradshaw@seiu1021.org
tiya.thlang@seiu1021.org joe.tanner@seiu1021.net david.canham@seiu1021.org

Department's Letter of Explanation

- **Proposed PSC requesting 5 years or more**



City and County of San Francisco

San Francisco Department of Public Health


Barbara A. Garcia, MPA
Director of Health

DATE: April 4, 2014

TO: The Honorable Members of the Civil Service Commission

THROUGH: Jennifer Johnston, Executive Officer, Civil Service Commission

THROUGH: Leorah Dang, PSC Coordinator, Department of Human Resources

FROM: Jacquie Hale, Director, DPH Office of Contracts Management and Compliance 

RE: PSC 4133-07/08, On-Site Comprehensive Dental Services for Residents of Laguna Honda Hospital

Approval for the above-referenced PSC is requested for five years or more as the Department expects the need for these services to continue and funding to be available. (The program is funded through a combination of General Funds approved by the Board of Supervisors for use at Laguna Honda Hospital and the State of California Denti-Cal Program.)

Under this contract, the University of the Pacific dental school will provide on-site comprehensive dental services to residents of Laguna Honda Hospital, including bedside care. Many of LHH's approximately 1,500 residents are unable to travel to a dental office. Providing on-site dental care when it is needed by residents is an important part of providing good overall care to residents. While the services are as-needed and intermittent, the need for these services is expected to continue.

Please let me know if you need any further information.

Thank you for your time and consideration.

The mission of the San Francisco Department of Public Health is to protect and promote the health of all San Franciscans.

We shall ~ Assess and research the health of the community ~ Develop and enforce health policy ~ Prevent disease and injury ~

~ Educate the public and train health care providers ~ Provide quality, comprehensive, culturally-proficient health services ~ Ensure equal access to all ~

Jacquie.hale@sfdph.org – office 415-554-2509 fax 415 554-2555

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

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 # 4133-08/09

4133-08/09
Initial



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

- DONALD A. CASPER
PRESIDENT
- MORGAN R. GORRANO
VICE PRESIDENT
- JÓY Y. BOATWRIGHT
COMMISSIONER
- MARY Y. JUNG
COMMISSIONER
- E. DENNIS NORMANDY
COMMISSIONER
- ANITA SANCHEZ
EXECUTIVE OFFICER

April 27, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 1015-08/09; 2010-08/09 THROUGH 2011-08/09; 4130-08/09 THROUGH 4134-08/09.


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

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

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

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

CIVIL SERVICE COMMISSION


ANITA SANCHEZ
Executive Officer

Attachment

- c: Cynthia Avakian, Airport Commission
- Micki Callahan, Human Resources Director
- Jacquie Hale, Department of Public Health
- Kan Htun, Arts Commission
- Jennifer Johnston, Department of Human Resources
- Mary Ng, Department of Human Resources
- Brigitte Rockett, Department of Human Resources
- Commission File
- Chron

