



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: October 17, 2014

To: The Honorable Civil Service Commission

Through: Micki Callahan *mkc*
Human Resources Director

From: Cynthia Avakian, AIR
Jacquie Hale, DPH
Anna Wong, LIB
Joan Lubamersky, ADM
Danny Yeung, CPC

Subject: **Personal Services Contracts Approval Request**

This report contains five (5) 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 FY2014-2015	Total for FY2014-2015
\$7,470,398	\$17,487,794	\$312,109,599

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

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

Anna Wong
Public Library
100 Larkin Street
San Francisco, CA 94102
415-557-4214

Joan Lubamersky
General Services Agency
1 Dr. Carlton B. Goodlett Pl., Rm. 362
San Francisco, CA 94102
(415) 554-4859

Danny Yeung
City Planning
1650 Mission St, Suite 400
San Francisco, CA 94103
415-575-9042

Table of Contents
PSC Submissions

Regular PSCs	Department	Page
41289-14/15	Airport Commission	1
46529-13/14	Department of Public Health	7
45648-14/15	Public Library	17
Modification PSCs		
4028-09/10	General Services Agency	26
35583-13/14	City Planning	39

POSTING FOR

November 03, 2014

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

2014-11-03

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date
41289 - 14/15	AIRPORT COMMISSION	\$6,000,000.00	As-Needed Construction Management (CM) Support Services requiring specialized experience in airport construction projects including, but not limited to specific expertise in design/bid/build, design/build, and other alternative delivery method projects. CM services may include: 1) Construction Inspection Services, 2) Resident Engineering and/or Office Engineering Services, 3) Special Inspection and Testing, 4) Material Testing and Reporting, 5) Surveying Services, and 6) Other CM services as required. Contractor will provide CM support services for various projects at the San Francisco International Airport (SFO), including but not limited to projects in the design, construction and post construction phases of work. Anticipated projects include: Boarding Area A 400 Hertz System and Infrastructure Improvements, Terminal 3 East Improvements, Central Plant Renovation, Generator and Diesel Fuel System Testing, Maintenance and Repair, Firehouse Number 3 and South Field Checkpoint Relocation, and other related projects.	November 1, 2014	June 30, 2020
46529 - 13/14	PUBLIC HEALTH	\$522,648.00	Provide fiscal intermediary services for the California Tuberculosis (TB) Controller's Association (CTCA), including resource management and support of the CTCA Executive Administrator, who will coordinate TB-related training opportunities for DPH staff to acquire Continuing Medical Education (CME) units and Continuing Education Units (CEUs), coordination of policy development for TB screening, treatment, enforcement, and compliance with mandated State and local functions, and support for regionalized development of outreach to the media, private providers, community based organizations, the public and decision makers about TB.	July 1, 2014	June 30, 2018
45648 - 14/15	PUBLIC LIBRARY	\$647,750.00	Library seeks a sole-source agreement with Cengage Learning Inc. Cengage Learning, in partnership with Smart Horizons Career Online Education, offers an 18-credit, career-based online high school diploma program designed to prepare students for entry into the workplace. Students earn an accredited high school diploma plus a career certificate. It is the only program of its kind. The Library's new Learning & Literacy Center will administer the program, working with our Project Read staff and community partners to identify prospective students. The scope of services includes online assessment to identify students who can be successful in the program; customized and in-depth program implementation training for library staff facilitators who will work directly with the students; student coaching (online and by phone); student recruiting and marketing support, curriculum including 18 credits (14 academic and 4 career); coursework in language arts, social studies, mathematics, and science, plus career electives offering eight career tracks. The Contractor shall be required to enroll and educate 125 students during the first year, 150 students during the second year and 175 students during the third year.	January 2, 2015	May 31, 2018

TOTAL AMOUNT \$7,170,398

Posting For November 03, 2014

Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2014-11-03

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
4028-09/10 - MODIFICATIONS	November 3, 2014	GENERAL SERVICES AGENCY - CITY ADMIN -- ADM	\$0	\$500,000	The Fleet Management Division of GSA proposes to supplement the City's vehicle fleet by contracting with two car sharing vendors (Zipcar In., and City CarShare) to make additional vehicles available during peak demands for City employees to use on official city business. City departments would pay an hourly/mileage fee for each actual use. This proposal is consistent with Fleet Management's goals to gain efficiencies and create accountability while managing costs and lowering greenhouse gas emissions.	02/24/2014	05/31/2015	REGULAR
35583 - 13/14 - MODIFICATIONS	November 3, 2014	CITY PLANNING -- CPC	\$300,000	\$400,000	Within the Pavement to Parks Program, a non-profit organization will serve as technical assistance provider and fiscal sponsor for local neighborhood groups, businesses, individuals, and other interested organizations to facilitate the discussions, community design, funding, implementation, and maintenance of Pavement to Parks projects. The Technical Assistance and Neighborhood Sponsor will facilitate and establish partnerships with interested neighborhood organizations. Before any funds are to be committed or temporary installations, the Technical Assistance and Neighborhood Sponsor must establish a Memorandum of Understanding (MOU) with such interested local neighborhood groups, business, or other organization, with prior review and approval by the Planning Department Liaison.	12/01/2014	10/31/2018	REGULAR

