



**Edwin M. Lee**  
Mayor

**Micki Callahan**  
Human Resources Director

Date: July 07, 2014

To: The Honorable Civil Service Commission

Through: Micki Callahan  
Human Resources Director

From: Cynthia Hamada/Parveen Boparai, MTA  
Shamica Jackson/Stacey Lo, PUC  
Mary Hom, CON  
Brent Lewis, HRD  
Cynthia Avakian, AIR  
Kevin Quan, ART  
Genie Wong, POL  
Jacquie Hale, DPH  
Greg Kato, TTX

**Subject: Personal Services Contracts Approval Request**

This report contain ten (10) 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
\$75,630,000	\$9,003,255	\$930,825,310

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**POSTING FOR**

July 7, 2014

**PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR**

Content: Commission Hearing Date (field\_csc\_hearing\_date)

2014-07-07

**APPLY**

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date
41415 - 13/14	MUNICIPAL TRANSPORTATION AGENCY	\$300,000.00	The San Francisco Municipal Transportation Agency (SFMTA) wishes to study the economic benefits of investment in the City's transportation system. In order to determine the economic benefits of investment in the City's transportation system, the consultant will use prior studies conducted by other transit agencies (such as BART and SEPTA) as a starting point and, working with the SFMTA and the City Controller's office, will create metrics for identifying and then studying these economic impacts in San Francisco. Investment in transit may impact service reliability, traffic congestion, costs for transportation other than transit (for example, increased highway maintenance), business operating costs and productivity, and regional growth. The consultant will document conclusions in a final report.	July 10, 2014	March 31, 2015
43916 - 13/14	PUBLIC UTILITIES COMMISSION	\$3,000,000.00	Provide specialized project expertise for the Pilarcitos Dam and Reservoir Improvements project to assist in the areas of: dam upgrades, geotechnical investigation and engineering, structural and seismic engineering, hydraulic and hydrologic engineering, engineering planning, engineering design and engineering support during construction.	November 1, 2014	November 1, 2021
45171 - 13/14	CONTROLLER	\$2,000,000.00	The City and County of San Francisco (City) is operating on the PeopleSoft Human Capital Management System Version 9.0. The Controller's Office is seeking to hire a vendor with a proven methodology to upgrade the City and County's integrated Human Capital Management System (including Human Resources, Benefits Administration, Time & Labor, Absence Management and Payroll) from version 9.0 to 9.2.	September 1, 2014	August 31, 2016
46191 - 13/14	HUMAN RESOURCES	\$2,000,000.00	The Contractor shall provide: investigations, witness interviews, surveillance, activity check investigations, background investigations (including Internet searches), timely preparation of written investigation reports, preparation and submission of Suspected Fraudulent Claim Referral Forms (FD-1) and/or Documented Referrals, and related administrative services.	July 1, 2014	June 30, 2016

**TOTAL AMOUNT \$7,300,000**

**Posting for July 7, 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
4101-09/10	AIRPORT COMMISSION	REGULAR	\$175,000.00	\$725,000.00	Provide customer survey data regarding the quality of the Airport's Food and Beverage and Retail Services, Parking, and other facilities and services. The surveys have consistently taken place in May for the past 19 years of at least 1,400 valid respondents to reflect the summer travel season. The preliminary results need to be analyzed and submitted to SFO within 30 days from the last interview. Vendor will produce, execute, and analyze the data and present results and recommendations to SFO.	05/01/2010 - 06/30/2016	05/01/2010 - 06/30/2016
4010-13/14	ARTS COMMISSION	CONTINUED	\$0.00	\$3,000,000.00	Contracts for multiple artists to design, fabricate, transport and/or consult during installation of artworks in a variety of media for the following multi-year Capital Improvement Projects which will be initiated in FY13/14: SFO Terminal 3, Oscar Park/Transbay Streetscape, Fire Stations 5 and 35, Moscone Convention Center-South, Phelan Loop Plaza, Art on Market Street Kiosk Poster Series, miscellaneous Recreation and Park Department projects, Public Utilities Commission South East Community Facility, and various other projects as they arise. The PSC amount is an estimate based on known project budgets and an average amount generated yearly by Art Enrichment Funds associated with Capital Improvement Projects.	07/01/2014 - Continued	07/01/2013 - Continued
4030-10/11	POLICE	REGULAR	\$225,000.00	\$475,000.00	The contractor will provide background investigation services for the San Francisco Police Department (SFPD). The contractor will investigate records from the criminal justice system, credit reporting agencies, and Department of Motor Vehicles, and contact employers and references.	11/01/2014 - 10/31/2017	11/01/2010 - 10/31/2017
4158-09/10	PUBLIC HEALTH	REGULAR	\$140,000.00	\$224,000.00	Contractor will provide phlebotomy services during the phlebotomy service schedule at Behavioral Health Clinics and laboratory specimen courier services when necessary.	07/01/2015 - 06/30/2019	07/01/2010 - 06/30/2019

4002-12/13	PUBLIC UTILITIES COMMISSION	REGULAR	\$2,000,000.00	\$3,500,000.00	Perform and assist Hetch Hetchy Water and Power (HHWP) with all business processes, design standards preparation and/or review of HHWP designs as they relate to Western Electricity Coordinating Council (WECC) and the North American Electric Reliability Corporation (NERC) power regulatory requirements CIP (Critical Infrastructure Protection) and COM (communication) requirements.	No Change	07/02/2012 - 06/30/2017
4056-10/11	TREASURER/TAX COLLECTOR	REGULAR	\$90,000.00	\$290,000.00	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 audit and enforcement of utility users tax and access line tax requirements; and provide tax revenue enhancement and detection services.	07/01/2014 - 06/30/2015	01/04/2011 - 06/30/2015

**Total Modified Amount: \$2,630,000.00**

**Total Modified Amount:**

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

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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: Transit Economic Benefits Study

Funding Source: Operating Budget PSC Duration: 37 weeks 5 days
PSC Amount: \$300,000 PSC Est. Start Date: 07/10/2014 PSC Est. End Date: 03/31/2015

1. Description of Work

A. Scope of Work:

The San Francisco Municipal Transportation Agency (SFMTA) wishes to study the economic benefits of investment in the City's transportation system. In order to determine the economic benefits of investment in the City's transportation system, the consultant will use prior studies conducted by other transit agencies (such as BART and SEPTA) as a starting point and, working with the SFMTA and the City Controller's office, will create metrics for identifying and then studying these economic impacts in San Francisco. Investment in transit may impact service reliability, traffic congestion, costs for transportation other than transit (for example, increased highway maintenance), business operating costs and productivity, and regional growth. The consultant will document conclusions in a final report.

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

This service is necessary for the SFMTA to obtain an independent economic analysis of the City's transportation system. This is important for future planning efforts for the benefit of the community and to help the SFMTA to value the impact of investments in transportation. This analysis is best performed by an independent evaluator who is expert in this area in order to provide an unbiased perspective and analysis. Denial of this contract would make it extremely difficult to perform this analysis and objectively evaluate the effectiveness of City expenditures for the transportation 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 has not been previously provided.

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

2. Union Notification: On 05/12/2014, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21,

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41415 - 13/14

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 07/07/2014

Civil Service Commission Action:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Demonstrated expertise and specialized knowledge in quantitative analysis and economic analysis. Successful completion of similar projects requiring critical thinking, analytical skills, comparative analysis, and report writing. The consultant will be chosen from the list of pre-qualified firms offering economic and fiscal consulting services created by the City Controller's office in September 2012.

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:

Civil Service classifications cannot perform the scope of services that relies on the contractor's expertise in economic analysis, as well as other specialized skills. Further, this service is best performed by an independent evaluator who is expert in this area in order to provide an unbiased perspective and analysis.

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

No. Classifications already exist.

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

YES    NO

- 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 05/12/2014 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

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**From:** dhr-psccordinator@sfgov.org on behalf of cynthia.hamada@sfmta.com  
**Sent:** Monday, May 12, 2014 11:11 AM  
**To:** Hamada, Cynthia; L21PSCReview@ifpte21.org; Hamada, Cynthia; Isen, Richard; DHR-PSCCoordinator, DHR  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 41415 - 13/14

RECEIPT for Union Notification for PSC 41415 - 13/14 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 41415 - 13/14 for \$300,000 for Initial Request services for the period 07/10/2014 – 03/31/2015. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/2038> 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: As-Needed Engineering Services for the Pilarcitos Dam and Reservoir Improvements (CS-396)

Funding Source: SFPUC Water Revenue Funds PSC Duration: 7 years 2 days
PSC Amount: \$3,000,000 PSC Est. Start Date: 11/01/2014 PSC Est. End Date: 11/01/2021

1. Description of Work

A. Scope of Work:

Provide specialized project expertise for the Pilarcitos Dam and Reservoir Improvements project to assist in the areas of: dam upgrades, geotechnical investigation and engineering, structural and seismic engineering, hydraulic and hydrologic engineering, engineering planning, engineering design and engineering support during construction.

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

The San Francisco Public Utilities Commission (SFPUC) is seeking the services of an engineering consulting firm that has dam upgrade experience. The SFPUC needs these services to augment existing City staff. If the contract is denied, critical safety improvements to Pilarcitos Dam may be delayed causing increased risk that the dam will be out of regulatory compliance, suffer failure, disrupt water supplies, or flood downstream communities.

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.

As needed engineering service contracts were used for previous dam projects to augment SFPUC staff. For the Calaveras Dam Replacement Project for planning and design services, the personal services approval number was PSC # 4098-02/03 (CS-716).

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

2. Union Notification: On 05/23/2014, 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,

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43916 - 13/14

DHR Analysis/Recommendation: Commission Approval Required
DHR Approved for 07/07/2014

Civil Service Commission Action:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Skills necessary to assist SFPUC staff with a dam capital improvement project: geotechnical investigation and engineering, hydraulic engineering, hydrologic engineering, structural/seismic engineering, scheduling and estimating support.

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

5241,5211,5218,5212,

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

No.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Civil Service Classifications are applicable. However, the City does not routinely upgrade dams for the drinking water system. This work happens about every 50 years.

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

No. This project will only require resources to provide support during this project and after this project concludes, this staff will no longer be needed.

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?  
30 hours of technical training for five (5) engineers  YES  NO
- C. Are there legal mandates requiring the use of contractual services?  YES  NO
- D. Are there federal or state grant requirements regarding the use of  
contractual services?  YES  NO
- E. Has a board or commission determined that contracting is the most effective  
way to provide this service?  YES  NO
- F. Will the proposed work be completed by a contractor that has a current PSC  
contract with your department?  YES  NO

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

ON 06/11/2014 BY:

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

Address: 525 Golden Gate Avenue San Francisco, CA

**PSC No. 47609-13/14 Question**

If the request is for 5 years or more, please provide upload explanation:

Pilarcitos Reservoir is located in an environmentally sensitive region on the San Francisco Peninsula with several threatened species, historical structures, and potential archeological sites. Therefore, the California Environmental Quality Act review will probably take about three years. The planning phase will take at least a year, the design phase will take at least a year, the bid & award phase will take about six months, and the construction phase will take at least eighteen months. In order for the consultant to provide services during the planning, design, environmental, bid & award, and construction phases; the consultant will need to be retained for 7 years.

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



**Lo, Stacey**

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**From:** dhr-psccordinator@sfgov.org on behalf of SLo@sfgwater.org  
**Sent:** Friday, May 23, 2014 4:12 PM  
**To:** Lo, Stacey; L21PSCReview@ifpte21.org; Lo, Stacey; Isen, Richard; DHR-PSCCoordinator, DHR  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 43916 - 13/14

RECEIPT for Union Notification for PSC 43916 - 13/14 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 43916 - 13/14 for \$3,000,000 for Initial Request services for the period 11/01/2014 – 11/01/2021. 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/2093> 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 # 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  REGULAR (OMIT POSTING \_\_\_\_\_ )  
 CONTINUING  ANNUAL

TYPE OF REQUEST:  
 INITIAL REQUEST  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:	<u>09-12-2003 to 03-02-2007</u>
Modification Amount	\$8,000,000 (Amendment 1)	PSC Duration:	<u>03-03-2007 to 09-11-2012 (Amendment 1)</u>
	\$1,900,000 (Amendment 2)		
	<u>\$10,100,000 (Amendment 3)</u>		<u>09-12-2012 to 09-11-2016 (Amendment 3)</u>
Total Amount	\$24,000,000	Total PSC Duration:	<u>09-12-2003 to 09-11-2016</u>

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:





PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CONTROLLER -- CON Dept. Code: CON

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

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: PeopleSoft 9.2 Upgrade

Funding Source: Non-General Fund PSC Duration: 2 years  
PSC Amount: \$2,000,000 PSC Est. Start Date: 09/01/2014 PSC Est. End Date: 08/31/2016

**1. Description of Work**

**A. Scope of Work:**

The City and County of San Francisco (City) is operating on the PeopleSoft Human Capital Management System Version 9.0. The Controller's Office is seeking to hire a vendor with a proven methodology to upgrade the City and County's integrated Human Capital Management System (including Human Resources, Benefits Administration, Time & Labor, Absence Management and Payroll) from version 9.0 to 9.2.

