



Edwin M. Lee  
Mayor

Micki Callahan  
Human Resources Director

Date: April 3, 2015  
To: The Honorable Civil Service Commission  
Through: Micki Callahan  
Human Resources Director *[Signature]*  
From: Cynthia Avakian, AIR  
Lily Conover/Joyce Kimotsuki, CON  
Shamica Jackson/Stacey Lo, PUC  
William Lee, ECD  
Greg Kato, TTX

Subject: **Personal Services Contracts Approval Request**

This report contains eleven (11) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on November 5, 2014.

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
\$724,015,352	\$50,183,718	\$1,719,398,575

Cynthia Avakian  
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Published on *Personal Services Request Database* (<http://apps.sfgov.org/dhrdrupal>)

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**POSTING FOR****April 20, 2015****PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR****Commission Hearing Date**

2015-04-20

**APPLY**

<b>PSC No</b>	<b>Dept Designation</b>	<b>PSC Amount</b>	<b>Description of Work</b>	<b>PSC Estimated Start Date</b>	<b>PSC Estimated End Date</b>
40697 - 14/15	AIRPORT COMMISSION	\$600,000,000.00	Project Management Support Services (PMSS) and Design-Build (DB) service teams with airport terminal design and management expertise are required to manage the design and construction of the Terminal 3 West Improvements project. Services to be provided include project controls, scheduling, document control, design management, contracts management, architectural and engineering design services, and construction of the project. The scope of work of this project includes renovation of the existing western half of Terminal 3, design and construction of an expansion of Terminal 3, a secure connector from Terminal 3 to the International Terminal, a new consolidated baggage handling system, and various utility and support infrastructure upgrades.	April 20, 2015	June 30, 2020
44277 - 14/15	AIRPORT COMMISSION	\$85,000,000.00	Project Management Support Services (PMSS) and Design-Build (D/B) Services for the design and construction of Phase 1 of the Consolidated Administration Campus (CAC) at San Francisco International Airport (SFO or Airport). The project involves the design and construction of a mixed-use building which will accommodate over 250 Airport staff from various divisions, including: Design and Construction, Information Technology and Telecommunications (ITT), Museum, and Planning. Work will include project planning, project controls, reporting, scheduling, budgeting, document control, coordination, design management and contract management for the mixed-use building and for the specialized knowledge of constructing a certified museum space.	May 1, 2015	July 1, 2019
44430 - 14/15	AIRPORT COMMISSION	\$700,000.00	Proposed work includes geotechnical engineering services appropriate for completing the planning, design development, and construction support phases including, but not limited to: consultations with building and structural designers and other geotechnical consultants; performance of foundation engineering analysis; review of existing and proposed underground structures; field sampling, investigations, calculations, analysis and interpretation and recommendations of laboratory findings for soil and water samples; and review of drawings, specifications, and cost estimates at the San Francisco Airport Commission (Airport).	May 1, 2015	December 31, 2020
45162 - 14/15	AIRPORT COMMISSION	\$12,000,000.00	The San Francisco International Airport (Airport) Finance Division has a need for investment banks to perform underwriting, remarketing, derivatives counterparty and/or commercial paper dealer services on behalf of variable rate bonds issued by the Airport. The investment banks underwriters will work with potential buyers of the Airport's bonds to ensure the lowest interest rate.	April 20, 2015	June 30, 2022
40963 - 14/15	CONTROLLER	\$20,000,000.00	PSC 48332-13-14 was approved on 5/19/14. We will not have a contract in place by 5/19/15, which means that our PSC approval will expire, so we are entering an updated PSC request for approval by the CSC. All information in this submission is the same as in 48332-13/14, except the start date, which has been moved from 7/1/2015 to 6/1/2015.  The Controller's Office is seeking to hire a vendor to provide installation, configuration and implementation services for the new citywide Financial Management System. The replacement of the City's financial systems is a multi-year project that will be implemented in multiple phases. The Controller's Office will hire a	June 1, 2015	June 30, 2018

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date
			<p>City project team to manage and work on all phases of the project - from scoping to go-live. During the system implementation, the City's project team will be paired with consultants to design and develop the citywide system with the intent of City staff supporting the system upon project completion.</p>		
47498 - 14/15	PUBLIC UTILITIES COMMISSION	\$2,500,000.00	<p>Project Pull is a summer internship program established to provide professional guidance in a work experience setting within the City Agencies to motivate students to continue their education so they may seek employment opportunities in the public service sector or other highly disciplined career fields. Students selected from the program demonstrate an ability and interest in professional careers such as architecture, business, engineering and science. Consultant will manage the program and advance funds for all students interns' and team leaders' salaries and program enrichment activities.</p>	May 1, 2015	May 1, 2020

**TOTAL AMOUNT \$720,200,000**

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**Posting For April 20, 2015****Proposed Modifications to Personal Services Contracts****Commission Hearing Date**

2015-04-20

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
4132 12/13 - MODIFICATIONS	April 20, 2015	DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD	\$0	\$1,000,000	The chosen consultant(s) will build upon the work done in Part 1 (PSC#4014-12/13). Consultant will refine front-end design of sf72.org website and add content that is centered on progressive preparedness. Consultant will leverage existing content from such resources as SF Heroes, 72hours.org, QuakeQuiz, and AlertSF to explore new ways of engaging residents to be aware and prepared. Consultant will refine the back-end of sf72.org; which may include model design, API and integration, software framework selection, database selection. Other functions and duties related to community preparedness and resilience may be requested by SFDEM staff as conditions require.	12/01/2015	12/31/2017	REGULAR
4116 08/09 - MODIFICATIONS	April 20, 2015	AIRPORT COMMISSION -- AIR	\$2,800,000	\$10,000,000	Airport liaison services include serving as a third-party consultant to both the Airport and the SFO Airline Airport Affairs Committee (AAAC), managing the airport/airline relationship, facilitating airline approvals required by Airline Lease and Use Agreements for changes in rates, policies, and capital facilities, and providing analyses and technical expertise for all stakeholders in resolving airport/airline issues.	03/06/2015	06/30/2017	REGULAR
4035 12/13 - MODIFICATIONS	April 20, 2015	CONTROLLER -- CON	\$525,000	\$1,230,000	Modification to add scopes of work for Requests to Hire, improved integration such as user experience between the solution and PeopleSoft portal, implement projects such as the classification project so that salary setting and hiring processes is conducted in PeopleSoft.	05/05/2015	12/31/2019	REGULAR
33989 - 14/15 - MODIFICATIONS	April 20, 2015	DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD	\$200,352	\$233,952	Hardware maintenance services and monitoring 24x7 on Computer Aided Dispatch System (CAD).	10/01/2015	09/30/2020	REGULAR
4056 10/11 - MODIFICATIONS	April 20, 2015	TREASURER/TAX COLLECTOR -- TTX	\$290,000	\$580,000	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 audit and enforcement of utility users tax and access line tax requirements; and provide tax	06/30/2015	07/01/2017	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					revenue enhancement and detection services.			

**TOTAL AMOUNT \$3,815,352**

**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: PMSS and DB Services for the Terminal 3 West Improvements Project

Funding Source: Airport Capital Funds PSC Duration: 5 years 10 weeks
PSC Amount: \$600,000,000 PSC Est. Start Date: 04/20/2015 PSC Est. End Date: 06/30/2020

1. Description of Work

A. Scope of Work:

Project Management Support Services (PMSS) and Design-Build (DB) service teams with airport terminal design and management expertise are required to manage the design and construction of the Terminal 3 West Improvements project. Services to be provided include project controls, scheduling, document control, design management, contracts management, architectural and engineering design services, and construction of the project. The scope of work of this project includes renovation of the existing western half of Terminal 3, design and construction of an expansion of Terminal 3, a secure connector from Terminal 3 to the International Terminal, a new consolidated baggage handling system, and various utility and support infrastructure upgrades.

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

As a result of international passenger growth and continued forecasted growth over the long term, as well as a goal to improve the passenger amenities and retrofit the structural systems to meet current seismic code, the Airport will redevelop the western half of Terminal 3.

If the services for this project are denied, the project will be delayed, resulting in loss of potential long-term business from United Airlines, decreased level of service to passengers, delayed seismic retrofits to the building structure, delayed improvements to utilities and support infrastructure, delayed overall consolidation of United's baggage handling system, and delays to the long term development plan for the western half of the Airport.

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

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

2. Union Notification: On 02/20/2015, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21,

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40697 - 14/15

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 04/20/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Specialized skills, knowledge, and expertise in airport terminal development, baggage handling systems, design management, integration of airline business requirements, and project and construction management are required.

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

5201,5203,5207,5209,5211,5218,5219,5260,5261,5262,5265,5266,5268,5272,5502,5504,5506,5508,

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 existing Civil Service classifications do not have the required expertise and specialized skills necessary for the development, project and construction management of a large-scale airport terminal redevelopment project.

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

An Airport terminal redevelopment project of this scope and scale does not occur frequently enough to adopt a permanent 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?

Training will not be part of the scope of work.

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 03/20/2015 BY:

Name: Cynthia Avakian

Phone: 650-821-2014

Email: cynthia.avakian@flsfo.com

Address: PO Box 8097

San Francisco, CA 94128

# **Receipt of Union Notification(s)**

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [cynthia.avakian@flysfso.com](mailto:cynthia.avakian@flysfso.com)  
**To:** [Cynthia Avakian \(AIR\)](mailto:Cynthia.Avakian@AIR); [richardisen@gmail.com](mailto:richardisen@gmail.com); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [Lisa Randall \(AIR\)](mailto:Lisa.Randall@AIR); [Isen, Richard \(TIS\)](mailto:Isen, Richard (TIS)); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator, DHR (HRD))  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 40697 - 14/15  
**Date:** Friday, February 20, 2015 4:36:13 PM

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RECEIPT for Union Notification for PSC 40697 - 14/15 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 40697 - 14/15 for \$600,000,000 for Initial Request services for the period 04/20/2015 – 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/4562> 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 40697-14/15 Term Justification

The term of is expected to be greater than five years due to the complexity and scale of the project.

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: Project Management Support Services and Design Build for Consolidated Administrative Campus

Funding Source: Airport Capital Funds PSC Duration: 4 years 8 weeks
PSC Amount: \$85,000,000 PSC Est. Start Date: 05/01/2015 PSC Est. End Date: 07/01/2019

1. Description of Work

A. Scope of Work:

Project Management Support Services (PMSS) and Design-Build (D/B) Services for the design and construction of Phase 1 of the Consolidated Administration Campus (CAC) at San Francisco International Airport (SFO or Airport). The project involves the design and construction of a mixed-use building which will accommodate over 250 Airport staff from various divisions, including: Design and Construction, Information Technology and Telecommunications (ITT), Museum, and Planning. Work will include project planning, project controls, reporting, scheduling, budgeting, document control, coordination, design management and contract management for the mixed-use building and for the specialized knowledge of constructing a certified museum space.

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

The Airport must replace existing facilities due to degradation and staff expansion. Airport divisions can no longer accommodate their staff needs in these existing structures and renovation/expansion is not cost effective, thus the Airport plans to build a CAC. These services are necessary for the proper construction of a replacement mixed-use building (Administration Building 1) and Certified Museum facility. If it is denied, several of the existing facilities will eventually need to close due to unsafe conditions.

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

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

2. Union Notification: On 02/23/2015, the Department notified the following employee organizations of this PSC/RFP request: Prof & Tech Eng, Local 21,

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44277 - 14/15

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 04/20/2015

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

A. Specify required skills and/or expertise:

Project architectural, engineering, planning, programming, and construction administration skills with direct and current experience related to mixed-use office buildings and certified museums; demolition and hazardous material abatement; utility infrastructure upgrades; security and special systems; redevelopment of interior spaces; airfield and landside site work; climate and humidity control plus security for the museum.

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

5201,5203,5207,5209,5211,5212,5214,5215,5216,5218,5219,5241,

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 existing architectural and engineering classifications do not have the required expertise and specialized skills related to the construction of a mixed-use building and certified museum. The Airport will use experienced project and construction management staff integrated with the consultant staff to provide the required services.

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

No, as major construction of a mixed-use office building and certified museum facility do not occur frequently enough to justify permanent staffing, with the exception of project management staff. Once the project is completed, specialized services will not be required.