POSTING FOR
April 20, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of Work	Duration
1015-08/09	28	Arts Commission	Annual	\$1,737,925.00	Will perform concerts at the San Francisco Davies Symphony Hall in July-August 2009 with a free concert at a public park. This is the 68th year for Summer POPS concerts.	31-Mar-10
2010-08/09	81	Department of Public Health	Continuing	\$26,000,000.00	Will provide Pharmacy Benefits Management (PBM) services for DPH Community Behavioral Health Services (CBHS) clients by maintaining a network of pharmacies in San Francisco.	30-Jun-14
2011-08/09	81	Department of Public Health	Continuing	\$51,000,000.00	Will provide fiscal intermediary services for DPH's Community Behavioral Health Services (CBHS) Private Provider Network (PPN) to enable emergency or urgent out-of-county services required under the San Francisco Mental Health Plan.	30-Jun-12
2012-08/09	81	Department of Public Health	Continuing	\$247,200,000.00	Will provide an array of community based health and behavioral health services, including primary care, mental health, substance abuse treatment, managed care, maternal child and health, prevention, and community program services.	31-Dec-10
4130-08/09	27	Airport Commission	Regular	\$6,000,000.00	Will establish pool of overseas representation partners with on-the-ground representation overseas to promote Airport and San Francisco at International Trade & Tourism exhibitions worldwide.	30-Jun-14
4131-08/09	81	Department of Public Health	Regular	\$750,000.00	Will provide approximately 350 to 360 hours of ophthalmology services per year to patients of Laguna Honda Hospital.	30-Jun-18
4132-08/09	81	Department of Public Health	Regular	\$1,200,000.00	Will provide the Department of Public Health on-line access to commercially available consumer credit reports for potential patients and clients of the Department of Public Health.	31-Dec-13
4133-08/09	81	Department of Public Health	Regular	\$600,000.00	Will provide on-site, comprehensive dental service program for the residents of Laguna Honda Hospital (LHH).	30-Jun-14
4134-08/09	81	Department of Public Health	Regular	\$1,650,000.00	Will provide portable radiology services for Tuberculosis control on an as-needed basis for the inmates of the City and County of San Francisco jail system, homeless individuals, and residents of Single Occupancy Residential (SRO) Hotels in San Francisco.	31-Dec-19

196

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 17, 2009

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: On-Site Comprehensive Dental Services for Residents of Laguna Honda Hospital

FUNDING SOURCE: State of California Denti-Cal Program and CHN/LHH Funds

PSC AMOUNT: \$600,000 or 150,000/year PSC DURATION: 7/1/2009 - 6/30/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide an on-site, comprehensive dental service program for the residents of Laguna Honda Hospital (LHH). The dental services shall meet or exceed the standards of the State of California Medi-Cal Denti-Cal Program. The services will include, at a minimum: routine treatment and examinations, radiographs, cleanings and fillings, relinings and repairs of dentures, fabrication of new full and partial dentures, extractions and bedside care to patients unable to come to the LHH Dental Clinic.

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

The LHH Medical Executive Committee has determined that the availability and provision of on-site dental services are essential to the health of LHH's residents. Although some patients are referred outside the Community Health Network, most LHH residents are frail and a referral to an outside provider is not the best course of treatment. In addition, in order to minimize the risk of falls and other injuries most LHH patients are provided proximate (bedside) dental care.

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):

Yes, PSC# 4059-03/05.

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

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

Local 1021 and Physicians and Dentists - 8CC

Union Name Signature of person mailing/faxing form Date MAR 25 2009

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4133-08/09

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION: April 20, 2009

Handwritten mark

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractor must have personnel who have valid, current California State Board of Dentistry licenses, permits, approvals and authorizations, as well as experience in providing dental services to a geriatric and a HIV-infected client population in a long-term care setting including bedside dental care.

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

Dental Aide 2202, Dental Hygienist 2204 and 2210 Dentist.

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

Yes the contractor will coordinate the delivery of dentures and other custom dental products required by clients served under this agreement. The contractor will also provide specialized dental equipment needed to provide services to a geriatric population.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There are current civil service classes; The Department of Public Health's Dental Services Unit was approached to consider participating in the delivery of dental care at LHH, but it is not feasible to take over these services. Therefore, the Medical Executive Committee at LHH determined that contracting was the most patient-safe, service-efficient and cost-efficient way to provide the services.

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

No. Civil Service classifications already exist. These services are for intermittent, on-call work to provide scheduled and unscheduled dental care for the patients of LHH. Due to the schedule of the work, a full time employee is not applicable.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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


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

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

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

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

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



 Signature of Departmental Personal Services Contract Coordinator

<u>Jacquie Hale</u>	<u>554-2609</u>
Print or Type Name	Telephone Number

 101 Grove St. Rm. 307

 Address

Blank Page

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION Dept. Code: PUC

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4098-02/03)

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

Type of Service: Engineering Services for Calaveras Dam (CS-716)

Funding Source: Water System Improvement Program

Table with 2 columns: PSC Original Approved Amount and PSC Original Approved Duration. Rows include PSC Mod#1-4 and Cumulative Amount/Duration Proposed.