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

The City's PeopleSoft 9.0 Human Capital Management System was implemented in August 2012 and has not been upgraded. The system upgrade from version 9.0 to 9.2 is necessary to ensure that the City continues to have access to vendor support, when needed, on PeopleSoft Human Capital Management, a license software used City-wide for all human capital operations, including Payroll, Human Resources and Benefits Administration. (See Attachment for more information)

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

**D. Will the contract(s) be renewed? No. See Attachment for more details.**

**2. Union Notification:** On 05/09/2014, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21, Prof & Tech Eng, Local 21, Municipal Executive Association, Management & Superv

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45171 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/07/2014

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

A. Specify required skills and/or expertise:

Providing PeopleSoft 9.2 Upgrade installation and employee training/knowledge transfer requires expert functional and technical knowledge of the system, and extensive prior experience performing upgrades using a proven upgrade methodology.

B. Which, if any, civil service class(es) normally perform(s) this work?  
1071,1070,1052,1053,1054,1064,1063,1062,1044,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:  
Potentially, the vendor may provide a lab environment for the technical side of the upgrade.

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

A. Explain why civil service classes are not applicable:

This is a short-term, highly specialized service requiring expertise with the latest version of PeopleSoft (version 9.2). Civil service classes will perform all future upgrades.

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

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

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee? 41 City staff (See Attachment for additional info.)	<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 06/09/2014 BY:

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

Address: City Hall Room 306 San Francisco, CA

## Additional Attachment(s) of Explanation

1. DESCRIPTION OF WORK

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

The City's PeopleSoft 9.0 Human Capital Management System was implemented in August 2012 and has not been upgraded. The system upgrade from version 9.0 to 9.2 is necessary to ensure that the City continues to have access to vendor support, when needed, on PeopleSoft Human Capital Management, a license software used City-wide for all human capital operations, including Payroll, Human Resources and Benefits Administration. This system upgrade requires expertise in both the functional and technical aspects of the application, and the ability to apply this knowledge to the City's structure. Significant reduction of software problems and simplified software maintenance and support is also expected. Without this work, the City's current version 9.0 of the support will be laborious and time-consuming, and access to future enhancements will be greatly reduced. If at any point the human capital systems are not functioning properly, either from a functional or technical standpoint, the ability to process human capital transactions could be severely impacted. Further, PeopleSoft 9.0 will be unsupported by Oracle and shorten the useful life of the system, thus shortening the useful life of the system.

D. Will the contract(s) be renewed:

No. This contract is for the first upgrade only. The entire eMerge team will work with consultants from the vendor to assist with this major upgrade, and to acquire core upgrade methodologies. Future upgrades will be handled exclusively by in-house staff.

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

Yes      No

B. Will the contractor train City and County employees?

- Describe the training and indicate approximate number of hours.

Consultants will work side-by-side with 41 City staff to transfer core upgrade techniques and methodologies. Approximately 25% of consultant time will be spent training civil servants. Formal training and covering the core PeopleSoft 9.2 module will also be provided.

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

One 0942 Manager VII, one 1042 Journey IS Engineer, three 1043 Senior IS Engineer, one 1052 IS Business Analyst, nine 1053 Senior IS Business Analysts, fifteen 1054 Principal Business Analysts, one 1063 Senior IS Programmer Analyst, six 1064 Principal Programmer Analyst, three 1070 IS Project Directors, and one 1071 IS Manager.

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

**Dang, Leorah (HRD)**

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**From:** dhr-psccordinator@sfgov.org on behalf of mary.hom@sfgov.org  
**Sent:** Friday, May 09, 2014 3:46 PM  
**To:** Hom, Mary (CON); camaguey@sfmea.com; staff@sfmea.com;  
L21PSCReview@ifpte21.org; Hom, Mary (CON); Isen, Richard (TIS); DHR-  
PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45171 - 13/14

RECEIPT for Union Notification for PSC 45171 - 13/14 more than \$100k

The CONTROLLER – CON has submitted a request for a Personal Services Contract (PSC) 45171 - 13/14 for \$2,000,000 for Initial Request services for the period 09/01/2014 – 08/31/2016. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/2029> 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

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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN RESOURCES -- HRD Dept. Code: HRD

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

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: General Investigative Services and Special Investigation Unit Services

Funding Source: Workers' Compensation ClaimsFund PSC Duration: 2 years  
PSC Amount: \$2,000,000 PSC Est. Start Date: 07/01/2014 PSC Est. End Date: 06/30/2016

**1. Description of Work**

**A. Scope of Work:**

The Contractor shall provide: investigations, witness interviews, surveillance, activity check investigations, background investigations (including Internet searches), timely preparation of written investigation reports, preparation and submission of Suspected Fraudulent Claim Referral Forms (FD-1) and/or Documented Referrals, and related administrative services.

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

The Department of Human Resources ("DHR") Workers' Compensation Division requires both general investigation and specialized investigation unit services to effectively determine benefit eligibility and to prosecute Workers' Compensation fraud. Denial of these services would result in increased costs and liability to the City and County of San Francisco caused by Workers' Compensation fraud.

**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.**  
A Request for Qualifications ("RFQ") has not been performed in the past.

**D. Will the contract(s) be renewed? No. The RFQ is only valid for two years.**

**2. Union Notification:** On 04/25/2014, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46191 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/07/2014

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

A. Specify required skills and/or expertise:

For General Investigation Services: Must possess a current California private investigation license, have at least ten (10) years of experience in providing workers' compensation general investigation services,...Please see attached document.

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, the Contractor will have technology such as video streaming, wireless video-recording systems (including miniaturized equipment for surveillance), fully-equipped surveillance vehicles, camera and video technology to capture clear images both indoors and in the field, and other technology to view subjects remotely.

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

A. Explain why civil service classes are not applicable:

DHR identified a position that performs similar work, Class 2966 Welfare Fraud Investigator, but the class does not possess the specialized knowledge needed to perform the requested services. The Contractor will perform services such as background investigations, including internet searches, and surveillance. The City and County of San Francisco prefers a third party administrator to perform the services to: maintain impartiality, reduce liability, and minimize conflict of interest.

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

No. If the City provided the service instead of a neutral third party, it could be difficult to assure all parties of the impartiality of the protocols and results.

**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 05/09/2014 BY:

Name: Brent Lewis Phone: 557-4944 Email: brent.lewis@sfgov.org

Address: 1 South Van Ness Avenue, 4th Floor San Francisco, CA 94103



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

For General Investigation Services: Must possess a current California private investigation license, have at least ten (10) years of experience in providing workers' compensation general investigation services, knowledge to prepare reports summarizing Arising Out of Employment/Course of Employment investigations and witness interviews, expertise to complete surveillance and ability to provide courtroom testimony.

For Special Investigation Services: Same skills and expertise as the General Investigation Services plus three years of sworn law enforcement experience, knowledge to prepare written investigation reports and other documents needed to pursue a criminal prosecution, and successful experience collaborating with government agencies and District Attorneys to generate effective results and criminal convictions.

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

**From:** [dhr-psscordinator@sfgov.org](mailto:dhr-psscordinator@sfgov.org) on behalf of [brent.lewis@sfgov.org](mailto:brent.lewis@sfgov.org)  
**To:** [Lewis\\_Brent \(HRD\)](mailto:Lewis_Brent@HRD); [rmitchell@twusf.org](mailto:rmitchell@twusf.org); [grojo@local39.org](mailto:grojo@local39.org); [iduritz@uapd.com](mailto:iduritz@uapd.com); [staff@sfmea.com](mailto:staff@sfmea.com); [mike@dc16.us](mailto:mike@dc16.us); [khughes@lbew6.org](mailto:khughes@lbew6.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [sfmsa@gmail.com](mailto:sfmsa@gmail.com); [david.canham@seiu1021.org](mailto:david.canham@seiu1021.org); [ioe.tanner@seiu1021.net](mailto:ioe.tanner@seiu1021.net); [Larry.Bradshaw@seiu1021.org](mailto:Larry.Bradshaw@seiu1021.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [LiUNA.local261@gmail.com](mailto:LiUNA.local261@gmail.com); [local200twu@sbcglobal.net](mailto:local200twu@sbcglobal.net); [speedy4864@aol.com](mailto:speedy4864@aol.com); [camaquev@sfmea.com](mailto:camaquev@sfmea.com); [ecdemvoter@aol.com](mailto:ecdemvoter@aol.com); [tiya.thlang@seiu1021.org](mailto:tiya.thlang@seiu1021.org); Brusaca, Christina; Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 46191 - 13/14  
**Date:** Friday, April 25, 2014 2:05:20 PM

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RECEIPT for Union Notification for PSC 46191 - 13/14 more than \$100k

The HUMAN RESOURCES -- HRD has submitted a request for a Personal Services Contract (PSC) 46191 - 13/14 for \$2,000,000 for Initial Request services for the period 07/01/2014 – 06/30/2016. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/1960> 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

**From:** TWU Local 200  
**To:** Brusaca, Christina  
**Subject:** Dropping Protest to PSC 46191  
**Date:** Friday, June 06, 2014 1:36:13 PM

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Local 200 is dropping its protest to PSC 46191.

Joe Abad  
president

**From:** Brusaca, Christina  
**To:** TWU Local 200 (local200twu@sbcglobal.net)  
**Bcc:** [REDACTED]  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 46191 - 13/14  
**Date:** Wednesday, May 07, 2014 3:27:00 PM

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Dear Mr. Abad,

Thank you for your patience while the Department of Human Resources ("DHR") researched the concerns you identified in the TWU Local 200 protest regarding PSC#46191-13/14 for general investigative services and special investigation unit services on April 27, 2014. TWU Local 200 alleged that 1) "DHR falsely noted that no City employee's do this work" and 2) "there are civil service classes that could perform the work."

In response, DHR identified a job class that would potentially perform similar work, but does not have the knowledge, skills, or abilities to perform the Workers' Compensation general investigative and special investigative unit services. These skills and abilities include: possess a current California private investigation license, have at least ten (10) years of experience in providing Workers' Compensation general investigation services, knowledge to prepare reports summarizing Arising Out of Employment/Course of Employment investigations and witness interviews, expertise to complete surveillance, three years of sworn law enforcement experience, knowledge to prepare written investigation reports and other documents needed to pursue a criminal prosecution, and successful experience collaborating with government agencies and District Attorneys to generate effective results and criminal convictions.

In section 3B of the PSC form, "Which, if any, civil service class(es) normally perform(s) this work?" DHR answered "None." DHR answered, "None" because the PSC online system currently does not allow departments to enter an unrepresented job class in the field. In section 4A, "Explain why civil service classes are not applicable," DHR stated, "DHR identified a position that performs similar work, Class 2966 Welfare Fraud Investigator, but the class does not possess the specialized knowledge needed to perform the requested services." Class 2966 is a job code not represented by an employee organization and is covered under the unrepresented employees ordinance. When an unrepresented job class is identified, the PSC online system sends an email notification to all unions, such as TWU Local 200.

TWU Local 200 presented two job classes that perform investigative services, 8121 and 9155.

Class 8121

Class 8121, Transit Fare Inspector Supervisor/Investigator is a San Francisco Municipal Transportation Agency (MTA) exclusive classification. The position is responsible for transit fare enforcement, inspections, citations and related activities under the MTA proof of payment program. Class 8121 focuses specifically on transit fare enforcement, is exclusive to MTA, and would not apply to Workers' Compensation services.

Class 9155

Although Class 9155, Claims Investigator, compiles detailed reports, conducts interviews, and makes

court appearances, the position does not require any Workers' Compensation investigative experience. Workers' Compensation law is specialized and the regulations consistently change. It is necessary for DHR to seek a Workers' Compensation investigative expert. In addition to investigative services, the PSC also states surveillance, activity check investigations and background investigations. Class 9155 does not perform surveillance services.

Importantly, all class 9155 employees currently work at the City Attorney's Office. Per an email from the City Attorney's Office, Class 9155 employees maintain basic investigative and report writing skills. They do not have special knowledge about Workers' Compensation laws and therefore, are unable to perform the requested services.

As a reminder, DHR is seeking a contractor that utilizes technological tools such as, video streaming, wireless video-recording systems (including miniaturized equipment for surveillance), fully-equipped surveillance vehicles, camera and video technology to capture clear images both indoors and in the field, and other technology to view subjects remotely.

The contractor must also possess a private investigator license. Currently, there are no civil service classifications that require a private investigator license. Class 2966, Welfare Fraud Investigator, (an unrepresented classification) lists a private investigator license as a desirable only, but not required, qualification. Class 2966 was identified in the PSC form as a classification that could potentially perform similar services, but the position does not have the requisite Workers' Compensation experience.

In summary, DHR is requesting an outside, experienced Workers' Compensation investigator with the private investigator license, skills, and technology to perform surveillance services. Therefore, DHR is seeking your approval to move forward and place PSC#46191-13/14 on the Commission agenda.