**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? N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

ON 03/20/2015 BY:

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

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



# Receipt of Union Notification(s)

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [cynthia.avakian@flysfo.com](mailto:cynthia.avakian@flysfo.com)  
**To:** [Cynthia Avakian \(AIR\)](mailto:Cynthia.Avakian@AIR); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [Yen Pang \(AIR\)](mailto:Yen.Pang@AIR); [Isen, Richard \(TIS\)](mailto:Isen.Richard@TIS); [DHR-PSCCoordinator.DHR \(HRD\)](mailto:DHR-PSCCoordinator.DHR@HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 44277 - 14/15  
**Date:** Monday, February 23, 2015 3:25:23 PM

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RECEIPT for Union Notification for PSC 44277 - 14/15 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 44277 - 14/15 for \$85,000,000 for Initial Request services for the period 05/01/2015 -- 07/01/2019. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/4498> 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: 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 Geotechnical Engineering Services

Funding Source: Airport Operating Funds PSC Duration: 5 years 35 weeks
PSC Amount: \$700,000 PSC Est. Start Date: 05/01/2015 PSC Est. End Date: 12/31/2020

1. Description of Work

A. Scope of Work:

Proposed work includes geotechnical engineering services appropriate for completing the planning, design development, and construction support phases including, but not limited to: consultations with building and structural designers and other geotechnical consultants; performance of foundation engineering analysis; review of existing and proposed underground structures; field sampling, investigations, calculations, analysis and interpretation and recommendations of laboratory findings for soil and water samples; and review of drawings, specifications, and cost estimates at the San Francisco Airport Commission (Airport).

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

Services are necessary to resolve unique geotechnical problems at the Airport where existing staff lacks knowledge and experience. Denial of this service would delay projects, possibly resulting in lost 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.
Prior approval for this services was granted by the Civil Service Commission under PSC# 4130-09/10.

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

2. Union Notification: On 02/20/2015, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21,

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44430 - 14/15

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 04/20/2015

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

A. Specify required skills and/or expertise:

Required skills and/or expertise may include extensive experience with and knowledge of geotechnical engineering tasks including expertise in the analysis of special problems pertaining to the design and construction of foundations.

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

5201,5203,5207,5241,5211,

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

No. Contractor provided facilities and/or equipment are not anticipated for this service.

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

A. Explain why civil service classes are not applicable:

Outside of the DPW's geotechnical group, civil service classifications are not applicable as this service may require complex geotechnical engineering expertise.

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

As stated above, classification 5207 and 5241 exist, however, not at the capacity that is required for the fluctuating workload. Geotechnical services do not occur frequently enough to justify permanent staffing.

**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? No. Training is not anticipated as this work is infrequent and will be request	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 03/20/2015 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)**

**Choi, Suzanne (HRD)**

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**From:** dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com  
**Sent:** Friday, February 20, 2015 12:24 PM  
**To:** Cynthia Avakian (AIR); richardisen@gmail.com; L21PSCReview@ifpte21.org; Christina Chiong (AIR); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 44430 - 14/15

RECEIPT for Union Notification for PSC 44430 - 14/15 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 44430 - 14/15 for \$700,000 for Initial Request services for the period 05/01/2015 – 12/31/2020. 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/4525> 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 44430-14/15

Explanation for Duration  
As-Needed Geotechnical Engineering Services

The anticipated duration of this service is 5 years, through the end of the calendar year. This term meets the needs of the Airport and is in line with an anticipated as-needed contract term. Under an as-needed contract, task orders may be issued through the end of the 3<sup>rd</sup> year, while the remaining 2 years may be used to complete existing task orders.



PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 8, 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: Professional As-Needed Geotechnical Engineering Services

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$700,000 PSC DURATION: July 1, 2010 to June 30, 2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide geotechnical engineering services including but not limited to data review and analysis of geotechnical reports; consultations with building and structural designers and other geotechnical consultants; performance of foundation engineering analysis; review of existing and proposed underground structures; preparation of reports and recommendations; performance of recommended further studies; preparation of specifications for earthwork and pile installation and to provide expertise in the analysis of special problems pertaining to the design and construction of foundations.

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

This work will be conducted on an as-needed basis to deal with unique geotechnical problems where Airport staff lack knowledge and experience. Lack of timely solution to these problems would create delays.

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

The services have been previously provided through a contract most recently under PSC # 4332-00/01.

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

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

IFPTE, Local 21 Cynthia P. Avakian APR 8 2010
Union Name Signature of person mailing/faxing form Date
Union Name Signature of person mailing/faxing form Date

RFP sent to: Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4130-09/10
STAFF ANALYSIS/RECOMMENDATION: Approved 5/3/2010

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Consultant to have extensive experience and knowledge on geotechnical engineering tasks.

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

Yes, the City has a 5241 Engineer – specializing in geotechnical engineering at DPW. This contract will only be used if the work cannot be performed by civil service employees. The Airport has contacted DPW (see attached email) and will use DPW staff if the project fits within both department's schedule and staff level of expertise.

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

Yes. Specialized testing equipment needed includes: drilling, sampling, and soil testing equipment as well as a falling weight deflectometer that measures deflections on the pavement to determine its strength. Some of the specialized equipment needs to be approved by the FHWA (Federal Highway Administration) and AASHTO (American Association of State Highway and Transportation Officials) for applicable FAA/Airport situations and is not available at the Airport or in any other City department.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service class (5241) is applicable but some specialized tasks may be beyond the level of experience and expertise of this class.

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

No.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

E. Has a board or commission determined that contracting is the most effective way to provide this service? Attached is Airport Commission Resolution #10-0126.

<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? An RFQ will be issued and the outcome of that process has not been determined 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:

*Cynthia P. Avakian*

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

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

Address

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: Investment Banking, Derivative Counterparty and Related Services

Funding Source: Proceeds from bond sales PSC Duration: 7 years 10 weeks
PSC Amount: \$12,000,000 PSC Est. Start Date: 04/20/2015 PSC Est. End Date: 06/30/2022

1. Description of Work

A. Scope of Work:

The San Francisco International Airport (Airport) Finance Division has a need for investment banks to perform underwriting, remarketing, derivatives counterparty and/or commercial paper dealer services on behalf of variable rate bonds issued by the Airport. The investment banks underwriters will work with potential buyers of the Airport's bonds to ensure the lowest interest rate.

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

This services is necessary to ensure the Airport has access to lower interest loans. The Airport would be subject to paying higher interest rates if it issued fixed rate or variable rate bonds without the assistance of underwriters or remarketing agents.

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.
Related Financial Advisory Services were previously covered by PSC 4098-09/10.

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

2. Union Notification: On 02/23/2015, the Department notified the following employee organizations of this PSC/REP request: Prof & Tech Eng, Local 21, Municipal Executive Association,

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45162 - 14/15

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 04/20/2015

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

A. Specify required skills and/or expertise:

This service must be provided by staff at a financial institution that is registered with the U.S. Securities and Exchange Commission, Municipal Securities Rulemaking Board, Financial Industry Regulatory Authority and California Department of Corporation.

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

0931,0933,1825,1824,

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:

Only an independent third-party with applicable federal and state registrations can underwrite bonds. The Airport does not have these registrations. Airport staff can process the agreements but cannot provide the investment banking services.

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

No, because the Airport and other City departments do not qualify as independent third-parties.

**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? City staff do not qualify as an independent third-party and cannot qualify to	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
ON 03/20/2015 BY:

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

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

# **Receipt of Union Notification(s)**

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [cynthia.avakian@fysfo.com](mailto:cynthia.avakian@fysfo.com)  
**To:** Cynthia Avakian (AIR); [L21PSCReview@fpte21.org](mailto:L21PSCReview@fpte21.org); [camaguey@sfmea.com](mailto:camaguey@sfmea.com); [staff@sfmea.com](mailto:staff@sfmea.com); Yen Pang (AIR);  
Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45162 - 14/15  
**Date:** Monday, February 23, 2015 5:20:03 PM

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RECEIPT for Union Notification for PSC 45162 - 14/15 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 45162 - 14/15 for \$12,000,000 for Initial Request services for the period 04/20/2015 – 06/30/2022. 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/4379> 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)**

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

The contracts will be for a five (5) year term to insure consistency in Investment Banking Services.



PSC 45162-14/15

5B. Describe Training including number of hours. Indicate occupational type of employees. If no training, please explain:

City staff do not qualify as an independent third-party and cannot qualify to perform the work.



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

March 18, 2010

MORGAN R. GORRONO  
PRESIDENT

E. DENNIS NORMANDY  
VICE PRESIDENT

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 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
4097-09/10	90	Public Works	Regular	\$200,000	Provide additional services to continue as Executive Preservation Architect, & provide architectural & engineering design services for the final phase of the Palace of Fine Arts, which includes full consultant coordination. The scope of work includes lagoon stabilization on the western portion of the lagoon, coordinating new paving along the colonnade pathway & Rotunda, new lighting design, re-grading of the site, new sidewalk curbs, installation of new metal doors, landscaping & irrigation.	7/1/2011
4098-09/10	27	Airport Commission	Regular	\$12,500,000	Provide financial advisory services to manage San Francisco International Airport's capital financing program, including a \$4.1 billion debt portfolio. Services include but are not limited to, financial, investment, swap and rebate advisory services.	6/30/2015
4099-09/10	27	Airport Commission	Regular	\$2,500,000	Provide design & integration services for 1) Baggage Handling System (BHS) & in-line explosive detection screening (EDS) systems at Terminal 3, Boarding Area E, International Terminal Building & other Airport BHS locations; services include 100% construction documents, full-service construction administration, quality control for BHS additions & modifications, 100% design & integration of programmable logic controls (PLC), pre-construction simulations, acceptance testing & integration; 2) Passenger Boarding Bridges (PBB); services include 100% construction documents, construction administration, quality control for complete PBB replacements, relocations and/or modifications, PBB integration with aircraft parking, fuel hydrant system, preconditioned air & ground power, acceptance testing with aircraft for a complete operating system.	5/31/2013
4100-09/10	27	Airport Commission	Regular	\$26,000,000	Contractor will operate the Airport's Curbside Management Program for on-demand door-to-door van, taxicab, and limousine operations, provide customer services for air passengers seeking door-to-door transportation to leave the Airport, and facilitate services for people with special transportation needs. The contractor will monitor, coordinate and dispatch door-to-door vans, taxicabs and limousines in the holding/staging/waiting areas and curbside loading zones, as well as manage various systems supporting said operations at SFO. Airport ground transportation vehicle trip fees support the direct costs of the Program.	6/30/2016

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: Financial System Replacement Implementation

Funding Source: General & Non General Fund PSC Duration: 3 years 4 weeks  
PSC Amount: \$20,000,000 PSC Est. Start Date: 06/01/2015 PSC Est. End Date: 06/30/2018

**1. Description of Work**

**A. Scope of Work:**

PSC 48332-13-14 was approved on 5/19/14. We will not have a contract in place by 5/19/15, which means that our PSC approval will expire, so we are entering an updated PSC request for approval by the CSC. All information in this submission is the same as in 48332-13/14, except the start date, which has been moved from 7/1/2015 to 6/1/2015.

The Controller's Office is seeking to hire a vendor to provide installation, configuration and implementation services for the new citywide Financial Management System. The replacement of the City's financial systems is a multi-year project that will be implemented in multiple phases. The Controller's Office will hire a City project team to manage and work on all phases of the project - from scoping to go-live. During the system implementation, the City's project team will be paired with consultants to design and develop the citywide system with the intent of City staff supporting the system upon project completion.

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

The City's current financial system, FAMIS, is the City's central financial and accounting "system of record". It is the basis of budgetary control, funds controls and all official accounting reports, statements, and external accounting audits regarding the City's financial position. FAMIS interfaces with citywide systems including: City's Payroll System, Budget System and Executive Information System; payment, inventory, job order, and other departmental systems, and the City's bank for check processing and electronic payments. See attachment A, question 1B for complete response.

**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 A, question 1D for response.**

**2. Union Notification:** On 02/20/2015, the Department notified the following employee organizations of this PSC/RFPP request: Professional & Tech Engrs, Local 21, Municipal Executive Association,

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 40963 - 14/15

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 04/20/2015

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

A. Specify required skills and/or expertise:  
 Providing Financial Management System implementation services, and employee training/knowledge transfer, requires expert functional and technical knowledge of the Financial Management System suite of products, functional and design specification writing, and extensive prior experience with teaching users how to work with the product.

B. Which, if any, civil service class(es) normally perform(s) this work?  
 0942,0933,0931,1063,1064,1052,1053,1053,1823,1824,1657,

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

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

A. Explain why civil service classes are not applicable:

This is a short-term, highly specialized service requiring expertise with Financial Management System implementations. Civil service classes will manage the system once in production, and will perform all on-going 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? See Attachment A, question 5B for complete response.	<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 02/20/2015 BY:

Name: Lily Conover Phone: 415-554-7525 Email: lily.conover@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place San Francisco, CA 94102

# **Receipt of Union Notification(s)**

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [joyce.kimotsuki@sfgov.org](mailto:joyce.kimotsuki@sfgov.org)  
**To:** [\(CON\); Kimotsuki, Joyce \(CON\); L21PSCReview@fpte21.org; camaguey@sfmea.com; staff@sfmea.com; Conover, Lily \(CON\); Isen, Richard \(TIS\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Kimotsuki, Joyce (CON); L21PSCReview@fpte21.org; camaguey@sfmea.com; staff@sfmea.com; Conover, Lily (CON); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD))  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 40963 - 14/15  
**Date:** Friday, February 20, 2015 3:12:26 PM

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RECEIPT for Union Notification for PSC 40963 - 14/15 more than \$100k

The CONTROLLER -- CON has submitted a request for a Personal Services Contract (PSC) 40963 - 14/15 for \$20,000,000 for Initial Request services for the period 06/01/2015 -- 06/30/2018. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/4560> 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)**



1. DESCRIPTION OF WORK

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

The City's current financial system, FAMIS, is the City's central financial and accounting "system of record". It is the basis of budgetary control, funds controls and all official accounting reports, statements, and external accounting audits regarding the City's financial position. FAMIS interfaces with citywide systems including: City's Payroll System, Budget System and Executive Information System; payment, inventory, job order, and other departmental systems, and the City's bank for check processing and electronic payments. In spite of the stability and citywide application of FAMIS, the Controller's Office is concerned that FAMIS may be nearing the end of its service life, and the City may face challenges providing trained resources for its continued support.