TOTAL AMOUNT \$300,000

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

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

Type of Service: As-Needed Construction Management Support Services

Funding Source: Airport Capital Funds PSC Duration: 5 years 34 weeks

PSC Amount: \$6,000,000 PSC Est. Start Date: 11/01/2014 PSC Est. End Date: 06/30/2020

1. Description of Work

A. Scope of Work:

As-Needed Construction Management (CM) Support Services requiring specialized experience in airport construction projects including, but not limited to specific expertise in design/bid/build, design/build, and other alternative delivery method projects. CM services may include: 1) Construction Inspection Services, 2) Resident Engineering and/or Office Engineering Services, 3) Special Inspection and Testing, 4) Material Testing and Reporting, 5) Surveying Services, and 6) Other CM services as required. Contractor will provide CM support services for various projects at the San Francisco International Airport (SFO), including but not limited to projects in the design, construction and post construction phases of work. Anticipated projects include: Boarding Area A 400 Hertz System and Infrastructure Improvements, Terminal 3 East Improvements, Central Plant Renovation, Generator and Diesel Fuel System Testing, Maintenance and Repair, Firehouse Number 3 and South Field Checkpoint Relocation, and other related projects.

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

Along with aging infrastructure, SFO continues to experience strong passenger growth, both of which require maintenance of airport and airfield infrastructure to improve operational efficiency and safety; and to meet forecasted demand. CM support for airport and airfield improvement projects are required for various capital facility projects, runway, taxiway, apron, infield, roadway pavements, underground infrastructure, industrial waste, sewer, drainage pump stations, and telecommunication and high voltage infrastructure. Denial will cause project delays, which will affect aircraft operations and customer service, and result in lost 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. This is a new request.

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

2. Union Notification: On 09/08/2014, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41289 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/03/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

As-needed CM services require specialized skills on airport projects with direct and current experience related to airport terminals and facilities, runways and taxiways, airfield lighting, security and special systems; navigational aids and power systems, utility infrastructure, redevelopment of interior spaces; and airfield and landside site work. Required skills include management of construction projects and project documents, and development and implementation of a Quality Control/Quality Assurance Program in an airport environment.

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

5203,5207,5241,5211,5305,5310,5312,5314,6318,5504,5506,

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

To be determined based on the nature of the task.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Existing staff does not have the required expertise and specialized skills related to the proposed services.

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

No, as projects are on an as-needed, temporary basis and do not occur frequently enough to justify permanent staffing, with the exception of project management staff. However, contracted work will be supervised by City project managers and staff with appropriate airport construction expertise.

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

YES NO

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

YES NO

B. Will the contractor train City and County employee?

YES NO

n/a

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 10/07/2014 BY:

Name: Cynthia Avakian

Phone: 650-821-2014

Email: cynthia.avakian@flysfo.com

Address: P.O Box 8097

San Francisco, CA 94128

Receipt of Union Notification(s)

Christina Chiong

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
Sent: Monday, September 08, 2014 6:09 PM
To: Cynthia Avakian; L21PSCReview@ifpte21.org; Christina Chiong; Richard Isen; DHR-PSCCoordinator
Subject: Receipt of Notice for new PCS over \$100K PSC # 41289 - 14/15

RECEIPT for Union Notification for PSC 41289 - 14/15 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 41289 - 14/15 for \$6,000,000 for Initial Request services for the period 11/01/2014 – 06/30/2020. 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/3862> 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)

PSC#41289-14/15
As -Needed Construction Management Support Services
Term Justification

The PSC term will correspond to the contract duration of five (5) years, with anticipated start date of November, 2014, through the end of the fiscal year, June, 2020. The implementation of the Airport's five (5)-year Capital Improvement Program requires Construction Management Services that include: technical, full-time, on-site observation and inspection, including specialty inspection, of the progress and quality of the construction work. In addition, Construction Manager and Resident Engineer / Assistant Resident Engineer (RE/ARE) services to lead/support construction management teams of engineers, inspectors, surveyors and material testing lab technicians on assigned projects. This contract will augment the staff of the D&C division in Airfield Construction Management and provide specialized expertise for oversight of construction projects ensuring the airport obtains the best quality construction for the Airport's 5-year Capital Improvement Program.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

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

Type of Service: California Tuberculosis (TB) Controller's Association (CTCA) Fiscal Agent

Funding Source: Grant PSC Duration: 4 years
PSC Amount: \$522,648 PSC Est. Start Date: 07/01/2014 PSC Est. End Date: 06/30/2018

1. Description of Work

A. Scope of Work:

Provide fiscal intermediary services for the California Tuberculosis (TB) Controller's Association (CTCA), including resource management and support of the CTCA Executive Administrator, who will coordinate TB-related training opportunities for DPH staff to acquire Continuing Medical Education (CME) units and Continuing Education Units (CEUs), coordination of policy development for TB screening, treatment, enforcement, and compliance with mandated State and local functions, and support for regionalized development of outreach to the media, private providers, community based organizations, the public and decision makers about TB.