Sincerely,

Christina Brusaca  
Administrative Analyst  
Department of Human Resources  
City and County of San Francisco  
[Christina.brusaca@sfgov.org](mailto:Christina.brusaca@sfgov.org)

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**From:** TWU Local 200 [mailto:local200twu@sbcglobal.net]  
**Sent:** Sunday, April 27, 2014 11:20 AM  
**To:** Lewis, Brent (HRD); rmittchell@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; LiUNA.local261@gmail.com; speedy4864@aol.com; camaguey@sfmea.com; ecdemvoter@aol.com; tiya.thlang@seiu1021.org; Brusaca, Christina; Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Re: Receipt of Notice for new PCS over \$100K PSC # 46191 - 13/14

TWU Local 200 will be protesting this. This PSC has falsely noted that no City employee's do this work we have a 8121 in our union that has done some of this and we have 9155 's

that could be trained to do this. Local 21 also has investigator at the City Attorney that does this work. Also the DA has investigators that could do this work.

Joe Abad  
554-4291

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**From:** "brent.lewis@sfgov.org" <brent.lewis@sfgov.org>  
**To:** brent.lewis@sfgov.org; ritchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; david.canham@seiu1021.org; joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaguey@sfmea.com; ecdemvoter@aol.com; tiya.thlang@seiu1021.org; christina.brusaca@sfgov.org; richard.isen@sfgov.org; dhr-psscordinator@sfgov.org  
**Sent:** Friday, April 25, 2014 2:04 PM  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 46191 - 13/14

RECEIPT for Union Notification for PSC 46191 - 13/14 more than \$100k

The HUMAN RESOURCES -- HRD has submitted a request for a Personal Services Contract (PSC) 46191 - 13/14 for \$2,000,000 for Initial Request services for the period 07/01/2014 – 06/30/2016. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/1960> 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**



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION Dept. Code: AIR

Type of Request: [ ] Initial [x] Modification of an existing PSC (PSC # 4101-09/10)

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

Type of Service: Airport Customer Survey

Funding Source: AIR Operating Funds
PSC Original Approved Amount: \$375,000 PSC Original Approved Duration: 05/01/10 - 06/30/15 (5 years 8 we
PSC Mod#1 Amount: \$175,000 PSC Mod#1 Duration: no duration added
PSC Mod#2 Amount: \$175,000 PSC Mod#2 Duration: 05/01/10-06/30/16 (1 year 1 day)
PSC Cumulative Amount Proposed: \$725,000 PSC Cumulative Duration Proposed: 6 years 8 weeks

1. Description of Work

A. Scope of Work:

Provide customer survey data regarding the quality of the Airport's Food and Beverage and Retail Services, Parking, and other facilities and services. The surveys have consistently taken place in May for the past 19 years of at least 1,400 valid respondents to reflect the summer travel season. The preliminary results need to be analyzed and submitted to SFO within 30 days from the last interview. Vendor will produce, execute, and analyze the data and present results and recommendations to SFO.

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

The Airport is committed to providing customer satisfaction through safe, convenient, and pleasing facilities and services to the flying public. Without this service, there would be an interruption of the year-to-year and benchmark comparison data, the Airport would lose touch with its passenger user base and may suffer a reduction in passenger satisfaction and/or revenues.

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 4101-09/10

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

2. Union Notification: On 05/23/14, the Department notified the following employee organizations of this PSC/RFP request: SEIU 1021 Miscellaneous; Prof & Tech Eng, Local 21;

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4101-09/10

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 07/07/2014

Civil Service Commission Action:

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

A. Specify required skills and/or expertise:

Contractor is required to have high level knowledge and expertise in conducting face-to-face interviews, telephone surveys, focus groups, and other surveys; the design of questionnaires; sampling design; statistical analyses; interviewing in English, French, Spanish, German, Japanese, Korean, Mandarin, and other languages as required by the Airport; & furnishing computerized survey data results. Contractor uses experience in varied, large Airport environments to develop recommendations based on industry successes.

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

1820,1822,1844,

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

No.

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

A. Explain why civil service classes are not applicable:

Civil service classifications are not applicable as the work is intermittent and entails a large number of people for short periods of time.

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

No, since the work is considered seasonal.

**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? Airports Council International and Corey, Canapary & Galanis	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

ON 05/23/14 BY:

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

Address: PO Box 8097 San Francisco, CA 94128

**Receipt of Union Notification(s)**

◆ Local 1021

◆ Local 21

## Christina Chiong

---

**From:** Lisa Randall  
**Sent:** Friday, May 23, 2014 3:31 PM  
**To:** Christina Chiong  
**Subject:** FW: Receipt of Modification Request to PSC # 4101-09/10 - MODIFICATIONS

Lisa Randall MA  
Contracts Administration Unit  
Phone: (650) 821-2012 | Fax: (650) 821-2011

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) [mailto:[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)] On Behalf Of [cynthia.avakian@flsfo.com](mailto:cynthia.avakian@flsfo.com)  
**Sent:** Friday, May 23, 2014 3:26 PM  
**To:** Cynthia Avakian; [david.canham@seiu1021.org](mailto:david.canham@seiu1021.org); [joe.tanner@seiu1021.net](mailto:joe.tanner@seiu1021.net); [Larry.Bradshaw@seiu1021.org](mailto:Larry.Bradshaw@seiu1021.org);  
[L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); Lisa Randall; DHR-PSCCoordinator; Richard Isen  
**Subject:** Receipt of Modification Request to PSC # 4101-09/10 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The AIRPORT COMMISSION -- AIR has submitted a modification request for a Personal Services Contract (PSC) for \$175,000 for services for the period May 1, 2010 -- June 30, 2016. 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/2048>

Email sent to the following addresses: [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org) [Larry.Bradshaw@seiu1021.org](mailto:Larry.Bradshaw@seiu1021.org)  
[joe.tanner@seiu1021.net](mailto:joe.tanner@seiu1021.net) [david.canham@seiu1021.org](mailto:david.canham@seiu1021.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 # 4101-09/10

4101-09/10  
Initial



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

March 18, 2010

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

MORGAN R. GORRONO  
PRESIDENT

E. DENNIS NORMANDY  
VICE PRESIDENT

DONALD A. CASPER  
COMMISSIONER

MARY Y. JUNG  
COMMISSIONER

ANITA SANCHEZ  
EXECUTIVE OFFICER

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4093-09/10 THROUGH 4101-09/10; 4092-09/10 AND 4102-07/08.**

At its meeting of March 15, 2010 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

- (1) Approve request for proposed personal services contract #4096-09/10 on the condition that the Department of Public Works engage in discussions with SEIU Local 1021. Should SEIU continue to have concerns about the contract, it may be put back on calendar for further discussion and action at the next regular meeting of April 5, 2010. In no case will the approval of the contract be delayed beyond the April 5, 2010 meeting. Notify the offices of the Controller and the Office of Contract Administration.
- (2) Approve request for proposed personal services contract #4097-09/10 on the condition that contact be made with SEIU Local 1021 within 24 hours to address concerns they have with the PSC. In addition, that a response be provided to Local 1021 by the Recreation and Parks Department within the following 24 hours addressing their concerns after which the conditions of the Civil Service Commission approval would have been met. Notify the offices of the Controller and the Office of Contract Administration.
- (3) Approve request for proposed personal services contracts on all remaining contracts. Notify the offices of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ  
Executive Officer

Attachment

- c: Cynthia Avakian, Airport Commission  
Micki Callahan, Human Resources Director  
Gordon Choy, Department of Public Works  
Jacquie Hale, Department of Public Health  
Mary Ng, Department of Human Resources  
Shawn Wallace, San Francisco Police Department  
Commission File  
Chron

POSTING FOR

3/1/2010

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4101-09/10	27	Airport Commission	Regular	\$375,000	Provide customer survey data regarding the quality of the Airport's Food and Beverage and Retail Services, Parking, and other facilities and services. The surveys have consistently taken place in May for the past 19 years of at least 1,400 valid respondents to reflect the summer travel season. The preliminary results need to be analyzed and submitted to SFO within 30 days from the last interview. Vendor will produce, execute, and analyze the data and present results and recommendations to SFO.	6/30/2015

391

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 5, 2010 Amended February 9, 2010

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

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

TYPE OF SERVICE: Airport Customer Survey

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$375,000 (\$75,000/yr) PSC DURATION: May 1, 2010 to June 30, 2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide customer survey data regarding the quality of the Airport's Food and Beverage and Retail Services, Parking, and other facilities and services. The surveys have consistently taken place in May for the past 19 years of at least 1,400 valid respondents to reflect the summer travel season. The preliminary results need to be analyzed and submitted to SFO within 30 days from the last interview. Vendor will produce, execute, and analyze the data and present results and recommendations to SFO.

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

The Airport is committed to providing customer satisfaction through safe, convenient, and pleasing facilities and services to the flying public. Without this service, there would be an interruption of the year-to-year and benchmark comparison data, the Airport would lose touch with its passenger user base and may suffer a reduction in passenger satisfaction and/or revenues.

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 has been done by a contractor since an independent assessment of the Airport's operations is needed.

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

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

IFPTE Local 21 Union Name Cynthia P. Avakian Signature of person mailing/faxing form FEB 5 2010 Date
SEIU, Local 1021 Union Name Cynthia P. Avakian Signature of person mailing/faxing form FEB 5 2010 Date

RFP sent to: Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4101-09/10 STAFF ANALYSIS/RECOMMENDATION:

Approved 3/15/10

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The contractor is required to have a high level of knowledge and expertise in conducting face-to-face interviews, telephone surveys, focus groups, mail-back surveys, and other surveys; the design of questionnaires; sampling design; statistical analyses; interviewing in English, French, Spanish, German, Japanese, Korean, Mandarin, and Cantonese, and other languages as required by the Airport; and furnishing computerized survey data results. The contractor uses their experience in varied, large Airport environments to develop recommendations based on industry successes.

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

1820 Junior Administrative Analyst or 1822 Administrative Analyst may be able to perform a portion of the work.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classifications are not applicable as the work is intermittent and entails a large number of people for short periods of time.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
No, since the work is considered seasonal.

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

- |   | Yes                                 | No                                  |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• Describe the training and indicate approximate number of hours.</li> <li>• Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained.</li> </ul> |                                     |                                     |
| C. Are there legal mandates requiring the use of contractual services?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? Attached is Airport Commission Resolution #09-0283.   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? A RFP for this contact will be issued shortly so the results of the competitive process are not known at this time.  | <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

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

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

Address

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 09-0283

**REQUEST FOR PROPOSALS FOR CUSTOMER SURVEY MANAGEMENT SERVICES**

WHEREAS, the San Francisco International Airport ("Airport") is committed to providing a superior customer experience through safe, convenient, and pleasing facilities and services for the traveling public and community; and

WHEREAS, the Airport seeks to contract with a vendor to design and execute an annual survey to measure customer satisfaction with the Airport facilities, services, and initiatives, and conduct extensive survey research of Airport users to obtain data and feedback in order to respond to the Airport's operational needs and services; and

WHEREAS, the Airport wishes to use this annual survey to establish and ensure the highest quality services and facilities for its customers, tenants, and employees; and

WHEREAS, the Airport wishes to establish new benchmarks for measuring customer satisfaction, and receive professional recommendations for facility and service improvements, and

WHEREAS, the terms of the previous customer survey contract have expired and it is appropriate to conduct a search for a new qualified and appropriate survey management company to provide these services to the Airport; now, therefore, be it

RESOLVED, that this Commission approves issuance of a Request for Proposals (RFP) to conduct an annual customer survey of management services; and be it further

RESOLVED, that staff returns to the Commission with recommendations for the selection of the proposed consultant.

I hereby certify that the foregoing resolution was adopted by the Airport Commission  
at its meeting of \_\_\_\_\_

DEC 15 2009

  
Secretary



San Francisco International Airport

**MEMORANDUM**

DATE: May 16, 2011  
 TO: María Ryan, PSC Analyst  
 Department of Human Resources (Dept. 33)  
 FROM: Cynthia Avakian, PSC Coordinator  
 Airport Commission (Dept. 27)  
 RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4101-09/10 Approval Date: March 15, 2010

Description of Service(s): Airport Customer Survey

Original Approved Amount:	<u>\$375,000</u>	Original Approved Duration:	<u>5/1/10 – 6/30/15</u>
Mod 1 Amount:	<u>\$175,000</u>	Mod 1 of Duration:	<u>No Change</u>
Total Modified Amount:	<u>\$550,000</u>	Total Modified Duration:	<u>5/1/10 – 6/30/15</u>

Reason for the modification:

To add one more survey that will supplement the annual survey with quarterly on-site interviewing of customers to gauge the quality of the customer experience and bench mark SFO results against that of all 200+ participating airports.