D. Will the contract(s) be renewed:

No. This contract is for highly-specialized installation, configuration and implementation services. Consultants will train City staff to manage the system once in production.

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

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

B. Will the contractor train City and County employees?

- Describe the training and indicate approximate number of hours.

The training plan and number of hours will depend on the consultants and system that is selected. A Training Strategy and Training Plan will be deliverables on the project in order to customize training for the City project team. There will also be a knowledge transfer component, as City employees will be working side-by-side with the consultants.

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

~~0942-Manager VII, 0933-Manager V, 1070-IS-Project Director, 106x-series IS Programmer-Analysts, 105x-series IS Business Analysts, 182x series Administrative Analysts~~ - training to configure and maintain the system going forward. The number of staff to be trained is will be depend on the size of the City project team (aprox 40 FTE).



# City and County of San Francisco

## Office of the Controller

### REQUEST FOR PROPOSALS FOR Financial Management System and System Integrator Professional Services

**RFP#CON2014-18**

**CONTACT: Lily Conover, [lily.conover@sfgov.org](mailto:lily.conover@sfgov.org), (415) 554-7525**

**Background**

San Francisco is the fourth largest city in California and serves as a center for business, commerce and culture for the West Coast. The City and County of San Francisco (the "City") established by Charter in 1850, is a legal subdivision of the State of California with the governmental powers of both a city and a county under California law. The City's powers are exercised through a Board of Supervisors serving as the legislative authority, and a Mayor and other independent elected officials serving as the executive authority.

The City's current central, City-wide financial system is FAMIS (Financial Accounting and Management Information System), a Cobol-VSAM mainframe system supported by the Office of the Controller and used by all City departments. FAMIS is the system of record for all official budgetary and accounting information for the City. It is the basis of budgetary control, fund accounting and financial statements on the City's fiscal position. The City seeks to replace FAMIS and implement a comprehensive City-wide financial management system.

The purpose of this Request for Proposals (RFP) is to select a Response Team who will provide a comprehensive software solution, especially Enterprise Resource Planning Software, and implementation of a new City-wide financial management system for the City.

**Schedule\***

RFP Issued	October 24, 2014
Deadline for Initial RFP questions	November 4, 2014 (5:00 pm PT)
Pre-Proposal Conference	November 12, 2014 (1:00 pm PT)
Deadline for Final RFP questions	November 21, 2014 (5:00 pm PT)
Answers to RFP questions posted online	December 5, 2014
Deadline for Proposals	December 23, 2014 (5:00 pm PT)
Stage 1 Scores Notification	January 30, 2015
Response Team Software Demonstrations, Presentations and Selection Interviews	February 17 to March 20, 2015
Stage 2 Scores Notification	March 2015
Contract Negotiations	April to June 2015
Contract Award	July 2015

\*RFP Schedule subject to change.

**Intent of this RFP**

It is the intent of the Controller's Office to identify the most responsive Response Team to negotiate two separate agreements: 1) a contract for the software license and maintenance of a Financial Management System and 2) a professional services contract with the System Integrator. Response Teams are not guaranteed these contracts.

**Anticipated Contract Term**

The anticipated contract term for 1) the implementation services agreement is two (2) years with one option to extend for one (1) year at the City's sole and absolute discretion, and 2) the perpetual software license and maintenance agreement is five (5) years with five additional one (1) year options to extend at the City's sole and absolute discretion.

**Subcontracting Requirement**

The S.F. Administrative Code Chapter 14B Local Business Enterprise (LBE) subcontracting goal for this RFP is five percent (5%) of the total value of the goods and/or services procured. In order to be responsive, Response Teams must meet the LBE goal (See RFP Attachment VIII for more information).

**City-Response Team Communications**

The pre-Proposal conference will be at 1:00 pm PT on Wednesday, November 12, 2014 at the Controller's Office, One South Van Ness Avenue, 8<sup>th</sup> Floor, Large Conference Room, San Francisco, CA 94103.

Pre-Proposal conference attendance is mandatory for Response Teams. At the pre-Proposal conference, the City will provide an overview of submission requirements and answer questions about the RFP. Initial questions about this RFP will be accepted in advance of the pre-Proposal conference. E-mail your Initial RFP questions to [lily.conover@sfgov.org](mailto:lily.conover@sfgov.org) before 5:00 pm PT on Tuesday, November 4, 2014.

Response Teams are specifically directed NOT to contact any other employees or officials of the City. Unauthorized contact may be cause for rejection of Proposals at the City's sole and absolute discretion.

A summary of the substantive information and all questions and answers pertaining to this RFP will be posted on the Office of Contract Administration website at <http://mission.sfgov.org/OCABidPublication/BidDetail.aspx?K=8770>.

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# 1. Introduction

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## 1.1 GENERAL TERMS USED IN THIS RFP

Terms and abbreviations used throughout this RFP include:

- **Awarded Response Team** – The Response Team that is awarded a contract(s) as a result of this RFP.
- **Big Bang** – Delivering all the intended functions of the ERP at the same time.
- **CAFR** – Comprehensive Annual Financial Report. The CAFR is a financial report that encompasses all funds and component units of the government. It is the governmental unit's official annual report containing the basic financial statements, required supplementary information, combining statements, and individual fund statements as needed.
- **The City** – The City and County of San Francisco
- **Controller's Office** – The City and County of San Francisco Controller's Office
- **Documentation** – A set of documents provided on paper or online. Examples include user guides, white papers, on-line help, and quick-reference guides.
- **EIS** – Executive Information System, a central data warehouse, reporting and analysis system.
- **ERP** – Enterprise Resource Planning system
- **Executive Steering Committee** – The City's stakeholders that make strategic decisions concerning the future realization of the City's investment projects. It makes decisions about which of the presented projects will be realized, and which will not. It is responsible for the management and monitoring of a long-term project.
- **FAMIS** – Financial Accounting and Management Information System
- **Fit/Gap Analysis** – Establishes the core business and technical requirements for the initial implementation of the software. The fit analysis will resolve gaps using various approaches, including process redesign and technical solutions, such as workflow or reports.
- **GUI** – Graphical User Interface
- **HCM** – Human Capital Management
- **Phased** – Introduces the new system in stages either by functions or by organizational units.
- **Proposal** – A Response Team's Proposal submitted in response to this RFP.
- **Response Team** – The System Integrator and Software Vendor that the Respondent is proposing as a team under this RFP.
- **RFP** – Request for Proposals
- **Software Vendor** – A company specializing in designing or selling software, intended for mass or niche markets, and warrants the base software.
- **System** – Represents the entire suite of software, licenses, custom programming and all services needed to meet the City's requirements, as described in RFP Section 2 – Scope of Work, for a City-wide financial management system replacement.
- **System Integrator** – A firm providing services including but not limited to, business process improvement, project management, integration of component subsystems to ensure those subsystems function together, and warrants the configuration, customizations, and services to meet the scope defined in the requirements.
- **Working Day** – Any day that is not a Saturday, Sunday, or City-recognized holiday.

A complete list of terms used in this RFP is provided in Appendix A, Glossary of Terms.

## 1.2 BACKGROUND

The City's central financial system is FAMIS. FAMIS is an online, transaction based, Cobol-VSAM, file based mainframe system. The major functions of FAMIS include general ledger, project and grant accounting, fund accounting, purchasing, accounts payable, accounts receivable, budgetary control, vendor maintenance and tracking, fixed asset accounting, labor distribution, and payment issuance functions. FAMIS is supported by the Controller's Office and maintains the official budgetary and accounting information for the City. It is the basis for all official budgetary, operational, fund accounting reports and statements. It is the source for the City's CAFR and other audited financial statements and reports. It is the basis for the City's fiscal position as issued by the Controller. FAMIS is used by financial, accounting, purchasing, and other staff in all City Departments.

FAMIS supports batch interfaces for certain financial activity. At the City-wide level, interfaces to and from FAMIS include the City's Payroll System (currently Oracle PeopleSoft HCM), the City's Budget System, and the EIS. The Budget System and EIS use an Oracle database with Cognos reporting and analytical software. For certain departmental activity, interfaces to and from FAMIS include payment processing, encumbrance posting, cost allocation, work order billings, vendor compliance and status information, inventory, accounts receivable, tax revenue refunds, and other functions. FAMIS also interfaces with the City's banks for check processing and electronic payments.

Departmental processing systems and reporting environments also rely upon FAMIS data to populate and update information for project management, requisitioning, materials management, contracting, billing, grant reporting, and other purposes. Departments also use standalone systems, spreadsheets, and other tools to track, maintain, and report on types of financial information that are not maintained in FAMIS. They also use these systems and other tools to reconcile FAMIS data. Departments often need to report on information at a lower level or sometimes with a different accounting structure than is recorded in FAMIS. In some cases, because of these department-level needs, they must duplicate data entry into FAMIS and reconcile data between systems.

FAMIS has a Web-GUI front end, using software from HostBridge Technology that is used City-wide along with TN3270 emulators. HostBridge is also being used to generate XML from the mainframe CICS screens in order for some departments to integrate their Web-based applications with FAMIS.

A comprehensive list of the City's inbound interfaces, outbound interfaces, and list of Departmental Systems is provided in Appendix B, Current Environment.

The following tables present information pertaining to the City's current FAMIS production environment:

**Table 1: Number of approximate active users by module**

Accounting	Purchasing	Fixed Assets	Reporting System
2,436	1,854	142	800

**Table 2: Number of approximate transactions in a fiscal year**

Encumbrance	Payment	Journal Entry
54,000	421,000	251,000

**Table 3: Number of funds**

General Fund	Enterprise	Special Rev.	Cap. Proj.	Debt Service	Perm./Bequest
1	8	22	7	3	1

**Table 4: Number of approximate active grants and projects**

Grants	Projects
1,760	4,908

**Table 5: Major File Record Counts (represents 7 fiscal years: 2007-08 through 2013-14)**

Operating	General Ledger	Transaction
17,454,693	8,656,101	36,329,986

More information regarding the City's budget and finances can be found by reviewing the City's Comprehensive Annual Financial Report (CAFR), available at the following website: <http://www.sfcontroller.org/index.aspx?page=537>

### 1.3 STATEMENT OF NEED

The purpose of this RFP is to select a Response Team to provide a comprehensive, fully-integrated ERP System specifically designed for government agencies, including all services related to delivery, installation, integration, customization, data conversion, training, documentation, deployments, and project management. The City is seeking a proven System that is in current operational use by no fewer than three (3) cities or counties (within the 50 United States).

It is imperative that the proposed System be compatible and fully-integrated with the City's Oracle PeopleSoft HCM system, and must be able to support multiple interfaces for different business application and technical environments. The proposed System must be compatible with the City's technical infrastructure, as the City plans to implement on premises.

The City intends to award the following separate contracts to the selected Response Team: 1) a perpetual Software License and Maintenance Agreement for the ERP solution and for the third party applications software (if any), as configured by the System Integrator; and 2) an implementation Services Agreement that provides for the ERP implementation services.

## 1.4 SOFTWARE

The City plans to implement a Commercial-off-the-Shelf (COTS) software system, vendor supported, and upgradeable ERP Solution that includes the major areas of functionality as specified in Table 6 – Core System Functionality:

**Table 6 – Core System Functionality**

<b>Financial</b>
Chart of Accounts
General Ledger
Accounts Receivable
Budget Control / Accounting
Fund Accounting
Encumbrance Accounting
Project Accounting
Cost Accounting
Grants Accounting
Grants Management
Invoicing and Billing
<b>Strategic Sourcing</b>
Accounts Payable
Purchase Orders and Requisitions
Contracts and Solicitations
Receiving
Sourcing Network
Vendor Management
Master Contract Support
Inventory Management
Capital and Fixed Assets
Work Order Accounting
<b>Reporting</b>
Business Intelligence
Reporting



## 1.5 SERVICES

The City requires a System Integrator to ensure successful implementation, deployment, data conversion, migration, testing, documentation, training and ongoing support of the acquired System. Anticipated implementation services required include:

- Requirements confirmation and mapping
- Implementation and configuration of the proposed System
- Interface development and integration with the City's systems performing specialized financial management functions
- Integration with the City's Oracle PeopleSoft HCM
- Quality Assurance activities
- Data conversion activities
- Migration of existing systems, including data and all work in progress activities
- All deployment activities
- Organizational change management activities
- Testing
- Training of City staff
- Documentation

## **2. Scope of Work**

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This scope of work is not intended to be all inclusive of the work the City expects to be performed, and is not a complete listing of all services that may be required or desired.