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

TB controller's association is critical organization for the San Francisco tuberculosis (TB) program that helps coordinate the state and local TB program state TB diagnosis and treatment guideline revision and development, coordination of communication to the general public, decision makers (local elected and other elected officials), education to TB program staff through its biannual conference and business meeting. Through CTCA, the San Francisco TB control program continues to develop policies and work to change outdated legislation at the state level to improve TB control practices. (Continued on attachment)

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC. PSC 4130-11/12

D. Will the contract(s) be renewed? Only if funding continues.

2. Union Notification: On 08/25/2014, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21, Prof & Tech Eng, Local 21, Physicians and Dentists - 8CC, Architect & Engineers, L

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46529 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/03/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Expertise in resource management appropriate to the fiscal intermediary services needed.

B. Which, if any, civil service class(es) normally perform(s) this work?
1652,2230,1823,

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

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Services are temporary and are not intended to continue beyond the term of the grant which supports them.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No, the services are specific the grant that funds them and are otherwise not needed.

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

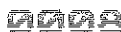
YES NO

- A. Will the contractor directly supervise City and County employee? YES NO
- B. Will the contractor train City and County employee? 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? San Francisco Public Health Foundation YES NO

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 10/06/2014 BY:

Name: Jacque 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)

Receipt of Notice for new PCS over \$100K PSC # 46529 - 13/14

dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org

Mon 8/25/2014 5:24 PM

Inbox

To: Hale, Jacquie (DPH) <jacquie.hale@sfdph.org>; jduritz@uapd.com <jduritz@uapd.com>; L21PSCReview@ifpte21.org <L21PSCReview@ifpte21.org>; brenda_mendieta@sfdph.org <brenda_mendieta@sfdph.org>; Isen, Richard (TIS) <richard.isen@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>;

RECEIPT for Union Notification for PSC 46529 - 13/14 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 46529 - 13/14 for \$522,648 for Initial Request services for the period 07/01/2014 – 06/30/2018. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhr Drupal/node/3369> 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)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM1")

Attachment to 46529-13/14

1. B. Explain why this service is necessary and the consequence of denial: (Continued)

Denial of this contract will essentially bring to a halt, an organization that has served local TB programs, TB providers, and California communities for over a decade. It has been pivotal in helping bring California and San Francisco TB case numbers down to the lowest numbers in history, although progress has stalled. It employs one employee who is the administrator of the organization and will not be able to be retained if this contract is not renewed. The CTCA is a model organization for the nation, and its practices and policies are being adopted at the national level at the National TB Controller's Association. The San Francisco TB program has limited ability to advocate for resources high TB burden, urban communities, and CTCA is an effective voice.



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

June 6, 2012

NOTICE OF CIVIL SERVICE COMMISSION ACTION

E. DENNIS NORMANDY
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

SCOTT R. HELDFOND
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4126-11/12 THROUGH 4132-11/12; 4107-10/11; 4086-08/09; 3036-11/12; AND 4115-07/08.

At its meeting of June 4, 2012 the Civil Service Commission had for its consideration the above matter.

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

The Commission:

Adopted the report; Approved the request for proposed personal services contracts. Notified the Office of the Controller and the Office of Contract Administration.

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

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c: Parveen Boparai, Municipal Transportation Agency
- Rachel Buerkle, Department of the Environment
- Micki Callahan, Human Resources Director
- Marie de Vera, Department of Human Resources
- Jacque Hale, Department of Public Health
- Rebecca Krell, Arts Commission
- Diane Lim, Adult Probation
- Maria Ryan, Department of Human Resources
- Jeannie Wong, Office of the Controller
- Commission File
- Chron

POSTING FOR
6/4/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4126-11/12	13	Adult Probation	Regular	\$300,000	APD needs individuals that have dual expertise in reentry and evidence based criminal justice strategies and Technical Services: facilitation, grant writing, strategic planning, evaluation, capacity building and communications. The expertise of the technical services providers is unique, unrepresented and greatly needed in the SFAPP.	7/1/2012 - 6/30/2017
4127-11/12	13	Adult Probation	Regular	\$12,500,000	Reentry Services include mental health, substance abuse, housing, education, employment and financial literacy services to criminal justice system involved individual who have complex and intersecting challenges and barriers. Reentry Service providers have expertise in understanding the needs and how to successfully tailor service delivery to offenders.	7/1/2012 - 6/30/2017
4128-11/12	09	Controller	Regular	\$100,000	Provide hosting services for historical payroll reports generated prior to October 2012. Payroll reports are accessed by every City department's payroll professionals, time keepers, and managers every pay period to validate payroll and deduction calculations through a partitioned access protocol with predefined search indexes.	9/1/2012 - 8/31/2017
4129-11/12	82	Public Health	Regular	\$600,000	Work includes maintenance and support of the Interdepartmental Children's System of Care Shared Youth Database, a web-based application based on proprietary software (DCAR) used to match records of children and adolescent clients served by the DPH, H.S.A., Juvenile Probation, and SFUSD in order to identify opportunities for early intervention, case planning, practice improvement, and research. Work will also include building a data dashboard and associated reports using data obtained from the new Avenir system of Electronic Health Records for behavioral health system clients, in preparation for compliance with health care reform.	7/1/2012 - 6/30/2017
4130-11/12	82	Public Health	Regular	\$1,000,000	Tools request is for services for the Cities Readiness Initiative (which helps prepare the City for a public health emergency such as a catastrophic bioterrorism attack) by providing antibiotic prophylaxis to approximately 1.2 million people in SF within the first 48 hours) by enabling administration of services for specialized review and further development of its protocols and tools for surveillance and investigation to urgent cases and outbreaks of disease, including data forms and the Integrated Case and Outbreak Management System (ICOMS). This will include review of existing protocols and tools developed for both normal operations and for the Department's Infectious Disease Emergency Response Plan (IDER) and the creation of documentation to support disease control and immunization record keeping systems (ICOMS and ICOMS), including functional descriptions, detailed specifications, and guides for configuring, administering, equipment and supplies for all POD trailers; creating multifunctional signs for use in POD sites; developing traffic routes and cubic footage requirements for antibiotic distribution between storage, POD sites and regionally agreed upon mass prophylaxis training modules; and developing web-site and internet screening processes to provide antibiotic prophylaxis.	8/10/2012 - 8/9/2015