1. Description of Work

A. Scope of Work:

Provide design, environmental and permitting services needed prior to construction of the Calaveras Dam Replacement Project (CDRP) to develop a comprehensive compliance plan for the occurrence of naturally occurring asbestos (NOA) at the project site...

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

In 2001, the DSOD determined Calaveras Dam to be seismically unsafe. Calaveras Dam is a critical component of the San Francisco Public Utilities Commission(SFPUC) water system...

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 is currently being provided via PSC No. 4098-02/03 (CS-716).

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

2. Union Notification: On 04/18/14, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

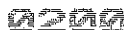
PSC# 4098-02/03

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 06/16/2014

Civil Service Commission Action:



3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Specialty experience and expertise in dam engineering, design & construction: geotechnical, earthquake, hydraulic and structural engineering including: civil, mechanical, electrical engineering as they relate to dam and reservoir facilities; engineering geology, soil mechanics, rock mechanics, grouting, and foundation treatment; environmental issues; cost estimating & construction scheduling related to dams; specialty expertise in permitting related to steelhead & other endangered species and other endangered species.

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

5203,5207,5241,5211,5218,5219,

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

Yes. A significant part of the work involves specialized computer modeling for geotechnical and earthquake engineering analysis, jar testing for portable treatment plant design, collection of air and water samples for NOA analysis, laboratory testing of air & water samples for NOA and metals (testing to be provided by specialty laboratories using methods and equipment that the SFPUC does not possess).

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

There are no specific civil service classes in the fields of geotechnical engineering, earthquake engineering of embankments, engineering geology, dam design, spillway design, and development of compliance plans for naturally occurring asbestos (NOA). Civil, mechanical, and electrical engineering disciplines, these tasks focus on dam, spillway, and intake tower design and does not have experience with design issues to replacement dam construction or associated facilities. Staff has no experience with dam foundation.

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

No. There are few projects of this type; the required expertise would not be utilized on a full-time, permanent basis.

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? 24-hours: Civil, Mechanical, Electrical, & Structural Engineers. <i>(see attachment) m</i>	<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? URS CORPORATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 04/18/14 BY:

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

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

Receipt of Union Notification(s)
◆ Local 21

From: dhr-psccordinator@sfgov.org on behalf of SJackson@sfgwater.org
To: [Jackson, Shamica; L21PSCReview@ifpte21.org](mailto:Jackson,Shamica:L21PSCReview@ifpte21.org); [Jackson, Shamica; DHR-PSCCoordinator, DHR; Isen, Richard](mailto:Jackson,Shamica:DHR-PSCCoordinator,DHR;Isen,Richard)
Subject: Receipt of a REGULAR Modification Request to PSC # 4098-02/03 - MODIFICATIONS
Date: Friday, April 18, 2014 3:36:34 PM

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a modification request for a Personal Services Contract (PSC) for \$7,000,000 for services for the period September 12, 2016 – September 11, 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/1920>

Email sent to the following addresses: L21PSCReview@ifpte21.org

Additional Attachment(s) of Explanation

◇ Section 1. Description of Work

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

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

In 2001, the DSOD determined Calaveras Dam to be seismically unsafe. Calaveras Dam is a critical component of the SFPUC water system, providing 40% of the system's local water storage. Since 2001, Calaveras Reservoir has been operated at a level of 30% of its capacity, significantly impairing local water storage, system reliability, water quality, and fish habitat. If professional engineering services are denied, the project cannot move forward because the SFPUC does not have the in-house expertise or experience in dam design, NOA compliance, and the required engineering support services needed during construction, start-up and commissioning of a new dam.

◇ 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.