To minimize duplication of effort and to allow the City to coordinate data requests and data available for the services requested within this RFP, as well as for previous and future projects, the awarded Response Team's findings and data may be shared by the City with other City contractors, as deemed appropriate by the City.

The City will negotiate the specific scope of services, budget, deliverables, and timeline with the highest-scoring Response Team selected for contract negotiations. There is no guarantee of a minimum amount of work or compensation for any Response Team(s) selected for contract negotiations.

Even though all of the City departments generally follow the same City-wide procedures, accounting and budget practices, the awarded Response Team will work closely with the Controller and other relevant City departments, boards, commissions, and/or key stakeholders, including but not limited to:

- Executive Steering Committee
- Public Utilities Commission
- Airport Commission
- Municipal Transportation Agency
- Port of San Francisco
- Department of Public Works
- Department of Public Health
- Office of Contract Administration

### **2.1 CITY BUSINESS GOALS**

The City requires an ERP Solution to enable the City to meet the following business goals:

- 2.1.1 Establish a technical foundation for the ERP solution that is reliable and accommodates the changing business needs of the City.
- 2.1.2 Enable consistent adoption and application of policies and procedures across City departments.
- 2.1.3 Increase efficiency to improve City services for the citizens, residents, and businesses in the City.
- 2.1.4 Work with all stakeholders to increase the capabilities of the City workforce and optimize the delivery of City government services.
- 2.1.5 Reduce the effort required to convert data to actionable information and increase the accuracy and timeliness of financial, personnel, and acquisition information to enable the City to optimize resources and make better-informed decisions.
- 2.1.6 Protect the privacy and security of City employee and citizen personal information (including health and financial-related personal information and

similar personal information of City employees and/or residents); System Integrator will be required to sign a Business Associate Addendum as part of the negotiated agreement).

- 2.1.7 Facilitate open and transparent City government operations.
- 2.1.8 Prioritize decisions based on City-wide business benefit.
- 2.1.9 Establish core functionality within the ERP Solution that delivers the greatest business benefit to the City, by reducing the amount of redundant systems and processes at the City.
- 2.1.10 Provide an ERP Solution that minimizes risk and maximizes business benefits.
- 2.1.11 Implement and operate an ERP solution that reduces organizational disruption and impact to the City by minimizing complexity in implementation, operation, and support.

## **2.2 MINIMAL CUSTOMIZATIONS OBJECTIVE**

- 2.2.1 The City requires an ERP Solution using software that must be deployed with minimal customization. Techniques to avoid customization should include, among other things:
  - 2.2.1.1 Configuring the ERP software using standard configuration parameters.
  - 2.2.1.2 Reengineering the City's business processes to effectively use the process models inherent in the ERP software.
  - 2.2.1.3 Using third party software (that is not part of the ERP software suite) only when necessary and shown to be cost-effective.
- 2.2.2 To the extent that custom or customized software is required to fulfill the RFP requirements, any such software should be used, and any such customizations should be made as a last resort and must be cost-effective.
- 2.2.3 The awarded Response Team shall use methodologies that have been tested and have delivered successful ERP Solution implementation, maintenance, and operation support for government entities.

## **2.3 BIG BANG IMPLEMENTATION OBJECTIVE**

The City expects a Big Bang implementation of the ERP Solution, but the City may determine a phased implementation is appropriate in order to achieve cost and/or speed-to-deployment advantages.

## **2.4 KNOWLEDGE TRANSFER OBJECTIVE**

Each Response Team shall provide a methodology for an intensive knowledge transfer program tailored to the City's particular needs, taking into account that knowledge transfer shall be provided to the City's Project Team (including training sessions for functional, business intelligence and reporting, and technical sub-teams) at the beginning of fit-gap analysis and continuing during the implementation of the ERP solution. The objective is to successfully provide the City's Project Team with an in-depth understanding of the various ERP System

modules and components to be implemented, including ongoing services, ERP System configuration, application terminology, and as otherwise specified in the Attachments. The awarded Response Team shall provide knowledge transfer for all components of the ERP System, as well as all related third party software and tools.

## **2.5 END-USER TRAINING OBJECTIVE**

The City's objective is to fully support an end-user training program with City staff. Each Response Team, in its Proposal, shall provide their training approach to the City. The overall strategy shall include the nature, level, and amount of training to be provided, by role.

## **2.6 BUSINESS PROCESS REENGINEERING OBJECTIVE**

The City anticipates that it will undergo business process reengineering in order to efficiently and effectively implement the ERP solution. The City's objective is to leverage the ERP solution business processes and reporting capability and minimize to the extent possible the Awarded Response Team's customization of its ERP system. The awarded Response Team shall identify the business process change opportunities, analyze their impact, and communicate to the City the implications for change management of the same.

## **2.7 ORGANIZATIONAL CHANGE MANAGEMENT OBJECTIVE**

The City acknowledges that there will be extensive organizational and operational changes required as part of the implementation of the ERP Solution. Each Response Team shall propose how it, if selected as the awarded Response Team, will implement an organizational and business process change management program designed to ensure acceptance and use of the new ERP System and reporting tools by relevant City employees in conformity with the City's requirements.

## **2.8 RELATIONSHIP MANAGEMENT OBJECTIVE**

The City requires an effective governance and relationship management process between the City and Response Team, including with the Executive Steering Committee.

## **2.9 DATA EXTRACTION AND CONVERSION OBJECTIVE**

Each Response Team shall develop and propose a strategy to extract and convert relevant legacy data into the ERP Solution. Each Response Team shall identify the methodology and the approach for the implementation of tools and procedures to perform the City legacy data extraction, transformation and loading into the ERP System.

## **2.10 CONTINUITY OF CONTRACTOR PERSONNEL OBJECTIVE**

During the ERP Implementation Services, the Awarded Response Team will maintain their own project team sufficient to provide and support the applicable implementation services at the project location provided by the City.

## **2.11 BUSINESS INTELLIGENCE OBJECTIVE**

The City has developed a star schema data warehouse with sources from multiple systems, notably FAMIS for financial information (Operating, General Ledger, and Transaction Data), PeopleSoft HCM for labor information, and IBM/Cognos Planning for budget preparation and performance measurement information. The awarded Response Team shall describe how they would implement data warehousing or other approaches to support the diverse information, analysis and reporting needs of the City.

## 2.12 ON PREMISES IMPLEMENTATION OBJECTIVE

The proposed ERP System must be compatible with the City's technical infrastructure, as the City plans to implement on premises.

## 2.13 ERP SOLUTION REQUIREMENTS

The table below provides a summary of the components for the ERP solution and identifies applicable requirements and related Attachments.

Requirements	Description	Attachment
Functional Requirements	<ul style="list-style-type: none"> <li>• Accounts Payable</li> <li>• Billing and Accounts Receivable</li> <li>• Cash Management</li> <li>• Fixed Assets</li> <li>• General Ledger</li> <li>• General</li> <li>• Grant Accounting</li> <li>• Inventory</li> <li>• Labor Distribution</li> <li>• Project Accounting</li> <li>• Purchasing</li> <li>• Vendor Management</li> <li>• Workflow</li> </ul>	<u>Attachment III</u>
Technical Requirements	<ul style="list-style-type: none"> <li>• Technical Architecture</li> <li>• Solution Architecture</li> <li>• Solution Technology</li> </ul>	<u>Attachment IV</u>

### 3. Evaluation Criteria

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This section describes the process used for analyzing and evaluating the Proposals. It is the City's intent to select Response Team(s) for contract negotiations that will provide the best overall service package to the City, inclusive of fee considerations. Any Response Team selected for contract negotiations is not guaranteed a contract. This RFP does not in any way limit the City's right to solicit Proposals for similar or identical services if, in the City's sole and absolute discretion, it determines the Proposals are inadequate to satisfy its requirements.

#### 3.1 INITIAL SCREENING

The City will review each Proposal for initial determinations on responsiveness and acceptability in an Initial Screening process. Elements reviewed during the Initial Screening include, without limitation; Proposal completeness, compliance with format requirements, compliance with Minimum Qualification requirements, and verifiable references.

Proposals are not scored during the Initial Screening process. Initial Screening is a pass/fail determination as to whether a Proposal meets the threshold requirements described above. Reference check results will be reported to the Evaluation Panel. A Proposal that fails to meet these requirements **will not** be eligible for consideration in the Evaluation Process described below in Section 3.3. The City reserves the right to request clarification from a Response Team prior to rejecting a Proposal for failure to meet the Initial Screening requirements. Clarifications are "limited exchanges" between the City and a Response Team for the purpose of clarifying certain aspects of the Proposal, and will not give a Response Team the opportunity to revise or modify its Proposal. Proposals that meet the Initial Screening requirements shall proceed to the Evaluation Process described below in Section 3.3.

#### 3.2 MINIMUM QUALIFICATIONS

Response Teams must meet the following Minimum Qualifications in order to be evaluated in the staged evaluation process in Section 3.3. Any Proposal that does not demonstrate that the Response Team meets the Minimum Qualifications, listed in this Section 3.2, by the Proposal deadline, will be considered non-responsive and will not be evaluated or eligible for award of any subsequent contract(s) for the software or implementation of the ERP.

The Response Team must provide a total of three (3) prior project references (See Attachment I - Experience Workbook), demonstrating their ability to meet the City's scope of work. The Response Team must provide no fewer and no more than three (3) prior project references. For Proposals that pass the Initial Screening and proceed to the Evaluation Process, the information provided in this Section 3.2 also will be used to evaluate Response Team Experience in Section 3.3.2(A).

A. **One (1) of the references for the Response Team** (identified by Response Team in Attachment I as its response to this Minimum Qualification requirement) must meet all of the following criteria:

1. Be from a United States based publicly funded city or county within the 50 United States.
2. Be from a city or county that has at least 4,000 employees and a minimum annual budget of \$1B. The implementation must have been deployed to a city or county that meets the minimum annual budget and employee threshold (not a department within the city or county).

3. Reflect a successfully implemented project that was a new system implementation and not an upgrade of current functionality from one software version to another.
4. Demonstrate successful completion of all phases and deployed to production within the last 15 years as of the date of issuance of this RFP.

### **3.3 EVALUATION**

The evaluation criteria will be conducted in two stages for Response Teams that demonstrate they meet the Initial Screening and Minimum Qualification requirements in Sections 3.1 and 3.2. Stage 1 will evaluate Attachments I through VI as per Section 3.3.2 "Stage 1 – Response Team Experience and Written Proposal Evaluation Criteria". The three (3) highest scoring Response Teams will be invited to Stage 2 – "Response Team Selection Process" per Section 3.3.3. to conduct software demonstrations, presentations, and selection interviews. Scores from Stage 1 of the evaluation will not carry over to Stage 2. The highest scoring Response Team in Stage 2 will be issued an "intent to award" and enter contract negotiations with the City. If mutually agreed upon contract terms cannot be negotiated with both members of the selected Response Team, then the Controller's Office, in its sole and absolute discretion, may terminate negotiations and begin contract negotiations with the next highest scoring Response Team.

#### **3.3.1 EVALUATION TEAM**

City representatives (and/or other technical experts including but not limited to the City's Project Manager) will serve as the Evaluation Team responsible for evaluating various assigned components of the Response Teams' Proposals. Specifically, the Evaluation Team will be responsible for conducting reference checks, evaluation and scoring of the Proposals, and for interviews.

#### **3.3.2 STAGE 1 – RESPONSE TEAM EXPERIENCE AND WRITTEN PROPOSAL EVALUATION CRITERIA (1000 POINTS)**

The completion of Attachments I through VI from the Response Teams will be evaluated and scored in accordance with the criteria below:

- A. Response Team Experience (150 Points)** – a weighted score of the total experience provided in the three (3) prior project references submitted in the Proposal. This includes the reference the Response Team selected to meet the Minimum Qualification requirement in Section 3.2. No fewer or more than three (3) references will be used in the weighted score. The scoring of Response Team experience is explained in more detail in Attachment I - Experience Workbook.
- B. Quality of Written Proposal (25 points)**
  1. Conformance with and applicability of information to RFP requirements;
  2. Clarity of organization and exposition; and
  3. Overall quality and consistency of presentation, including completeness and accuracy of information.

**C. Content of Written Proposal (825 points)**

The Proposals provided by the Response Teams will be evaluated using the following criteria for each section of the Proposal. Additional information about the details of each section is included in Attachment II – Written Proposal Response and Guidelines.