PERSONAL SERVICES CONTRACT SUMMARY

DATE: _____

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: Emergency Preparedness Independent Protocol Documentation

FUNDING SOURCE: Federal through State CDC Emergency Preparedness Grant and CDC Readiness Initiative Grant

PSC AMOUNT \$1,000,000 PSC DURATION: 8/10/12-8/09/15

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

This request is to increase the PSC for services for the Cities Readiness Initiative (which helps prepare the City for a public health emergency such as a catastrophic bioterrorism attack by providing antibiotic prophylaxis to approximately 1.2 million people in SF within the first 48 hours) by enabling administration of services for specialized review and further development of its protocols and tools for surveillance and investigation of urgent cases and outbreaks of disease, including data forms and the Integrated Case and Outbreak Management system (ICOMS). This will include review of existing protocols and tools developed for both normal operations and for the Department's Infectious Disease Emergency Response Plan (IDER) and the creation of documentation to support disease control and immunization record keeping systems (ICOMS and ICMS), including functional descriptions, detailed specifications, and guides for configuring, administering, and troubleshooting records systems; purchase, package and inventory of Point of Dispensation (POD) equipment and supplies for all POD trailers; creating multilingual signs for use in POD sites; developing traffic routes and cubic footage requirements for antibiotic distribution between storage, POD sites and regionally agreed upon mass prophylaxis training modules; and developing website and internet screening processes to provide antibiotic prophylaxis.

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

DPH has the responsibility of ensuring the provision of antibiotic prophylaxis to approximately 1.2 million people in San Francisco (daytime population) within a 48 hour period of a bioterrorism attack. To provide for a seamless epidemiologic response of this magnitude and urgency, with minimal disruption in procedures and data collection, current systems need to be efficient and allow ongoing upgrades.

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):

Approved on April 16, 2009 PSC 4147-08/09

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

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

SEIU Local 1021; and Jacquie Hale 4/9/12
IFPTE Loca 21

Union Name Signature of person mailing/faxing form Date
RFP sent to Locals 1021 and 21 , on March 12, 2012
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4130-11/12
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

APPROVED 6/4/12

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Must have relevant experience in capacity development and program enhancement for medicine and supplies delivery in large scale emergencies and expertise in regional collaboration of these strategies; tracking for health services and programs such as the immunization clinic management system (ICMS) and ICOMS; experience in system specifications and various recordkeeping systems and using different data sets used for an all operational infectious disease hazardous response.

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

None. While both the CDC and the Department of Emergency Management employ 2818 planners, their levels of expertise is to create and maintain preparedness plans and conduct exercises. None of the current employees have the expertise to create deliverables such as regional websites, internet compatible screening programs; multi lingual signs, multi-media training modules, or technical documents in a timely manner. It is the most efficient strategy to call on outside parties to accomplish these.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There are currently no civil services which provide these highly specialized services. They are short term, intermittent, as needed. Funding has been provided by PHEP to local health departments so that they may maintain these important services.

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

Not at this time. These services are short term, intermittent and as needed.

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

Yes No

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

Jacquie Hale

Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale

554-2609

Print or Type Name

Telephone Number

101 Grove St. Rm. 307

San Francisco, CA 94102

Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC LIBRARY -- LIB Dept. Code: LIB

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

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

Type of Service: Accredited Online,Career-Based High School Completion

Funding Source: Library Preservation Fund PSC Duration: 3 years 21 weeks

PSC Amount: \$647,750 PSC Est. Start Date: 01/02/2015 PSC Est. End Date: 05/31/2018

1. Description of Work

A. Scope of Work:

Library seeks a sole-source agreement with Cengage Learning Inc. Cengage Learning, in partnership with Smart Horizons Career Online Education, offers an 18-credit, career-based online high school diploma program designed to prepare students for entry into the workplace. Students earn an accredited high school diploma plus a career certificate. It is the only program of its kind. The Library's new Learning & Literacy Center will administer the program, working with our Project Read staff and community partners to identify prospective students. The scope of services includes online assessment to identify students who can be successful in the program; customized and in-depth program implementation training for library staff facilitators who will work directly with the students; student coaching (online and by phone); student recruiting and marketing support, curriculum including 18 credits (14 academic and 4 career); coursework in language arts, social studies, mathematics, and science, plus career electives offering eight career tracks. The Contractor shall be required to enroll and educate 125 students during the first year, 150 students during the second year and 175 students during the third year.