Training will consist of intake tower design, spillway design, and outlet works design for approximately 24 hours each session. The training would be for civil, mechanical, electrical, and structural engineers. Each discipline would receive approximately 24 hours of training.

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 # 4098-02/03

4098-02/03
Mod #3



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MINUTES

Regular Meeting
June 15, 2009

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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

CALL TO ORDER

2:07 p.m.

ROLL CALL

President Morgan R. Gorrone	Present
Vice President E. Dennis Normandy	Present (Left at 5:15 p.m. Missed Items 12-15)
Commissioner Joy Y. Boatwright	Present
Commissioner Donald A. Casper	Present
Commissioner Mary Y. Jung	Not Present (Notified absence)

President Morgan R. Gorrone presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of June 1, 2009

Action: Approve. (Vote of 4 to 0)

0191-09-1 Commendation for Janet G. Bias, Senior Personnel Analyst, upon her retirement after more than twenty-eight years of service to the City & County of San Francisco. (Item No. 5)

Speakers: None.

Action: Adopt. (Vote of 4 to 0)

0192-09-1 Commendation for Osserman B. Caceres, Social Work Supervisor, Department of Aging and Adult Services upon his retirement after more than twenty-three years of service to the City & County of San Francisco. (Item No. 6)

Speakers: None.

Action: Adopt. (Vote of 4 to 0)

0175-09-8 Review of request for approval of proposed personal services contracts. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4153-08/09	Airport Commission	\$150,000	Will establish a secure, separate, private access Wi-Fi network within and around Terminal 1, ground level Boarding Area C baggage handling and planeside. The Wi-Fi network will extend current SFO wireless baggage network and compatible with existing Wi-Fi network.	Regular	02/28/10
4155-08/09 <i>Postpone to 7/6/09</i>	Public Utilities Commission	\$200,000	Will design, permit, supply, install and commission three (3) fully integrated and operational solar PV systems with the following rated capacities and locations: a minimum of 100 kW at City Hall and min. of 214 KW at Davies Symphony Hall.	Regular	06/30/10

- June 1, 2009:
- (1) Postpone PSC #4153-08/09 to the meeting of June 15, 2009 by mutual agreement of the Airport Commission and IFPTE Local 21 to meet and attempt to resolve their issues with no further continuances.
 - (2) Postpone PSC #4155-08/09 to the meeting of June 15, 2009 at the request of the Public Utilities Commission.

Speakers: David Scott and Randall Smith, Public Utilities Commission spoke on PSC #4155-08/09.

- Action:**
- (1) Postpone PSC #4155-08/09 to the meeting of July 6, 2009. Public Utilities Commission to provide correct classes in 3B to the Commission. (Vote of 4 to 0)
 - (2) Adopt the Human Resources Director's report on PSC #4153-08/09. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0193-09-8