1. **Executive Summary (50 Points)** – a brief narrative providing the business case describing the increased value the City shall receive from selecting the product in the Proposal.
2. **Functional and Technical Requirements (200 Points)** – a weighted score of the total amount of points calculated as per the responses to the detail requirements (refer to Attachments III and IV).
3. **Project Plan (100 Points)** – A narrative with details that provides a description of the project plan and approach for the System Integrator. This section includes the following topics:
  - a. Implementation Approach (including, but not limited to Attachment V)
  - b. Implementation Plan
  - c. Data Conversion Plan
  - d. Customizations/Modifications
  - e. Training Plan
  - f. Change Management Plan
  - g. Testing
  - h. Fit-Gap Analysis and Process Reengineering
  - i. Risk Mitigation Strategy
4. **Proposed Software (50 Points)** – A high-level description of the software and third party products proposed.
  - a. Proposed System Overview
  - b. Third Party Products/Software
5. **Business Intelligence (50 Points)** – This section shall describe how the Response Team would implement data warehousing or other approaches to support the diverse information, analysis, and reporting needs of the City.
6. **Business Process Scenarios (75 Points)** – This section describes several scenarios that have necessitated the creation of workaround practices, side-systems, extensive spreadsheeting or manual processing. For each scenario, a detailed response as to how the proposed software as implemented will resolve some of these issues will be evaluated. The scores for each scenario are provided below:
  - a. General Ledger (20 Points)
  - b. Purchasing (20 Points)
  - c. Technical (15 Points)
  - d. Labor Integration with PeopleSoft HCM (20 Points)
7. **Project Resources (50 Points)** – The Response Team must demonstrate the ability to complete the project as planned and on schedule. Detail the type and amount of implementation support provided by the Response Team.
  - a. Response Team's Project Staffing Information
  - b. Required City Resources to be provided



8. **Post Go-Live Requirements (50 Points)** – A description of the support services after implementation is completed.
  - a. Post Go-Live Support
  - b. City Resources required to maintain application
9. **Cost (200 Points)** – Complete Attachment VI – Cost Workbook by listing the total cost of ownership of the System and implementation services being proposed to the City.

### **3.3.3 STAGE 2 - RESPONSE TEAM SELECTION PROCESS (1000 POINTS)**

After the scoring of Stage 1 is complete, the Evaluation Team will begin Stage 2 by holding sessions for the three (3) highest scoring Response Teams to conduct software demonstrations, presentations and selection interviews. Scores from Stage 1 of the evaluation will not carryover to Stage 2.

#### **A. Response Team Software Demonstrations and Presentations – (700 Points)**

1. **Response Team Software Demonstrations (350 Points)** – Demonstration of the software that is proposed by the Response Team to assess the extent the software meets the business needs of the organization. Response Teams will be provided demonstration scripts and sample data approximately two weeks prior to the scheduled demonstration. The demonstrations for each Response Team will take place over a four-day period and will be held on-site at City facilities. Software demonstrations are an integral part of the selection process. To avoid unnecessary delays, the Response Teams will be required to meet the demonstration schedules delineated in the RFP. Response Teams that cannot demonstrate their software during the dates prescribed by the City may be eliminated from further consideration.
2. **Response Team Presentation (350 Points)** – Each Response Team will be required to give a formal one-day presentation to provide clarification, additional information, and/or a better understanding of its Proposal prior to the City's next selection phase. Presentations will be considered in the final evaluation of the Proposal. The following factors (including, but not limited to) will be taken into account during the presentations:
  - a. Business environment - ability to define the size and scope of project the City is envisioning.
  - b. Implementation plan - ability to present a detailed project plan and describe how that plan will fulfill the project scope.
  - c. Business Process Improvement - approach to utilizing the proposed solution to improve the City business practices, change management approach, and methodology for identifying process improvement opportunities.
  - d. Risk Mitigation - approach to identifying risk factors and minimizing the risk to a successful implementation.
  - e. Training Plan - ability to successfully identify and assess training methodologies that best suit the City.
  - f. Technology - ability to identify and assess technology platforms and architecture.

- B. **Selection Interviews (300 Points)** – Following the software demonstration and presentation process, the Response Teams will be invited to interviews with

members of the Evaluation Team. The interviews will consist of specific questions regarding individual Proposals, the integration approach of the Response Team, and the capabilities of the proposed software. Lead staff members that will be assigned to the project should be present for the interview; as well as lead staff of sub-consultant partner(s), including Local Business Enterprise (LBE) firms. The Office of the Controller reserves the right to limit participation in the panel interviews to Response Teams' key/lead team members and to exclude, for example, subconsultants on multiple teams, so Response Teams should plan accordingly.

### **3.4 INTENT TO AWARD AND CONTRACT NEGOTIATIONS; OTHER TERMS AND CONDITIONS**

The highest scoring Response Team in Stage 2 will be issued an "intent to award" and enter contract negotiations with the City. If mutually agreed upon contract terms cannot be negotiated with the selected Response Team, then the Controller's Office, in its sole discretion, may terminate negotiations and begin contract negotiations with the next highest scoring Response Team. The selection of any Response Team for contract negotiations shall not imply acceptance by the City of all terms of the Proposal, which may be subject to further negotiation and approvals before the City may be legally bound thereby. The Controller's Office reserves the right at any time to approve, disapprove, or modify proposed project plans, timelines and deliverables by modification of the contract, approved in the same manner as the contract. The City, in its sole discretion, has the right to approve or disapprove any staff person assigned to its projects, and any staff substitutions, before and throughout the contract term.

## 4. Significant RFP Due Dates and Instructions

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### 4.1 RFP SCHEDULE\*

RFP Schedule	
RFP issued	October 24, 2014
Deadline for Initial RFP questions	5:00 pm PT November 4, 2014
Pre-Proposal Conference	1:00 pm PT November 12, 2014
Deadline for Final RFP questions	5:00 pm PT November 21, 2014
Answers to RFP questions posted online	December 5, 2014
Deadline for Proposals	5:00 pm PT December 23, 2014
Stage 1 Scores Notification	January 30, 2015
Response Team Software Demonstrations, Presentations and Selection Interviews	February 17 to March 20, 2015
Stage 2 Scores Notification	March 2015
Contract Negotiations	April to June 2015
Contract begins	July 2015

\* RFP Schedule subject to change. Check <http://mission.sfgov.org/OCABidPublication/BidDetail.aspx?K=8770> for latest schedule.

### 4.2 ISSUING AGENT

The Office of the Controller is issuing this RFP on behalf of the City and County of San Francisco.

### 4.3 ADDENDA TO THE RFP

The City may make modifications to the RFP by issuing an addendum or addenda.

### 4.4 FINANCIAL RESPONSIBILITY FOR PROPOSAL COSTS

The City accepts no financial responsibility for any costs incurred by a Response Team in responding to this RFP. Submitted Proposals and all Proposal materials shall become the property of the City and may be used by the City in any way deemed appropriate.

### 4.5 PRE-PROPOSAL CONFERENCE

Pre-Proposal conference attendance is mandatory for Response Teams for this RFP. The City will provide an overview of submission requirements and answer questions about the RFP at the pre-Proposal conference.

The pre-Proposal conference will be at 1:00 pm PT on Wednesday, November 12, 2014 at the Controller's Office, One South Van Ness Avenue, 8<sup>th</sup> Floor, Large Conference Room, San Francisco, CA 94103.

Initial Questions relative to this RFP will be accepted in advance of the pre-Proposal conference.

E-mail your questions to [lily.conover@sfgov.org](mailto:lily.conover@sfgov.org) before 5:00 pm PT on Tuesday, November 4, 2014. **Response Teams are specifically directed NOT to contact any other employees or officials of the City.** Unauthorized contact may be cause for rejection of Proposals at the City's sole and absolute discretion.

A summary of the substantive information and all questions and answers pertaining to this RFP will be posted on the Office of Contract Administration website at <http://mission.sfgov.org/OCABidPublication/BidDetail.aspx?K=8770>.

#### **4.6 RESPONSE TEAM SOFTWARE DEMONSTRATIONS**

The City will elevate no more than three (3) Response Teams from Stage 1 to Stage 2 for demonstrations. Demonstrations will be held on-site at City facilities and will cover all functional areas listed in this RFP, with data sets provided by the City where available. Software demonstrations are an integral part of the selection process. To avoid unnecessary delays, the City expects that Response Teams will be available for demonstrations during the dates identified on the RFP schedule. Response Teams that cannot demonstrate their software during the dates prescribed by the City may be eliminated.

#### **4.7 RESPONSE TEAM PRESENTATION**

Each Response Team elevated from Stage 1 will be required to give a formal one-day presentation to provide clarification, additional information, and/or a better understanding of its Proposal prior to the City's next selection phase. Presentations will be considered in the final evaluation of the Proposal.

The following factors will be taken into account during the presentations:

- Business environment - ability to define the size and scope of project the City is envisioning.
- Implementation plan - ability to present a detailed project plan and describe how that plan will fulfill the project scope.
- Business Process Improvement - approach to utilizing the proposed solution to improve the City business practices, change management approach, and methodology for identifying process improvement opportunities.
- Risk Mitigation - approach to identifying risk factors and minimizing the risk to a successful implementation
- Training Plan - ability to successfully identify and assess training methodologies that best suit the City.
- Technology - ability to identify and assess technology platforms and architecture.

#### **4.8 SUBCONTRACTING REQUIREMENT**

Response Teams are encouraged to partner with a Local Business Enterprise (LBE) during the RFP process. Please note there is a LBE sub-consulting goal of five percent (5%). For more information regarding LBEs, please contact Selormey Dzikunu of the City's Contract Monitoring Division at [Selormey.Dzikunu@sfdpw.org](mailto:Selormey.Dzikunu@sfdpw.org).

#### 4.9 REFERENCE CHECKS; RELEASE AND WAIVER REQUIREMENT

Reference checks listed in Attachment I – Experience Workbook, should be verifiable and should be able to comment on the Response Team's experience related to the services of this RFP. The City will conduct reference checks of the submitted references during the Initial Screening in order to confirm the information submitted in a Response Team's Proposal. Response Team's must execute the Release and Waiver requirement (see Attachment XI).

#### 4.10 STATEMENT OF FINANCIAL POSITION

A Response Team must furnish a statement of financial position in accordance with either of the following options:

- 1) Attach a copy of your company's latest reviewed or audited financial statement with accompanying notes and supplemental information.

**NOTE: A financial statement that is not either reviewed or audited is not acceptable. A letter verifying availability of a line of credit may also be attached; however, it will be considered as supplemental information only, and is not a substitute for the required financial statement.**

- 2) Attach a certified statement from a bonding firm authorized to do business in the state of California. The certification must indicate the maximum bonding coverage the surety will issue on the applicant's behalf for a single contract, and shall also specify the total bonding that the surety will issue for all of the applicant's work, including uncompleted contracts. A sample Certification of Surety is included in Attachment XII.

#### 4.11 TEAMING AGREEMENT REPRESENTATION

Response Teams must execute the Teaming Agreement Representation attached as Attachment XIV.

#### 4.12 RISK MITIGATION STRATEGY

In lieu of a performance bond requirement as part of the RFP submission, the City instead requests that proposers submit their recommendation for a risk mitigation strategy as part of their RFP submittal by redlining the terms and conditions in Attachment IX - P-500 System Integrator Services with their proposed changes. The City would expect this strategy to include recommendations for items such as retainage, performance bonds, and insurance and liability limits. Responses to Attachment IX - P-500 System Integrator Services will not be scored by the evaluation panel. The finalized risk mitigation approach will be finalized during contract negotiations with the selected vendor.

## 5. Proposal Submission Requirements

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### 5.1 TIME AND PLACE FOR SUBMISSION OF PROPOSALS

Proposals and all related materials must be received by **5:00 pm on Tuesday, December 23, 2014**. Proposals may be delivered to the Reception Desk at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 316, San Francisco, CA 94102 or to:

**Lily Conover, Contracts Manager  
Office of the Controller  
One South Van Ness Avenue, 8<sup>th</sup> Floor  
San Francisco, CA 94103**

Postmarks will not be considered in determining the timeliness of submissions. Proposals submitted by e-mail or fax shall not be accepted. Late submissions will not be considered, including those submitted late due to mail or delivery service failure. Note that Response Teams hand-delivering Proposals to the Reception Desk at City Hall may be required to open and make packages accessible for examination by City security personnel or law enforcement officers.

### 5.2 PROPOSAL PACKAGE FORMAT AND CONTENT

The following items listed in 5.2.1, Proposal Checklist, must be included in the Proposal and packaged in a box or envelope clearly marked **RFP#CON2014-18 Financial Management System and System Integrator Professional Services**.

Complete but concise Proposals are recommended for ease of review by the Evaluation Team. Proposals should provide a straightforward description of the Response Team's capabilities to satisfy the requirements of the RFP. Marketing and sales-type information should be excluded. All parts, pages, figures, and tables should be numbered and clearly labeled with references to the appropriate section of the RFP.

Response Teams must follow the instructions outlined in this section and shall organize Proposals in the order outlined in *Section 5.2.1 – Proposal Checklist*. Proposals must be bound and include a table of contents. Proposals must be tabbed for ease of review by the Evaluation Team.