Attachment: Copy of Approved PSC Summary

.....  
**FOR DEPARTMENT OF HUMAN RESOURCES USE**

DHR ACTION:  **Approved**

Approval Date: 5/23/11

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

**AIRPORT COMMISSION** CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE MAYOR	LARRY MAZZOLA PRESIDENT	LINDA S. CRAYTON VICE PRESIDENT	ELEANOR JOHNS	RICHARD J. GUGGENHIME	PETER A. STERN	JOHN L. MARTIN AIRPORT DIRECTOR
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Post Office Box 8097 San Francisco, California 94128 Tel 650.821.5000 Fax 650.821.5005 www.flysfo.com

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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ARTS COMMISSION Dept. Code: ART

Type of Request: [ ] Initial [x] Modification of an existing PSC (PSC # 4010 13/14)

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

Type of Service: Design, Fabricate, Transport and Install artworks associated with Capital Improvement projects

Funding Source: Art Enrichment
PSC Original Approved Amount: \$3,000,000
PSC Mod#1 Amount: no amount added
PSC Mod#2 Amount:
PSC Cumulative Amount Proposed: \$3,000,000
PSC Original Approved Duration: 07/01/2013 - 06/30/2014
PSC Mod#1 Duration: 7/1/2014 - Continuous
PSC Mod#2 Duration:
PSC Cumulative Duration Proposed: 07/01/2013 - continuous

1. Description of Work

A. Scope of Work:

Contracts for multiple artists to design, fabricate, transport and/or consult during installation of artworks in a variety of media for the following multi-year Capital Improvement Projects which will be initiated in FY13/14: SFO Terminal 3, Oscar Park/Transbay Streetscape, Fire Stations 5 and 35, Moscone Convention Center-South, Phelan Loop Plaza, Art on Market Street Kiosk Poster Series, miscellaneous Recreation and Park Department projects, Public Utilities Commission South East Community Facility, and various other projects as they arise. The PSC amount is an estimate based on known project budgets and an average amount generated yearly by Art Enrichment Funds associated with Capital Improvement Projects.

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

City Administrative Code Section 3.19 requires that 2% of the construction budget of new capital improvement projects be spent on art enrichment. Denial would prohibit the City client agencies from complying with this ordinance.

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. The Civil Service Commission approved contracting for design, fabrication, transportation and installation under PSC 4010 - 13/14

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

2. Union Notification: On 06/05/14, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4010 13/14

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 07/07/2014

Civil Service Commission Action:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Contractors must be professional fine artists who are selected by independent selection panels and approved by the Arts Commission to enter into contracts for design, fabrication, transportation and installation of artworks for each of the Capital Improvement Projects. These artists must have their designs approved by the Arts Commission as required by City Charter.

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:

There is not a civil service classification for fine artists. Contractors must be professional fine artists who are selected by independent selection panels and approved by the Arts Commission as being appropriate for the unique requirements of this project.

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

No. Each project is unique and requires different skills as determined by an independent panel. It is in the City's interest to develop a Civic Art Collection that is diverse in style, media and artists represented.

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? Various Contractors

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 06/05/14 BY:

Name: Kevin R. Quan Phone: 415-252-4604 Email: Kevin.r.quan@sfgov.org

Address: 25 Van Ness Avenue Suite 345 San Francisco, CA, 94102

San Francisco  
Arts Commission

Edwin M. Lee  
Mayor

Tom DeCaigny  
Director of  
Cultural Affairs

Programs:  
Civic Art Collection  
Civic Design Review  
Community Arts & Education  
Cultural Equity Grants  
Public Art  
SFAC Galleries  
Street Artist Licensing

25 Van Ness Avenue, Ste. 345  
San Francisco, CA 94102  
tel 415-252-2590  
fax 415-252-2595  
sfartscommission.org  
facebook.com/sfartscommission  
twitter.com/SFAC



City and County of  
San Francisco

## MEMO

To: Leorah Dang  
Citywide Personal Services Contracts  
Dept. of Human Resources  
One South Van Ness Ave. 4th Floor  
San Francisco, CA 94103

From: Jennifer Lovvorn, Public Art Project Manager  
Date: June 5, 2014  
Regarding: Explanation regarding PSC Modification Request

---

Dear Ms. Dang:

Please provide this explanation to the Civil Service Commissioners regarding the request to modify PSC approval 4010-13/14 from "Annual" to "Continuing with no end date."

This modification request is to correct an administrative error that I made on the PSC request form last year. I misunderstood the intent of the "duration" listed on the PSC request form and thought that the duration covered the time period when we would be initiating these contracts, not the duration of the projects themselves. Because our art commissions are multi-year projects, I should have requested a "Continuing" PSC approval with no end date.

So far we have only executed \$71,000 worth of contracts against the approved \$3 million threshold, so we have a lot of money left in this approval.

I understand that a "Continuing" approval with no end date requires annual reporting to the Civil Service Commission on the contracts executed each year. I am happy to comply with this requirement.

Very truly yours,

Jennifer Lovvorn  
Public Art Project Manager

Arts Commission PSC Tracking

Submission Date	Approval Date	PSC#	Amount	Type of Service	Type of Approval/Artist	Duration	PM	Notes
7/1/2013	08/05/13 (Minutes)	4010-13/14	\$3,000,000	Contracts for multiple artist to design, fabricate, transport and consult during installation of artworks in variety of media for the following multi-year Capital Improvement Projects which will be initiated in FY13/14: SFO Terminal 3, Oscar Park/Transbay Streetscape, Fire Stations 5 and 35, Moscone Convention Center-South, Phelan Loop Plaza, Art on Market Street Kiosk Poster Series, miscellaneous Recreation & Park Department project, PUC South East Community Facility, and various other projects as they arise. The PSC is an estimate based on known project budgets and an average amount generated yearly by Art Enrichment Funds associated with Capital Improvement Projects.	Annual	07/01/2013-06/30/2014		PSC from minutes 08/05/13
<b>Date</b>	<b>Vendor Name</b>	<b>Resolution #</b>	<b>PM</b>	<b>PSC not to exceed \$3M</b>	<b>Contact Encumbered Amount</b>	<b>Amount left in PSC contract</b>	<b>Notes</b>	
1/24/2014	Kelly Ording	0908-13-203	J. Topfer	\$3,000,000	18,000.00	\$2,982,000.00		
1/24/2014	Jorge Pardo	0908-13-216	J. Topfer	DPAR14000163	25,000.00	\$2,957,000.00		1st payment paid through honorarium \$6953.65, only encumbered \$18,046.35 (\$25K contract)
2/7/2014	Anthony Discenza	0106-14-027	J. Topfer	DPAR14000197	12,000.00	\$2,945,000.00		
2/7/2014	Robert Minervini	1007-13-242	J. Topfer	DPAR14000224	8,000.00	\$2,937,000.00		
	Ranu Mukherjee	1007-13-243	J. Topfer	DPAR14000335	8,000.00	\$2,929,000.00		



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

### **◇ Section 1. Description of Work**

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

- City Administrative Code Section 3.19

Board of Supervisors in their review of the budget for the current or prior fiscal year.  
(Added by Ord. 223-97, App. 6/6/97)

**SEC. 3.19. APPROPRIATION FOR ART ENRICHMENT OF PROPOSED PUBLIC BUILDINGS, ABOVEGROUND STRUCTURES, PARKS AND TRANSPORTATION IMPROVEMENT PROJECTS.** (a) **Art Enrichment Allocation.** Before proposing a bond issue or making a request for an appropriation for the construction of any of the projects set forth in Subsection (c) below, the officer, board or commission concerned shall add thereto for the art enrichment of the proposed construction, two percent of the gross estimated construction cost, exclusive of the items proposed for such art enrichment. Where funding eligibility is limited by law or funding agency rules, the art enrichment allocation shall be based upon two percent of eligible construction costs.

If the officer, board or commission concerned determines that two percent of the gross estimated construction cost is inappropriate for art enrichment, such officer, board or commission shall submit its recommendation regarding the art enrichment budget and the basis for its determination to the Arts Commission for the Arts Commission's review. If the officer, board or commission concerned is unable to resolve the matter with the Arts Commission, the matter shall be submitted to the Mayor by the Arts Commission for final determination within 60 days from the date the recommendation is made.

Failure of the Arts Commission to submit the matter to the Mayor for resolution within such time shall be deemed equivalent to the Arts Commission's acceptance of the recommendation made by the officer, board or commission concerned.

(b) **Definitions.** For purposes of this Section:

(1) "Alteration" of a building, aboveground structure, or transportation improvement project shall include substantial changes to elements such as walls, partitions, or ceilings on  $\frac{2}{3}$  or more of the total floor space, excluding basements. "Substantial changes" shall include additions to, removal of, and modification of such elements.

(2) "Construction cost" shall mean the total estimated construction contract award amount, including the costs of all built-in fixtures, unless otherwise agreed to by the Arts Commission. "Construction cost" shall not include movable or personal property or construction cost contingency.

(3) "Transportation improvement project" refers to Municipal Railway and Department of Public Works projects which include both aboveground and belowground transportation-related projects; new boarding ramps; new transit platforms; new terminals and transportation systems with their attendant passenger amenities, such as shelters, seating, lighting, landscaping, and signage; new transportation-related structures such as maintenance and operating facilities; power substations; and street/highway-related transit improvements such as bridges and overpasses.

(c) **Application.** This Section shall apply to the construction or alteration of the following: (1) a building; (2) an aboveground structure; (3) a new park; or (4) a transportation improvement project.

The requirements of this Section shall also apply to the alteration of a building, aboveground structure, or transportation improvement project.

(d) **Exemptions.** The following shall be exempt from the requirements of this Section: (1) Transportation improvement projects limited to rail replacement, rehabili-

tation or extension of catenary wiring; sidewalk (including curbs and gutters), street paving, repair or improvements; or transit vehicle purchases;

(2) All mechanical, plumbing and electrical system upgrades, structural or seismic upgrades, and modifications for disabled access, unless occurring in conjunction with alteration of a building, an aboveground structure or transportation improvement project;

(3) All park and landscape renovation projects including, but not limited to court resurfacing; landscape renovation or replanting; sewer and water lines; drainage and irrigation systems; wells; erosion control; restrooms; repaving; new paving; stairway repair or replacement; utilities; community gardens; modifications for disabled access; signage; lighting; fence replacement or repair; replacement or repair of existing play structures; natural areas management; modifications to existing parks; and new land uses within existing parks;

(4) Annual CIP funded capital improvements for security/life safety and health deficiencies when not occurring in conjunction with alteration of existing public buildings, aboveground structures, parks and transportation projects which are supported by the General Fund;

(5) Aboveground pipelines and their supports, such as trestles, anchor blocks and saddles; valve lots; power transmission lines and towers; switchyards and substations; and dwellings in watershed areas;

(6) Airfields and Airports Commission equipment;

(7) Airports Commission signage when not occurring in conjunction with a larger construction contract subject to this Section.

(e) **Administrative Fees.** The Arts Commission shall supervise and control the expenditure of all funds appropriated for art enrichment and shall allocate up to 20 percent of said funds for all necessary and reasonable administrative costs incurred in connection therewith, unless the Arts Commission agrees to a lesser amount on projects with art enrichment budgets in excess of \$750,000, or unless such administrative fee is limited or prohibited by the funding source.

(f) **Aggregation of Funds.** When mutually agreed upon by the Arts Commission and the City department from whose capital project the art enrichment allocation was obtained, and where permitted by the funding source, the Arts Commission shall have the authority to aggregate art enrichment funds for use at a more publicly accessible facility under the jurisdiction of the participating City department.

(g) **Maintenance and Conservation Funds.** When permitted by the funding source, the Arts Commission may set aside and expend up to five percent of the total art enrichment allocation for each project for maintenance and conservation purposes. Funds set aside pursuant to this Section shall be invested in an interest-bearing account when the total of such funds set aside exceeds \$10,000.

(h) **Miscellaneous Provisions.**

(1) When a client department suggests a mitigation measure to address any perceived safety concerns relative to any element of the art enrichment, the Arts Commission shall work with the client department to ensure that such mitigation is implemented to the satisfaction of the client, the Arts Commission and the artist, if such safety concern is raised by the client department within 30 days after the element has been presented for review to the client department.

(2) If a City department can sufficiently demonstrate to the Arts Commission that a project is not appropriate for public access, the Arts Commission shall waive

*on cannot independently use the Arts funds*  
AD-47

(6-98)

the art enrichment allocation for such project provided that the art enrichment funding cannot be aggregated for use at a more publicly accessible facility under the jurisdiction of the participating City department.

(3) Construction and installation of art enrichment shall comply with the requirements of all applicable building codes, laws, ordinances, rules and regulations.

(4) Nothing in this Section contained shall be construed to limit or abridge the legal powers of the governing boards of the War Memorial, the Fine Arts Museums, the Asian Art Museum or the Port of San Francisco.

(5) Nothing in this Section shall be construed to limit or abridge the jurisdiction of the officer, board or commission of the participating City department to supervise and control the expenditure of project funds other than the two percent allocation for art enrichment.