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

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1019-08/09	Sheriff	\$200,000	Will provide timely transportation of prisoners throughout California and the United States, pursuant to court orders or lawful arrest warrants. Transportation could possibly include required overnight lodging of the prisoners.	Annual	06/30/10
1020-08/09	Sheriff	\$800,000	Will provide electronic home detention/monitoring services for inmates who qualify for home detention as an alternative jail incarceration.	Annual	06/30/10
4158-08/09	Airport Commission	\$375,000	Will provide ongoing representation of the Airport before the California State Legislature and Executive Administration to identify and advocate for or against legislation and regulatory matters that impact the Airport.	Regular	06/30/14
4159-08/09	Arts Commission	\$100,000	Will provide four to five professional artists or artist teams to create a temporary public art project that includes a rotating poster series with auxiliary public programming for the Arts Commission's Art on Market Street Program.	Regular	12/20/10
4160-08/09	Fire Department	\$223,491	Will provide proprietary preventive and corrective maintenance and repair services for the Fire Trainer T-1000 Fire Simulator.	Regular	06/30/12
4161-08/09	Public Utilities Commission	\$3,000,000	Will provide preliminary engineering design and cost estimates with additional environmental and permitting support services for a Newark to San Francisco submarine High Voltage Direct Current (HVDC) power cable.	Regular	07/15/12
4162-08/09 <i>Postpone to 7/6/09</i>	Public Utilities Commission	\$9,000,000	Will provide specialized and technical as-needed services in the areas of water supply, storage, and transport services; water quality services; water treatment services; watershed management services; and enterprise operations and mgmt. Services.	Regular	09/01/14
4163-08/09	Emergency Management	\$250,000	Will provide services, including project management and installation services for the procurement and installation of microwave communications equipment to finish the partially constructed system for the Bay Area Regional Interoperable Communication System.	Regular	06/30/12
4164-08/09	Public Health	\$4,500,000	Will provide custom fitting, modifications, and custom manufacturing of orthotics and prosthetics for patients of San Francisco General Hospital, Laguna Honda Hospital, Jail Health Services, and other clients of the Community Health network.	Regular	06/30/18
4165-08/09	Public Works	\$1,000,000	Will provide services necessary to provide a turnkey solution for the receipt, warehousing, delivery, placement and installation of Furniture, Fixtures and Equipment (FF&E) in the newly constructed Laguna Honda Hospital buildings.	Regular	01/01/11
4073-05/06 <i>Postpone to 7/6/09</i>	Controller	Increase Amount \$3,000,000 New Amount \$7,500,000	Will perform specialized audit, analytical and technical assistance consulting and training services to maximize the effectiveness of the Controller's Office City Services Auditor function.	Modification	06/30/13
4123-05/06	Human Resources	Increase Amount \$133,000 New Amount \$383,000	Will provide comprehensive unemployment insurance claims administration services, including unemployment claims processing, claims appeals, representation at Unemployment Insurance Appeals Hearings, audits of billing statements, and records maintenance.	Modification	06/30/11

4098-02/03	Public Utilities Commission	Increase Amount \$10,100,000 New Amount \$24,000,000	Will provide alternatives to repair the existing Calaveras Dam, or replace the dam with a dam of equal or enlarged storage capacity. Provide additional design, environmental and permitting services.	Modification	09/11/16
4113-08/09	Public Health	Increase Amount \$0 New Amount \$22,000,000	Will provide health, dental and vision insurance through a publicly funded health insurance program to children and young adults who live in the City and County of San Francisco. Modification to correct PSC duration.	Modification	06/30/12

Speakers:

Maureen Gannon and Chief Deputy Al Waters, Sheriff's Department spoke on PSC #1020-08/09.
 David Scott and James Hendry, Public Utilities Commission spoke on PSC #4161-08/09.
 Neal Taniguchi, Department of Emergency Management spoke on PSC #4163-08/09.
 Esther Reyes and Peg Stevenson, Office of the Controller spoke on PSC #4073-05/06.
 Marie de Vera, Department of Human Resources spoke on PSC #4123-05/06.
 Pauson Yun and Daniel Wade, Public Utilities Commission spoke on PSC #4098-02/03.

Action:

- (1) Postpone PSC #4162-08/09 to the meeting of July 6, 2009 at the request of the Public Utilities Commission. (Vote of 4 to 0)
- (2) Postpone PSC #4073-05/06 to the meeting of July 6, 2009. The Office of the Controller to provide correct classes that normally perform the work (3B). (Vote of 4 to 0)
- (3) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0381-07-6

Appeal by Chris Matal Sol of the Human Resources Director's determination of insufficient evidence to support his claim of denial of reasonable accommodation and retaliation. (Item No. 9)

September 17, 2007: Postpone to a meeting when the department notifies the Executive Officer that all parties are available and when calendared, will be the first item on the Regular calendar.

Speakers:

None.