### 5.2.1 PROPOSAL CHECKLIST

Requirement	Description	Submitted
Proposal, including each of the following:	One (1) original hard copy with original signatures, clearly marked "Original"	<input type="checkbox"/>
	Five (5) complete hard copies	<input type="checkbox"/>
	One (1) CD-ROM or USB flash drive containing Response Team's entire Proposal. The electronic files on the CD-ROM or flash drive must be clearly labeled with the Response Team's name. All files must be submitted in unprotected PDF, Word or Excel format.	<input type="checkbox"/>
<u>Attachment I</u>	Experience Workbook	<input type="checkbox"/>
<u>Attachment II</u>	Written Proposal Response and Guidelines	<input type="checkbox"/>
<u>Attachment III</u>	Functional Requirements	<input type="checkbox"/>
<u>Attachment IV</u>	Technical Requirements	<input type="checkbox"/>
<u>Attachment V</u>	Implementation Services Requirements	<input type="checkbox"/>
<u>Attachment VI</u>	Cost Workbook	<input type="checkbox"/>
<u>Attachment VII</u>	Acknowledgement of RFP Terms and Conditions	<input type="checkbox"/>
<u>Attachment VIII</u>	Contract Monitoring Division Local Business Enterprise Forms	<input type="checkbox"/>
<u>Attachment IX</u>	City's Agreement Terms and Conditions – Integrator Services Agreement	<input type="checkbox"/>
<u>Attachment X</u>	City's Agreement Terms and Conditions – Software License and Maintenance Agreement	<input type="checkbox"/>
<u>Attachment XI</u>	Release and Waiver Agreement	<input type="checkbox"/>
<u>Attachment XII</u>	Certification of Surety	<input type="checkbox"/>
<u>Attachment XIII</u>	City's Administrative Requirements	<input type="checkbox"/>
<u>Attachment XIV</u>	Teaming Agreement	<input type="checkbox"/>

## **6. Protest Procedures**

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### **6.1 PROTEST OF NON-RESPONSIVENESS DETERMINATION**

Within five (5) working days of the City's issuance of a notice of non-responsiveness, any Response Team that has submitted a Proposal, and believes that the City has determined incorrectly that its Proposal is non-responsive or otherwise unacceptable, may submit a written notice of protest by e-mail (fax is not acceptable). Such notice of protest must be received by the City on or before the fifth (5<sup>th</sup>) working day following the City's issuance of the notice of non-responsiveness. The notice of protest must include a written statement specifying in detail each and every reason asserted for the protest. The protest must be signed by an individual authorized to represent the Response Team, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

### **6.2 PROTEST OF ELIMINATION AT THE END OF STAGE 1**

Within five (5) working days of the City's issuance of a notice of the three (3) highest scoring Response Team Proposals moving to Stage 2 of the evaluation process, any Response Team that has submitted a Proposal, and believes that the City incorrectly has selected another Response Team for participation in Stage 2 of the evaluation process may submit a written notice of protest by mail or e-mail (fax is not acceptable). Such notice of protest must be received by the City on or before the fifth (5<sup>th</sup>) working day after the City's issuance of the notice of the three (3) highest scoring Response Team Proposals.

The notice of protest must include a written statement specifying in detail each and every reason asserted for the protest. The protest must be signed by an individual authorized to represent the Response Team, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest. If a protest is received under this section, it will not restrict the City's ability to proceed with Stage 2 of the evaluation process while it evaluates the submitted protest.

### **6.3 PROTEST OF CONTRACT AWARD**

Within five (5) working days of the City's issuance of a notice of intent to award a contract under this RFP, any Response Team that has submitted a responsive Proposal and believes that the City has incorrectly selected another Response Team for award may submit a written notice of protest by mail or e-mail (fax is not acceptable). Such notice of protest must be received by the City on or before the fifth (5<sup>th</sup>) working day after the City's issuance of the notice of intent to award a contract.

The notice of protest must include a written statement specifying in detail each and every reason asserted for the protest. The protest must be signed by an individual authorized to represent the Response Team, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

### **6.4 DELIVERY OF PROTESTS**

All protests must be received by the due dates specified. If a protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that objectively will establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) or by fax will not be considered.



Protests must be delivered to:

E-mail:

[lily.conover@sfgov.org](mailto:lily.conover@sfgov.org)

Mail:

Lily Conover, Contracts Manager  
Office of the Controller  
One South Van Ness Avenue, 8<sup>th</sup> Floor  
San Francisco, CA 94103

## **6.5 PROTEST REVIEW**

The Controller's Office will confirm receipt of notice of protest by Response Team.

The Controller's Office will review each notice of protest to determine validity of notice, including, but not limited to: (a) receipt by due date; (b) inclusion of a written statement specifying in detail each and every one of the grounds asserted for the protest; (c) signed by an individual authorized to represent the Response Team; (d) citation of the law, rule, local ordinance, procedure or RFP provision on which the protest is based; and (e) specification of facts and evidence sufficient for the City to determine the validity of the protest.

If the notice of protest is determined to be valid, the Controller's Office shall review facts and evidence to determine the outcome of the protest, citing any applicable laws, rules, ordinances, procedures, and/or provisions. The Controller's Office may seek input from the City Attorney's Office, Office of Contract Administration, Human Rights Commission, and/or other City departments as needed or appropriate.

The City Purchaser shall make the final determination regarding the outcome of the protest.

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: Financial System Replacement Implementation

Funding Source: General Fund & Non-General Fund PSC Duration: 3 years  
PSC Amount: \$20,000,000 PSC Est. Start Date: 07/01/2015 PSC Est. End Date: 06/30/2018

**1. Description of Work**

**A. Scope of Work:**

The Controller's Office is seeking to hire a vendor to provide installation, configuration and implementation services for the new citywide Financial Management System. The replacement of the City's financial systems is a multi-year project that will be implemented in multiple phases. The Controller's Office will hire a City project team to manage and work on all phases of the project - from scoping to go-live. During the system implementation, the City's project team will be paired with consultants to design and develop the citywide system with the intent of City staff supporting the system upon project completion.

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

See Attachment A section 1.B.

**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 A section 1.D for more information.**

**2. Union Notification:** On 03/20/2014, 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# 48332 - 13/14

DHR Analysis/Recommendation:

05/19/2014

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 05/19/2014

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

A. Specify required skills and/or expertise:

Providing Financial Management System implementation services, and employee training/knowledge transfer, requires expert functional and technical knowledge of the Financial Management System suite of products, functional and design specification writing, and extensive prior experience with teaching users how to work with the product.

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

0942,0933,0931,1063,1064,1052,1053,1054,1823,1824,1657,

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

No

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

A. Explain why civil service classes are not applicable:

This is a short-term, highly specialized service requiring expertise with Financial Management System implementations. Civil service classes will manage the system once in production, and will perform all on-going 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)**

	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? See Attachment A section 5.B for Training Information	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

ON 04/30/2014 BY:

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

Address: City Hall Room 306 San Francisco, CA

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: Project Pull Citywide Internship (CS-1019)

Funding Source: Departmental Funds PSC Duration: 5 years 2 days
PSC Amount: \$2,500,000 PSC Est. Start Date: 05/01/2015 PSC Est. End Date: 05/01/2020

1. Description of Work

A. Scope of Work:

Project Pull is a summer internship program established to provide professional guidance in a work experience setting within the City Agencies to motivate students to continue their education so they may seek employment opportunities in the public service sector or other highly disciplined career fields. Students selected from the program demonstrate an ability and interest in professional careers such as architecture, business, engineering and science. Consultant will manage the program and advance funds for all students interns' and team leaders' salaries and program enrichment activities.

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

This service is necessary to ensure that the program is administered efficiently with the essential goal of enriching the lives and providing opportunities to high school and college bound students. Denial of this service could result in the cancellation of the program which could affect the objective of this program which is to motivate students to strive for excellence, develop good working behaviors and complete their studies to enhance their future employment opportunities.

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 was provided in the past by the Department of Public Works.

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

2. Union Notification: On 03/11/2015, 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# 47498 - 14/15

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 04/20/2015

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

A. Specify required skills and/or expertise:  
 Knowledge and expertise in the management of youth programs, mentoring for student, and managing funds such as payroll administration, program expenses and monthly invoices for minors hired for seasonal internship.

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:

Civil services classes are not applicable because this specialized service is an intermittent position for an eight (8) week summer program that requires a multi-disciplined organization to recruit students, evaluate their performance, provide mentoring match-ups, training workshops and enrichment activities and provide for advance funding for the program to pay student salaries and other program expenses.

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

No. It would not be practical to adopt a new civil service class because the program is seasonal and the scope of work is limited.

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

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

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

ON 03/20/2015 BY:

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

Address: 525 Goldent Gate Avenue, 8th Floor San Francisco, CA 94102

# Receipt of Union Notification(s)

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [SJackson@sfwater.org](mailto:SJackson@sfwater.org)  
**To:** [Jackson, Shamica](mailto:Jackson.Shamica); [Lopez, Ricardo](mailto:Lopez.Ricardo); [Basconillo, Kathy](mailto:Basconillo.Kathy); [Sandeep.lal@seiu1021.net](mailto:Sandeep.lal@seiu1021.net); [pcamarillo\\_seiu@sbcglobal.net](mailto:pcamarillo_seiu@sbcglobal.net); [Carey.dall@seiu1021.org](mailto:Carey.dall@seiu1021.org); [richardisen@gmail.com](mailto:richardisen@gmail.com); [Wendy.Frigillana@seiu1021.org](mailto:Wendy.Frigillana@seiu1021.org); [pscreview@seiu1021.org](mailto:pscreview@seiu1021.org); [joe.brenner@seiu1021.org](mailto:joe.brenner@seiu1021.org); [agonzalez@iam1414.org](mailto:agonzalez@iam1414.org); [ted.zarzecki@seiu1021.net](mailto:ted.zarzecki@seiu1021.net); [leah.berlanga@seiu1021.org](mailto:leah.berlanga@seiu1021.org); [gail@sffdlocal798.org](mailto:gail@sffdlocal798.org); [cityworker@sfcwu.org](mailto:cityworker@sfcwu.org); [davidmkersten@gmail.com](mailto:davidmkersten@gmail.com); [djohnson@opcmialocal300.org](mailto:djohnson@opcmialocal300.org); [hodlocal@pacbell.net](mailto:hodlocal@pacbell.net); [ablood@cirseiu.org](mailto:ablood@cirseiu.org); [pkarinen@nccrc.org](mailto:pkarinen@nccrc.org); [tony@dc16.us](mailto:tony@dc16.us); [stevek@bac3-ca.org](mailto:stevek@bac3-ca.org); [xiumin.ji@seiu1021.org](mailto:xiumin.ji@seiu1021.org); [Sin.Yee.Poon@sfgov.org](mailto:Sin.Yee.Poon@sfgov.org); [smcgarrv@nccrc.org](mailto:smcgarrv@nccrc.org); [mitchell@twusf.org](mailto:mitchell@twusf.org); [grofo@local39.org](mailto:grofo@local39.org); [jdunitz@uapd.com](mailto:jdunitz@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); [mshelley@dc16.us](mailto:mshelley@dc16.us); [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); [LiUNA.local261@gmail.com](mailto:LiUNA.local261@gmail.com); [local200twu@sbcglobal.net](mailto:local200twu@sbcglobal.net); [speedy4864@aol.com](mailto:speedy4864@aol.com); [camaguey@sfmea.com](mailto:camaguey@sfmea.com); [exdemvoter@aol.com](mailto:exdemvoter@aol.com); [tiva.thlang@seiu1021.org](mailto:tiva.thlang@seiu1021.org); [Jackson, Shamica](mailto:Jackson.Shamica); [Isen, Richard](mailto:Isen.Richard); [DHR-PSCCoordinator](mailto:DHR-PSCCoordinator), DHR  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 47498 - 14/15  
**Date:** Wednesday, March 11, 2015 2:38:12 PM

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RECEIPT for Union Notification for PSC 47498 - 14/15 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 47498 - 14/15 for \$2,500,000 for Initial Request services for the period 05/01/2015 -- 05/01/2020. 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/4612> 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)






**MEMORANDUM**

**DATE:** March 10, 2015

**TO:** San Francisco Civil Service Commission

**FROM:** Alaric Degrafinried   
Manager, Contract Administration Bureau

**RE:** Justification for duration 5 or more years  
CS-1019, PSC No. 47498 - 14/15  
Project Pull Citywide Internship

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The San Francisco Public Utilities Commission (SFPUC) is requesting Personal Service Contract (PSC) authority for Project Pull, a summer internship program established to provide professional guidance in a work experience setting within the City Agencies to motivate students to continue their education so they may seek employment opportunities in the public service sector or other highly disciplined career fields. Students selected from the program demonstrate an ability and interest in professional careers such as architecture, business, engineering and science.

These services are necessary and will extend up to five years from May 1, 2015 to May 1, 2020 for consultant services to manage the program and advance funds for all students interns' and team leaders' salaries and program enrichment activities.

Thank you for consideration and should you have any questions please do not hesitate contact me at 415-551-4788.