(6) This amendment shall not be applied retroactively to projects for which an art enrichment allocation previously would not have been required, nor to those projects for which project funding has been approved either by prior voter action or by airport revenue bond sales, but not yet appropriated or expended. Nor shall this ordinance be construed to allow for an increase in the total art enrichment allocation for a project that is already underway or for which the art enrichment allocation has already been established. (Added by Ord. 223-97, App. 6/6/97)

**SEC. 3.20. CAPITAL IMPROVEMENT ADVISORY COMMITTEE.**  
Formation. There is hereby created a Capital Improvement Advisory Committee (CIAC) consisting of the Mayor's Finance Director as Chair, President of the Board of Supervisors, City Administrator, Controller, Director of Public Works, Director of the Planning Department or their designees and two individuals chosen by the Chair of the CIAC to serve two-year terms. The CIAC shall review and advise the Mayor's Finance Office on all capital improvement projects and long-term financing proposals. The CIAC shall have the duty and the power to establish rules and regulations for the conduct of its affairs and for the procedures to be followed by the several boards, agencies, commissions and departments submitting information to the CIAC. The CIAC shall have such powers as may be necessary to enable it to fulfill its functions. (Added by Ord. 223-97, App. 6/6/97; amended by Ord. 55-98, App. 2/20/98)

**SEC. 3.21. SUBMITTAL OF CAPITAL IMPROVEMENT PROJECTS.**  
All departments, boards, agencies and commissions shall submit all capital improvement projects to the CIAC for review. The CIAC is an advisory body to the Mayor and the Board of Supervisors. However, no funds shall be appropriated until the CIAC completes its review of the proposal and submits its recommendation to the Mayor's Office. For matters related to the CIAC, "capital improvement" shall mean any public capital improvement or facilities maintenance project proposed with an estimated cost in excess of \$25,000 and regardless of funding source. (Added by Ord. 223-97, App. 6/6/97)

**SEC. 3.22. SUBMITTAL OF LONG-TERM FINANCING PROPOSALS.**  
All departments, boards, agencies and commissions shall submit all long-term financing proposals for capital improvements to the CIAC for review. The Board of Supervisors shall not place on the ballot, or authorize the issuance of any long-term financing until the CIAC completes its review of the proposal and submits its

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

**Taleporos, Zoe (ART)**

**From:** dhr-psccordinator@sfgov.org  
**Sent:** Thursday, June 05, 2014 4:47 PM  
**To:** Quan, Kevin (ART); xiumin.li@seiu1021.org; Poon, SinYee (HSA); smcgarry@nccrc.org; rtmitchell@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; Taleporos, Zoe (ART); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)  
**Subject:** Receipt of Modification Request to PSC # 4010 13/14 - MODIFICATIONS

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

PSC RECEIPT of Modification notification sent to Unions and DHR

The ARTS COMMISSION -- ART has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period July 1, 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/>

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

**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 # 4010-13/14

4010-13/14  
Initial



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

## MINUTES Regular Meeting August 5, 2013

2:00 p.m.  
ROOM 400, CITY HALL  
1 Dr. Carlton B. Goodlett Place

SCOTT R. HELDFOND  
PRESIDENT

E. DENNIS NORMANDY  
VICE PRESIDENT

DOUGLAS S. CHAN  
COMMISSIONER

KATE FAVETTI  
COMMISSIONER

GINA M. ROCCANOVA  
COMMISSIONER

JENNIFER C. JOHNSTON  
EXECUTIVE OFFICER

### CALL TO ORDER

2:02 p.m.

### ROLL CALL

President Scott R. Helffond	Present (Missed items #17, 19-21)
Vice President E. Dennis Normandy	Present
Commissioner Douglas S. Chan	Present
Commissioner Kate Favetti	Present
Commissioner Gina Roccanova	Present

President Scott R. Helffond presided. Vice President E. Dennis Normandy presided items #17, 19-21.

President Helffond welcomed Commissioner Douglas Chan and Commissioner Gina Roccanova to the Civil Service Commission.

### REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

None.

### APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of July 15, 2013

Action: Adopted. (Vote of 5 to 0)



**ANNOUNCEMENTS (Item No. 4)**

None.

Other announcements None.

**HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)**

None.

**EXECUTIVE OFFICER'S REPORT (Item No. 6)**

None.

**0208-13-8 Review of request for approval of proposed personal services contracts.  
(Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4009-13/14	Sheriff	\$56,875	Implementation of Compass software, including 8 hours of consulting services to customize software to meet the needs of the San Francisco Sheriff's Department (SFSD), installation and testing of Compass software, 14.5 hours spent training staff to use the risk/needs assessment module, and post installation software support.	Regular	1/1/14
4010-13/14	Arts Commission	\$3,000,000	Contracts for multiple artists to design, fabricate, transport and/or consult during installation of artworks in a variety of media for the following multi-year Capital Improvement Projects which will be initiated in FY13/14: SFO Terminal 3, Oscar Park/Transbay Streetscape, Fire Stations 5 and 35, Moscone Convention Center-South, Phelan Loop Plaza, Art on Market Street Kiosk Poster Series, miscellaneous Recreation and Park Department projects, Public Utilities Commission South East Community Facility, and various other projects as they arise. The PSC amount is an estimate based on known project budgets and an average amount generated yearly by Art Enrichment Funds associated with Capital Improvement Projects.	Regular	6/30/14
4011-13/14	Public Works	\$2,000,000	Consultants will perform a full range of highly specialized environmental services in conformance with the provisions of the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) for the Better Market Street (BMS) Project, a project to improve pedestrian, transit, bicycle, and vehicular mode circulation, and activate the street by adding street life zones between Octavia Blvd and the Embarcadero (and possibly Mission Street between S. Van Ness Avenue to the Embarcadero). It is expected that a joint Environmental Impact Report (EIR)/Environmental Impact Statement (EIS) will be required. Consultants will conduct aesthetics/visual, air quality, biological resources, cultural resources, geology/soils, hazards and hazardous materials, land use and planning, noise, transportation and traffic, utilities and service systems and other analyses needed to support that analysis.	Regular	12/31/19

Civil Service Commission Meeting Minutes

Regular Meeting of August 5, 2013

4081-09/10	Ethics Commission	Current Approved Amount \$270,000 Increase Amount Requested \$687,000 New Total Amount Requested \$957,000	The Ethics Commission currently contracts with a private vendor to provide an electronic filing system to file ethics forms and maintain its filing records databases. The forms include Fair Political Practices Commission (FPPC) and local campaign finance forms, statements of economic interests, sunshine declarations, lobbyist reports and campaign consultant reports. The Secretary of State's approval is required for filing systems that submit electronic FPPC campaign finance forms and the Ethics Commission can only contract with vendors on the Secretary of State's certified vendor list. FPPC approval is required for filing systems that submit electronic FPPC Statement of Economic Interests. The Ethics Commission requires a service that includes web-based filing software for filers, a back-office administration system, a database, and a search engine for on-line public disclosure. This system must be hosted by the vendor's server infrastructure.	Modification	9/30/18
4009-11/12	Airport Commission	Current Approved Amount \$4,500,000 Increase Amount Requested 4,000,000 New Total Amount Requested \$8,500,000	Construction Management (CM) team with design-build and specialty design experience at airports to manage the design and development of Bridging Contract Documents to be used in the solicitation of a Design-Build Consultant for the Terminal 3 Improvements Project. The CM team will manage the construction of the building expansion and remodel, expansion and activation of TSA's passenger security checkpoint through a Construction Phasing Plan to reduce the interruptions to operations. Activation and simulation of frontal gates, terminal systems and checkpoint.	Modification	8/1/16
4092-10/11	Public Utilities Commission	Current Approved Amount \$1,500,000 Increase Amount Requested \$2,000,000 New Total Amount Requested \$3,500,000	Provide emergency technical support 24-hours a day, maintenance and remote monitoring of the DCS software and hardware modules, software patches and upgrades, and phased equipment upgrades at the Southeast and Oceanside Plants. It also establishes a procedure to keep Wastewater Enterprise (WWE) systems up-to-date which will allow WWE to effectively manage the wastewater treatment systems. This modification is being requested to permit the City to negotiate a new contract that will extend the maintenance and phased upgrade services.	Modification	10/1/18
4200-06/07	Public Utilities Commission	Current Approved Amount \$4,000,000 Increase Amount Requested \$4,000,000 New Total Amount Requested \$8,000,000	Provide complete technical Security System Design, Integration, Estimates, and Construction Management Services for the SFPUC's security and for the Capital Improvement and Repair and Readiness Programs.	Modification	11/1/16
4005-11/12	Municipal Transportation Agency	Current Approved Amount \$6,000,000 Increase Amount Requested \$0 New Total Amount Requested \$6,000,000	The scope of this project to furnish and install video surveillance systems on 358 buses, plus an option on up to 613 additional vehicle, including but not limited to cameras, digital video recorders (DVR's), WI-FI networks on three bus yards complete with servers, computers and software interface package that will enable SFMTA personnel to view, download and store the captured video images wirelessly and view them in real-time or through the internet. The new system will replace the existing cameras and DVR's. The Contractor shall supply all engineering, design calculations, detailed drawings, labor, tools, materials, equipment, software interface package and other related technical documentation needed to install the systems in the buses and all wayside equipment in the yards. The Contractor shall provide training to all designated SMTA personnel in the proper use, operation and maintenance of the new video surveillance system.	Modification	8/14/16
4095-08/09	Public Works	Current Approved Amount 17,640,598 Increase Amount Requested \$3,320,600 New Total Amount Requested \$20,961,198	The A/E Team shall deliver architectural and engineering planning, design, and construction support services for the complete, new, \$168.5M Public Safety Building. The A/E Team shall be primarily for the core and shell. The Executive Architect shall integrate the work of the A/E Team with City A/E Staff, who, to the extent they are available, shall be responsible for planning, design, and construction support services for interior tenant improvements and landscape architecture.	Modification	11/30/15

0208-13-8 (continued)

**Speakers:** Jennifer Lovvorn and Susan Pontious, Arts Commission spoke on PSC #4010-13/14.  
Johanna Wong and David Scott, Public Utilities Commission spoke on PSC# 4200-06/07.

**Action:** 1) PSC #4010-13/14 approved with the condition that section 4A is amended and submitted to the Department of Human Resources and the Civil Service Commission.  
2) Adopted the report; Approved the remaining proposed personal services contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

**0207-13-3 Survey of Monthly Rates Paid to Police Officers and Firefighters in all Cities of 350,000 or more in the State of California. (Item No. 8)**

**Speakers:** None.

**Action:** Adopted the report; Transmit Rate to the Retirement System in Accordance with Charter Section A8.590-1- A.590-7; Provide Report to the Board of Supervisors. (Vote of 5 to 0)

**0210-13-1 Bi-Annual Summary of Future Employment Restriction Placed by the Municipal Transportation Agency. (Item No. 9)**

**Speakers:** None.

**Action:** Adopted the Report. (Vote of 5 to 0)

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**0211-13-2 Request to Grant Permanent Civil Service Status to Theresa D. Ray and Ann E. Murthil, Temporary Civil Service in Class 2910 Social Worker at the Human Services Agency upon Completion of the Applicable Probationary Period. (Item No. 10)**

**Speakers:** Theresa D. Ray, Employee

**Action:** Adopted the report. Grant Permanent Civil Service Status to Theresa D. Ray and Ann E. Murthil effective the date of their status grant, following the completion of the requisite probationary period. (Vote of 5 to 0)

**0212-13-8 Request to Grant Permanent Civil Service Status to Licinia McMorrow, Temporary Civil Service 1824 Principal Administrative Analyst at the Municipal Transportation Agency Upon Completion of the Applicable Probationary Period. (Item No. 11)**

**Speakers:** Derek Kim, Municipal Transportation Agency

**Action:** Adopted the report. (Vote of 5 to 0)

**0160-13-6 Appeal By Keith Baraka of the Human Resources Director's Determination that his Allegations were Insufficient to Raise Inferences of Harassment/ Hostile Work Environment Based on Race and Sexual Orientation or Retaliation. (Item No. 12)**

**July 1, 2013** Postponed to the meeting of August 5, 2013 at the request of Mr. Baraka.

**Speakers:** Matthew Valdez, Department of Human Resources  
Jesusa Bushong, San Francisco Fire Department  
Keith Baraka, Appellant

**Action:** Adopted the report. Uphold the Human Resources Director's decision to deny the appeal of Mr. Keith Baraka. (Vote of 5 to 0)

**Note:** *Commissioner Roccanova disclosed that when she worked at the City Attorney's Office and represented the San Francisco Fire Department she handled a disciplinary matter which involved Mr. Baraka as an employee on the other side. She did not believe it was necessary grounds for recusal but wanted to make the disclosure.*

**0209-13-8 Progress Report From the General Services Agency and Office of Labor Standards Enforcement regarding PSC # 4057-12-13. (Item No. 13)**

**Speakers:** Donna Levitt, Office of Labor Standards  
Ging Louie, IFPTE Local 21

**Action:** Adopted the report. (Vote of 5 to 0)

**CLOSED SESSION AGENDA**

**Public comment on all matters pertaining to Items #14 through #18. (Item No. 14)**

None.