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

The service expands the Library's role by providing opportunities for people who have not succeeded in traditional educational settings. It is in alignment with City workforce development goals and has been identified as a priority by the Mayor. It fills a gap between what SF Unified School District and City College offer by providing opportunities for motivated adults (18 or over) to obtain diplomas & career certificates. Students who achieve diplomas through Career Online High School can pursue work in the career tracks for which they have studied and potentially go on to City College or other higher education settings. *Please See Attachment titled "1B.Why this Service is Necessary."

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? Yes,*Please see attachment titled "1D.Will the Contract be Renewed?"

2. Union Notification: On 08/05/2014, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45648 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/03/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

1. Ability and authority to evaluate prospective student transcripts and enter results in database managed by accredited online high school; 2. Teaching and counseling training and experience sufficient to provide support and academic coaching for high school level coursework; and 3. Ability to train Library staff to act as facilitators to students in the program.

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

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
Yes. Contractor will provide an online platform containing both administrative modules and coursework for students.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

The work of evaluating transcripts must be done within the authority of the accredited school offering the diplomas, so City staff cannot do that part. The contractor must also provide teachers to counsel and coach students if they need assistance with the online coursework, and trainers to train library staff in how to market the program and screen candidates, use administrative software and etc.

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

No. The work must be performed by the staff of an accredited online high school for adult learners, with its own dedicated web-based class curriculum, which it is not financially feasible for CCSF to create.

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

	YES	NO
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee? *Please see attachment titled "6b Will contractor train City & County."	<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 10/06/2014 BY:

Name: Anna Wong Phone: 557-4214 Email: anna.wong@sfpl.org

Address: 100 Larkin Street San Francisco, CA 94102

Receipt of Union Notification(s)

Wong, Anna (LIB)

From: dhr-psccordinator@sfgov.org on behalf of anna.wong@sfpl.org
Sent: Tuesday, August 05, 2014 11:14 AM
To: Wong, Anna (LIB); leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, SinYee (HSA); 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; mshelley@dc16.us; 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; Yoshida, Shirley (LIB); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45648 - 14/15

RECEIPT for Union Notification for PSC 45648 - 14/15 more than \$100k

The PUBLIC LIBRARY -- LIB has submitted a request for a Personal Services Contract (PSC) 45648 - 14/15 for \$647,750 for Initial Request services for the period 01/02/2015 - 05/31/2018. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/3719> 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)

1B Why service is necessary & consequences of denial.

The service expands the Library's role by providing opportunities for people who have not succeeded in traditional educational settings. It is in alignment with City workforce development goals and has been identified as a priority by the Mayor. It fills a gap between what SF Unified School District and City College offer by providing opportunities for motivated adults (18 or over) to obtain diplomas & career certificates. Students who achieve diplomas through Career Online High School can pursue work in the career tracks for which they have studied and potentially go on to City College or other higher education settings. The consequence of denial is less individual opportunity for residents who might be able to benefit from such a program and less opportunity for San Francisco to address issues of inequality and lack of opportunities for its less-privileged residents.

1D. Will the contract (s) be renewed?

Yes, if funding permits and if the program is a success, measured by the number of accredited high School diplomas awarded.

6B. Will the contractor train City and County employees?

Students work with library staff facilitators who are trained by Career Online High School on how to administer the program, including how to conduct additional screening beyond the online assessment. Approximately a dozen library staff (including librarians and Project Read staff, who are classified as library technicians) will receive a full-day of training at the commencement of the contract, and more will be trained as needed over the course of the contract.

Modification
Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN Dept. Code: ADM

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4028-09/10)

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

Type of Service: Car Sharing Services

Funding Source: Work order funds
PSC Original Approved Amount: \$500,000 PSC Original Approved Duration: 08/24/09 - 08/23/12 (3 years)
PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 08/24/09-02/23/14 (1 year 26 weeks)
PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 02/24/14-05/31/15 (1 year 13 weeks)
PSC Cumulative Amount Proposed: \$500,000 PSC Cumulative Duration Proposed: 5 years 40 weeks

1. Description of Work

A. Scope of Work:

The Fleet Management Division of GSA proposes to supplement the City's vehicle fleet by contracting with two car sharing vendors (Zipcar In., and City CarShare) to make additional vehicles available during peak demands for City employees to use on official city business. City departments would pay an hourly/mileage fee for each actual use. This proposal is consistent with Fleet Management's goals to gain efficiencies and create accountability while managing costs and lowering greenhouse gas emissions.