Edwin M. Lee  
Mayor

Ann Moller Gaen  
President

Francesca Vietor  
Vice President

Vince Courtney  
Commissioner

Anson Moran  
Commissioner

Ike Kwon  
Commissioner

Harlan L. Kelly, Jr.  
General Manager



# **Modification**

## **Personal Services Contracts**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF EMERGENCY MANAGEMENT Dept. Code: ECD

Type of Request: [ ] Initial [x] Modification of an existing PSC (PSC # 4132 12/13)

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

Type of Service: Consulting Services for Communications and Marketing, Part 2

Funding Source: Urban Areas Security Initiative

PSC Original Approved Amount: \$1,000,000 PSC Original Approved Duration: 06/01/13 - 11/30/15 (2 years 26 w

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 12/01/15-12/31/17 (2 years 4 weeks)

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

PSC Cumulative Amount Proposed: \$1,000,000 PSC Cumulative Duration Proposed: 4 years 30 weeks

1. Description of Work

A. Scope of Work:

The chosen consultant(s) will build upon the work done in Part 1 (PSC#4014-12/13). Consultant will refine front-end design of sf72.org website and add content that is centered on progressive preparedness. Consultant will leverage existing content from such resources as SF Heroes, 72hours.org, QuakeQuiz, and AlertSF to explore new ways of engaging residents to be aware and prepared. Consultant will refine the back-end of sf72.org; which may include model design, API and integration, software framework selection, database selection. Other functions and duties related to community preparedness and resilience may be requested by SFDEM staff as conditions require.

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

The contract builds upon current community engagement staffing capabilities and contracting work in-progress. A denial would result in a growing divide of cultural, generational and technical resilience, preparedness and safety messaging

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 4132 12/13

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

2. Union Notification: On 03/19/15, the Department notified the following employee organizations of this PSC/REP request: Architect & Engineers, Local 21;

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4132 12/13

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/20/2015

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

A. Specify required skills and/or expertise:

Experience writing long-term branding/message strategy from established core messaging, graphic design, branding and marketing experience which assist in the generation a memorable and culturally competent emergency preparedness message. Design and implement a booth/exhibition experience aids in the teaching of preparedness.

B. Which, if any, civil service class(es) normally perform(s) this work?  
1312,1314,

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 Homeland Security Grant Program is being used to fund this project. Conditions of the grant include a personnel cap limit, which has already been reached. No additional grant funds can be used toward personnel costs. Contractor costs for specific projects are excluded from the personnel cap limitation and provide the only avenue to complete this project.

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

No. Civil service class currently exists that would be used under this project were it not due to grant conditions limiting the use of City staff time reimbursed by the grant.

**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? Price Act limits use of personnel cost to 50% of award	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

ON 03/19/15 BY:

Name: William Lee Phone: 415-558-3866 Email: william.lee@sfgov.org

Address: 1011 Turk Street San Francisco, CA 94102

# Receipt of Union Notification(s)

**Leung, Patrick (DEM) (ECD)**

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**From:** dhr-psccordinator@sfgov.org on behalf of william.lee@sfgov.org  
**Sent:** Thursday, March 19, 2015 3:35 PM  
**To:** Lee, William (ECD); richardisen@gmail.com; L21PSCReview@ifpte21.org; Leung, Patrick (DEM) (ECD); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)  
**Subject:** Receipt of Modification Request to PSC # 4132 12/13 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period December 1, 2015 - December 31, 2017. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/4683>

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

# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY

DATE: June 9, 2012

DEPARTMENT NAME: Department of Emergency Management DEPARTMENT NUMBER 77

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

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

TYPE OF SERVICE: Consulting Services for Communications and Marketing

FUNDING SOURCE: 2011 Urban Area Security Initiative

PSC AMOUNT: \$ 500,000.00 PSC DURATION: 09/01/2012 - 08/31/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The chosen consultant(s) will research, develop and implement an updated community engagement strategy and tactics for the Department of Emergency Management. This strategy will focus on collateral, digital and interactive components designed to be multi-generational and multi-cultural in nature. The focus of the messaging will be preparedness and resilience related.

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

The contract augments current community engagement staffing capabilities. A denial would result in a growing divide of cultural, generational and technical resilience, preparedness and safety messaging.

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):

A community engagement/communications strategy of this nature has not been undertaken in the past. Components of community engagement are maintained by staff and will continue to be maintained throughout the term of service.

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

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

Local 21 Union Name Patrick Leung Signature of person mailing/faxing form 6/4/2012 Date
Union Name Signature of person mailing/faxing form Date
RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4014-12/13 STAFF ANALYSIS/RECOMMENDATION:

Received 6/28/12

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Experience writing long-term branding/messaging strategy from established core messaging; graphic design; branding and marketing experience which assist in the generation a memorable and culturally competent emergency preparedness message. Design and implement a booth/exhibition experience aids in the teaching of preparedness.

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

1312 Public Information Officer  
1314 Public Relations Officer

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 Homeland Security Grant Program is being used to fund this project. Conditions of the grant include a personnel cap limit which has already been reached. No additional grant funds can be used toward personnel costs. Contractor costs for specific projects are excluded from the personnel cap limitation and provide the only avenue to complete the project.

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

No, this is a temporary project designed to create a long-term marketing and branding component for the Department of Emergency Management.

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

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

Yes  No

B. Will the contractor train City and County employees?

Yes  No

- Describe 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?

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 personal services contract with your department?

Yes  No

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

Signature of Departmental Personal Services Contract Coordinator

WILL LEE

415-552-3866

Print or Type Name

Telephone Number

1011 TAYLOR ST  
SF CA 94102

Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION Dept. Code: AIR

Type of Request: [ ] Initial [x] Modification of an existing PSC (PSC # 4116 08/09)

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

Type of Service: Airline Liaison Office services

Funding Source: Airport Operating Funds
PSC Original Approved Amount: \$4,800,000
PSC Mod#1 Amount: \$2,400,000
PSC Mod#2 Amount: \$2,800,000
PSC Cumulative Amount Proposed: \$10,000,000
PSC Original Approved Duration: 07/01/09 - 06/30/17 (8 years 1 day)
PSC Mod#1 Duration: no duration added
PSC Mod#2 Duration: no duration added
PSC Cumulative Duration Proposed: 8 years 1 day

1. Description of Work

A. Scope of Work:

Airport liaison services include serving as a third-party consultant to both the Airport and the SFO Airline Airport Affairs Committee (AAAC), managing the airport/airline relationship, facilitating airline approvals required by Airline Lease and Use Agreements for changes in rates, policies, and capital facilities, and providing analyses and technical expertise for all stakeholders in resolving airport/airline issues.

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

An independent, neutral, third party is needed by the airlines and the airport to resolve disputes and provide objective analytic assessments of proposed changes. Denial of these services will affect the ability of the Airport to secure approval from all airlines for proposed Rates & Charges, as well as for the Airport Capital Plan.

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

Yes, PSC 4116-08/09

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

2. Union Notification: On 03/16/15, 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# 4116 08/09

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 04/20/2015

Civil Service Commission Action:

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

A. Specify required skills and/or expertise:

Ability to analyze proposed changes in rates, policies and capital facilities; ability to resolve disputes and manage relationships; expertise in technical and operational airline affairs.

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

1823, 1824,

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

No; however the contractor will provide independent analysis of proposed rates and charges so that all airlines can use the results instead of replicating the work by doing it themselves or distrusting the Airport if staff of the Airport were to do the work. This level of independence is critical for maintaining trust between the airport and the airlines.

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

A. Explain why civil service classes are not applicable:

Civil service classifications are applicable, however, an independent third-party is needed to provide the liaison services between the airlines and the Airport, resolve disputes and provide objective assessments of proposed changes to rates, policies and capital facilities. Civil Service classification employees will not be seen as a neutral third-party who can advocate effectively for the airlines.

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

No, there are already civil service classifications to perform this work. Please see answer to 4a above.

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

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 03/16/15 BY:

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

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

# Receipt of Union Notification(s)

**Choi, Suzanne (HRD)**

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**From:** dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfso.com  
**Sent:** Monday, March 16, 2015 10:51 AM  
**To:** Cynthia Avakian (AIR); jebrenner@ifpte21.org; L21PSCReview@ifpte21.org; Cynthia Avakian (AIR); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)  
**Subject:** Receipt of Modification Request to PSC # 4116 08/09 - 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 \$2,800,000 for services for the period March 6, 2015 – June 30, 2017. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/1356>

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

# **Additional Attachment(s)**

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

The contracts will be for a five (5) year term to insure consistency in the Airport to Airline relationships.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CONTROLLER Dept. Code: CON

Type of Request:  Initial  Modification of an existing PSC (PSC # 4035 12/13)

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: Proprietary software licenses and solution for integration with eMerge Peoplesoft 9.0 system.

Funding Source: General Fund

PSC Original Approved Amount: \$500,000

PSC Original Approved Duration: 10/01/12 - 09/30/17 (5 years)

PSC Mod#1 Amount: \$205,000

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$525,000

PSC Mod#2 Duration: 05/05/15-12/31/19 (2 years 13 weeks)

PSC Cumulative Amount Proposed: \$1,230,000

PSC Cumulative Duration Proposed: 7 years 13 weeks

**1. Description of Work**

**A. Scope of Work:**

Modification to add scopes of work for Requests to Hire, improved integration such as user experience between the solution and PeopleSoft portal, implement projects such as the classification project so that salary setting and hiring processes is conducted in PeopleSoft. See attached document(s).

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

This service is necessary to ensure efficient payroll and new hire processing through the City's eMerge Peoplesoft 9.0 system. The vendor is the only source who can provide this add-on solution. Consequences of denial include potential delays or errors in City payroll and hiring processes.

**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

**D. Will the contract(s) be renewed? It will renewed only for software licenses and maintenance.**

**2. Union Notification:** On 03/16/15 the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21;

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4035 12/13

Civil Service Commission Action:

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 04/20/2015



3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Highly specialized knowledge of PeopleSoft 9.0 system, including extensive programming and development experience, and access to proprietary software.

B. Which, if any, civil service class(es) normally perform(s) this work?  
1052,1053,1054,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:  
They will provide proprietary software licenses used to integrate with the City's PeopleSoft 9.0 system.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

The vendor will provide proprietary software licenses and a custom application for PeopleSoft 9.0. They are the only provider of this type of add on application.

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? 120 hours of training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<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? SmartERP is only provider and sole source contract is required	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

ON 03/16/15 BY:

Name: Joyce Kimotsuki

Phone: (415) 554-6562 Email: joyce.kimotsuki@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place

San Francisco, CA 94102

# Receipt of Union Notification(s)

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [lily.conover@sfgov.org](mailto:lily.conover@sfgov.org)  
**To:** [\(Conover, Lily \(CON\); richardisen@gmail.com; L21PSCReview@ifpte21.org; Kimotsuki, Joyce \(CON\); DHR-PSCCoordinator, DHR \(HRD\); Isen, Richard \(TIS\)\)](mailto:Conover, Lily (CON); richardisen@gmail.com; L21PSCReview@ifpte21.org; Kimotsuki, Joyce (CON); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS))  
**Subject:** Receipt of Modification Request to PSC # 4035 12/13 - MODIFICATIONS  
**Date:** Monday, March 16, 2015 10:51:01 AM

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PSC RECEIPT of Modification notification sent to Unions and DHR

The CONTROLLER -- CON has submitted a modification request for a Personal Services Contract (PSC) for \$525,000 for services for the period May 5, 2015

–  
December 31, 2019. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/3744>  
Email sent to the following addresses: [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)  
[richardisen@gmail.com](mailto:richardisen@gmail.com)

# **Additional Attachment(s)**

PSC 4035-12/13 Mod 2

**Original Scope of Work:**

**Concise Description of Proposed Work:**

Vendor will provide a proprietary online system that is specifically designed to integrate with PeopleSoft 9.0. This system will automate, simplify and streamline payroll and human resource processes directly into PeopleSoft 9.0. The add-on solution will provide automation to facilitate the removal of paper and manual data entry, enhanced end user productivity and automated workflow approval processes.

**Duration Explanation:**

For all PSCs if the duration requested is 5 years or more, an explanation is required- historical PSC required:

The PSC duration is requested for over 5 years because a sole source contract is required with SmartERP Solutions. SmartERP Solutions is the only vendor that provides this add-on solution for Oracle/PeopleSoft applications. This vendor provides a proprietary online system that is specifically designed to integrated with PeopleSoft which is required by the Office of the Controller and the Department of Human Resources.

**MEMORANDUM**

**TO:** Connie Dantes, Office of Contract Administration

**FROM:** Joyce Kimotsuki, Office of the Controller  
Brent Lewis, Department of Human Resources

**DATE:** 3/16/2015

**SUBJECT:** Sole Source Waiver Request - SmartERP Solutions, Inc

The Office of the Controller and the Department of Human Resources are seeking OCA approval for a sole source to amend our contract with SmartERP Solutions. This vendor provides a proprietary online system that is specifically designed to integrate with PeopleSoft. This online solution automates, simplifies and streamlines payroll and human resource processes directly into PeopleSoft. The add-on solution will provide automation so as to include the removal of paper and manual data entry, enhanced end user productivity and automated workflow approval processes.