**Vote on whether to hold agenda Item #17 in Closed Session—Action Item. (Item No. 15) Basis for Closed Session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b) ; Peace Officer Confidentiality Statutes (Penal Code §§ 832.5, 832.7, 832.8))**

**Speakers:** None.

**Action:** The Commission voted to conduct Item #17 in Closed Session. (Vote of 5 to 0)

**Vote on whether to hold agenda item #18 in Closed Session – Action Item.**

**Basis for Closed Session: – Personnel Matter (Gov. Code § 54957(b)(1), Admin Code § 67.10(b) (Item No. 16)**

**Speakers:** None.

**Action:** The Commission voted to conduct Item #18 in Closed Session. (Vote of 5 to 0)

The Closed Session started at 3:12 p.m. in City Hall, Room 400.

- 0213-13-7 Closed Session – Request to lift the waiver on Future Employment Restrictions of a Former Peace Officer with a City and County of San Francisco Department. (Item No. 17)

The following individuals were present for Item # 17:

E. Dennis Normandy, Vice President, Civil Service Commission  
Gina Roccanova, Commissioner, Civil Service Commission  
Kate Favetti, Commissioner, Civil Service Commission  
Douglas Chan, Commissioner, Civil Service Commission  
Sallie Gibson, City Attorney's Office  
Sandra Eng, Civil Service Commission  
Lizzette Henríquez, Civil Service Commission  
Jennifer Maglalang, Civil Service Commission  
Dave Johnson, Department of Human Resources  
Ashley Worsham, San Francisco Police Department  
Tim Oberzeir, San Francisco Police Department  
Mike Hinckley, Attorney  
Appellant

- 0154-13-4 Appeal by Karina Ghor of her Background Disqualification for the 1044 IS Engineer Principal Position with the San Francisco Police Department. (Item No. 18)

The following individuals were present for Item #18:

Scott Helfond, President, Civil Service Commission  
E. Dennis Normandy, Vice President, Civil Service Commission  
Gina Roccanova, Commissioner, Civil Service Commission  
Kate Favetti, Commissioner, Civil Service Commission  
Douglas Chan, Commissioner, Civil Service Commission  
Sallie Gibson, City Attorney's Office  
Sandra Eng, Civil Service Commission  
Lizzette Henríquez, Civil Service Commission  
Jennifer Maglalang, Civil Service Commission  
Andy Mazzanil, San Francisco Police Department  
Walter Ware, San Francisco Police Department  
Gary Barner, San Francisco Police Department  
Nelson Darb, Counsel for Appellant  
Karina Ghor, Appellant

Closed Session ended at 4:22 p.m.; the Civil Service Commission reconvened in Open Session at 4:23 p.m. (Item No. 19)

- a) **Vote to elect whether to disclose any or all discussions held on Item #17 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) – Action Item**

**Speakers:** None.

**Action:** The Commission voted not to disclose any or all discussions held in closed session. (Vote of 4 to 0)

- b) **Vote to elect whether to disclose any or all discussions held on Item #18 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) – Action Item**

**Speakers:** None.

**Action:** The Commission voted not to disclose any or all discussions held in closed session. (Vote of 4 to 0)

**COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 20)**

Commissioner Favetti requested a report from the San Francisco Fire Department on how the department forms employee groups to conduct a comprehensive outreach through the community and a report on how employees in the department are informed about the Americans with Disabilities Act (ADA) and ADA procedures.

**ADJOURNMENT (Item No. 21)**

4:22 p.m.

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 1, 2013

DEPARTMENT NAME: Arts Commission DEPARTMENT NUMBER 28

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

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

TYPE OF SERVICE: Design, Fabricate, Transport and Install artworks in association with various Capital Improvement Projects City-wide

FUNDING SOURCE: Art Enrichment Funds (Construction Bond Funding)

PSC AMOUNT: \$3,000,000 PSC DURATION: 7/1/2013 to 6/30/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contracts for multiple artists to design, fabricate, transport and/or consult during installation of artworks in a variety of media for the following multi-year Capital Improvement Projects which will be initiated in FY13/14: SFO Terminal 3, Oscar Park/Transbay Streetscape, Fire Stations 5 and 35, Moscone Convention Center-South, Phelan Loop Plaza, Art on Market Street Kiosk Poster Series, miscellaneous Recreation and Park Department projects, Public Utilities Commission South East Community Facility, and various other projects as they arise. The PSC amount is an estimate based on known project budgets and an average amount generated yearly by Art Enrichment Funds associated with Capital Improvement Projects.

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

City Administrative Code Section 3.19 requires that 2% of the construction budget of new capital improvement projects be spent on art enrichment. Denial would prohibit the City client agencies from complying with this ordinance.

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

The Civil Service Commission recently approved contracting for design, fabrication, transportation and installation under PSC 4104-10/11 and 4022-12/13.

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

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

Local 1021 Union Name Signature of person mailing/faxing form Date 7.2.13
Local 21 Union Name Signature of person mailing/faxing form Date 7.2.13

RFP sent to NA, 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:

Contractors must be professional fine artists who are selected by independent selection panels and approved by the Arts Commission to enter into contracts for design, fabrication, transportation and installation of artworks for each of the Capital Improvement Projects. These artists must have their designs approved by the Arts Commission as required by City Charter.

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

None. Artists and Fine Art Fabricators are not a Civil Service Classification.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There is not a civil service classification for fine artists. Contractors must be professional fine artists who are selected by independent selection panels and approved by the Arts Commission as being appropriate for the unique requirements of this project.

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

No. Each project is unique and requires different skills as determined by an independent panel. It is in the City's interest to develop a Civic Art Collection that is diverse in style, media and artists represented.

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

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

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

  
Signature of Departmental Personal Services Contract Coordinator

Rebekah Krell

Print or Type Name

252-4665

Telephone Number

25 Van Ness Ave, Suite 345

San Francisco, CA 94102

Address



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE Dept. Code: POL

Type of Request:  Initial  Modification of an existing PSC (PSC # 4030-10/11)

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: Pre-Employment Background Investigations

Funding Source: General Fund

PSC Original Approved Amount: \$250,000

PSC Original Approved Duration: 11/01/10 - 10/31/14 (4 years)

PSC Mod#1 Amount: \$225,000

PSC Mod#1 Duration: 11/01/14-10/31/17 (3 years 1 day)

PSC Mod#2 Amount: \_\_\_\_\_

PSC Mod#2 Duration: \_\_\_\_\_

PSC Cumulative Amount Proposed: \$475,000

PSC Cumulative Duration Proposed: 7 years 1 day

**1. Description of Work**

**A. Scope of Work:**

The contractor will provide background investigation services for the San Francisco Police Department (SFPD). The contractor will investigate records from the criminal justice system, credit reporting agencies, and Department of Motor Vehicles, and contact employers and references.

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

This service is necessary to support the civilian hiring process of the Police Department. We must continue to hire civilians and have services covered during peak hiring cycles. This service will also be used for special background investigations that would not be appropriate for internal staff to conduct, such as investigations of command staff positions. If denied, the Police Department could possibly fall below mandated minimum staffing levels.

**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, PSC 4030-10/11

**D. Will the contract(s) be renewed? Request for Proposal will be conducted.**

**2. Union Notification:** On 05/21/14, the Department notified the following employee organizations of this PSC/RFP request: SFPOA - Q2-Q50 (June 13, 2014) \* All unions were notified (5/21/2014) ML

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4030-10/11

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/07/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Contractor must have a staff of licensed private investigators certified by the California Police Officer Standards and Training Division in order to investigate records from the criminal justice system, credit reporting agencies, and the Department of Motor Vehicles.

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

Q002,Q050,0380,

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

No.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

This service will be used on an as-needed basis depending on civilian hiring needs within the SFPD.

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

No. This service will be used on an as-needed basis depending on civilian hiring needs within the SFPD.

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? Yes, current contract has option to renew for 3 years.

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 05/21/14 BY:

Name: Genie Wong Phone: (415) 553-1736 Email: Genie.Wong@sfgov.org

Address: 850 Bryant Street, #511 San Francisco, CA 94103

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

**Dang, Leorah (HRD)**

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**From:** Genie.Wong@sfgov.org  
**Sent:** Friday, June 13, 2014 1:30 PM  
**To:** Marty@sfpoa.org  
**Cc:** DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Contract Renewal for Pre-Employment Background Investigations  
**Attachments:** Initial PSC1.pdf

Hi Marty:

The SFPD is renewing a contract for Pre-Employment Background Investigations. I sent the POA a union notification through the Department of Human Resources (DHR) database, but because the POA has not set up a user profile in the database, an email was not generated and sent to you. Attached is the document on the database that I need to send you. Please let me know if you have concerns of the SFPD contracting out for these services within 7 days. This contract renewal is on the Civil Service Commission agenda on July 7, 2014.

If you do not have access to the DHR's PSC database or need help with setting up your user account, please contact Leorah Dang at [DHR-PSCCoordinator@sfgov.org](mailto:DHR-PSCCoordinator@sfgov.org) or 5547-4852. Thank you.

Regards,

Genie Wong  
Senior Administrative Analyst  
Fiscal Division  
San Francisco Police Department  
850 Bryant Street, #511  
San Francisco, CA 94103  
(415) 553-1736  
[Genie.Wong@sfgov.org](mailto:Genie.Wong@sfgov.org)

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## Dang, Leorah (HRD)

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**From:** dhr-psccordinator@sfgov.org on behalf of Genie.Wong@sfgov.org  
**Sent:** Wednesday, May 21, 2014 1:50 PM  
**To:** Genie.Wong@sfgov.org; 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; Genie.Wong@sfgov.org; DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)  
**Subject:** Receipt of Modification Request to PSC # 4030-10/11 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The POLICE -- POL has submitted a modification request for a Personal Services Contract (PSC) for \$225,000 for services for the period November 1, 2014 – October 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/2087>

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

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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH Dept. Code: DPH

Type of Request: [ ] Initial [x] Modification of an existing PSC (PSC # 4158-09/10)

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

Type of Service: Licensed phlebotomists at Behavioral Health Clinics

Funding Source: General Fund

PSC Original Approved Amount: \$84,000 PSC Original Approved Duration: 07/01/10 - 06/30/15 (5 years)
PSC Mod#1 Amount: \$140,000 PSC Mod#1 Duration: 07/01/15-06/30/19 (4 years 1 day)
PSC Mod#2 Amount: PSC Mod#2 Duration:
PSC Cumulative Amount Proposed: \$224,000 PSC Cumulative Duration Proposed: 9 years 1 day

1. Description of Work

A. Scope of Work:

Contractor will provide phlebotomy services during the phlebotomy service schedule at Behavioral Health Clinics and laboratory specimen courier services when necessary.

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

Current phlebotomy service schedule is 1 to 1.5 hours per week at six (6) Behavioral Health Clinics for Behavioral Health Service clients who are seriously mentally ill and/or in treatment for substance abuse addiction. Previously, the services were provided in conjunction with laboratory contract provider, which discontinued providing phlebotomy services. Denial of the phlebotomy service will result in adverse patient care, reduce ability to fulfill DPH missions, and negative financial/revenue impacts to the community services.

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

4158-09/10

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

2. Union Notification: On 05/22/14, the Department notified the following employee organizations of this PSC/RFP request: SEIU 1021 Miscellaneous;

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4158-09/10

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/07/2014

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3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Contractor must have personnel who possess a current valid phlebotomist certification issued by the State. Contractor is also required to have San Francisco Limited Quality Hauling Exemption Permit for transportation of specimens.

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

2430,

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 service is 1 to 1.5 per day during phlebotomy schedule at Behavioral Health Clinics, and the hours will be significantly less than a full time position.

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

No. The volume of work provided for this service does not warrant the creation of new civil service class.