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

Denial of this contract would not allow these economies and efficiencies to be realized. Additionally, the City would not benefit from a reduced carbon footprint.

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

Services have been provided in the past through earlier PSC request. See 4028-09/10

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

2. Union Notification: On 09/08/14, the Department notified the following employee organizations of this PSC/RFP request: Municipal Executive Association; Automotive Machinists, Local 1414; Architect & Engineers, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4028-09/10

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 11/03/2014

Civil Service Commission Action:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Ability to manage a car sharing vehicle fleet program including a real-time internet based reservation and dispatch system, customer care call center and billing systems to meet the City's needs. Ability to increase/decrease and redistribute the fleet throughout the city to meet City demands. Ability to prepare and deliver a training program on how to use their systems.

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

0933,7381,7309,7306,1032,

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

Yes. Automobiles and real time internet based reservation and dispatch technology.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

City employees will continue to work on City vehicles and to operate City vehicle pools. City Car sharing services will be provided on an as-needed basis to meet excess demands, most especially for those departments that do not need their own vehicles on a full time basis.

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

No. This work is as-needed.

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? Employees to be trained on using reservation system. See attached.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? This is to increase duration for contract with CityCar Share.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

ON 09/08/14 BY:

Name: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

Address: One Carlton B. Goodlett Place, Room 362 San Francisco, CA 94102

Receipt of Union Notification(s)

Lubamersky, Joan (ADM)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
Sent: Monday, September 08, 2014 4:10 PM
To: Lubamersky, Joan (ADM); camaguey@sfmea.com; staff@sfmea.com; speedy4864@aol.com; L21PSCReview@ifpte21.org; Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)
Subject: Receipt of Modification Request to PSC # 4028-09/10 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - CITY ADMIN – ADM has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period February 24, 2014 – May 31, 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/3891>

Email sent to the following addresses: L21PSCReview@ifpte21.org speedy4864@aol.com staff@sfmea.com camaguey@sfmea.com

Additional Attachment(s)



OFFICE OF THE
CITY ADMINISTRATOR



Edwin M. Lee, Mayor
Naomi M. Kelly, City Administrator

September 9, 2014

MEMORANDUM

TO: Civil Service Commission
FROM: *Joan Lubamersky*
Joan Lubamersky, Contract Coordinator
SUBJ: PSC 4028-09/10 Modification Car Sharing

This memorandum is to provide information on services exceeding five years.

We are making this request because there was a delay between our PSC approval and contract development and implementation.

This is our last extension for this PSC.

Please let me know if you have any questions.

Thank you for your consideration.



OFFICE OF THE
CITY ADMINISTRATOR



Edwin M. Lee, Mayor
Naomi M. Kelly, City Administrator

September 8, 2014

MEMORANDUM

TO: Civil Service Commission

FROM: Joan Lubamersky, Contract Coordinator *Joan Lubamersky*

SUBJ: PSC 4028 09 10 Additional information on training

This memorandum is to provide additional information on training to be provided to City employees by the car sharing vendor.

The training will be limited to how to use their reservation system and reminders on safe driving. The training does not pertain to how to develop, provide and maintain a car sharing program.

Please let me know if you have any questions.

Thank you for your consideration.



OFFICE OF THE
CITY ADMINISTRATOR



Edwin M. Lee, Mayor
Naomi M. Kelly, City Administrator

DATE: June 20, 2012
TO: Maria Ryan, Personal Services Contracts
Department of Human Resources (Dept. 33)
FROM: Joan Lubamersky, PSC Coordinator *Joan Lubamersky*
GSA/City Administrator/Fleet Management Dept 70
RE: Request for Administrative Approval of PSC Modification Duration

PSC No:	<u>4028-09/10</u>	Approval Date:	<u>9.21.09</u>
Description of Service(s):	Provide car-sharing services to supplement City's vehicle fleet		
Original Approved Amount:	<u>\$500,000</u>	Original Approved Duration:	<u>8.24.09 - 8.23.12</u>
Modification Amount:	<u>0</u>	Modification of Duration:	<u>8.24.12 - 2.23.14</u>
Total Amount as Modified:	<u>No mod to amt.</u>	Total Duration as Modified:	<u>8.24.09 - 2.23.14</u>

Reason for the modification: Program was delayed due to project and contract development delays.

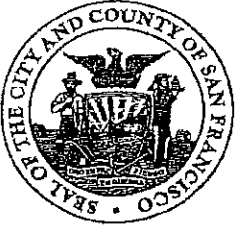
Attachment: Copy of Approved PSC Summary

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 6/22/12

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



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

September 23, 2009

MORGAN R. GORRANO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
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 NUMBER 4028-09/10.