SmartERP Solutions is the only vendor that provides this add-on solution for Oracle/PeopleSoft applications. The integration of the SmartERP solution into PeopleSoft applications is easily facilitated as the vendor's employees are comprised of former Oracle/PeopleSoft architects, analysts and executives.

The purpose of this amendment is to include scope of work modifications to add additional functionality to Request to Hire (RTH) functionality as requested by DHR and departments in order to customize the hiring workflow for certain departments (CCD, USD, MTA, ect), improve the RTH's integration with PeopleSoft Portal to reduce the amount of information that a job candidate is required to enter in the system to make the pre-employment vetting process as easy as intuitive as possible for prospective employees, create a compensation/classification system in PeopleSoft so the entire hiring process: compensation and classification, Request to Fill and Request to Hire is conducted in PeopleSoft.

Please contact me at (415) 554-6562 or [Joyce.Kimotsuki@sfgov.org](mailto:Joyce.Kimotsuki@sfgov.org) if you have any questions.

**Attachments:** Sole Source Request Form  
Original Sole Source Approval

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF EMERGENCY MANAGEMENT Dept. Code: ECD

Type of Request: [ ] Initial [x] Modification of an existing PSC (PSC # 33989 - 14/15)

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

Type of Service: Professional Services for E911 CAD Support

Funding Source: General Fund

PSC Original Approved Amount: \$33,600

PSC Original Approved Duration: 10/01/14 - 09/30/15 (52 weeks)

PSC Mod#1 Amount: \$200,352

PSC Mod#1 Duration: 10/01/15-09/30/20 (5 years 2 days)

PSC Mod#2 Amount:

PSC Mod#2 Duration:

PSC Cumulative Amount Proposed: \$233,952

PSC Cumulative Duration Proposed: 6 years 1 day

1. Description of Work

A. Scope of Work:

Hardware maintenance services and monitoring 24x7 on Computer Aided Dispatch System (CAD).

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

Explain why this service is necessary and the consequences of denial: The existing Computer Aided Dispatch(CAD) System is the city-wide high profile and mission critical system which needs to be maintained and supported in 24/7/365 mode to ensure proper operation all the time. CAD project was initiated in June 2012 and now it's in production and this vendor is familiar with the system, thus the best to support the system. The Department of Emergency Management (DEM) does not have the expertise required in this area so if this service is denied, the E911 call and dispatch system will be in risk.

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

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

2. Union Notification: On 03/16/15, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 33989 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/20/2015

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

A. Specify required skills and/or expertise:

Understanding of existing CAD system as well as the overall infrastructure of DEM and SF Public Safety environment.

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:  
Contractor will not provide parts and services to maintain the existing CAD system.

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

A. Explain why civil service classes are not applicable:

This is a highly specialized area covered only CAD and infrastructure which requires extensive knowledge the CAD system as well as performance standard in order to meet national public safety requirement.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
No, this is a highly specialized area and only DEM needs it and only for CAD system.33

**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? Services are only provided by the contractor.	<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? yes, Athena Advanced Networks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
ON 03/16/15 BY:

Name: William Lee Phone: 415-558-3866 Email: william.lee@sfgov.org

Address: 1011 Turk Street San Francisco, CA 94102



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

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of william.lee@sfgov.org

Sent: Monday, March 16, 2015 12:38 PM

To: Lee, William (ECD); Lopez, Ricardo (PDR); Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.net; pcamarillo\_seiu@sbcglobal.net; Carey.dall@seiu1021.org; richardisen@gmail.com; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; joe.brenner@seiu1021.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.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) (DSS); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; 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; Chan, Grace (ECD); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)

Subject: Receipt of Modification Request to PSC # 33989 - 14/15 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD has submitted a modification request for a Personal Services Contract (PSC) for \$200,352 for services for the period October 1, 2015 – September 30, 2020. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrDrupal/node/4666>

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

# Receipt of Union Notification(s)

# **Additional Attachment(s)**



Edwin M. Lee  
Mayor

**Department of Emergency Management**  
1011 Turk Street, San Francisco, CA 94102

Division of Emergency Communications  
Phone: (415) 558-3800 Fax: (415) 558-3843

Division of Emergency Services  
Phone: (415) 487-5000 Fax: (415) 487-5043



Anne Kronenberg  
Executive Director

**MEMORANDUM**

**TO:** Suzanne Choi, DHR PSC Coordinator  
Department of Human Resources

**FROM:** Jun Chen, Manager, PMO *JC*  
Department of Emergency Management

**DATE:** February 24, 2015

**RE:** PSC Duration Exceeding 5 Years – Athena

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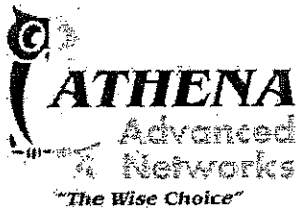
The Department of Emergency Management (DEM) has submitted two PSC requests (#33989-14/15 and #49934-14/15) for professional services related to the hardware and software monitoring and supporting by Athena.

DEM provides the 911 emergency and non-emergency Police, Fire and emergency medical call taking and dispatch services for the City and County of San Francisco using the newly upgraded CAD system. In order to ensure the availability and stability of this mission critical public safety system, DEM needs a vendor to provide a 24x7x365 service to ensure proper functions of the system all the time.

The CAD system was upgraded in May 2014 and scheduled to be used and functioning for 10-15 years. Thus this service will be needed for the same term. Since there is no internal expertise existed within City, DEM will have to contract this out to a vendor to provide the required services.

Given the situation and condition above, DEM is requesting that the duration of these PSC requests be allowed to exceed five (5) years in order to ensure proper function of the CAD system for fulfill the operation needs.

If you have any questions regarding this matter, please feel free to contact me at 415-558-3890 or Mitch Sutton at 415-558-3811.



4497 Brownridge Terrace - Suite 107  
Medford, OR 97504

[www.athenaadvancednetworks.com](http://www.athenaadvancednetworks.com)  
541-899-9596

February 10, 2015

Mitch Sutton  
San Francisco Department of Emergency Management  
1011 Turk Street  
San Francisco, CA 94102

Dear Mitch,

Thank you very much for being a loyal Athena client. We enjoy our working relationship with SFDEM and greatly value your business. As we look to the future we are pleased to provide this quote for 5 years of Athena Remote Monitoring and Support (ARMS) services for the San Francisco, CA CAD environment.

Athena will provide the ARMS services as outlined in the enclosed Scope of Services. The ARMS coverage will include all servers and network equipment used in the CCAD environment at both the Turk (primary) and South Van Ness (backup) locations. The cost for the first 3 years is \$33,600 annually with an optional fourth and fifth year. Also included is a cost for time and materials for each year that can be used at the discretion of SFDEM for Athena services. The cost breakdown is as follows and covers the period October 2015 – September 2018 with the option to add a fourth and fifth year:

- ARMS for 3 years (\$33,600 annually): \$100,800
- Time and Materials for 3 years (5 days per year / 15 total): \$18,000
- Total cost for 3 years (ARMS and T&M): \$118,800

Total with the optional fourth and fifth year added extending period to September 2020:

- ARMS for year 4 (includes 3.5% increase): \$34,776
- ARMS for year 5 (includes 3.5% increase): \$34,776
- Time and Materials for 2 additional years (5 days per year / 10 total): \$12,000
- Total cost for 5 years (ARMS and T&M): \$200,352

Please do not hesitate to contact us if you have any questions or need more information.

Sincerely,

Mark Fleishman  
Chief Technology Officer – Athena Advanced Networks

## Scope of Services

### Monitoring Services

Athena Remote Monitoring and Support (ARMS) includes the following services for all CCAD physical servers (including the backup site):

- Establish secure connection between SFDEM system and the Athena NOC
- Provide Helpdesk to answer questions, provide advice and solve problems
- Conduct onsite server health check once a month
- Provide 24/7 remote support in the event of a server failure with onsite support subject to availability
- Dynamically collect status information
- Set thresholds for alerts
- Monitor the status of systems and network – the list of devices to be monitored is enclosed as Attachment A.
- Respond as matters require attention by resolving the matter or providing a plan of action
- Monitor disk space utilization trends to predict future storage requirement
- Analyze and report on conditions – provide quarterly reports on routine matters – immediate reports on critical conditions
- Provide recommendations to keep systems and networks operating at high levels of performance and reliability
- Help add and configure devices on network – keep equipment inventory current
- Provide instructions and in-house training to maintain systems and network
- Establish and monitor best practices for site backups and security/password management
- Serve as advocate when dealing with multiple support providers
- Deploy staff when you need on-site services (at Time and Materials rates)
- Provide quarterly reports to include
  - All issues detected
  - Corrective actions take
  - Summary of disk utilization
  - Summary of system performance
  - Status of system backups

### Help desk Support Services

- 24/7 telephone support desk to report issues and receive assistance with operating system and hardware issues / questions on system. It is requested that routine matters be called in during normal business hours.
- Assistance with routine systems tasks. These include:
  - Adding / deleting user accounts
  - Adding printers
  - Replacing failed disk drives
- Assist with applying software patches and upgrades

- Providing assistance during the application of Tiburon software releases

### **Additional Services**

In the event that additional services are required from Athena that are outside of the system monitoring, support and reporting tasks, Athena will provide a written estimate of time and charges for the services. Based upon agreement between the Department and Athena on a level of effort and time frame, Athena will commence work.

### **San Francisco Department of Emergency Services Support**

This support plan is contingent upon the Department providing the following:

- Designate primary and secondary contacts
- Select and purchase hardware and software components associated with the listed monitored devices.
- Provide licenses for software running on the Department's servers and programmable devices.
- Coordinate any installation, testing or changes with Athena to maintain system integrity.
- Provide end user support as may be required as applies to the listed monitored devices.
- Be responsible for maintaining the network including all maintenance and security functions for the network used by all Department servers.
- Be responsible for application life-cycle support in order to retain Vendor support.
- Arrange remote access for Athena via VPN facilities to network and servers for monitoring and support activities.
- Arrange for replacement hardware components should a failure occur.
- Work with Athena on a mutually agreed schedule to allow required maintenance services to be performed in a timely manner.
- Provide physical access to server equipment and facilities as may be required by Athena to perform its duties.

## Attachment A

Additional devices identified by SFDEM and Athena can be included by mutual agreement; however, significant changes in the equipment configuration may result in a change in cost:

<u>Name</u>	<u>Serial Number</u>
CECC-CCADAPP	Stratus Site ID 32051
CECC-CCADDB	Stratus Site ID 32049
CECC-CCADMSS	Stratus Site ID 32050
CECC-CCADREM1	USE3130C7K
CECC-CCADREM2	USE3130C7N
CECC-CCADREM3	USE3130C7S
CECC-CCADTAPP	Virtual
DEM-VB-CADDIST	Virtual
DEM-VB-CCADWEBQ	Virtual
DEM-VB-DW-VM1	Virtual
SVAN-CCADMSS	USE3130C7M
SVAN-CCADWEBQ	USE3130C7F
SVAN-CCADAPP	USE3130C7L
SVAN-CCADLIVE	USE3130C7M
SVAN-CCADREM3	USE3130C7T
SVAN-CCADREM1	USE3130C7P
SVAN-CCADREM2	USE3130C7J
SVAN-CCADDW	MXQ3120D5G
SVAN-CCADDB	MXQ3120D5H



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 Duration: <u>01/04/11 - 12/31/11 (51 weeks 4 d</u>
PSC Original Approved Amount: <u>\$200,000</u>	PSC Mod#1 Duration: <u>01/01/12-06/30/14 (2 years 25 weeks)</u>
PSC Mod#1 Amount: <u>no amount added</u>	PSC Mod#2 Duration: <u>07/01/14-06/30/15 (1 year)</u>
PSC Mod#2 Amount: <u>\$90,000</u>	PSC Mod#3 Duration: <u>06/30/15-07/01/17 (2 years 2 days)</u>
PSC Mod#3 Amount: <u>\$290,000</u>	PSC Mod#4 Duration: _____
PSC Mod#4 Amount: _____	PSC Cumulative Duration Proposed: <u>6 years 25 weeks</u>
PSC Cumulative Amount Proposed: <u>\$580,000</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.

Services have been provided in the past through earlier PSC request. See 4056 10/11

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

2. Union Notification: On 03/12/15, the Department notified the following employee organizations of this PSC/REP

request: Professional & Tech Engrs, Local 21; Management & Superv Local 21;

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4056 10/11

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 04/20/2015

Civil Service Commission Action:

**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)**

	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? 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? 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 03/12/15 BY:

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

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

# Receipt of Union Notification(s)

From: Kato, Greg (TTX)  
Sent: Thursday, March 12, 2015 10:32 AM  
To: Fried, Amanda (TTX)  
Subject: Fw: Receipt of Modification Request to PSC # 4056 10/11 - MODIFICATIONS

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From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> on behalf of greg.kato@sfgov.org <greg.kato@sfgov.org>  
Sent: Thursday, March 12, 2015 10:14 AM  
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 \$290,000 for services for the period June 30, 2015 □ July 1, 2017. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

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)**

5B

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. 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).