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? Arcadia Staff Resources

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 05/22/14 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](mailto:dhr-psccordinator@sfgov.org) on behalf of [jacque.hale@sfdph.org](mailto:jacque.hale@sfdph.org)  
**To:** [Hale, Jacquie \(DPH\); david.canham@seiu1021.org; joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org;](mailto:Hale_Jacqueie(DPH); david.canham@seiu1021.org; joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org;)  
[Hale, Jacquie \(DPH\); DHR-PSCCoordinator.DHR \(HRD\); Isen, Richard \(TIS\)](mailto:Hale_Jacqueie(DPH); DHR-PSCCoordinator.DHR(HRD); Isen, Richard (TIS))  
**Subject:** Receipt of Modification Request to PSC # 4158-09/10 - MODIFICATIONS  
**Date:** Thursday, May 22, 2014 10:17:52 AM

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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 \$140,000 for services for the period July 1, 2015 – 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/1737>

Email sent to the following addresses: [Larry.Bradshaw@seiu1021.org](mailto:Larry.Bradshaw@seiu1021.org)  
[joe.tanner@seiu1021.net](mailto:joe.tanner@seiu1021.net) [david.canham@seiu1021.org](mailto:david.canham@seiu1021.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 # 4158-09/10



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

4158-09/10  
Initial

E. DENNIS NORMANDY  
PRESIDENT

June 24, 2010

DONALD A. CASPER  
VICE PRESIDENT

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

MORGAN R. GORRANO  
COMMISSIONER

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

MARY Y. JUNG  
COMMISSIONER

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

ANITA SANCHEZ  
EXECUTIVE OFFICER

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

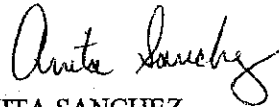
It was the decision of the Commission to:

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

CSC Notice of Action  
June 24, 2010  
Page 2

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

CIVIL SERVICE COMMISSION



ANITA SANCHEZ  
Executive Officer

Attachment

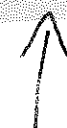
c: Micki Callahan, Human Resources Director  
Jacquie Hale, Department of Public Health  
Naomi Kelly, Office of Contract Administration  
Ben Rosenfield, Controller  
Commission File  
Chron

POSTING FOR  
6/7/2010

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4155-09/10	81	Public Health	Regular	\$42,988,294	Contractor and partner agencies will work together to provide supportive housing services to homeless adults and transitional age youths with serious mental illness in San Francisco. The housing support services will include comprehensive on-site mental health prevention, primary care, and rehabilitative treatment services to reduce chronic homelessness in San Francisco.	6/30/2015
4156-09/10	81	Public Health	Regular	\$57,351,750	Contractors will provide community based mental health and substance abuse prevention and treatment, primary care and life enhancement programs for adults and transition age youths who are homeless or face mental health and substance abuse issues and their families in San Francisco. The programs will include mental health emergency crisis/vocational and rehabilitation services, peer and intern employment, peer-based wellness and recovery services, substance abuse education and training/HIV intervention/primary prevention, secondary prevention and ancillary services, short-term intensive care management-hospital discharge services.	6/30/2015
4157-09/10	81	Public Health	Regular	\$17,360,000	Contractors will provide San Francisco General Hospital (SFGH), Laguna Honda Hospital (LHH), DPH's Primary Care Clinics and Health At Home program a continuous, reliable source of intermittent, supplemental, on-call nursing personnel during high patient census, high acuity, unexpected staff illnesses and/or vacations, and to meet State nurse-to-patient staffing ratio requirements.	6/30/2015
4158-09/10	81	Public Health	Regular	\$84,000	Contractor will provide phlebotomy services during the phlebotomy service schedule at Behavioral Health Clinics and laboratory specimen courier services when necessary.	6/30/2015
4159-09/10	81	Public Health	Regular	\$150,000	Contractor will provide comprehensive vision care services including preventive eye exams, eye care services and diagnostic referrals for patients at the DPH's Southeast Health Center once a week during the operation hour from 8 am to 5 pm.	6/30/2015

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PERSONAL SERVICES CONTRACT SUMMARY

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

DEPARTMENT NAME: Department of 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: Licensed phlebotomists at Behavioral Health Clinics

FUNDING SOURCE: General Fund - Community Behavioral Health, Pharmacy Administrative Services

PSC AMOUNT: \$84,000 total, \$16,800/year PSC DURATION: 7/1/2010 - 6/30/2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor will provide phlebotomy services during the phlebotomy service schedule at Behavioral Health Clinics and laboratory specimen courier services when necessary.

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

Current phlebotomy service schedule is 1 to 1.5 hours per week at six (6) Behavioral Health Clinics for Behavioral Health Service clients who are seriously mentally ill and/or in treatment for substance abuse addiction. Previously, the services were provided in conjunction with laboratory contract provider, which discontinued providing phlebotomy services. Denial of the phlebotomy service will result in adverse patient care, reduce ability to fulfill DPH missions, and negative financial/revenue impacts to the community services.

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

This is a new service.

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

X SEIU Local 1021 IFPTE Local 21 Union Name Jacquie Hale Signature of person mailing/faxing form April 30, 2010 Date

RFP sent to SEIU Local 1021 IFPTE Local 21 Union Name on May 20, 2009 Date Yoshimi Saito Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4158-09/10

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION: approved June 21, 2010





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 # 4002 12/13)

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

Type of Service: Hetch Hetchy Power Regulatory Requirements (CS-245)

Funding Source: Hetch Hetchy Programmatic Funds

PSC Original Approved Amount: \$1,500,000 PSC Original Approved Duration: 07/02/12 - 06/30/17 (4 years 52 w
PSC Mod#1 Amount: \$2,000,000 PSC Mod#1 Duration: no duration added
PSC Mod#2 Amount: PSC Mod#2 Duration:
PSC Cumulative Amount Proposed: \$3,500,000 PSC Cumulative Duration Proposed: 4 years 52 weeks

1. Description of Work

A. Scope of Work:

Perform and assist Hetch Hetchy Water and Power (HHWP) with all business processes, design standards preparation and/or review of HHWP designs as they relate to Western Electricity Coordinating Council (WECC) and the North American Electric Reliability Corporation (NERC) power regulatory requirements CIP (Critical Infrastructure Protection) and COM (communication) requirements.

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

Financial penalties levied by WECC/NERC in the amount of \$10,000 to \$1,000,000 per day as it relates to CIP and COM requirements.

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

These services are currently provided by PSC No. 4002-12/13 (CS-245).

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

2. Union Notification: On 05/12/14, 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;

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4002 12/13

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 07/07/2014

Civil Service Commission Action:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Previous experience in design of communication and structures that meet NERC regulatory CIP requirements.  
Previous experience in developing process and procedures that meet NERC regulatory CIP requirements.

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

Expertise in developing process and procedures and design or design review of cyber assets that meet WECC/NERC critical infrastructure protection requirements. This expertise is being developed in the San Francisco Public Utilities Commission.

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

No, civil service classed already exists. This consultant will work with IT (SF and Moccasin) to develop the framework for process/procedures and design to meet regulatory requirements until this expertise can be developed in-house.

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? Yes, by Grid Subject Matter Experts.

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
ON 05/12/14 BY:

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

Address: Stacey Lo San Francisco, CA

PSC No. 4002-12/13 Mod 1

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

The answer to this question was Yes in the Initial PSC but changed to No in this Modification 1 because the original intent was that we would hire staff and the consultant would help train them. However, we are no longer adding staff, so the consultant will perform the function. Therefore our staff is no longer being trained by the consultant.

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

**Lo, Stacey**

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**From:** dhr-psccordinator@sfgov.org on behalf of SLo@sfgwater.org  
**Sent:** Monday, May 12, 2014 3:13 PM  
**To:** Lo, Stacey; L21PSCReview@ifpte21.org; Lo, Stacey; DHR-PSCCoordinator, DHR; Isen, Richard  
**Subject:** Receipt of a REGULAR Modification Request to PSC # 4002 12/13 - MODIFICATIONS

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 \$2,000,000 for services for the period July 2, 2012 – June 30, 2017. 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/2010>

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

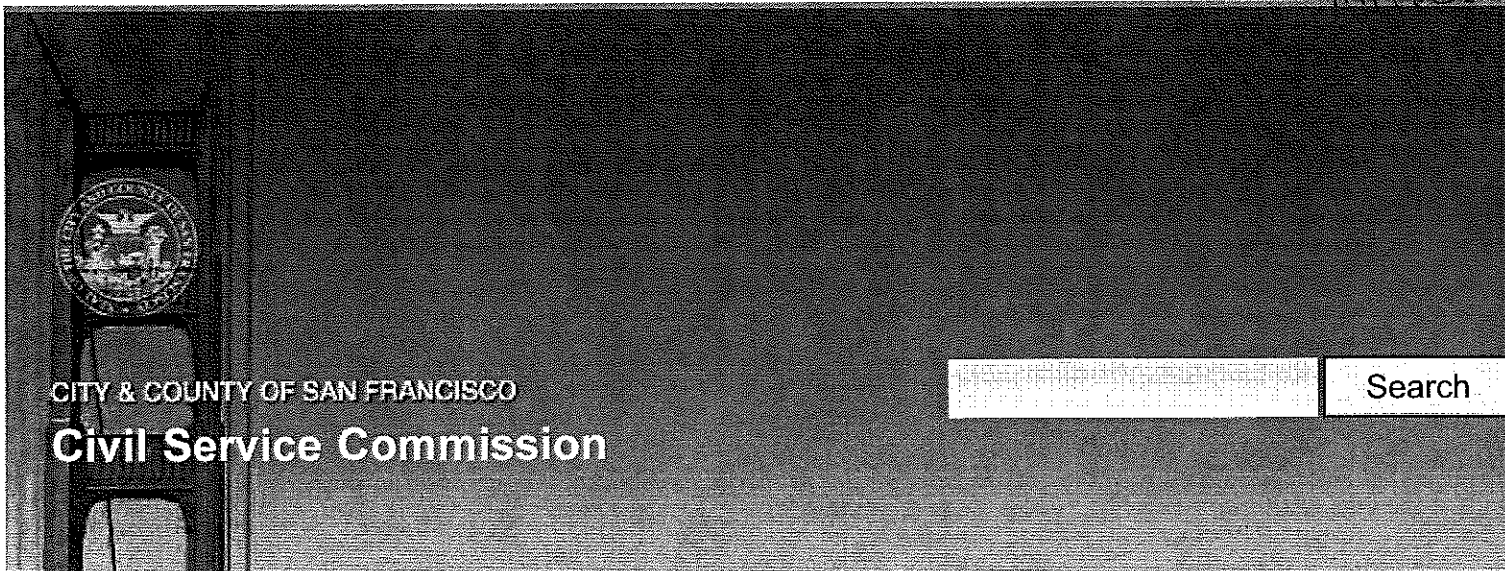
**Additional Attachment(s) of Explanation**

◇ **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 # 4002-12/13

4002-12/13  
initial



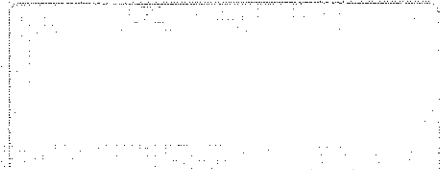
Home » July 02, 2012 Regular Meeting



## July 02, 2012 Regular Meeting

Civil Service Commission - July 2, 2012

**STAY CONNECTED**



### MINUTES

### Regular Meeting

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**July 2, 2012**

**2:00 p.m.**

**ROOM 400, CITY HALL**

**1 Dr. Carlton B. Goodlett Place**

CALL TO ORDER

2:00 p.m.

ROLL CALL

President Kate Favetti	Present
Vice President Scott R. Heldfond	Present
Commissioner Mary Y. Jung	Present
Commissioner E. Dennis Normandy	Present

President Kate Favetti presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION  
OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON  
TODAY'S AGENDA

None.

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APPROVAL OF MINUTES

Regular Meeting of June 18, 2012

**Action:** Adopted. (Vote of 4 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

The Human Resources Director questioned when Peace Officer appeals will be heard.

Sandra Eng, Acting Executive Officer explained the internal procedures for processing Peace Officer appeals are being reviewed by the City Attorney. The hearings will be in Closed Session unless the appellant submits a confidentiality waiver form. If other peace officers are mentioned in the appeal, they will also have the option to waive confidentiality. Otherwise, all of the appeals will be in Closed Session.

President Favetti requested that the City Attorney's opinion regarding Peace Officer hearings be redistributed to all concerned as a refresher.

EXECUTIVE OFFICER'S REPORT

Report of Inspection Service Requested by the Commission  
regarding the Rating of Applicants and Establishment of the  
0262-12-11 Eligible List for Class 1944 Materials Coordinator (Position-Based

**Testing) at the Department of Public Health (DPH) – San Francisco General Hospital (SFGH). (Item No. 6)**

**Speakers:** Luz Morganti, Civil Service Commission  
 John Kraus, Department of Human Resources

**Action:** Accepted the report and amended to request that the Human Resources Director review the hiring process and the policy on verification and provide training within the departments.  
 (Vote of 4 to 0)

**0263-12-8** Review of request for approval of proposed personal services contract.  
 (Item No. 7)

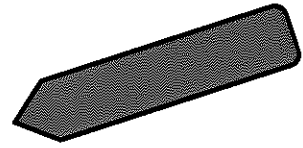
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
			SFO requires a Contractor to provide services to install operating system upgrade and MDI Access Control System application upgrade new servers, database client licenses, and deploy the new system to production. This system provides SFO with its ID card access and alarm application, with several Airport security systems. The Access Control System contains proprietary software and hardware components custom designed by MDI. Support and parts for		

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4000-12/13	Airport Commission	\$300,000	<p>the MDI Access Control System is only available via authorized dealers who are required to have staff certified in the version of software they are supporting. This project will result in virtualizing the servers for the application, database and reporting. The Contractor will provide MDI support for the following: 1) Custom application programming logic; 2) Proprietary communication software components; 3) Proprietary software interfaces to the computer aided dispatch system; and 4) Custom database implementation.</p>	Regular	06/30/17
4001-12/13	Public Health	\$65,000	<p>This contract will provide access to a proprietary, web-based software application to enable DPH to maximize State reimbursement for DPH's administration of the Medi-Cal Administrative Activities (MAA) and Targeted Case Management (TCM) programs. In 2012-13 new State requirements will take effect which will expand the annual staff time surbey required by the State, to ensure as much administrative time as possible is claimed for</p>	Regular	06/30/15

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			reimbursement.		
4002-12/13	Public Utilities Commission	\$1,500,000	Perform and assist Hetch Hetchy Water and Power (HHWP) with all business processes, design standards preparation and/or review of HHWP designs as they relate to Western Electricity Coordinating Council (WECC) and the North American Electric Reliability Corporation (NERC) power regulatory requirements CIP (critical infrastructure protection) and COM (communication) requirements.	Regular	06/30/17
4003-12/13	Public Utilities Commission	\$2,000,000	Assist Hetch Hetchy Water and Power (HHWP) with all business processes and engineering studies required to support Transmission Owner (TO), Transmission Operator (TOP), Planning Authority (PA), Transmission Planner (TP) and/or other registrations as identified by the North American Electric Reliability Corporation (NERC) and the Western Electricity Coordinating Council (WECC).	Regular	06/30/17
			The International Strategic Marketing Alliance was established in 1998 to increase international flight activity to SFO.		