At its meeting of September 21, 2009 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to approve the request for proposed personal services contract. 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: Micki Callahan, Human Resources Director
- Jessica Huey, Department of Human Resources
- Naomi Kelly, Office of Contract Administration
- Joan Lubamersky, General Services Agency
- Brigitte Rockett, Department of Human Resources
- Ben Rosenfield, Controller
- Commission File
- Chron

POSTING FOR
August 17, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptMo	DeptName	Approval Type	Contract Amount	Description of work	Duration
4025-09/10	27	Airport Commission	Regular	\$3,600,000	Will provide consulting services to analyze and develop bond feasibility studies, financial and capital planning, air traffic forecasting, rates and charges modeling, and related airport projects.	31-Aug-14
4026-09/10	27	Airport Commission	Regular	\$1,600,000	Will provide consulting services for concession development; evaluation of Airport's aesthetic design; analysis of options for hotel development on Airport property retail master programming.	31-Aug-14
4027-09/10	19	Dept. of Building Inspection	Regular	\$181,620	Will install, configure, test, and train DBI staff on operating and maintaining a new proprietary/interactive Voice Response (IVR) system that will allow customers to schedule and cancel inspections along with obtaining inspection results.	31-Oct-14
4028-09/10	70	GSA - Fleet Management	Regular	\$600,000	Will provide car-sharing services to supplement City's vehicle fleet to make additional vehicles available during peak demands for City employees to use on official City business.	23-Aug-12



PERSONAL SERVICES CONTRACT SUMMARY

DATE: 7.28.09

DEPARTMENT NAME: General Service Agency/Fleet Management DEPARTMENT NUMBER 70

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

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

TYPE OF SERVICE: Car-sharing services

FUNDING SOURCE: Work order funds

PSC AMOUNT: \$500,000 PSC DURATION: 8.24.09 - 8.23.12

1. DESCRIPTION OF WORK

A. **Concise description of proposed work:** The Fleet Management Division of GSA proposes to supplement the City's vehicle fleet by contracting with two car-sharing vendors (Zipcar Inc., and City CarShare) to make additional vehicles available during peak demands for City employees to use on official city business. City departments would pay an hourly/mileage fee for each actual use. This proposal is consistent with Fleet Management's goals to gain efficiencies and create accountabilities while managing costs and lowering greenhouse gas emissions.

Some City vehicles are currently pooled and shared (e.g., City Hall Pool). However, most City vehicles are available to a single department or office, and excess demands by any one department would necessitate a new additional vehicle purchase. Vendors' vehicles are located throughout the City and are currently used mostly during evenings and weekends, leaving many vehicles parked during business hours.

(Please see attachment for additional information)

B. **Explain why this service is necessary and the consequences of denial:** Denial of this contract would not allow these economies and efficiencies to be realized. Additionally, the City would not benefit from a reduced carbon footprint.

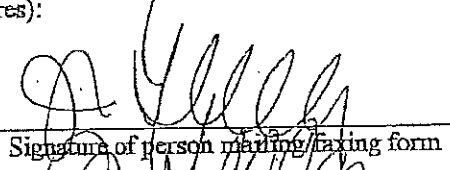
C. **Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):** The proposed services have not been provided. Employees have used City vehicles or their personal vehicles and been reimbursed for costs.

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

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

Local 1021, L21, MEA,
Transport Workers 250A

Union Name

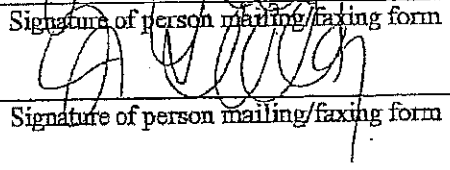

Signature of person mailing/faxing form

7.28.09

Date

Auto Machinists 1414

Union Name


Signature of person mailing/faxing form

7.28.09

Date

RFP sent to _____, on _____

Union Name

Date

Signature

09 JUL 28 PM 4:08

FOR DEPARTMENT OF HUMAN RESOURCES USE

C# 4028-09/10

Reviewed 7/29/2009

PAFF ANALYSIS/RECOMMENDATION:

17

CIVIL SERVICE COMMISSION ACTION:

Continued from page 1, Item 1A

Under the proposed program, City employees would be first encouraged to walk, use a bicycle or take public transit. When a vehicle is necessary, City employees would have access to its own department vehicles, and if approved by the department, City employees would also have access to car-sharing vehicles to meet excess demands. Fleet Management would monitor car-sharing vehicle usage to measure demands and identify strategic City vehicle pool locations. Fleet Management believes that availability of the car-sharing vehicles will allow the City to manage our fleet growth responsibly and to reduce the City's carbon footprint. The City's program will be similar to local government programs currently operating in Berkeley, Oakland, SFUSD, Philadelphia and Seattle.

09 JUN 28 PM 4:11
FLEET MGMT
17200

19

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CITY PLANNING Dept. Code: CPC

Type of Request: Initial Modification of an existing PSC (PSC # 35583 - 13/14)

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Pavement to Parks Program Technical Assistance and Neighborhood Sponsor

Funding Source: <u>General Fund</u>	
PSC Original Approved Amount: <u>\$100,000</u>	PSC Original Approved Duration: <u>12/01/13 - 10/31/18 (4 years 47 w</u>
PSC Mod#1 Amount: <u>\$300,000</u>	PSC Mod#1 Duration: <u>no duration added</u>
PSC Mod#2 Amount: _____	PSC Mod#2 Duration: _____
PSC Cumulative Amount Proposed: <u>\$400,000</u>	PSC Cumulative Duration Proposed: <u>4 years 47 weeks</u>

1. Description of Work

A. Scope of Work:

Within the Pavement to Parks Program, a non-profit organization will serve as technical assistance provider and fiscal sponsor for local neighborhood groups, businesses, individuals, and other interested organizations to facilitate the discussions, community design, funding, implementation, and maintenance of Pavement to Parks projects. The Technical Assistance and Neighborhood Sponsor will facilitate and establish partnerships with interested neighborhood organizations.