Action:

Appeal withdrawn by Douglas Prutton, Attorney on behalf of Chris Matal Sol. (Vote of 4 to 0)

4098-02/03
Mod #3

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 05/15/2009

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC# 4098-02/03)

TYPE OF SERVICE: Engineering Services for Calaveras Dam (CS-716)

FUNDING SOURCE: Water System Improvement Program Funds

Original Amount:	\$4,000,000	PSC Duration:	09-12-2003 to 03-02-2007
Modification Amount	\$8,000,000 (Amendment 1)	PSC Duration:	03-03-2007 to 09-11-2012 (Amendment 1)
	\$1,900,000 (Amendment 2)		
	\$10,100,000 (Amendment 3)		09-12-2012 to 09-11-2016 (Amendment 3)
Total Amount	\$24,000,000	Total PSC Duration:	09-12-2003 to 09-11-2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide additional design, environmental and permitting services needed prior to construction of the Calaveras Dam Replacement Project (CDRP) to develop a comprehensive compliance plan for the occurrence of naturally occurring asbestos (NOA) at the project site, address the future restoration of steelhead in Alameda Creek into the project, provide designs to mitigate impacts associated with the CDRP, provide supplemental dam safety engineering analyses requested by the California Division of Safety of Dams (DSOD), and ongoing permitting support; and to provide engineering support during construction, start-up, and commissioning of the project.

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

In 2001, the DSOD determined Calaveras Dam to be seismically unsafe. Calaveras Dam is a critical component of the SFPUC water system, providing 40% of the system's local water storage. Since 2001, Calaveras Reservoir has been operated at a level of 30% of its capacity, significantly impairing local water storage, system reliability, water quality, and fish habitat. If professional engineering services are denied, the project cannot move forward because the SFPUC does not have the in-house expertise or experience in dam design, NOA compliance, and the required engineering support services needed during construction, start-up and commissioning of a new dam.

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

These services were provided in the past under PSC # 4098-02/03.

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

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

L21
Union Name

Shamica Jackson
Signature of person mailing/faxing form

05/20/2009
Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Specialty experience and expertise in the field of dam engineering, design and construction: geotechnical, earthquake, hydraulic and structural engineering. The following areas of expertise are also required: civil, mechanical, electrical engineering as they relate to dam and reservoir facilities; engineering geology, soil mechanics, rock mechanics, grouting, and foundation treatment; environmental issues related to dam construction; cost estimating and construction scheduling related to dams; specialty expertise in permitting related to steelhead and other endangered species; and specialty expertise and experience in construction compliance related to naturally occurring asbestos (NOA).

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

The following civil service classifications normally perform engineering work in the disciplines of civil, mechanical, electrical (Classifications: 5203, 5207, 5241, and 5211) and structural engineering (Classifications: 5281 and 5219).

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

Yes. A significant part of the work involves specialized computer modeling for geotechnical and earthquake engineering analysis, jar testing for portable treatment plant design, collection of air and water samples for NOA analysis, laboratory testing of air & water samples for NOA and metals (testing to be provided by specialty laboratories using methods and equipment that the SFPUC does not possess).

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There are no specific civil service classifications in the fields of geotechnical engineering, earthquake engineering of embankments, engineering geology, dam design, spillway design, and development of compliance plans for naturally occurring asbestos (NOA). With respect to project tasks in the civil, mechanical, and electrical engineering disciplines, these tasks focus on dam, spillway, and intake tower design. SFPUC civil, mechanical, and electrical staff do not have experience with design issues related to replacement dam construction or associated facilities. The structural engineering tasks on this project focus on dam foundation design; SFPUC staff have no experience with dam foundation design.

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

No. There are few projects of this type; the required expertise would not be utilized on a full-time, permanent basis.

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?
Training will be available to the engineering disciplines of civil, mechanical, electrical (Classifications 5203, 5207, 5241, 5211) and structural (Classifications 5281 and 5219). Each discipline would receive approximately 24 hours of training. | <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?
Yes, by resolution #'s: 02-0267 (2/18/02); 03-0117 (6/10/03); 09-0079 (5/12/09). | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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

Shamica Jackson
Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson
Print or Type Name

415-554-0727
Telephone Number

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