4130-08/09	Airport Commission	<p>Increase Amount \$3,500,000</p> <p>New Amount \$9,500,000</p>	<p>The Airport proposes to continue or re-establish the same or similar successful services by a newly established pool of overseas representation partners with on-the-ground representation in, but not limited to, Asia, Australia, Central and South America and Europe. These partners will promote the Airport and the City of San Francisco at international trade and tourism exhibitions worldwide, participate in joint trade missions with the Airport and the Mayor's Office, assist in international air route development, represent SFO in country developing promotion and advertising campaigns in language and specific to local cultures and trends, and provide market research and intelligence wherever possible.</p>	Modification	06/30/17
			<p>Preparation of a Habitat Conservation Plan (HCP) for the Alameda Watershed including permitting for maintenance of the new Diversion Dam Road Bridge. The Alameda Watershed HCP will provide coverage for SFPUC operations, including bridge maintenance, in the Sunol Valley</p>		

<p>4041-07/08</p>	<p>Public Utilities Commission</p>	<p>Increase Amount \$584,000  New Amount \$1,034,000</p>	<p>region under the Federal and California Endangered Species Act (FESA and CESA). Without the HCP, some SFPUC operations (including bridge maintenance) that impact special status species could be restricted or prohibited and the SFPUC could be faced with significant penalties under the FESA and CESA. This modification will permit completion of the Alameda Watershed Habitat Conservation Plan (AWHCP), including preparing applications for regulatory permits/approvals, mitigating, monitoring and reporting on plans like the AWHCP, which includes additional bridge maintenance.</p>	<p>Modification</p>	<p>06/30/15</p>
			<p>Conduct hydrologic, geomorphic, biological and related river ecosystem science work on an as-needed basis. The work will be conducted in support of the Upper Tuolumne River Ecosystem Project and other related SFPUC river and stream ecosystem management efforts (CS-946). This modification of the Upper Tuolumne River Ecosystem Project will (1) satisfy existing instream flow</p>		

4064-08/09	Public Utilities Commission	<p>Increase Amount</p> <p>\$2,000,000</p> <p>New Amount</p> <p>\$3,500,000</p>	<p>commitments (2) implement the SFPUC Water Enterprise environmental stewardship policy on the Upper Tuolumne River, and (3) assist the U.S. National Park Service with development of the Tuolumne Wild and Scenic River Plan. Failure to approve this PSC will result in the SFPUC renegeing on existing commitments per Raker Act stipulations and SFPUC policy. This modification is necessary to continue technical support for (1) implementation of the SFPUC Water Enterprise environmental stewardship policy, (2) implementation of studies and monitoring required by the Water System Improvement Program Final Programmatic Environmental Impact Report, (3) implementation of updated O'Shaughnessy Dam instream flows, and (4) support for related efforts on Alameda, Pilarcitos, and San Mateo Creeks to plan, develop, and implement conditions of new or existing agreements related to instream flow needs.</p>	Modification	04/19/18
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Cynthia Avakian and Jeff Hoglind, Airport

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**Speakers:** Commission and Donna Kotake, Department of Human Resources spoke on PSC #4130-08/09.

**Action:** Adopted the report; Approved the request for proposed personal services contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

**COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 8)**

President Favetti requested a Special Meeting prior to the Regular Meeting of July 16, 2012, in order to follow up on the Executive Officer vacancy.

She also mentioned that staff should be making preparations for a Strategic Planning Meeting possibly in October.

**ADJOURNMENT (Item No. 9)**

2:42 p.m.

Civil Service Commission | Email: [civilservice@sfgov.org](mailto:civilservice@sfgov.org) | Phone: 415-252-3247 | - Service 24x7



MEETINGS



PERSONAL SERVICES CONTRACT SUMMARY

DATE: 4/23/2012 (30-day Union Notice)
6/06/2012 (to DHR)

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

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

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

TYPE OF SERVICE: HHWP WECC NERC Business Processes (CS-245)

FUNDING SOURCE: WECC/NERC Programmatic Funding

PSC AMOUNT: \$1,500,000 PSC DURATION: 07/02/2012 to 06/30/2017

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Perform and assist Hetch Hetchy Water and Power (HHWP) with all business processes, design standards preparation and/or review of HHWP designs as they relate to Western Electricity Coordinating Council (WECC) and the North American Electric Reliability Corporation (NERC) power regulatory requirements CIP (critical infrastructure protection) and COM (communication) requirements.
B. Explain why this service is necessary and the consequences of denial: Financial penalties levied by WECC/NERC in the amount of \$10,000 to \$1,000,000 per day as it relates to CIP (critical infrastructure protection) and COM (communication) requirements.
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 are new requirements. Hetch Hetchy Water and Power recently was required to register as a Transmission Owner and Transmission Operator as of July 15, 2011.
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 04/23/2012 (30-day Union Notice) 06/06/2012m (to DHR) Date

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTOR Dept. Code: TTX

Type of Request:  Initial  Modification of an existing PSC (PSC # 4056 10/11)

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: Audit Services

Funding Source: <u>Audit Collections</u>	
PSC Original Approved Amount: <u>\$200,000</u>	PSC Original Approved Duration: <u>01/04/11 - 12/31/11 (51 weeks 4 c</u>
PSC Mod#1 Amount: <u>no amount added</u>	PSC Mod#1 Duration: <u>01/01/12-06/30/14 (2 years 25 weeks)</u>
PSC Mod#2 Amount: <u>\$90,000</u>	PSC Mod#2 Duration: <u>07/01/14-06/30/15 (1 year)</u>
PSC Cumulative Amount Proposed: <u>\$290,000</u>	PSC Cumulative Duration Proposed: <u>4 years 25 weeks</u>

1. **Description of Work**

A. Scope of Work:

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 audit and enforcement of utility users tax and access line tax requirements; and provide tax revenue enhancement and detection services.

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

Underreporting or non-reporting of these taxes occur due to various reporting or categorization errors in this highly technological field. Without expertise in auditing, consultation, data collection and review in this specialized field, the City will continue to lose potential tax revenue.

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 4056-10/11

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

2. **Union Notification:** On 05/20/14, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; Management & Superv Local 21;

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4056 10/11

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/07/2014

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

A. Specify required skills and/or expertise:

Audit experience, including knowledge of procedures and practices of major public utilities providers and of the Public Utilities Commission regulations and requirements, as well as proof of successfully providing revenue to local governments as a direct outcome of its services. The contractor must work closely with City departments, businesses including service providers, taxpayers, and monitor changes in proposed related legislation and technology.

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

4220,4222,4224,

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

No.

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

A. Explain why civil service classes are not applicable:

City employees do not possess the specialized expertise to audit utility users tax and/or access line tax areas. Such expertise includes knowledge of the various utility services utilized, including electricity, gas, water, steam, and telephone communication services utilized, and the various trunk lines that are taxable. Such expertise also includes keeping abreast of the legislative and technological changes, and analyze its impact on tax revenue.

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

No. The service is highly specialized, but included in the service is training for existing City audit staff.

**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? Written manual, onsite guidance, and workshops for 4222, 4224.	<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? Continuing time of agreement to finish work with Muniservices	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

ON 05/20/14 BY:

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

Address: 1 Dr Carlton B Goodlett PI 140 San Francisco, CA 94102

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

**Kato, Greg (TTX)**

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**From:** dhr-psccordinator@sfgov.org on behalf of greg.kato@sfgov.org  
**Sent:** Tuesday, May 20, 2014 1:30 PM  
**To:** Kato, Greg (TTX); L21PSCReview@ifpte21.org; Kato, Greg (TTX); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)  
**Subject:** Receipt of Modification Request to PSC # 4056 10/11 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The TREASURER/TAX COLLECTOR -- TTX has submitted a modification request for a Personal Services Contract (PSC) for \$90,000 for services for the period July 1, 2014 – June 30, 2015. 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/2084>

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 # 4056-10/11



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

4056-10/11  
Initial

December 10, 2010

E. DENNIS NORMANDY  
PRESIDENT

DONALD A. CASPER  
VICE PRESIDENT

MORGAN R. GORRONO  
COMMISSIONER

LISA SEITZ GRUWELL  
COMMISSIONER

MARY Y. JUNG  
COMMISSIONER

ANITA SANCHEZ  
EXECUTIVE OFFICER

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4053-10/11 THROUGH 4058-10/11; 4101-07/08.**

At its meeting of December 6, 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 adopt the report; approve request for all remaining proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ  
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

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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 - 3/9/2015
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

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3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*Selected contractor is required to have experience conducting UUT and/or ALT audit services for cities in CA, including knowledge of procedures and practices of major public utilities providers and of the Public Utilities Commission regulations and requirements, as well as proof of successfully providing revenue to local governments as a direct outcome of its services. The contractor must work closely with City departments, businesses including service providers, taxpayers, and monitor changes in proposed related legislation and technology.*

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

*No civil service class has performed this specific function. Classes appropriate to perform such auditing services are: 4220 Personal Property Auditor, 4222 Senior Personal Property Auditor, and 4224 Principal Personal Property Auditor.*

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

*No.*

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

*City employees do not possess the specialized expertise to audit UUT and/or ALT areas. Such expertise includes knowledge of the various utility services utilized, including electricity, gas, water, steam, and telephone communication services utilized, and the various trunk lines that are taxable. Such expertise also includes keeping abreast of the legislative and technological changes, and analyze its impact on tax revenue.*

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

*No. The service is highly specialized, but included in the service is training for existing City audit staff.*

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

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

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

B. Will the contractor train City and County employees?

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

- Describe the training and indicate approximate number of hours. Training includes written manual, on site guidance, workshops, and technical assistance for 3 months.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. Classes receiving training include: 4222 Senior Personal Property Tax auditors (6), 4224 Principal Auditors (2), 0931 Chief Auditor (1) and 0935 Business Tax Director (1).

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

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

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

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

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

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Yes, subject to the outcome of the RFP process.

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

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

Signature of Departmental Personal Services Contract Coordinator

*Tayl Shah*  
Print or Type Name

*554-4506*  
Telephone Number

Office of the Treasurer & Tax Collector, City Hall, Room 140, San Francisco, CA 94102

Address



Tajel Shah/TTX/SFGOV  
10/07/2010 04:50 PM

To: sjenkins@fpte21.org  
cc: Florence Mar/TTX/SFGOV@SFGOV, Darrell  
Asciano/TTX/SFGOV@SFGOV  
bcc:  
Subject: Notification of RFP - UTT/ALT

Sharon,

Attached is our intent to release an RFP for collections of access line and utility taxes.



Please let us know, if you have any questions: UUT\_ALT\_PSC.pdf

- Tajel

Tajel Shah  
Director, Budget & Operations  
Office of Treasurer and Tax Collector  
City and County of San Francisco  
City Hall - Room 140  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4638  
415/554-4506 (phone)  
415/554-7449 (fax)



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Selected contractor is required to have experience conducting UUT and/or ALT audit services for cities in CA, including knowledge of procedures and practices of major public utilities providers and of the Public Utilities Commission regulations and requirements, as well as proof of successfully providing revenue to local governments as a direct outcome of its services. The contractor must work closely with City departments, businesses including service providers, taxpayers, and monitor changes in proposed related legislation and technology.

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

No. The service is highly specialized, but included in the service is training for existing City audit staff.

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

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

Yes No

B. Will the contractor train City and County employees?

- Describe the training and indicate approximate number of hours. Training includes written manual, on site guidance, workshops, and technical assistance for 3 months.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. Classes receiving training include: 4222 Senior Personal Property Tax auditors (6), 4224 Principal Auditors (2), 0931 Chief Auditor (1) and 0935 Business Tax Director (1).


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

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

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Yes, subject to the outcome of the RFP process.

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

  
Signature of Departmental Personal Services Contract Coordinator

GREG KATO  
Print or Type Name

554-6878  
Telephone Number

Office of the Treasurer & Tax Collector, City Hall, Room 140, San Francisco, CA  
94102

Address