Before any funds are to be committed or temporary installations, the Technical Assistance and Neighborhood Sponsor must establish a Memorandum of Understanding (MOU) with such interested local neighborhood groups, business, or other organization, with prior review and approval by the Planning Department Liaison.

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

This service is necessary to provide technical assistance and serve as a fiscal sponsor to local neighborhood groups, businesses, individuals, and other interested organizations. Denial will result in significant administrative burden for local neighborhood groups, business, individuals, and other interested organizations wishing to establish a formal agreement and funding mechanism to implement a specific Pavement to Parks project in their local neighborhood.

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

Services have been provided in the past through earlier PSC request. See 35583 - 13/14

D. Will the contract(s) be renewed? This contract/grant could be renewed, based on the outcomes.

2. Union Notification: On 09/22/14, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Management & Superv Local 21; Architect & Engines

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 35583 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/03/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Skills and expertise required include technical expertise and experience in working with local neighborhood groups, businesses, individuals, and other interested organizations in implementing similar projects. They would be responsible for guiding such organizations through the City's approval process, fiscal sponsorship, project administration, administration of funding, and formalizing agreements with such organizations. They require extensive local knowledge/familiarity with neighborhood partners their needs.

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

5278,5291,

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

No.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

The Department reviewed its staffing roles and responsibilities, and also other similar contracts and/or grants with other departments, and has determined that an organization is needed to serve as technical assistance provider and fiscal sponsor for local neighborhood groups, business, individuals, and other interested organizations.

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

It would not be practical to adopt new civil service classes to provide technical assistance and serve as a fiscal sponsor for sporadic projects of this 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?	<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? San Francisco Parks Alliance	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 09/22/14 BY:

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

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

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of Danny.Yeung@sfgov.org
Sent: Monday, September 22, 2014 2:30 PM
To: Yeung, Danny (CPC); L21PSCReview@ifpte21.org; Yeung, Danny (CPC); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)
Subject: Receipt of Modification Request to PSC # 35583 - 13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The CITY PLANNING -- CPC has submitted a modification request for a Personal Services Contract (PSC) for \$300,000 for services for the period December 1, 2014 – October 31, 2018. 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/3969>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

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

Type of Service: Pavement to Parks Program Technical Assistance and Neighborhood Sponsor

Funding Source: General Fund PSC Duration: 4 years 47 weeks
PSC Amount: \$100,000 PSC Est. Start Date: 12/01/2013 PSC Est. End Date: 10/31/2018

1. Description of Work

A. Scope of Work:

Within the Pavement to Parks Program, a non-profit organization will serve as technical assistance provider and fiscal sponsor for local neighborhood groups, businesses, individuals, and other interested organizations to facilitate the discussions, community design, funding, implementation, and maintenance of Pavement to Parks projects. The Technical Assistance and Neighborhood Sponsor will facilitate and establish partnerships with interested neighborhood organizations.

Before any funds are to be committed or temporary installations, the Technical Assistance and Neighborhood Sponsor must establish a Memorandum of Understanding (MOU) with such interested local neighborhood groups, business, or other organization, with prior review and approval by the Planning Department Liaison.

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

This service is necessary to provide technical assistance and serve as a fiscal sponsor to local neighborhood groups, businesses, individuals, and other interested organizations. Denial will result in significant administrative burden for local neighborhood groups, business, individuals, and other interested organizations wishing to establish a formal agreement and funding mechanism to implement a specific Pavement to Parks project in their local neighborhood.

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

D. Will the contract(s) be renewed? This contract/grant could be renewed, based on the outcomes.

2. Union Notification: On 11/27/2013, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21, Prof & Tech Eng, Local 21, Management & Superv Local 21

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 35583 - 13/14

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 12/11/2013

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Skills and expertise required include technical expertise and experience in working with local neighborhood groups, businesses, individuals, and other interested organizations in implementing similar projects. They would be responsible for guiding such organizations through the City's approval process, fiscal sponsorship, project administration, administration of funding, and formalizing agreements with such organizations. They require extensive local knowledge/familiarity with neighborhood partners their needs.

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

5278,5291,

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

No.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

The Department reviewed its staffing roles and responsibilities, and also other similar contracts and/or grants with other departments, and has determined that an organization is needed to serve as technical assistance provider and fiscal sponsor for local neighborhood groups, business, individuals, and other interested organizations.

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

It would not be practical to adopt new civil service classes to provide technical assistance and serve as a fiscal sponsor for sporadic projects of this nature.

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

YES NO

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 11/27/2013 BY:

Name: Danny Yeung Phone: 415-557-5538 Email: Danny.Yeung@sfgov.org

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